

# EITI Candidature Application Form

# EITI CANDIDATURE APPLICATION FORM

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## Contents

EITI Requirement 1.1..... 6

EITI Requirement 1.2.....7

EITI Requirement 1.3..... 8

EITI Requirement 1.4..... 9

EITI Requirement 1.5.....12

## INTRODUCTION

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A government intending to implement the EITI is required to undertake a number of steps<sup>1</sup> before applying to become an EITI Candidate country (See EITI Requirements 1.1 – 1.5)<sup>2</sup>).

**When the country has completed the “sign-up” steps and wishes to be recognised as an EITI Candidate country, the government should submit an EITI Candidature Application, endorsed by the multi-stakeholder group, to the EITI Board. The application should describe the activities undertaken to date and provide evidence demonstrating that Requirements 1.1 – 1.5 have been met. The application should include contact details for government, civil society and private sector stakeholders involved in the preparations for implementing the EITI. Application materials will be published on the EITI website and be available for public comment.**

Once submitted, the application will be made publically available on the EITI website. The EITI Board, working through the Outreach and Candidature Committee, will review the application and assess whether the sign-up requirements have been met. The International Secretariat will contact stakeholders at the national level to ascertain their views on the sign-up process, and seek comments from supporting governments, international civil society groups, supporting companies and supporting organisations and investors. The International Secretariat will work closely with the senior individual appointed by the government to lead on EITI implementation in order to clarify any outstanding issues. Based on this and any other available information, the EITI Board’s Outreach and Candidature Committee will make a recommendation to the EITI Board on whether a country’s application should be accepted. The EITI Board takes the final decision.

The EITI Board aims to process applications within 8 weeks of receiving the application. The EITI Board prefers to make decisions on admitting an EITI Candidate country at EITI Board meetings, although may consider taking a decision via Board circular between meetings where appropriate.

When the EITI Board admits an EITI Candidate, it also establishes deadlines for publishing the first EITI Report and undertaking Validation. An implementing country’s first EITI Report must be published within 18 months from the date that the country was admitted as an EITI Candidate. EITI Candidate countries will be required to commence Validation (<http://eiti.org/validation>) within two and a half years of becoming an EITI Candidate. Further information on deadline policies is available in Requirement 8 of the EITI Standard (<https://eiti.org/node/4922>).

### Box 1 – Main steps in the Candidature application process

**1. Country submits application for EITI Candidature.** The government should submit a formal application, endorsed by the MSG, in writing to the EITI Chair via the International Secretariat.

**2. The EITI Board, working through the Outreach and Candidature Committee, will review the application and assess whether the sign-up requirements have been met.** The International Secretariat will ensure that the application is complete and will contact stakeholders at the national and international level to ascertain their views and seek comments. The International Secretariat will publish the application on the EITI international website.

<sup>1</sup> Guidance note 1 on becoming an EITI Candidate available at <https://eiti.org/node/7384>

<sup>2</sup> The requirements are provided in *The EITI Standard*: <https://eiti.org/node/4922>

**3. The Outreach and Candidature Committee will make a recommendation to the EITI Board.** The recommendation will stipulate whether a country's application should be accepted or not.

**4. The EITI Board will take a decision on admitting the applicant as a Candidate country** in accordance with the EITI Standard.

# APPLICANT COUNTRY INFORMATION

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<b>Applicant</b>	THE COOPERATIVE REPUBLIC OF GUYANA
<b>Government Contact Point</b>	Hon. Raphael G. C. Trotman, M.P. Minister of Natural Resources Ministry of Natural Resources Upper Brickdam, Georgetown, Guyana Tel: (592) 231 2506-11 Fax: (592)231 2503 Email: <a href="mailto:minister@nre.gov.gy">minister@nre.gov.gy</a>
<b>Date of Application</b>	18th August, 2017

# EITI SIGN-UP REQUIREMENTS

## EITI Requirement 1.1

### Government engagement:

- a) The government is required to issue an unequivocal public statement of its intention to implement the EITI. The statement must be made by the head of state or government, or an appropriately delegated government representative.
- b) The government is required to appoint a senior individual to lead the implementation of the EITI. The appointee should have the confidence of all stakeholders, the authority and freedom to coordinate action on the EITI across relevant ministries and agencies, and be able to mobilise resources for EITI implementation.
- c) The government must be fully, actively and effectively engaged in the EITI process.
- d) The government must ensure that senior government officials are represented on the multi-stakeholder group.

