

Board paper 18-1-A

Draft Agenda

EITI International Secretariat Oslo, 4 October 2011

Tuesday 25 October

- 09:30 **18-1 Welcome from Chair and adoption of agenda**
Board paper 18-1-A Draft Agenda
Board paper 18-1-B Participant list
- 09:45 **18-2 Report from the Head of the Secretariat** including follow-up on action points agreed in Amsterdam and update on progress on 2011 Workplan.
- 10:00 **18-3 Implementation Progress Report, including progress with transition to EITI Rules 2011 edition**
Board paper 18-3 Implementation Progress Report
- 10:30 **18-4 Report from the Outreach and Candidacy Committee**
Board paper 18-4 Outreach Progress Report
- 11:00 Break
- 11:30 **18-5 Report from the Validation Committee**
Board paper 18-5-A Final validation report from Albania
Board paper 18-5-B Final validation report from Burkina Faso
Board paper 18-5-C Final validation report from Côte d'Ivoire
Board paper 18-5-D Request for Secretariat review from Mauritania
Board paper 18-5-E Secretariat review for final decisions on compliance from Cameroon
- 13:00 Lunch
- 14:00 **18-6 Report from the Governance Committee**
Board paper 18-6-A Governance Committee: Terms of Reference - Secretariat Recommendation
Board paper 18-6-B Board Committees
Board paper 18-6-C EITI Policy on engaging with EITI implementing countries with governments whose recognition is disputed - Secretariat Recommendation
Board paper 18-6-D Engaging with EITI implementing countries with governments whose recognition is disputed: Madagascar – Secretariat Recommendation
- 14:45 **18-7 Report from the Finance Committee**, including revenue review
Board paper 18-7-A1 EITI Revenue Review – Report to the Board by the EITI Finance Committee
Board paper 18-7-A2 EITI Revenue Review – Secretariat Background Paper
Board paper 18-7-B EITI Financial Updates – Unaudited accounts 1 January – 30 June 2011
Board Paper 18-7-C EITI 2012 Budget Proposal

- 15:30 Break
- 16:00 **18-8 2012 Secretariat Workplan**
Board paper 18-8 2012 Secretariat Workplan
- 16:45 **18-9 EITI Board Planning 2012**
- 17:00 Any other business
- 17:15 Session ends

Wednesday 26 October

- 13:00 **18-10 Strategy discussion**
- 13:00 **Session One - Strengths and weaknesses with the EITI**
- 13:45 **Session Two - Presentation of stakeholder submissions**
- 14:30 Break
- 15:00 **Session three - Discussion**
Board paper 18-10 Strategy Working Group discussion paper – Introduction by the Secretariat
- 16:30 Break
- 17:00 **Session four - Next steps**
- 18:00 Meeting ends

Summary of action points agreed at previous meetings

Note: In Berlin the Board agreed to include, in future Board agendas, a summary of action points agreed at previous meetings and details on their current status.

17th Board meeting, 9 June 2011, Amsterdam

Agenda Item	Action	Status
17-4	The Secretariat to provide the Board with an options paper for how to deal with Validation in Côte d'Ivoire.	Completed
17-4	The Secretariat to write a letter conveying the Board's decision to the President of Yemen.	Completed
17-5	The Secretariat to communicate the transitional arrangements to the 2011 edition of the EITI Rules to implementing countries.	Completed
17-6	The Secretariat to convey the Board's decisions to the governments of Congo, Sierra Leone, Madagascar, Congo, and Gabon, and to monitor progress in the countries closely	Completed
17-8	The Secretariat to propose Terms of Reference for the Strategy Working Group by the end of June 2011.	Completed
17-10	The Secretariat to seek implementing country representation in all relevant committees.	
17-4	The Secretariat to distribute the statement from the Azerbaijan CSO collation and the response from the government of Azerbaijan by board circular.	Completed
17-6	The Validation Committee to conduct a review of the Validation model.	Ongoing
17-9	The Finance Committees to provide the Board with a draft Revenue Review for discussion at the next Board meeting.	Completed
17-6	The Governance Committee to propose a framework for how EITI deals with EITI implementation in countries with governments that are disputed or not recognised.	Ongoing
17-4	The Governance Committee to address the issue of whether non-Board members could serve on Board committees.	Completed
17-4	The Governance Committee to look into finding a mechanism for how the Board can make decisions between board meetings when there is no clear consensus in the Board.	Ongoing
17-10	The Governance Committee to make a final recommendation on Committee quorums.	Completed

