

ANNEX 13(1)

**1st MEETING OF THE MSG WORKPLAN COMMITTEE HELD ON MONDAY
13TH January 2020, 2:30 P.M. AT THE UGEITI OFFICE**

MINUTES AND ACTION POINTS

Attendance

	NAMES	INSTITUTION
1.	Mrs. Gloria T. Akatuhurira	Uganda Revenue Authority / Government Representative
2.	Mr. Magara Siragi Luyima	CSBAG/CSO Representative (Chairperson)
3.	Mr. Paul Bagabo	Facilitator / Natural Resources Governance Institute - NRGi
4.	Mr. Saul Ongaria	National Coordinator / MoFPED
5.	Mrs. Gloria Mugambe	UGEITI
6.	Mr. Edgar Mutungi	UGEITI
7.	Mr. Dan Denis Agaba	UGEITI
8.	Ms. Bronia Arinda	UGEITI
9.	Mr. Kanyakulya Edwin Kavuma	UGEITI
10.	Ms. Gertrude Angom	UGEITI
ABSENT WITH APOLOGY		
11.	Mr. Faustine Mugisha	Total E&P / Industry Representative

Agenda

1. **Opening Remarks**
2. **Purpose of the meeting.**
3. **General discussions and suggestions from members**
4. **Way forward**
5. **Closing remarks**

Action Point	Responsibility	Timeline	Action Update
MIN 1. Opening Remarks from the chairperson The Chairperson welcomed the MSG members present at the meeting and requested all present to introduce themselves.			
MIN 2. Purpose of the meeting			
	a) To embark on the process of drafting the Uganda National EITI work-plan b) To refresh the meeting's memory regarding the national objective setting exercise that had begun during the 5 th MSG meeting held in December 2019.		

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	<p>c) To share the record of the challenges/ concerns facing the extractive sector in Uganda as listed by each Constituency at the above-mentioned meeting, and documented in ANNEX A of the meeting minutes.</p> <p>d) To commission members to consult their respective constituencies so as to identify key priorities arising from the challenges. This would then constitute the basis on which the Work Plan Committee would develop the draft Work Plan.</p>			
Min 3.	<p>General discussions and suggestions from members.</p> <p>a) MSG Representatives to share the list of challenges in ANNEX A with their wider constituencies. They would then advise constituencies to add or subtract from the attached list to come up with a maximum of 5 national priorities for consideration by the Sub-Committee,</p> <p>b) Sub-Committee members advised to document meeting discussions in order to demonstrate that consultations were carried out in an open and transparent manner.</p> <p>c) Sub-Committee members to invite a UGEITI staff member to their meetings or discussions as a silent observer.</p>			
Min 4.	Way forward			
	Action point	Responsible Party	Timeline	Status
	a) Secretariat to disseminate the Work Plan template to members of the Work-plan committee via email.	Gloria/UGEITI	14/01/2020	Done.
	b) Secretariat to disseminate Annex A to the members of the Work-plan committee via email.	Gloria/ UGEITI	14/01/2020	Done.
	c) Consultations to take place within the different Constituencies.	Sub-Committee members	Jan 2020	Done.
	d) Constituencies to come up with their top priorities for consideration by the Sub-Committee. Maximum of 5 for each.	Sub-Committee members	Jan 2020	Done.
	e) Sub-Committee to draft a Work Plan for consideration at the	Sub-Committee members	20/02/2020	Done.

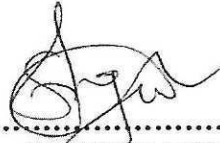
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	next MSG meeting scheduled for 20/02/2020			
	f) Update Mr. Faustine Mugisha (Industry Representative) on the details of this meeting, followed with action points	Edwin/UGEITI	16/01/2020	Done.
Min 4.	Closing Remarks			
	The Chairperson thanked all members for honouring his invitation to attend the meeting and closed the meeting at 4:23 p.m.			