### EITI Requirement 1.1

#### Government engagement

- a) 4 May 2010 in Georgetown, Guyana, the then Prime Minister of Guyana, Honourable Samuel Hinds, during a meeting with EITI Regional Director, Dr. Francisco Paris, expressed Guyana's commitment to implement EITI.  
 15 May 2012, Guyana's commitment to implement EITI was further demonstrated by the signing of a Memorandum of Understanding (MOU) between the Government of the Cooperative Republic of Guyana and the Extractive Industries Transparency Initiative (EITI) [APPENDIX 1].  
 12 September 2014, the Government of Guyana commissioned an EITI Scoping Study and hired consulting firm Moore Stephens for its completion. An inception report (2014) and a draft report (October 2015) served as a basis for progressing the EITI process in Guyana.  
 The change of Government in Guyana in May 2015 led to an upsurge of efforts to complete the EITI sign-up steps.  
 17 November 2015, Cabinet Decision CP (2015)11:2: BBB gave approval for "The Continuation of the EITI Application Process" and the establishment of a Steering Committee (Multi-Stakeholder Group) (MSG)". This provided a legal basis for the creation and operation of the MSG GYEITI.  
 22 December 2015, Minister of Natural Resources, Honourable Raphael Trotman, publicly announced the new government's intention to continue Guyana's commitment to EITI implementation as he declared the commencement of a process to establish a Multi-Stakeholder Group (MSG).  
 In order to provide for equal representation from each of the three (3) sectors; civil society, industry and government, a ratio of 4:4:4 was subsequently agreed. [APPENDIX II]  
 24 to 25 February 2016, during the Seventh Global Conference of the Extractive Industries Transparency Initiative (EITI), held in Lima, Peru, The Cooperative Republic of Guyana, through the Minister of Natural Resources, reiterated an unequivocal public statement of its commitment and intention to implement the EITI. [APPENDIX III]  
 21 March 2016, the Minister of Finance of Guyana wrote The World Bank Group confirming Government's "intention to advance activities under the Extractive Industries and Transparency Initiative (EITI)" and sought "the support of the World Bank to establish an EITI Secretariat and to build relevant capacity within the Ministry of Natural Resources and the EITI Secretariat." [APPENDIX IV]

27 June to 8 July 2016, the Government of Guyana requested and received support from a World Bank Mission to assist the Guyanese government to create a tripartite Multi-Stakeholder Group (MSG) and to prepare Guyana's EITI MSG Work Plan. [APPENDIX V]

- b)** The Cabinet of Ministers of the Government of Guyana identified the Ministry of Natural Resources as the "Lead Agency responsible for implementing the Guyana-EITI". Minister of Natural Resources, Hon. Raphael Gregory Conwright Trotman, was identified as GYEITI Champion to lead the implementation of EITI in Guyana. Mr. Trotman has the confidence of all stakeholders and the authority and freedom to coordinate action across relevant ministries and agencies. He is able to mobilise resources for EITI implementation.

On 2 December 2016, the Minister of Natural Resources delivered a presentation at an EITI sensitisation seminar for Parliamentarians. [APPENDIX VI]

- c)** The Government of Guyana is fully, actively and effectively engaged in the EITI process.

The government has four (4) members and four (4) alternates on the MSG.

The government of Guyana established a GYEITI MSG and a GYEITI National Secretariat. It also appointed a GYEITI National Coordinator and a Deputy Coordinator.

