

GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

GYEITI

GUYANA
Extractive
Industries
Transparency
Initiative

GYEITI National Secretariat
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MULTI-STAKEHOLDER GROUP Minutes of 6TH STATUTORY MEETING 26th July, 2017, 10.00 am Ministry of Natural Resources, Boardroom Upper Brickdam, Georgetown

As members awaited the anticipated presence of Minister Raphael Trotman to obtain a quorum it was agreed that co-chair Curtis Bernard of civil society proceed with the meeting, but no decision should be taken in the absence of a quorum. The Meeting was called to order 10.40 am by Curtis Bernard. A quorum was constituted with the arrival of Minister Trotman. Minister Trotman asked Curtis Bernard to continue chairing the meeting.

The prior circulated draft agenda was modified and adopted. Below is a copy of the modified and adopted Agenda:

- I. WELCOME AND CALL TO ORDER
- II. ATTENDANCE AND EXCUSES
- III. OPENING REMARKS AND ADOPTION OF AGENDA
- IV. MINUTES OF LAST MEETING (Corrections, adoption)
- V. MATTERS ARISING OUT OF MINUTES
- VI. CORRESPONDENCE
- VII. PROGRESS REPORTS – PRESENTATION AND DISCUSSION
 - i. Monthly Progress Report – National Secretariat
 - ii. Communications Working Group Report
 - iii. Materiality Working Group Report
- VIII. DRAFT WORK PLAN – DISCUSSION, CHANGES, ENDORSEMENT
- IX. ESTABLISHMENT OF WORKING GROUPS – PROCESS
- X. ESTABLISHMENT OF CANDIDATURE WORKING GROUP
- XI. MOTION TO MODIFY TOR OF MSG – PROPOSED BY CURTIS BERNARD
- XII. ANY OTHER BUSINESS

- Outreach in Interior
 - Carter Center presentation of EITI Resource Materials
- NEXT MEETING IS SCHEDULED FOR 9TH AUGUST, 2017

I. Chairperson Curtis Bernard in welcoming all present, expressed gratitude for the confidence and trust in him to chair the meeting which proceeded per adopted agenda.

i. Participants were:

1. Ms. Gillian Pollard (g)
2. Mr. Hilbert Shields (via skype) (i)
3. Ms. Gomin Camacho (cs)
4. Ms. Najuma Nelson (cs)
5. Mr. Curtis Bernard (cs)
6. Mr. Paul Atkinson (cs)
7. Mr. Larry Carryl (cs)
8. Minister Raphael Trotman (g)
9. Mr. Deonarine Ramsaroop (Rickey) (i)
10. Mr. Patrick Harding (i)
11. Ms. Vanda Radzik (cs)
12. Ms. Ayaana Jean-Baptiste (i)
13. Ms. Diane Baker, Deputy Coordinator
14. Dr. Rudy R. Jadoopat, National Coordinator

ii. Absent were:

1. Mr. Joslyn McKenzie (g)
2. Mr. Wallace Ng-See-Quan (g)
3. Mr. Omar Bissoon (g)
4. Mr. Godfrey Statia (g)
5. Mr. Tarachand Balgobin (g)
6. Ms. Allison Butters-Grant (i)
7. Mr. Brian Gittens (i)
8. Mr. Mike McCormack (cs)
9. Ms. Hema Khan (g)
10. Mr. Rod Henson (i)

11. Mr. Ryan Ramjit (i)
12. Laura George (cs)

II. MINUTES OF LAST MEETING as circulated electronically prior to meeting and in print at the meeting, was adopted with minor corrections. A motion to adopt the Minutes as a true record of the GYEFTI MSG was moved by Deonarine Ramsaroop and seconded by Patrick Harding. There being no objections nor abstentions, the corrected Minutes of the 5th MSG Meeting was adopted.

III. MATTERS ARISING OUT OF MINUTES

- i. Status of conditionally adopted TOR - the National Coordinator was asked to obtain a definite word from the Permanent Secretary of the Ministry of Natural Resources, Mr. McKenzie on what is the sentence government would like to include in the TOR of the MSG.
- ii. The Confidentiality Agreement has not been signed by **Godfrey Statia (g) Tarachand Balgobin (g), Omar Bissoon (g), Laura George (c.s.) and Rod Henson (i)**.
- iii. Nomination Acceptance / Appointment Letters have not been delivered to Laura George (c.s.) and Rod Henson (i).