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CHAIRPERSON

, 27/01/2020



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SECRETARY

ANNEX 13(2)

2ND MEETING OF THE MSG COMMITTEE ON THE WORK PLAN HELD ON WEDNESDAY 5TH FEBRUARY 2020, 2:30 P.M. AT THE UGEITI OFFICE ON RWENZORI TOWERS

MINUTES AND ACTION POINTS

Attendance

	NAMES	INSTITUTION
1.	Mr. Magara Siragi Luyima	CSBAG / CSO Representative/ (Chairperson)
2.	Mrs. Gloria T. Akatuhurira	Uganda Revenue Authority / Government Representative
3.	Mr. Faustine Mugisha	Total Uganda/ Industry Representative
4.	Mrs. Gloria Mugambe	Head of Secretariat/ UGEITI
5.	Mr. Edgar Mutungi	Finance Officer/UGEITI
6.	Mr. Dan Denis Agaba	Statistician/UGEITI
7.	Ms. Bronia Arinda	Secretary/UGEITI
8.	Mr. Kanakulya Edwin Kavuma	Compliance Officer/UGEITI
9.	Ms. Gertrude Angom	Administration Officer/UGEITI

AGENDA

1. Communication from the Chair
2. Review of the previous minutes of the meeting held on 13th January 2020
3. Report and Updates from individual Constituencies;
 - a) CSO
 - b) Government
 - c) Industry
4. Discussion on the draft work-plan
5. Conclusion and next steps
6. A.O.B

Action Point	Responsibility	Timeline	Action Update
MIN 1.	Communication from the chairperson		
	The Chairperson welcomed the MSG members present at the meeting and requested the Head of Secretariat to lead in an opening prayer.		
MIN 2.	Review of the previous minutes of the meeting held on 15th January 2020		
	The Committee reviewed and adopted minutes of the meeting held on 15 th January 2020.		
Min 3.	Report and Updates from individual constituencies;		
a)	CSO		
	The Chairperson informed the meeting that consultations had been made by CSOs regionally in the extractive areas. He listed out the three national priorities that they came up with as follows;		

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	<p>i. Improve transparency in collection and allocation of oil revenue, ii. Improve citizen’s participation and capacity in extractives governance and, iii. Promote effective social and environmental safeguards in the extractives sector.</p> <p>He mentioned that he would update the committee in case of any changes because consultations were still going on.</p>			
b)	<p>GOVERNMENT Mrs. Gloria T. Akatuhurira presented the government priorities as follows;</p> <p>i. Optimization of revenue collection, ii. Effective allocation of revenue and, iii. Management of public anxiety and expectations.</p> <p>She encouraged members to research on other EITI Member countries to see how much information is published.</p> <p>Mr. Magara Siragi was pleased with the Government’s priority no. ii on <i>Effective allocation of revenue</i>. He encouraged each constituency to indicate their preferred activities as per objective in the work plan.</p>			
c)	<p>INDUSTRY. Mr. Faustine Mugisha informed the meeting that industry priorities would be ready by 14th February, 2020. He would share the same with the Secretariat on email. He informed Committee that, given that particular period, all companies had busy internal schedules which made convening a meeting on EITI consultations a challenge.</p>			
Min 4.	<p>Discussion on the draft work-plan The Head of the Secretariat presented a draft work-plan with activities developed from the priorities that each constituency representative had shared at the meeting. This excluded the industry submission which was to be received later.</p> <p>The Chairperson requested the National Secretariat to use the feedback from the constituencies to populate the draft work plan and share it with the Committee members, so that they could consult further with their respective constituencies on the required activities to be included in the work plan before submission of the same to the MSG.</p>			
Min 5.	<p>Conclusion and next steps</p>			
	Action point	Responsible party	Timeline	status
	a) The Chairperson to convene with the MSG to the	Gloria/UGEITI	On schedule	Done.Meeting held on 27.2.2020

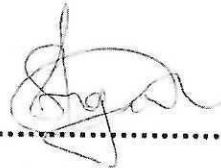
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	industry players to discuss their role in the EITI process			
	b) Populated work-plan to be shared by email on Monday 17 th February, 2020	Gloria/ UGEITI	17/02/2020	Done
	c) Industry input will be available by 14/02/2020	Edwin/ UGEITI	14/02/2020	Done
Min 6.	A.O.B The Chairperson thanked all members for honoring the invitation to the meeting, and closed the meeting at 4:30 p.m.			