- d)** The Government of Guyana nominated senior government officials to the multi-stakeholder group (MSG). The MSG members and alternates include, Commissioner-General and Deputy Commissioner-General of the Guyana Revenue Authority (GRA), Minister of Natural Resources (MNR), Permanent Secretary of the Ministry of Natural Resources, representatives from the Office of the Prime Minister and representatives from the Ministry of Finance. [See page 14-16 for information about GYEITI MSG members and alternates]

## EITI Requirement 1.2

### Company engagement.

- a) Companies must be fully, actively and effectively engaged in the EITI process.
- b) The government must ensure that there is an enabling environment for company participation with regard to relevant laws, regulations, and administrative rules as well as actual practice in implementation of the EITI. The fundamental rights of company representatives substantively engaged in the EITI, including but not restricted to members of the multi-stakeholder group, must be respected.
- c) The government must ensure that there are no obstacles to company participation in the EITI process.

### EITI Requirement 1.2

#### Company Engagement

The Government of the Cooperative Republic of Guyana, in pursuit of its commitment to implement the EITI Standard, embarked on a path towards the completion of the sign-up EITI Requirements 1.1 to 1.5.

- a)** EITI capacity building meetings with industry representatives were conducted during 6 to 7 July 2016. These were made possible by government with assistance from World Bank EITI consultant and the Carter Center. [APPENDIX VIII]
- b)** Companies are fully, actively and effectively engaged in the EITI process.

During the period 25 to 31 October 2016, representatives of the Large Scale Mining, Small and Medium Scale Mining, the Oil and Gas and the Forestry Sectors held separate meetings to specifically discuss EITI related

matters and nominate potential MSG representatives. [APPENDIX VIII]

- c) Government of Guyana ensured that an open and transparent process led to the nomination of four (4) members and four (4) alternates to the MSG as representatives of the industry sector. The nominees to represent industry sector on the MSG emerged from a transparent process in which representatives of large scale, small and medium scale mining, oil and gas companies and the forestry sector participated. At a meeting on 3 November 2016 the four members and their respective alternates to represent industry on MSG were nominated. [See page 15 for information about GYEITI MSG members]

## EITI Requirement 1.3

**Civil society engagement.** In accordance with the civil society protocol<sup>3</sup>:

- a) Civil society must be fully, actively and effectively engaged in the EITI process.
- b) The government must ensure that there is an enabling environment for civil society participation with regard to relevant laws, regulations, and administrative rules as well as actual practice in implementation of the EITI. The fundamental rights of civil society substantively engaged in the EITI, including but not restricted to members of the multi-stakeholder group, must be respected.
- c) The government must ensure that there are no obstacles to civil society participation in the EITI process.
- d) The government must refrain from actions which result in narrowing or restricting public debate in relation to implementation of the EITI.
- e) Stakeholders, including but not limited to members of the multi-stakeholder group must:
  - i. Be able to speak freely on transparency and natural resource governance issues.
  - ii. Be substantially engaged in the design, implementation, monitoring and evaluation of the EITI process, and ensure that it contributes to public debate.
  - iii. Have the right to communicate and cooperate with each other.
  - iv. Be able to operate freely and express opinions about the EITI without restraint, coercion or reprisal.

### EITI Requirement 1.3

#### Civil society engagement

- a) Civil Society is fully, actively and effectively engaged in the EITI process.
- b) Several EITI public awareness meetings and capacity building events and symposia were held.  
In 2016 and 2017 EITI capacity building meetings and symposia with civil society representatives were facilitated by government with the assistance of World Bank EITI consultant. [APPENDIX IX]
- c) There are no obstacles to civil society's participation and engagement in the EITI process. The Constitution of The Cooperative Republic of Guyana enshrines, and offers protection to, fundamental rights and freedoms, including freedom of conscience, freedom of expression, and freedom of assembly and association. [APPENDIX XX]
- d) Government of Guyana ensured that an open and transparent process led to the nomination of four (4) members and four (4) alternates to the MSG as representatives of civil society. The names of nominees to represent civil society on the MSG emerged as a result of a transparent process.