IV. REPORTS

1. National Secretariat Report – The National Coordinator Dr. Rudy Jadoopat presented the 2nd report by the Secretariat to the MSG. This report was circulated electronically prior to meeting and in print at the meeting. The Secretariat's 2nd Report was well received. Suggestions were made for future reports from the Secretariat to be accompanied with an **'Action Sheet'** showing what was to be done, by whom, by when and status of each item.
2. Communications / Outreach Working Group report was presented by Deputy Coordinator Ms. Diane Barker. The Meeting commended the members of the working group for the level of success achieved despite time and other constraints.
3. The Materiality Working Group Report was presented Ms. Gillian Pollard. The report was well received. The materiality statement formulated by the working group was adopted. It was agreed that the content of this statement should be reflected in the candidature application. The meeting commended the members of the materiality working group.

V. DECISIONS taken by 6th MSG Meeting:

1. Correspondence which indicated that MSG co-chair Hilbert Shields, in his personal capacity, was involved in contractual arrangement with

government of Guyana that is not consistent with the principles of transparency which EITI promotes. The content of the correspondence was discussed at the MSG Meeting. Hilbert Shields told the Meeting that the contract to which reference was made, was actually signed before he was appointed a member of the Board of Directors of the Guyana Geology & Mines Commission and before he was appointed as an MSG member. **The Secretariat to be provided proper guidance on the preparation of a response to this correspondence.**

2. **Full packages of material to be presented to MSG at Meetings** to include Minutes of last meeting, secretariat report, etc.
3. Minutes of Meeting to specify **names of members absent with and without submitting excuses ahead of meeting.**
4. Secretariat to request final word from Permanent Secretary Joslyn McKenzie on the sentence government reserved right to include in the **MSG TOR.**
5. Secretariat's future reports to include **'Action Sheet'**.
6. The **logo** was **confirmed** to include a **box around the words on the right.**
7. Five proposals were received from **website design development and related services. It was agreed to accept the lowest offer**, which was submitted by Mars Technologies, Inc, doing business as Middle Road Group, Inc. Secretariat to prepare relevant procurement documents and procure services accordingly.
8. The updated **Draft Work Plan, with specific insertion as proposed by Civil Society below, was endorsed by the MSG. MSG gave approval to have the revised Work Plan published.** It was noted that, although endorsed, the work plan needs to be further developed to ensure more relevant details are considered in order to make it more practically useful.
9. The **Meeting endorsed the report presented on behalf of the communications / outreach working group.** Observations and recommendations for improvement in future outreach activities were accepted as valid and useful.
7. The Secretariat wrote Minister of Natural Resources and received a response ascertaining that the **Legal Status of the MSG was established by Cabinet Meeting dated 17th November 2015** which states that approval was given for per Memorandum CP(2015)11:2:BBB submitted by Minister of Governance, entitled, "GUYANA CONTINUING THE EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (EITI) APPLICATION PROCESS AND ESTABLISHING A STEERING COMMITTEE (MULTI-STAKEHOLDER GROUP, MSG) AS REQUIRED BY THE EITI PROCESS"
8. On 15th June, 2017 the Secretariat via email, sent MSG members and alternates the following:

- a) Copy of EITI Candidature Application
 - b) Minutes of 5th MSG Meeting and
 - c) Copy of renamed Working Draft Work Plan
9. **A statement contained in report from ‘materiality working group’ to define materiality, reporting thresholds and reporting entities was endorsed and recommended to be used for the purpose of satisfying the candidature application process and guide future work of the MSG. Gillian Pollard is to submit a revised ‘materiality’ statement as per discussion at meeting.**
10. It was agreed that **members of MSG and Secretariat can participate and make presentations at Outreaches**, especially in remote areas.
11. **The Communications / Outreach team was tasked to prepare a variety of communications messages** which can be easily edited and reformatted for multiple use and also translated to the various languages if necessary.
12. It was suggested that **simple power point and video presentations be prepared** to enhance public outreach.

A **‘candidature application working group’ was not established** as members felt that the Secretariat has the capacity to prepare the application. **The Secretariat is expected to provide the first draft of candidature application by 3rd August, 2017** to MSG members via email. Members are to promptly review the draft and provide relevant comments, observations and suggestions to the Secretariat. A final draft is to be presented to the 7th MSG Meeting on 9th August, 2017 for review and possible endorsement.