CHAIRPERSON

19/02/2020



SECRETARY

ANNEX 13(3)

3RD MEETING OF THE MSG COMMITTEE ON THE WORK PLAN HELD ON FRIDAY, 6TH MARCH 2020 AT THE MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT (MOFPED) AT 2.30 P.M.

MINUTES AND ACTION POINTS

Attendance

	NAMES	INSTITUTION
1.	Mr. Faustine Mugisha	Total E&P / Industry Representative/ (Chairperson)
2.	Mr. Magara Siragi Luyima	CSBAG / CSO Representative
3.	Mrs. Gloria T. Akatuhurira	Uganda Revenue Authority / Government Representative
4.	Mr. Paul Bagabo	NRGI/Consultant
5.	Mrs. Gloria Mugambe	Head of Secretariat/ UGEITI
6.	Mr. Edgar Mutungi	Finance Officer/ UGEITI
7.	Mr. Dan Denis Agaba	Statistician/UGEITI
8.	Ms. Bronia Arinda	Secretary/UGEITI
9.	Ms. Gertrude Angom	Administrative Officer/UGEITI

AGENDA

1. Introduction
2. Purpose of the meeting
3. Review and Discussion of the improved Work Plan.
4. Conclusion and next steps
5. A.O.B

MIN 1	Introduction Members were welcomed to the meeting by the Head of Secretariat, and Mr. Faustine Mugisha was nominated to preside over the meeting as Chairperson.
MIN 2	Purpose of the meeting The main purpose of the meeting was to review the draft Work Plan which had been improved and populated with the recommendations from the 6 th MSG meeting held on 20 th February 2020.
MIN 3	Review and Discussion of the improved Work-plan
3.1	Row 2: Challenges underpinning Objective 1 was edited to read as follows: <i>Limited understanding of information concerning the contracting process and disclosure of contracts; Notion of conflicting interests between the country and extractive industry players; Need for effective disclosure of information on payments and receipts; Need for increased transparency in mining operations so as to manage public anxiety and expectations.</i>
3.2	Discussions: 1. It was suggested that the wording under Activity 1.2 be changed to read 'legal framework and fiscal regime' in the output column and the wording under Activity 1.7 be changed to 'of state participation' .

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2. The Outcome under Objective 2, Activity 2.9 was changed to read as; **'management of public expectations and improved accountability.'**
3. Responsible parties were added to activities on the work Plan as follows;

	Objectives	Responsible Party
a)	Objective 1: ENHANCE TRANSPARENCY IN THE EXTRACTIVE SECTOR <i>Activity 1.5: Engage government to develop a policy and plan for contract and license disclosure and publications.</i>	MSG, Industry and MEMD
b)	Objective 2: STRENGTHEN REVENUE MANAGEMENT AND ACCOUNTABILITY <i>Activity 2.2: Ascertain total revenues from extractives operations for the EITI Report, detailing amounts received and 'Statement of Materiality', definition of a 'project', benefit streams, mechanics of Petroleum Fund, additional benefit streams, list of Reporting Companies, and government transactions.</i>	MSG, IA, MOFPED, MEMD
	<i>Activity 2.6: Analysis of contribution of the extractives sector to the economy</i>	MSG (MOFPED), PAU

4. The Industry representative on the committee wondered why only two activities (1.10 and 1.11) were being linked to Requirement 6.3 of the Standard - **Contribution of extractives to the economy**. He was informed that this was merely an indicative way of linking activities to requirements in the Standard, and did not in any limit the content of the requirement to those two activities. He was informed that there was a separate activity (2.6) that was targeted at undertaking a holistic analysis of the contribution of extractives to the economy.
5. The Industry representative also emphasized the need for a cost basis, suggesting that it was important that the budget be scrutinized in order to justify the figures that had been presented. He proposed that this responsibility be assigned to the Ministry of Finance, who were experienced and skilled in matters of costing.