<sup>3</sup> EITI Standard, pp 41-44. Section 5: Civil Society Protocol <https://eiti.org/node/4922>

5 July 2016, representatives of twenty (20) civil society organisations participated in meeting to discuss and agree on criteria for the selection of MSG representatives of civil society sector. A draft list of criteria was widely circulated with request for feedback and comments. It was decided that one of the four (4) civil society seats be reserved for indigenous peoples whose organisations will among themselves agree on a nomination process for the member and alternate.

Public advertisements were placed in the national newspapers, paid for by the Ministry of Natural Resources. The agreed criteria for representatives were advertised in the national press, namely the Guyana Chronicle, Guyana Times, Kaieteur News and Stabroek News on Sunday 10 July 2016 and also on social media.

**Candidates were required to submit the following to apply to become a representative:**

1. Complete an Application Form
2. Submit letters of support from three civil society organisations or communities
3. Provide an acceptance letter expressing commitment to devote time to prepare for, and attend, MSG meetings and to also participate in GYEITI related activities.

**The Personal Criteria required of representatives were:**

- i) Understanding and sharing the EITI goals and aims
- ii) Devoting sufficient time for MSG activities and wider GYEITI activities
- iii) Evidence of ability to engage in financial discussions
- iv) Experience, or proof of engagement, in civil society advocacy
- v) Personal qualities to negotiate confidently and work with a wide spectrum of stakeholders
- vi) Membership of an organisation with legal character or affiliation to credible alliances
- vii) No affiliation within the extractive industries that could be interpreted as a conflict of interest.

A selection panel comprising of Rudy Collins and Joseph Singh, former Chairmen of the Guyana Elections Commission, and Sandra Jones, an independent consultant reviewed the applications received.

The civil society committee agreed to ratify the nomination of the indigenous peoples together with the other three (3) nominees from civil society. [See page 15-17 for information about GYEITI MSG members]

- e) The Constitution of The Cooperative Republic of Guyana, Articles 40, 145, 146 and 147 enshrine the Fundamental Rights and Freedoms of the Individual. [APPENDIX XX]

## EITI Requirement 1.4

**Multi-stakeholder group:**

- a) The government is required to commit to work with civil society and companies, and establish a multi-stakeholder group to oversee the implementation of the EITI. In establishing the multi-stakeholder group, the government must:
  - i. Ensure that the invitation to participate in the group is open and transparent.

- ii. Ensure that stakeholders are adequately represented. This does not mean that they need to be equally represented numerically. The multi-stakeholder group must comprise appropriate stakeholders, including but not necessarily limited to: the private sector; civil society, including independent civil society groups and other civil society such as the media and unions; and relevant government entities which can also include parliamentarians. Each stakeholder group must have the right to appoint its own representatives, bearing in mind the desirability of pluralistic and diverse representation. The nomination process must be independent and free from any suggestion of coercion. Civil society groups involved in the EITI as members of the multi-stakeholder group must be operationally, and in policy terms, independent of government and/or companies.
  - iii. Consider establishing the legal basis of the group.
- b) The multi-stakeholder group is required to agree clear public Terms of Reference (ToRs) for its work<sup>4</sup>. The ToRs should, at a minimum, include provisions on:

**The role, responsibilities and rights of the multi-stakeholder group:**

- i. Members of the multi-stakeholder group should have the capacity to carry out their duties.
- ii. The multi-stakeholder group should undertake effective outreach activities with civil society groups and companies, including through communication such as media, website and letters, informing stakeholders of the government's commitment to implement the EITI, and the central role of companies and civil society. The multi-stakeholder group should also widely disseminate the public information that results from the EITI process such as the EITI Report.
- iii. Members of the multi-stakeholder group should liaise with their constituency groups.

