**Minutes**

**SEITI MSG MEETING**

**Date: Friday, 28 October 2016**

**Time: 12:10h- 14:07h**

**Location: Conference Room Bauxite Institute Suriname**

**Attendees:**

|  |  |  |
| --- | --- | --- |
| **Government** | **Civil Society** | **Companies** |
| V. Lalji (VL) | R. Bhattacharji (RB) | T. Jbara (TJ) |
| H.Deel (HD) | D. Tjon Sie Fat (DT) | V. Gangaram Panday (VG) |
| J. ten Berge (JtB) |  | M. Naarendorp (MN) |
|  |  | S. Jadnanansing (SJ) |
|  |  | G.Lau (GL) |
|  |  | D. Herkul (DH) |
|  |  | T. Fauria (TF) |
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| **SEITI-Secretariat** |
| Mrs. N. Accord-Liu |
| Ms. V. Sabajo |
| Mr. F. Bondhla |

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| **Absentees with notice** | **Absentees without notice** |
| D.Abeleven (DA) (Government) | E. Aviankoi (EA) (Civil Society) |
| J. Veldhuizen (JV) (Government) |  |
| A. Ramdin (AR) (Companies) |  |
| R. Artist (RA) (Civil Society) |  |
| R. Caupain (RC) (Civil Society) |  |
| M. Essed- Fernandes (ME) (Civil Society) |  |
| A. Jadoenathmisier (Government) |  |

**Appointing the Chair for the meeting**

VG is appointed as chairperson for this meeting

**Agenda**

1. Opening
2. Announcement
3. Adopt the minutes
4. Selection criteria chairperson MSG
5. Finalize ToR
6. Finalize Workplan
7. Timeline submission of the SEITI membership application form
8. Questions
9. Upcoming meeting
10. Closing
11. **Opening**

VG opened the meeting at 12:10h and welcomed the members.

1. **Announcement**
   1. VG noticed that two additional points were put on the agenda and asked for approval. The agenda was appoved by MSG.
   2. VG announced that the member DA, JV, AR, RA. RC and ME are absent with notice.
   3. VG asked the status Ministerial Agreement for installation MSG members: No status couldbe given.
   4. VG asked the status date national symposium: No status could be given.
   5. SJ ask for new format in the minutes for absentees of MSG Members.One column for “absentees with notice” and one column for “absentees without notice”. This was approved by MSG.
   6. SJ asked if MSG members could notice the SEITI Secretariat and Members one day in advance if they will be absent or present for the next MSG meeting, so that the MSG can make an early decision regarding quorum.
2. **Adopt the minutes**

The minutes of the meeting on the 7thof Oct. 2016 were confirmed.

1. **Selection criteria chairperson MSG**

The subworking group (JV, AR and ME) made a presentation and advertisement.

Only the presentation was screened. Some minor adjustments were made in the presentation and the SEITI Secretariat cleaned the presentation. The subworking group will finalize this.

Some issues for the sub working group:

* Timeline for selection process
* Will the chairperson have a fulltime job or not? Compare it with other EITI-chairpersons (based on activities)
* Who will the pay the salary of the chairperson and what is the amount (based on activities)

1. **Finalize ToR**

The ToR was finalized and the clean version (final document) shall be sent to MSG group by SEITI Secretariat.

1. **Finalize Workplan**

Only comments from Civil Society were sent to SEITI Secretariat. SEITI Secretariat will send this document to MSG and the Companies and Government will work in this document.

Deadline: 3rd November 2016.

Issues to look at:

* Sequenties & dollar amount
* Funds available
* World Bank loan

1. **Timeline submission of the SEITI membership application form**

The SEITI – Secretariat filled in the application form that will be send to the EITI board. The MSG will look at this document and give comments (already received comments from TF).

Deadline: 3rd November 2016, 12:00h

1. **Questions**

No questions

1. **Upcoming meeting**

Friday 4th of November 2016, at 12:00u. Location: BIS Conference Room.

Other meetings scheduled: 18th November and 2nd December 2016.

1. **Closing**

Closing by VG at 14:07 pm.

**Action points**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Due date** | **Responsible** | **Remarks** |
| * Look at work plan and give comments (issues regarding point 6) | 3rd of November at 12:00h | SEITI-MSG Group (Government and Companies) |  |
| * Selection Criteria chairperson (issues regarding point 4) | 3rd of November at  12:00 | MSGsub-working group (JV, AR and ME) |  |
| * Status ministerial degree and new Conference Date | 31st of October 2016 | DA/ VL |  |
| * Timeline SEITI-Application form | 3rd of November at 12:00h | SEITI-MSG Group |  |

Minute keeper,

Ms. Vanessa Sabajo

(SEITI-Secretariat)