3.3

Matters Arising

1. The CSO Representative on the Committee proposed that an activity concerning ascertaining of recoverable costs be included in the work plan, and that the MSG and the Auditor General could act as independent assessors during the discussions between companies and the government to ensure that the country got a good deal. The meeting concluded that the discussion on

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	<p>this issue could not be finalized at this meeting, and that it was important to recognize the extent to which advocacy issues could be included in the work plan, without compromising on its ownership and adoption by all parties. The CSO representative was requested to propose suitable wording for the said activity, including output, outcome and responsible party, for consideration by the MSG.</p> <p>2. The CSO representative also requested for an itemized costing of the work plan activities. It was agreed that this would be done and presented at the next meeting.</p>
Min 4.	Conclusion and next steps a) The CSO representative on the Committee was requested to draft an activity proposal for MSG consideration on a mechanism to enhance transparency in the sharing of petroleum revenues from development to the production stage by PAU and the oil companies. This would support his activity proposal as indicated in Min 3.3 above. b) The Secretariat would work on preparing itemized costing for the work plan. c) Next meeting for the Work Plan Committee to be held on 16/03/2020, after the Secretariat had incorporated the proposals detailed above.
Min 5.	A.O.B There being no other business, the meeting was closed at 5:00 p.m.


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CHAIRPERSON


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SECRETARY

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MINUTES OF THE 4TH MSG COMMITTEE ON THE WORK PLAN HELD ON 21ST APRIL 2020 VIA ZOOM AT 10.00 HRS

MINUTES AND ACTION POINTS

Attendance

	NAMES	INSTITUTION
1.	Mr. Magara Siragi Luyima	CSBAG / CSO Representative / (Chairperson)
2.	Mr. Faustine Mugisha	Total E&P / Industry Representative/
3.	Mrs. Gloria T. Akatuhurira	Uganda Revenue Authority / Government Representative
4.	Mr. Paul Bagabo	NRGI/Consultant
5.	Mrs. Gloria Mugambe	Head of secretariat/ UG-EITI
6.	Mr. Mark Essex	EU Technical Support Expert
7.	Mr. Kanakulya Edwin Kavuma	Compliance Officer/ UG-EITI

AGENDA

1. Update from the Head of Secretariat.
2. Review of Work Plan.
3. Update on the Candidature Application.
4. Way Forward.