OTHER MATTERS

- 1) Curtis Bernard (c.s.) proposed that at the time **when working groups and sub-committees are established, the MSG should define scope and mandate**. This proposal was accepted.
- 2) The 6th MSG Meeting was temporarily adjourned to allow the **Carter Center Guyana Representative Jason Calder to present hard copies of EITI related Materials** bounded together to MSG Members and GYEITI Secretariat.
- 3) Vanda Radzik informed the Meeting that **NRDDB will have a meeting on 16-18 August, 2017** and suggested that GYEIYI take advantage of the occasion and make a brief presentation. This suggestion was well received.
- 4) Hilbert Shields expressed concern over the absence of a budget for GYEITI. **Minister Raphael Trotman indicated that the 2018 Budget will include allocations for GYEITI**. Gillian Pollard informed the Meeting that the deadline for budget submission is 22nd September, 2017
- 5) Curtis Bernard informed the Meeting that consultations were held among civil society stakeholders. This led to a proposal by Civil Society to revise the draft

work plan by inserting clause 2.2 (d) to read, “Prepare a variety of communication products localizing the EITI report to various Civil Society audiences, especially indigenous and hinterland communities”. This proposal was accepted and the Meeting agreed to revise the work plan accordingly.

6) It was agreed that a 2nd Phase of Public Outreach Events be organized.
7) It was agreed that the GYEITI Secretariat urgently embarks on the process required to benefit from the services of a secretary for the National Secretariat.

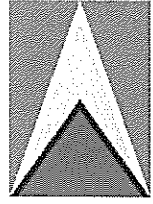
8) An organogram and associated terms of reference for additional staff of the GYEITI Secretariat was deferred to the next MSG Meeting.

THE NEXT MSG MEETING is scheduled for 9th August, 2017 at a venue to be announced.

The 6th MSG Meeting concluded at 12.10 pm

Prepared and submitted by:
National Secretariat, GYEITI on 27th July, 2017

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MULTI-STAKEHOLDER GROUP Minutes of 5TH STATUTORY MEETING 14th June, 2017, 10.00 am Ministry of Natural Resources, Boardroom Upper Brickdam, Georgetown

The Meeting was called to order 10.15 am by Gillian Pollard who, in the absence of both Minister Trotman, substantive chairperson of the MSG and his alternate Joslyn McKenzie, was elected by those present to chair the meeting.

The prior circulated draft agenda was slightly modified and adopted. The modification was to allow item 'correspondence' to be dealt with in the Secretariat's report.

I. Chairperson Gillian Pollard in welcoming all present, expressed gratitude for the confidence and trust in her to chair the meeting which proceeded per adopted agenda.

i. Participants were:

1. Ms. Gillian Pollard (g)
2. Mr. Hilbert Shields (via skype) (i)
3. Ms. Gomin Camacho (cs)
4. Mr. Mike McCormack (cs)
5. Ms. Hema Khan (g)
6. Mr. Rod Henson (i)
7. Mr. Deonarine Ramsaroop (Rickey) (i)
8. Mr. Patrick Harding (i)
9. Ms. Vanda Radzik (cs)
10. Ms. Ayaana Jean-Baptiste (i)
11. Mr. Ryan amjit (i)
12. Mr. Johann Earle (MNR PRO to Record)

13. Ms. Diane Baker, Deputy Coordinator
14. Dr. Rudy R. Jadoopat, National Coordinator

ii. Absent were:

1. Minister Raphael Trotman (g)
2. Mr. Joslyn McKenzie (g)
3. Mr. Wallace Ng-See-Quan (g)
4. Mr. Omar Bissoon (g)
5. Mr. Godfrey Stasia (g)
6. Mr. Tarachand Balgobin (g)
7. Ms. Allison Butters-Grant (i)
8. Mr. Brian Gittens (i)
9. Mr. Curtis Bernard (cs)
10. Mr. Paul Atkinson (cs)
11. Mr. Larry Carryl (cs)
12. Ms. Najuma Nelson (cs)
13. Ms. Laura George (cs)

II. MINUTES OF LAST MEETING as circulated electronically prior to meeting and in print at the meeting, was adopted with minor corrections.

III. MATTERS ARISING OUT OF MINUTES

- i. Status of conditionally adopted TOR which was sent for legal review – the National Coordinator informed the meeting that the Permanent Secretary of the Ministry of Natural Resources, Mr. McKenzie indicated that the MSG TOR was accepted in principle, with a request to include a sentence, which will be formulated in due course.
- ii. The Confidentiality Agreement has not been signed by all MSG members - Meeting asked the Secretariat to complete process.
- iii. Nomination Acceptance / Appointment Letters have not been delivered to all MSG members - Meeting asked the Secretariat to complete process.