**Approval of work plans, EITI Reports and annual progress reports:**

- iv. The multi-stakeholder group is required to approve annual work plans<sup>5</sup>, the appointment of the Independent Administrator, the Terms of Reference for the Independent Administrator<sup>6</sup>, EITI Reports and annual progress reports<sup>7</sup>.
- v. The multi-stakeholder group should oversee the EITI reporting process and engage in Validation<sup>8</sup>.

**Internal governance rules and procedures:**

- vi. The EITI requires an inclusive decision-making process throughout implementation, with each constituency being treated as a partner. Any member of the multi-stakeholder group has the right to table an issue for discussion. The multi-stakeholder group should agree and publish its procedures for nominating and changing multi-stakeholder group representatives, decision-making, the duration of the mandate and the frequency of meetings. This should include ensuring that there is a process for changing group members that respects the principles set out in Requirement 1.4.a. Where the multi-stakeholder group has a practice of per diems for attending EITI meetings or other payments to multi-stakeholder group members, this practice should be transparent and should not create conflicts of interest.
- vii. There should be sufficient advance notice of meetings and timely circulation of documents prior to their debate and proposed adoption.
- viii. The multi-stakeholder group must keep written records of its discussions and decisions.

<sup>4</sup> Guidance note 14 on the establishment and governance of multi-stakeholder groups available at <https://eiti.org/GN14>

<sup>5</sup> Guidance note 2 on developing an EITI work plan available at <https://eiti.org/GN2>

<sup>6</sup> Standard Terms of Reference for Independent Administrator services available at <https://eiti.org/TORIA>

<sup>7</sup> Guidance note 5 on annual progress reports (APRs) available at <https://eiti.org/GN5>

<sup>8</sup> Guidance note 23 on preparing for Validation available at <https://eiti.org/GN23>

## EITI Requirement 1.4

### Multi-Stakeholder Group

- a) The Government of the Cooperative Republic of Guyana has committed to working with companies and civil society. On 15 February 2017 the multi-stakeholder group (MSG) GYEITI was officially launched to oversee the implementation of EITI in Guyana.

On 15 February 2017 the Prime Minister of Guyana, Hon. Moses Veerasammy Nagamootoo, Speaker of the National Assembly, Hon. Dr. Barton Scotland, Minister of State, Hon. Joseph Harmon, Minister of Natural Resources, Hon. Raphael Gregory Conwright Trotman, Junior Minister of Finance, Hon. Jaipaul Sharma attended or otherwise participated in the official launch of the GYEITI Multi-Stakeholder Group (MSG) at a special EITI public event. The general public was invited to the launch of the GYEITI MSG. In attendance were members of the National Assembly of Guyana, members of the Diplomatic Corp, members of the opposition, and government and other public officials. [APPENDIX X]

Invitations to participate in the formation on a multi-stakeholder group were open and transparent. Civil society organisations and companies held separate meetings to agree on a transparent process to nominate their own members and alternates. Public notices were posted in national newspapers, on the website of the Ministry of Natural Resources and on social media.

The GYEITI MSG is comprised of twelve (12) members with four (4) representatives each from civil society, industry and government. Each MSG member has a designated alternate. [APPENDIX XV]

As mentioned above, the legal basis of the MSG is provided for in a Cabinet Decision CP (2015) 11:2:BBB issued 17 November 2015.

- b) Several Capacity building EITI related activities, events, seminars and symposia which were completed during the periods 22 December 2015, 26 June to 8 July 2016, 25 to 31 October 2016, and 3 November 2016 led to the nomination of twelve (12) members and 12 alternates from government, industry and civil society to serve on the GYEITI MSG. Despite these efforts, the MSG was not officially launched in 2016 as anticipated, but instead on 15 February 2017. The MSG members acquired limited capacity to carry out their duties, but agreed a work plan with opportunities to manage these challenges.

The GYEITI MSG and National Secretariat undertook effective public outreaches with representatives of civil society, government and companies in several regions of the country, including Corriverton, Bartica, Linden, Charity and Georgetown.