MIN 1.	<p>Opening Remarks from the Head of Secretariat</p> <p>The Head of the Secretariat thanked the members for participating in the meeting given the ongoing challenge of the Covid19 pandemic. She informed the participants that during their last meeting, the main issue raised had been the request for a detailed costing breakdown of the activities in the work plan, which had since been done.</p> <p>She then stated that the main purpose of the instant meeting was for the committee to review the work plan in order to ensure that it would be ready for presentation to the rest of the MSG members at the next MSG meeting after the covid 19 lockdown measures had been lifted.</p> <p>The Head of the Secretariat further acknowledged receipt of Mr. Faustine Mugisha's comments which had been sent in earlier.</p> <p>She also requested members to consider whether, given the current Covid19 situation, it would be possible to implement the work plan as is, or there</p>
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	<p>might be need to review it with a view to downsizing it, or staggering some of the activities.</p>
MIN 2.	<p>Nomination of a Chairperson for the meeting and deliberations</p> <p>Mr. Faustine Mugisha nominated Mr. Sarangi Magara Luyima to be the Chairperson for the meeting. The participants agreed to the nomination and Mr. Siraji Magara accordingly accepted. He then requested the participants to comment on the work plan.</p> <p>In reaction to the issue raised by the Head of Secretariat on possible review of the work plan, Mr. Paul Bagabo stated that in his view, the work plan should remain as it is until the situation stabilised.</p> <p>Mr. Faustine Mugisha then clarified on his comments on the work plan by indicating that there were some activities where Ministry of Energy and Mineral Development had been left out (as responsible party) yet it was the lead ministry in the extractive sector.</p> <p>Ms. Gloria T. Akatuhurira informed the meeting that there was need to mention Uganda Revenue Authority under the responsible party column especially those related to revenue collection. She further suggested that on the issue of costing, it should be left to the wider MSG to decide on whether to make changes in light of the Covid19 situation.</p> <p>EU Technical Support Expert informed the participants that he was currently working on the Monitoring, Evaluation and Learning strategy, and that the description of the objectives worked well, and lent themselves to easy monitoring. He also proposed that the costing of the work plan be left as it is because in a matter of months the Ministry of Finance and the donors would indicate the resources, they had available; that is when it would be prudent to revise the budget. What would be more useful would be to clearly prioritise activities in the event that some might need to be rescheduled.</p> <p>The Chairperson of the meeting suggested that there was need to craft an activity/ study on the effect of Covid19 on the extractives sector in the country. He noted that there need not be an increase of the budget but rather a reprioritisation of existing budget lines to accommodate the study.</p> <p>Mr. Paul Bagabo stated that he was certain that a number of studies would be conducted on the impact of Covid19 on the extractives sectors globally, and that the National Secretariat could undertake a similar study for purposes of informing the MSG members. This position was seconded by the Chairperson of the meeting.</p>
Min.3	Update on Uganda's Application for candidature

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	<p>The Head of Secretariat informed the meeting that a draft of the Candidature Application Form had been sent to the International Secretariat for their comments and guidance, and that they had promised to respond within a week's time.</p> <p>She further proposed that this MSG Committee should review both the Candidature Application Form and the work plan since at the time of final submission, both documents would be submitted together. She stated this would help to ensure that the timelines for submission of the application for candidature were maintained.</p> <p>In response, all the MSG Committee members agreed to this proposal.</p>
Min.4	<p>Way forward</p> <p>The MSG Committee members were to review the Candidature Application Form and send in their comments by Friday (23rd April, 2020).</p> <p>MSG Committee to physically meet again as soon as the lockdown is lifted. It was suggested that if the lockdown is lifted as hoped on 5th May 2020, the meeting may be held on 8th May 2020.</p> <p>The next MSG meeting was to be held at the earliest opportunity after the lockdown so that the Committee would be able to update under the MSG on the work plan and application form, and submit the same to the MSG for their review and adoption.</p>
Min.5	<p>Closure of the meeting</p> <p>There being no further matters for discussion, the Chairperson thanked everyone for their participation, and hoped that the new mode of meeting, online, would continue to be used given the prevalent lockdown situation in the country.</p> <p>Meeting was closed at about 11.10 hrs.</p>

Signed


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Chairperson

19/06/2020


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Secretary

ANNEX 13(5)

5th MEETING OF THE MSG COMMITTEE ON THE WORK PLAN HELD ON
19TH JUNE, 2020 AT UGEITI OFFICES, CRESTED TOWERS AT 11.00 HRS.