17-6	The Board to decide Madagascar's EITI status, in the light of the framework agreed by the Board for dealing with EITI implementation in countries whose governments are not internationally recognised.	Ongoing
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16th Board meeting, 3 March 2011, Paris

Agenda Item	Action	Status
16-3	The Secretariat to produce a concise report of the conference.	Completed
16-4	The Secretariat to propose a location and format for a retreat in conjunction with next Board meeting.	Completed
16-6	The Secretariat to liaise with the Dutch Board members and submit a proposal for dates and location for the next Board meeting.	Completed
16-7	The Chair to invite Board members to volunteer for the various committees through the next Board Circular.	Completed
16-8	Board Members to submit comments to Board paper 16-7 "Transition to the new edition of the EITI Rules" to the Secretariat. The Secretariat to distribute a new draft by Board circular.	Completed

15th Board meeting, 1 March 2011, Paris

Agenda Item	Action	Status
15-3	The EITI Chair to write to Governments and Multi-stakeholder groups of Norway, the Central African Republic, Nigeria, Kyrgyzstan, Niger and Yemen informing them of the Board's decision for Compliant status and to Tanzania informing them of the granting of an extension to 15 May 2011 to submit the final Validation report.	Completed
15-4	The EITI Chair to write to the Government and multi-stakeholder group of Guinea informing them of the lifting of the suspension and the new validation deadline.	Completed
15-5	The Secretariat to revise the format of the Implementation and Outreach Progress Report.	Completed
	The new Board to continue to closely monitor the situation in Côte d'Ivoire.	Ongoing
15-6	The EITI Chair to write to the EITI Champions of Guatemala and Trinidad and Tobago, informing them of the Board's decision for Candidate status.	Completed
15-9	The Finance Committee to undertake a revenue review in 2011.	Completed
15-10	The Secretariat to update the EITI newsletter distribution list to include all Members of the EITI association.	Completed ¹

14th Board meeting, 13-14 December 2010, Brussels

Agenda Item	Action	Status
14-2	The Secretariat to share the draft Terms of Reference for the Outreach and Candidacy Committee.	Completed
14-4	The Secretariat to suggest a policy on handling country requests to present statements before the Board.	Pending
14-4-A, B, C, D, E, F, G, H	The EITI Chair to write to the Government of the eight countries, informing them of the Board's decision and the remedial actions needed to achieve compliance ² .	Completed
14-4	The Secretariat and rules working group to consider the issues auditing of government revenues and materiality in their consideration of the rules revision.	Completed
14-6	The Chair to write to Guinea's Prime Minister, informing him of the Board's decision to approve the request, pending submission of a detailed work plan.	Completed
14-12	The Secretariat to share the draft progress report when available with Board members.	Completed
14-13	The Secretariat to invite stakeholders from other sectors to the EITI Global Conference in Paris.	Completed

¹ Members have been provided with details on how to subscribe.

² Democratic Republic of the Congo, Kazakhstan, Mali, Mauritania, Niger, Peru, Republic Congo and Sierra Leone.

13th Board meeting, 19-20 October 2010, Dar es Salaam

Agenda Item	Action	Status
13-1	The Secretariat to organise a Board meeting 13-14 December 2010 and to identify a location for the event.	Completed
13-3	The EITI Chair to write to the Presidents of Mongolia and Ghana, informing them of the Board's decision for Compliant status.	Completed
13-3	The EITI Chair to write to the EITI Champions of Kyrgyzstan, Gabon, Nigeria and Cameroon, informing them of the Board's decision to recognise them as Candidates that are 'close to Compliant' and of the remedial actions needed to achieve Compliance.	Completed
13-3	The Chair will continue to seek a meeting with the President of Nigeria.	Pending
13-4	The EITI Chair to write to the EITI Champions of Togo and Indonesia, informing them of the Board's decision for Candidate status.	Completed
13-4	The EITI Secretariat to draft ToRs for a Board outreach and candidate committee.	Completed
13-4	Michel Roy was invited to contribute to the proposal for Board involvement in developing outreach strategies.	Pending
13-6	The EITI Secretariat to hire Scanteam to conduct the EITI evaluation but at a reduced price.	Completed
13-7	The Working Group on Incentivising to provide refined recommendations for discussion at the 13-14 December 2010 Board meeting.	Completed
13-9	The Working Group on Civil Society Participation to finalise its policy recommendations for approval at the next Board Meeting, and to submit its final paper well in advance of the meeting.	Completed
13-10	The Working Group on Reporting, Social and Barter payments to refine its recommendations for discussion at the next Board Meeting, highlighting any proposed changes to the EITI Rules.	Completed
13-11	Board members to submit any comments on the 2011 workplan in writing.	Completed
13-12	The Finance Committee with the Secretariat to establish a reserve fund.	Completed
13-12	The Finance Committee to conduct a revenue review assessing long-term financial needs of the Secretariat.	Completed
13-13	Stakeholders to assist in seeking financing for the Paris Global Conference.	Completed
13-14	The Secretariat to seek individual contributions from Board members for the 2009-2011 Progress Report.	Completed
13-15	The Governance Committee and the Secretariat to develop the ToRs for and start a governance review.	Completed
13-16	Supporting countries invited to lobby Kazakh embassies for endorsement of the EITI in the OSCE Astana Summit Declaration	Completed
13-16	The World Bank to submit a written note on MDTF progress.	Completed