Members of the MSG liaise with their respective constituencies and groups and provided feedback. Some ideas from feedbacks were later incorporated into the Terms of Reference and the Work Plan.

At the Seventh EITI Global Conference held in Lima, Peru, 24 to 25 February 2016, Minister of Natural Resources of Guyana, Hon. Raphael Gregory Conwright Trotman declared government's intention to establish "a fully functioning Secretariat" to advance the work associated with EITI implementation.

The Ministry of Natural Resources placed a public advertisement in the national Newspapers and on its website for the position for National Coordinator – Guyana EITI Secretariat. [APPENDIX XI]

A GYEITI National Coordinator was appointed effective 1 February 2017.

The MSG held its first meeting on 15 February 2017, shortly after its official launch.

At its second meeting held 8 March 2017, the GYEITI MSG, from among its members, established two (2) Working Groups, one with a mandate to review a proposed draft 'Terms of Reference' for the MSG and to prepare a draft 'Confidentiality Agreement' for MSG members and alternates, and the other to finalise a draft 'Work Plan'. The 'Work Plan' and 'TOR and Confidentiality' Working Groups comprised of six (6) persons each,

with two (2) representatives from each sector.[APPENDIX XVI]

12 April 2017, the third GYEITI MSG meeting approved a 'Confidentiality Agreement' and recommended that each MSG member and alternate sign it. [APPENDIX XII]

It was determined that there was a need to build capacity to prepare a Work Plan for which national priorities are to be agreed.

26 July 2017 at its Sixth (6) Statutory Meeting the GYEITI MSG adopted its Terms of Reference, a draft of which was prepared by the working group and previously adopted conditionally by the MSG at its fourth meeting. [APPENDIX XV]

The Terms of Reference of the MSG stipulates that each constituency and sector are equal partners. This principle is further enhanced by the composition of the MSG with sectoral ratio 4:4:4 (MSG TOR, Article 5.1)

As stated in Meetings of the MSG are to be held at least once per month. [APPENDIX XV]

Minutes of meetings, invitation to MSG meetings, draft agenda and secretariat's report are circulated to MSG members and alternates in advance of meetings.

The GYEITI National Secretariat is responsible for keeping written records of meetings.

## EITI Requirement 1.5

**The multi-stakeholder group is required to maintain a current work plan, fully costed and aligned with the reporting and Validation deadlines established by the EITI Board. The work plan<sup>9</sup> must:**

- a) Set EITI implementation objectives that are linked to the EITI Principles and reflect national priorities for the extractive industries. Multi-stakeholder groups are encouraged to explore innovative approaches to extending EITI implementation to increase the comprehensiveness of EITI reporting and public understanding of revenues and encourage high standards of transparency and accountability in public life, government operations and in business.
- b) Reflect the results of consultations with key stakeholders, and be endorsed by the multi-stakeholder group.
- c) Include measurable and time bound activities to achieve the agreed objectives. The scope of EITI implementation<sup>10</sup> should be tailored to contribute to the desired objectives that have been identified during the consultation process. The work plan must:
  - i. Assess and outline plans to address any potential capacity constraints in government agencies, companies and civil society that may be an obstacle to effective EITI implementation.
  - ii. Address the scope of EITI reporting, including plans for addressing technical aspects of reporting, such as comprehensiveness (4.1) and data reliability (4.9).
  - iii. Identify and outline plans to address any potential legal or regulatory obstacles to EITI implementation, including, if applicable, any plans to incorporate the EITI Requirements within national legislation or regulation.
  - iv. Outline the multi-stakeholder group's plans for implementing the recommendations from Validation and EITI reporting.
- d) Identify domestic and external sources of funding and technical assistance where appropriate in

<sup>9</sup> Guidance note 2 on developing an EITI work plan available at <https://eiti.org/GN2>

<sup>10</sup> Standard Terms of Reference for an EITI scoping study available at <https://eiti.org/TOR-scoping>

order to ensure timely implementation of the agreed work plan.