MINUTES AND ACTION POINTS

Attendance

	NAMES	INSTITUTION
1.	Mrs. Gloria T. Akatuhurira	Uganda Revenue Authority/ Government Representative/ (Chairperson)
2.	Mr. Faustine Mugisha	Total Uganda/ Industry Representative (via Zoom)
3.	Mr. Paul Bagabo	NRGI/Consultant
4.	Mr. Saul Ongaria	National Coordinator/UGEITI
5.	Mrs. Gloria Mugambe	Head of secretariat/ UGEITI
6.	Mr. Edgar Mutungi	Finance Officer/ UGEITI
7.	Mr. Dan Denis Agaba	Statistician/UGEITI
8.	Ms. Bronia Arinda	Secretary/UGEITI
9.	Ms. Gertrude Angom	Administrative Officer/ UGEITI
10.	Mr. Kanakulya Edwin Kavuma	Compliance Officer/UGEITI
11.	Mr. Abbey Gitta	Office Assistant/UGEITI
	ABSENT	
1.	Mr. Siragi Magara Luyima	CSBAG/Civil Society Representative

AGENDA

1. Welcome remarks from EITI Secretariat.
2. Election of the Chairperson.
3. Opening Remarks from the Chairperson.
4. Review and Adoption of the previous minutes.
5. Review of the documents for candidature submission.
 - a) Work plan
 - b) Candidature Application
6. Planned next MSG
7. A.O.B

Min. No	Minute
MIN 1.	Welcome remarks from EITI Secretariat
1.1	The National Coordinator welcomed the MSG Sub-committee members present at the meeting and asked members to introduce themselves.
MIN 2.	Election of the Chairperson
2.1	Mrs. Gloria T. Akatuhurira was nominated to chair the meeting.
Min 3.	Review and Adoption of the previous minutes
3.1	With all the necessary corrections made, the minutes were adopted as a true record of the Zoom Meeting held on 21 st April 2020.
Min 4.	Review of the documents for candidature submission



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	It was noted that the current work plan had been designed before the emergence of the Covid pandemic. Since then, the Secretariat had thought it wise to prepare an alternative scenario in which the activities contained in the work plan were sequenced and prioritized in light of the prevailing Covid 19 situation.
4.1	a) Work Plan
4.1.1	Categories were identified for the work plan activities. Category 1- Immediate : Those that would be undertaken in the first half of the FY 2020/2021. Category 2 - On-hold : Those that would be considered depending on the changes in the Covid-19 situation and the Government's SOP measures. Category 3 - Postponed : To FY 2021/2022; depending on availability of funds. The meeting then went on to discuss the prioritized activities under each Objective. The revised workplan depicting alternative scenarios is attached as Annex A.
4.2	Issues arising from the workplan discussion
4.2.1	Activity 1.1 to be split into two separate activities in order to fully capture the intended result.
4.2.2	Activity 1.7 to be prioritized into the first half of 2021 because the meeting noted that State Owned Enterprises' (S.O.Es) reporting requirements and practices play a vital role in understanding how the State will function alongside industry players especially with regard to systematic disclosure.
4.2.3	Activity No. 1.10 to be prioritized into the first half of 2021 because work had already begun on defining its scope.
4.2.4	Remote learning be explored as an option for Activities 2.1 and 3.3.
4.2.5	Activity 3.7 to be considered as a priority because engagement with the top management of the Ministry of Energy was central to the success of national EITI implementation, including promotion of the open data policy amongst stakeholders.
4.3	b) Candidature Application
4.3.1	The Committee reviewed it in its entirety and appreciated the effort to ensure that all sections had been adequately covered.
4.4	Way Forward
4.4.1	The Committee adopted the Work Plan and Candidature Application taking into consideration the effect of the global Covid-19 pandemic on the timelines of the UGEITI Work Plan and its budget.
4.4.2	The meeting documents were to be circulated to the MSG members for perusal and comments prior to the next MSG meeting.
4.4.3	MSG members to be advised to submit their comments on the WP and CA by email in advance of the meeting.
4.4.4	A summary presentation of the CA would be prepared for the MSG.
	The Meeting proposed Monday, 29 th June 2020 as the date for the next MSG meeting.
Min 5.	A.O. B

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5.1	The Head of Secretariat thanked the Chairperson and all members for their active contributions to the development of the UGEITI Work Plan and Candidature Application.
5.2	The Chair then closed the meeting at 1:08 p.m.

Signed


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Chairperson


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Secretary