IV. REPORTS

(1) Work Plan Working Group – National Coordinator was asked to present a report on the work plan. Working Draft work plan has been completed by the working group. Secretariat was tasked with integrating the views and suggestions arising out of meetings of the working group. Secretariat prepared and circulated a working draft work plan prior to meeting and also in print at the meeting. Minor technical difficulties were

experienced by recipients in printing and deciphering the order of several drafts sent. Discussion ensued – Meeting asked the Secretariat to rename the working draft work plan and indicate the date in the file name.

(2) National Secretariat Report – The National Coordinator presented the first report by the Secretariat to the MSG, which was circulated electronically prior to meeting and in print at the meeting. The deputy coordinator provided an update on the status of the acquisition of copies of documents which are needed to accompany the EITI candidature application. Ms. Barker also discussed recommendations, suggestions and proposals which emanated from meetings held by the secretariat with the Carter Center and the Guyana Women Miners Organisation. Discussions ensued.

DECISIONS taken by 5th MSG Meeting:

1. Secretariat to rename working draft work plan indicating date and resend by Friday 16th June, 2017
2. Improve the structure of Secretariat's report to include suggestions by Hilbert. Coordinator and Hilbert to discuss details. Hilbert suggested that the report should also include activities progress report, 'Planned', 'Achieved' / 'Progress' and also a financial reporting feature 'Account Total', 'Deposits', 'Expenditure', 'Balance' – and perhaps a balance sheet for each activity.
3. Working Draft Work Plan was endorsed.
4. Government, Industry and Civil Society sectors will present working draft work plan to respective constituency for consultation and provide feedback to Secretariat before 28th June, 2017
5. Secretariat to prepare a new draft work plan based on the feedback received from the sectors before next MSG meeting and circulate ahead of meeting.
6. A Communications / Outreach Working Group was constituted with the following initial members:
 - i. Ms. Gomin Camacho (cs)
 - ii. Mr. Patrick Harding (i)
 - iii. (Government to submit name) (g) *h/a/a / a.c.c.e. n/j-see 6*

The Meeting agreed that the members of this communications / outreach working group can invite other persons as needed.

7. Secretariat to communicate with MSG members and alternates using a 'Memo' system and should include codes, numbers and dates. The format of memo should reflect: subject, brief explanation, action, recommendation / advice, with feedback options (like boxes to tick).
8. MSG members to provide contact information of persons and entities which may be willing to assist with EITI related public outreaches and consultations.

9. Secretariat mandated to write EITI Champion asking him to determine the specific legal status of the MSG and the Secretariat providing him examples adopted in other EITI countries.
10. Secretariat to send MSG members and alternates copy of EITI Candidature Application.
11. MSG Members and alternates will assist Secretariat in obtaining copies of documentations required for candidature application submission, including minutes and reports of meetings, photographs, printed materials, newspaper articles, ads, flyers, brochures etc. used prior to launch of MSG.
12. A 'materiality working group' to define materiality, reporting thresholds and reporting entities was constituted with the following initial members:
 - i. Ms. Hema Khan (g) (Convener, Chair)
 - ii. Ms. Gillian Pollard (g)
 - iii. Mr. Mike McCormack (cs)
 - iv. Mr. Curtis Bernard (cs)
 - v. Mr. Hilbert Shileds (i)
 - vi. Mr. Patrick Harding (i)

THE NEXT MSG MEETING has been scheduled for 12th July, 2017 at a venue to be announced.

Lunch was provided by the Ministry of Natural Resources.

The 5th MSG Meeting concluded at 12.38 pm

Prepared and submitted by:
National Secretariat, GYEITI

MINUTES 4th MEETING
OF THE GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

MULTI-STAKEHOLDER GROUP

Held on Friday, 19th May, 2017,

IN THE BOARDROOM OF THE Guyana Forestry Commission

Welcome / Opening / Attendance / Excuse

At 11.25 am the Meeting was called to order by chairperson, Mr. Joslyn McKenzie, MSG G-EITI Alternate to MSG Chairman, Hon. Raphael Trotman, Minister of Natural Resources.

The Chairman briefly welcomed all present.