- e) Be made widely available to the public, for example published on the national EITI website and/or other relevant ministry and agency websites, in print media or in places that are easily accessible to the public.
- f) Be reviewed and updated annually. In reviewing the work plan, the multi-stakeholder group should consider extending the detail and scope of EITI reporting including addressing issues such as revenue management and expenditure (5.3), transportation payments (4.4), discretionary social expenditures (6.1.b), ad hoc subnational transfers (5.2.b), beneficial ownership (2.5) and contracts (2.4). In accordance with Requirement 1.4.b (viii), the multi-stakeholder group is required to document its discussion and decisions.
- g) Include a timetable for implementation that is aligned with the reporting and Validation deadlines established by the EITI Board (8.1-8.4) and that takes into account administrative requirements such as procurement processes and funding.

#### EITI Requirement 1.5

##### Work plan

The multi-stakeholder group (MSG) formulated a work plan for the period August 2017 – December 2019, fully costed and aligned with reporting and Validation deadlines established by the EITI Board. [APPENDIX XXII]

Work Plan related capacity building activities were conducted.

The third MSG meeting agreed that it should embark on capacity building efforts in order to better understand how to formulate an EITI work plan.

19 May 2017 the GYEITI MSG successfully held a symposium specifically to determine national priorities. [APPENDIX XIII]

31 May 2017 a special capacity building symposium was successfully conducted. The Trinidad & Tobago EITI provided guidance and assistance to GYEITI MSG and National Secretariat. [APPENDIX XIV]

25 June – 1 July 2017 a World Bank Mission including EITI Consultant, Ana Maria Rodrigues Contreras from Columbia EITI and Oil & Gas specialist Susana Moreira provided technical assistance to GYEITI MSG and National Secretariat. In addition to a 'work plan' working group, a 'materiality' working group was established by the MSG. [APPENDIX XVII, XXI]

Data and information on the extractive sectors and government were requested from various government ministries and agencies including the Guyana Geology & Mines Commission, The Ministry of Finance, The Ministry of Natural resources, Guyana Gold Board, Fisheries Division of the Ministry of Agriculture, The Guyana Forestry Commission, The Guyana Gold and Diamond Miners Association and the Guyana Revenue Authority. This information was reviewed by the materiality working group and a materiality statement was formulated.

The work plan working group held several meetings during which a working draft work plan was initially formulated and presented to the MSG for review. The MSG identified weaknesses in the work plan and requested further modifications. The working group later provided a draft work plan. The sixth MSG meeting endorsed its first work plan which took into consideration feedback provided at consultations with key stakeholders.

The MSG agreed on a logo. The National Secretariat was asked to request proposals to procure web design development services to create, design and build a dedicated and independent website for GYEITI. Five proposals were received and evaluated and the one with the lowest offer was identified. A website [www.gyeiti.org](http://www.gyeiti.org) has been created and is currently under further construction. The GYEITI MSG work plan is available on [gyeiti.org](http://gyeiti.org). The GYEITI MSG Terms of Reference (TOR) and other EITI related materials and links are available on [gyeiti.org](http://gyeiti.org) and also the

Ministry of Natural Resources website, [www.nre.gov.gy](http://www.nre.gov.gy). The Government of Guyana through the Ministry of Natural Resources has provided all the funding for the design development and registration of the website [gyeiti.org](http://gyeiti.org).

The work plan will be reviewed and updated annually. The scope can be expanded upon recommendations of studies to be embarked upon.

The GYEITI MSG work plan objectives are linked to the EITI Principles and national priorities for the extractive industries. The work plan incorporated activities to address potential legal and regulatory obstacles. It was agreed that the first report will be submitted at least eighteen (18) months after acceptance of candidature application, which will also facilitate Validation within thirty (30) months from acceptance of candidature application, consistent with the EITI Standard.