12th Board meeting, 15-16 April 2010, Berlin

Agenda Item	Action	Status
12-1	The Secretariat to include a summary of action points agreed at previous meetings, and details on their current status in future Board agendas.	Completed
12-2	The Secretariat to establish terms of reference for each working group and to convene meetings in advance of the next EITI Board meeting.	Completed
12-3	The EITI Chair to write to the President of Sao Tome e Principe, informing him of the rationale for the Board's decision, and encouraging Sao Tome e Principe to reapply once the previous barriers to effective implementation had been corrected.	Completed

12-4	The EITI Chair to write to the Prime Minister of Mongolia, informing him of the Board's decision and the steps needed to achieve compliance.	Completed
	The EITI Chair to write to Head of State from each country as set out above ³ . The Secretariat to make these letters publically available.	Completed

11th Board meeting, 9-10 February 2009, Oslo

Agenda Item	Action	Status
11-2	The Chair to send out letters to each country with a 9 March and 12 May deadline as soon as possible to confirm the Board's consensus and to remind countries about the process for requesting extensions if they did not expect to complete Validation by the deadline.	Completed
	The Secretariat to develop a media strategy on deadlines.	Completed
	The Secretariat to develop terms of reference for a review of validation procedures to be undertaken over the summer. Board members invited to provide comments on improving the EITI methodology.	Completed
11-3	The Secretariat to work with stakeholders towards a solution of Validator selection in Congo.	Completed
11-6	The Chair to write a letter to Yemen to explain that a decision will be taken with the other applications, and encouraging the process to continue.	Completed
	Secretariat to write a letter to Madagascar also explaining that a decision on their extension application will be taken with the other applications, and encouraging the process to continue.	Completed
	The Validation Committee to prepare a paper covering all extension applications for consideration at the Berlin meeting.	Completed
11-7	The Chair to write welcoming Afghanistan as the 31st EITI Candidate country.	Completed
	The Chair to write welcoming Iraq as the 32nd EITI Candidate country.	Completed
	The Secretariat to publish media announcements in Afghanistan and Iraq candidate status.	Completed
11-8	Board members to provide additional nominations for consideration by the Nominations Committee.	Completed
11-9	The Secretariat to convene a working group on the participation of CSOs in the EITI, with a first meeting at the Berlin Board meeting.	Completed
	The Secretariat to convene a working group to draft a discussion paper for the Berlin Board meeting and to organise a forum on incentivising compliant countries at the Berlin Board meeting.	Completed
	The Secretariat to convene a working group on outcome indicators.	Completed
	The Secretariat to update and distribute the policy paper.	Completed
11-10	The Secretariat to propose how impact can be measured in the Progress Report reflecting the conclusions of the outcome indicators working group.	Ongoing ⁴
11-11	Board members are invited to propose a place and time for the next Global Conference.	Completed
	The Secretariat to pursue Paris, Jakarta and Accra as Conference locations.	Completed
11-12	The Secretariat to circulate two autumn Board meeting dates for Board decision.	Completed
	The Secretariat to find an autumn Board meeting location, also considering Nouakchott.	Completed
	The Secretariat to allow for sufficient time for Validation discussions in the Berlin Board agenda.	Completed

³ Cameroon, Gabon, Ghana, Kazakhstan, Kyrgyzstan, Nigeria, Timor Leste, Yemen, Niger, Republic Congo, Madagascar, Mali, Mauritania, Democratic Republic of the Congo, Sierra Leone, Peru, Equatorial Guinea.

⁴ The Working Group has prepared a report for the Dar es Salaam meeting