The following persons were:

(i) Present -

1. Mr. Joslyn McKenzie
2. Hilbert Shields
3. Mr. Mike McCormack
4. Mr. Paul Atkinson
5. Mr. Larry Carryl
6. Mr. Jeff Simons
7. Mr. Curtis Bernard
8. Mr. Deonarine (Rickey) Ramsaroop
9. Mr. Patrick Harding
10. Ms. Gillian Pollard
11. Ms. Hema Khan
12. Ms. Gomin Camacho
13. Mr. Ryan Ramjit
14. Ms. Najuma Nelson
15. Mr. Wallace Ng-See-Quan
16. Ms. Diane Barker – Deputy Coordinator, G-EITI
17. Dr. Rudy R. Jadoopat – National Coordinator, G-EITI

(ii) Absent / Excused -

1. Hon. Minister Raphael Trotman (g)
2. Mr. Tarachand Balgobin (g)
3. Mr. Godfrey Statia (g)
4. Ms. Laura George (cs)
5. Mr. Omar Bissoon (g)
6. Ms. Allison Butters-Grant (i)
7. Ms. Vanda Radzik (cs)
8. Mr. Brian Gittens (i)
9. Ms. Ayaana Jean-Baptiste

The chairman made brief opening remarks, after which, a draft Agenda circulated was amended then adopted as the Agenda for said MSG Meeting, by consensus.

The 4th MSG Meeting proceeded according to below:

AGENDA – AMENDED AND ADOPTED

OPENING REMARKS AND APPROVAL OF AGENDA

MINUTES OF LAST MEETING – (Circulated electronically)

- (1) CORRECTIONS
- (2) OMISSIONS
- (3) ADOPTION

Ryan Ramjitt was omitted from list of attendees present at 3rd Meeting. This name was inserted. There being no other correction or omission, the Minutes was adopted.

MATTERS ARISING OUT OF MINUTES

- (1) **LETTERS OF ACCEPTANCE TO NOMINEES** – The Permanent Secretary of the Ministry of Natural Resources indicated that the letters were signed and sent accordingly.
- (2) Report from symposium Preparation Team – Symposium was held prior to 4th MSG Meeting.
- (3) **CONFIDENTIALITY AGREEMENT** has been signed by MSG members, except for a few.
- (4) Status of conditionally adopted TOR – Minister of Natural Resources sent for legal review .

CORRESPONDENCE

OUTGOING

Secretariat sent to MSG members and alternates, via email, copies of:

- (1) Draft Organization Chart
- (2) Draft Communications Protocol
- (3) List of initial requirements for setting up the National Secretariat
- (4) Emails to MSG Members on meetings held with EITI Regional Secretariat, Moore Stephens, Carter Center.
- (5) Letter of Invite to 4th MSG meeting
- (6) Draft Agenda for 4th MSG meeting

INCOMING

- (1) Letter to Chairman of MSG from Carter Center offering assistance.

DECISIONS TAKEN:

1. Draft Terms of Reference conditionally adopted was sent for legal review by Minister of Natural Resources, Hon. Raphael G.C. Trotman. Expected to be completed within one week.
2. Draft Confidentiality Agreement has been signed by most of the MSG Members. A few MSG members are yet to sign the CA.
3. Draft Organisation Chart be reviewed at upcoming symposium.
4. Draft Communications protocol to be reviewed at upcoming symposium.
5. Draft list of initial requirements to get the secretariat up and functioning to be reviewed at upcoming symposium.

6. In the interest of consistency, the Guyana Extractive Industries Transparency Initiative is to use one acronym GYEITI
7. Previously established Work Plan Work Group is to resume its functions.
8. The Secretariat to engage Carter Center to identify specific areas in which assistance is needed.
9. Work Plan Work Group to engage Carter Center to determine possible areas where assistance can be applied.
10. Carter Center to be advised that due to the need to maximize MSG's focus on Work Plan and Application submission, its offer of assistance in reviewing of legal and regulatory framework will be useful at a later time.
11. Secretariat to inform Moore Stephens Consultants that the MSG is currently benefiting from assistance and considers it necessary to exhaust this before considering additional services.
12. Secretariat to rework national priorities presentations by civil society, industry and government sectors and provide a draft which incorporates the common positions by Wednesday 24th May, 2017
13. Secretariat to organize a symposium with external assistance on 31st May, 2017 to build capacity for MSG and Secretariat.
14. The Agenda for the proposed symposium is to be formulated by Secretariat and circulated by Wednesday, 24th May, 2017
15. Agenda for Statutory MSG Meetings to include item 'Report by GYEITI National Secretariat'.

Date of Next MSG Meeting

5th MSG Meeting is scheduled for Wednesday 14th June, 2017 from 10.00 to 12.00 noon at a venue to be determined.

The 4th MSG Meeting concluded at 12:50 pm, 19th May, 2017

**MINUTES OF 3rd MEETING
OF THE GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE MULTI-
STAKEHOLDER GROUP**

**Held on WEDNESDAY, 12th April, 2017,
IN THE BOARDROOM OF THE MINISTRY OF NATURAL RESOURCES**

Welcome / Opening / Attendance / Excuse

At 10.00 am Meeting was called to order by Mr. Joslyn McKenzie, MSG G-EITI Alternate member, Permanent Secretary of the Minister of Natural Resources.