The MSG agreed that the National Secretariat should, as a matter of priority, continue to build capacity. It identified the need for the secretariat to at least benefit from the services of a legal research officer, a communications specialist / officer, a finance / accounting data analyst and a secretary. This will enhance the capacity of GYEITI MSG and the Secretariat to better implement the EITI in the Cooperative Republic of Guyana.

The Government of Guyana, through the Ministry of Natural Resources has been the major domestic source of funding. Although this source of funding will continue, it is envisaged that external sources of funding will become accessible. Meetings are anticipated / sought with identified donor agencies in Guyana, including the World Bank, the Carter Center, the USA Embassy, the European Union, the UK High Commission, the Canadian High Commission, and the Inter-American Development Bank. Access to the Multi-Donor Trust fund is anticipated.

## INFORMATION ABOUT THE MULTI-STAKEHOLDER GROUP

Name	Title	Organisation	Contact details (Phone & Email)
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Joslyn McKenzie	GYEITI MSG Alternate Permanent Secretary, Ministry of Natural Resources	Ministry of Natural Resources GOVERNMENT	<a href="mailto:jmckenzie@nre.gov.gy">jmckenzie@nre.gov.gy</a> (592) 231 2506-11, ext. 210
Godfrey Statia	GYEITI MSG Member Commissioner-General	Guyana Revenue Authority GOVERNMENT	<a href="mailto:gstatia@gra.gov.gy">gstatia@gra.gov.gy</a> (592) 227 6060 Ext. 2701
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\*Please note that the initial list of MSG members included Jeff Simons, a representative of the industry who has departed Guyana and has since been replaced as Exxon-Mobil Country Manager in Guyana by Rod D. Henson. The Oil & Gas sector of industry held meetings in accordance with the MSG Terms of Reference. Rod Henson was nominated as a member of the MSG and the Minister of Natural Resources has issued a letter of no objection. This process resulted in the appointment of Rod Henson as a primary member of GYEITI MSG. [APPENDIX XVIII]

# ANNEXES / APPENDICES

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1. Appendix O – GYEITI Logo
2. Appendix I – Memorandum of Understanding – Guyana and EITI, 15 May, 2012
3. Appendix II – Minister Trotman’s presentation - GYEITI technical working group, 22 December, 2016
4. Appendix III – Minister Trotman’s presentation - EITI Seventh Global Conference, 24-25 February, 2016
5. Appendix IV – World Bank support for Establishing EITI National Secretariat
6. Appendix V – World Bank EITI Assistance, Report, June 26 – July 8, 2016
7. Appendix VI – Presentation of Minister Trotman - Seminar for Parliamentarians, 22 December, 2016
8. Appendix VII – Government Nomination Process to MSG
9. Appendix VIII – Industry Nomination Process to MSG
10. Appendix IX – Civil Society Nomination Process to MSG
11. Appendix X – Official Launch of MSG – Invitation and Speeches
12. Appendix XI – Advertisement for National Coordinator
13. Appendix XII – Confidentiality Agreement, signed by all MSG members and alternates
14. Appendix XIII – Symposium – National Priorities, 19 May, 2017
15. Appendix XIV – Report – Special Capacity Building Symposium, 31 May, 2017
16. Appendix XV – MSG Terms of Reference
17. Appendix XVI – Minutes of MSG Meetings
18. Appendix XVII – World Bank EITI Assistance, Report, June 25 – July 1, 2017
19. Appendix XVIII – Replacement of MSG Member Jeff Simons
20. Appendix XIX – GYEITI Public Outreaches, 8-20 July, 2017
21. Appendix XX – Constitution of Guyana – Article 40, 145, 146, 147 – Fundamental Rights and Freedoms
22. Appendix XXI – Initial statement on defining materiality for first report presented by working group
23. Appendix XXII – MSG GYEITI First Work Plan, August 2017 – December 2019
24. Copy of Candidature Application Approval emails from 12 MSG members and 12 alternates