

DATE11TH MSG MEETING	NO.	MSG DECISIONS AND RECOMMENDATIONS DECEMBER 2017	STATUS
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13TH DECEMBER, 2017	01	Dec/1. The draft TOR for the Independent Administrator to be finalized by the MSG after advice and comments are received from the EITI International Secretariat. Decision was taken to have the positions of Administrative Secretary and Communications Officer filled upon the availability of budgetary resources from the Ministry of Natural Resources.	Not Stated
13TH DECEMBER, 2017	02	Dec/2. It was agreed that the National Secretariat will continue communications and outreaches to government agencies and entities creating greater awareness of the GYEITI objectives, activities and outlining responsibilities and expectations for preparing the 1st EITI Report, which will be due by April 2019.	Not Stated
13TH DECEMBER, 2017	03	Dec/3. Secretariat to revise and circulate TOR for working groups / standing committees.	Not Stated
13TH DECEMBER, 2017	04	Dec/4. Certain work plan activities, if seen as projects can be executed by the secretariat by a 'Project Officer'. Request to be made to MNR for hiring a 'Project Officer' for the secretariat.	Not Stated
13TH DECEMBER, 2017	05	Dec/5. The MSG endorses the request to hire an administrative assistance for the secretariat.	Not Stated
13TH DECEMBER, 2017	06	Dec/6. A 'materiality' working group was established with the same members who were in previous materiality working group: Hema Khan, Gillian Pollard, Mike McCormack, Curtis Bernard, Hilbert Shields and Patrick Harding.	Not Stated
13TH DECEMBER, 2017	07	Dec/7. Secretariat to gather relevant data and information on Guyana's Extractive sectors and perform initial analysis then convene meeting of 'materiality' working group.	Not Stated
13TH DECEMBER, 2017	09	Dec/8. The circulated draft Terms of Reference for the GYEITI National Secretariat was unanimously approved by MSG.	Not Stated
13TH DECEMBER, 2017	10	Dec/9. Deputy coordinator Ms. Diane Barker to circulate draft of legal, regulatory and institutional review, which she had been working on, before next MSG meeting.	Not Stated

13TH DECEMBER, 2017	10	Dec/10. MSG Work Plan is to be reworked and greater details to be formulated.	Not Stated
13TH DECEMBER, 2017	11	Dec/11. Meeting discussed a statement on transparency presented by civil society.	Not Stated