The Chairman briefly welcomed all present.

The following persons were:

(i) Present -

1. Mr. Joslyn McKenzie
2. Ms. Allison Butters-Grant
3. Ms. Vanda Radzik
4. Hilbert Shields
5. Mr. Mike McCormack
6. Mr. Paul Atkinson
7. Mr. Larry Carryl
8. Mr. Jeff Simon
9. Mr. Curtis Bernard
10. Mr. Deonarine Ramsaroop
11. Mr. Patrick Harding
12. Mr. Brian Gittens
13. Ms. Gillian Pollard
14. Ms. Ayaana Jean-Baptiste
15. Ms. Hema Khan
16. Ms. Gomin Camacho
17. Mr. Ryan Ramjit
18. Ms. Diane Barker – Deputy Coordinator, G-EITI
19. Dr. Rudy R. Jadoopat – National Coordinator, G-EITI

(ii) Excused -

1. Hon. Minister Raphael Trotman
2. Mr. Wallace Ng-See-Quan
3. Ms. Najuma Nelson
4. Mr. Tarachand Balgobin
5. Mr. Godfrey Statia
6. Ms. Laura George
7. Mr. Omar Bissoon

The chairman made brief opening remarks, after which, a draft Agenda circulated was amended then adopted as the Agenda for said MSG Meeting, by consensus.

The following is agenda for the 3rd MSG Meeting which was adopted:

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AGENDA – (AMENDED AND ADOPTED)

I. WELCOME AND CALL TO ORDER

II. ATTENDANCE / EXCUSES

III. OPENING REMARKS AND APPROVAL OF AGENDA

IV. MINUTES OF LAST MEETING – Circulated electronically

(1) CORRECTIONS

(2) OMISSIONS

(3) ADOPTION

V. MATTERS ARISING OUT OF MINUTES

(1) LETTERS OF ACCEPTANCE TO NOMINEES

(2) Report from Work Group – FINAL DRAFT TERMS OF REFERENCE

(3) Report from Work Group - FINAL DRAFT CONFIDENTIALITY AGREEMENT

(4) Report from Work Group – DRAFT WORK PLAN

VI. CORRESPONDENCE

OUTGOING

Secretariat sent to MSG members and alternates via email copies of

(1) Draft Confidentiality Agreement

(2) Draft Terms of Reference

(3) Incomplete Draft work plan

(4) Letter of invite to 3rd MSG meeting

(5) Draft Agenda for 3rd MSG meeting

(6) Reminder of 3rd MSG meeting.

INCOMING

(1) The TOR and CA work group sent completed drafts to secretariat.

VII. ESTABLISHMENT OF WORK GROUPS:

1) Communications Work Group - Draft Communications Strategy and Plan

2) EITI Application Work Group - To Study the EITI Application process and examine materiality related issues.

VIII. COMMUNICATIONS PROTOCOL

IX. ‘DEFINING MATERIALITY, REPORTING THRESHOLDS AND REPORTING ENTITIES’ - REPORT BY MIKE McCORMACK

X. ANY OTHER BUSINESS

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DECISIONS

1. Letter of Acceptance of Nominees and Appointment of Members of MSG will be sent out within a few days.

2. Draft Terms of Reference - meeting agreed that the finalized version of the TOR submitted by Work Group, should be adopted pending review

- and approval by Minister of Natural Resources, Hon. Raphael G.C. Trotman and that this should be done before the next MSG meeting.
3. Draft Confidentiality Agreement - meeting adopted the finalized version of the Confidentiality Agreement submitted by Work Group. MSG Members to sign.
4. Work Plan – Work Plan Work Group needs technical and other assistance to prepare a draft work plan.
5. A half day Work Shop to be organized to address Work Plan and other related issues before next MSG Meeting.
6. It was decided not to form any additional work group until Work Shop is held.
7. The Agenda for the proposed Work Shop will be formulated by an MSG Team, comprising of the following four members:
Joslyn McKenzie (g), Curtis Bernard (cs), Hilbert Shields (i), and Gillian Pollard (g).
8. A second Work Shop is to be arranged with technical assistance from external sources to examine the following:
 - i) Work Plan,
 - ii) Determination of Materiality, Reporting Thresholds, Reporting Entities and
 - iii) Candidature application.
9. Public statements must not be made without proper MSG approval. Public statements can be considered approved by MSG if after six (6) hours from time of circulation to all MSG members no response is received. Responses received must be taken into consideration before public statements are made.
10. Secretariat has been assigned task to prepare a draft communications protocol.
11. Secretariat to prepare a draft organizational chart and a list of requirements.
12. The World Bank EITI related assistance is forthcoming.

Date of next meeting

4th MSG Meeting is scheduled for Wednesday 10th May, 2017 from 10.00 to 12.00 noon at a venue to be determined.

The 3rd MSG Meeting concluded at 11.50 am

**MINUTES OF 2nd MEETING OF THE GUYANA EXTRACTIVE INDUSTRIES
TRANSPARENCY INITIATIVE MULTI-STAKEHOLDER GROUP HELD ON
WEDNESDAY, 8th March, 2017, IN THE BOARDROOM OF
THE MINISTRY OF NATURAL RESOURCES**

I. Welcome / Opening / Attendance / Excuse

- (i) At 10.00 am Meeting was called to order by MSG G-EITI member, G-EITI Champion, Minister of Natural Resources, Hon. Raphael G. C. Trotman.
- (ii) The Chairman briefly welcomed members and alternates.

II. The following persons were:

(i) Present -

1. Hon. Minister Raphael Trotman
2. Mr. Mike McCormack
3. Mr. Paul Atkinson
4. Mr. Larry Carryl
5. Mr. Jeff Simon
6. Mr. Curtis Bernard
7. Mr. Deonarine Ramsaroop
8. Mr. Patrick Harding
9. Mr. Brian Gittens
10. Ms. Gillian Pollard
11. Ms. Ayaana Jean-Baptiste
12. Ms. Hema Khan
13. Mr. Wallace Ng-See-Quan
14. Ms. Gomin Camacho
15. Ms. Diane Barker – Deputy Coordinator, G-EITI
16. Dr. Rudy R. Jadoopat – National Coordinator, G-EITI

(ii) Excused -

17. Mr. Joslyn McKenzie
18. Ms. Najuma Nelson
19. Mr. Tarachand Balgobin
20. Mr. Godfrey Statia
21. Ms. Laura George
22. Ms. Allison Butters-Grant
23. Ms. Vanda Radzik
24. Mr. Ryan Ramjit
25. Mr. Omar Bissoon
26. Hilbert Shields

- III. **The chairman made opening remarks. Agenda as circulated was agreed by consensus.**
- IV. **The Minutes, which incorporated the corrections submitted was adopted by consensus without further corrections. There was no omission.**
- V. **Matters arising out of minutes:**
- (i) Draft Terms of Reference - meeting established a workgroup to finalize TOR and submit before the next meeting. Secretariat to assist.
 - (ii) Draft Confidentiality Agreement - meeting agreed that the TOR Workgroup will also finalize Confidentiality Agreement and submit prior to next meeting. Secretariat to assist.
 - (iii) Work Plan – meeting established a workgroup to prepare a draft work plan and circulate it prior to next meeting. Secretariat to assist.

VI. **Correspondence**

The following documents were circulated at the meeting:

- (i) Draft Agenda of MSG Meeting
- (ii) (Corrected via email) Minutes of previous MSG Meeting
- (iii) Draft Terms of Reference G-EITI - by Deputy Coordinator, G-EITI
- (iv) Draft Confidentiality Agreement - by Deputy Coordinator, G-EITI

Decision:

Formation of Work Groups

Form two Work Groups with specific mandates to:

- (i) **With assistance from Secretariat, finalize the Terms of Reference and Confidentiality Agreement.**

Nominees to this Work Group are:

1. Curtis Bernard (cs)
2. Larry Carryl (cs)
3. Allison Butters-Grant (i)
4. Hilbert Shields (i) (nominated en absentia)
5. Hema Khan (g), (name submitted later)
6. Wallace Ng-See-Quan (g) (name submitted later)

- (ii) **With assistance from Secretariat, finalize a Draft Work Plan.**

Nominees to the Work Plan Work Group are:

1. Mike McCormack (cs)
2. Gomin Comacho (cs)
3. Wallace Ng-See-Quan (g)
4. Gillian Pollard (g)

5. Brian Gittens (i)
6. Hilbert Shields (i) (nominated en absentia)

VII. Any other business

- (i) **Funding** - Chairman and EITI Champion informed the meeting that the World Bank reaffirmed its commitment to assist the G-EITI by offering financial assistance in amount of one hundred thousand US Dollars (USD \$100,000.00). This matter is engaging the attention of the Ministry of Finance which is the government entity responsible for processing such assistance.
- (ii) **Newspaper articles** - raised by Mike McCormack: G-EITI Champion to seek audience with senior government advisor Dr. C. Y. Thomas
- (iii) **Time-Off from work** - to attend MSG Meetings: members needed assistance to be released from regular work to attend MSG Meetings. G-EITI Champion to address this issue.
- (iv) **National Secretariat staffing** – suggestion: To form a Work Group to assist G-EITI Secretariat. No supportive decision was taken.
- (v) The MSG should explore options and **establish social media groups**, especially **'Whatsapp'** and **'Facebook'**.
- (vi) Mike McCormack was asked to provide a summary report on 'Defining Materiality, Reporting Threshold and Reporting Entities'

VIII. Date of next meeting

- (i) 3rd Meeting of MSG G-EITI will be held on Wednesday 12th April, 2017 from 10.00 to 12.00 noon at a venue to be determined.
- (ii) The 2nd MSG G-EITI Meeting concluded at 10.45 am

Acronym: cs – Civil Society, i – Industry, g - Government

**MINUTES OF 1ST MEETING OF THE GUYANA EXTRACTIVE INDUSTRIES
TRANSPARENCY INITIATIVE MULTI-STAKEHOLDER GROUP HELD ON
WEDNESDAY, 15TH FEBRUARY, 2017, IN THE UMANA YANA**

1. Welcome:

i. At 10.45 am Meeting was called to order by Mr. Joslyn McKenzie, alternate to Minister Raphael Trotman.

ii. The following persons were present:

1. Mr. Joslyn McKenzie
2. Mr. Mike McCormack
3. Mr. Hilbert Shields
4. Ms. Vanda Radzik
5. Mr. Paul Atkinson
6. Mr. Larry Carryl
7. Mr. Jeff Simon
8. Mr. Curtis Bernard
9. Mr. Deonarine Ramsaroop
10. Mr. Patrick Harding
11. Mr. Ryan Ramjit
12. Mr. Brian Gittens
13. Ms. Ayaana Jean-Baptiste
14. Ms. Hema Khan
15. Mr. Wallace Ng-See-Quan
16. Mr. Omar Bissoon
17. Ms. Gomin Camacho
18. Ms. Laura George
19. Ms. Diane Barker – Deputy Coordinator, G-EITI
20. Dr. Rudy R. Jadoopat – National Coordinator, G-EITI

iii. **The following persons were excused from the Meeting:**

1. Hon. Raphael Trotman
2. Ms. Najuma Nelson
3. Mr. Tarachand Balgobin
4. Mr. Godfrey Statia
5. Ms. Gillian Pollard
6. Ms. Allison Butters-Grant

2. Correspondence:

The following documents were circulated at the meeting:

- I. Memorandum of Understanding
- II. EITI Guidance Note 1 – How to become a candidate country
- III. EITI Guidance Note 2 – Developing an EITI Work Plan
- IV. EITI Guidance Note 13 – Defining materiality, reporting thresholds and reporting entities
- V. EITI Guidance Note 22 – Developing a roadmap for beneficial ownership disclosure
- VI. The EITI Standard 2016
- VII. Draft Terms of Reference G-EITI - Prepared by Deputy Coordinator, G-EITI
- VIII. Draft Confidentiality Agreement - Prepared by Deputy Coordinator, G-EITI

3. Review of Confidentiality Agreement

The draft Confidentiality Agreement was considered and members agreed that it would be discussed at a subsequent meeting and signed after the Terms of Reference was agreed upon.

4. Formation of Sub-Committees

- i. It was agreed that members will consider what subcommittees are needed to aid the MSG in finishing its work.
- ii. It was agreed that experts and alternates would be allowed to sit on the subcommittees.

5. Review Draft MSG Terms of Reference

- i. Members agreed that the draft TOR circulated should be updated to reflect the source of the inclusions by the Secretariat and circulated to members.
- ii. This should be prepared by the secretariat after reviewing TORs used in other EITI countries. The Confidentiality Agreement clause should be included in TOR.
- iii. Members agreed to consider the Draft TOR among their respective sectors.

6. Review of Draft Work Plan

- i. Members agreed to peruse the scoping study and consider issues such as materiality and scope of G-EITI among their respective sectors.
- ii. It was agreed that members would work to ensure that EITI Candidacy Application will be completed by July 2017.

7. Submission of EITI Application

- i. Members agreed that the World Bank should be re-engaged to provide assistance in completion of the G-EITI Candidature Application.