

DATE OF MEETING 5TH MSG MEETING	NO.	MSG DECISIONS AND RECOMMENDATIONS 1 JAN–31 DEC 2017	STATUS
---------------------------------	-----	---	--------

14TH JUNE, 2017	005	June/1. Secretariat to rename working draft work plan indicating date and resend by Friday 16th June, 2017	Not Stated
14TH JUNE, 2017	005	June/2. Improve the structure of Secretariat's report to include suggestions by Hilbert. Coordinator and Hilbert to discuss details. Hilbert suggested that the report should also include activities progress report, 'Planned', 'Achieved' / 'Progress' and also a financial reporting feature 'Account Total', 'Deposits', 'Expenditure', 'Balance' – and perhaps a balance sheet for each activity.	Not Stated
14TH JUNE, 2017	005	June/3. Working Draft Work Plan was endorsed.	Completed
14TH JUNE, 2017	005	June/4. Government, Industry and Civil Society sectors will present working draft work plan to respective constituency for consultation and provide feedback to Secretariat before 28th June, 2017	Not Stated
14TH JUNE, 2017	005	June/5. Secretariat to prepare a new draft work plan based on the feedback received from the sectors before next MSG meeting and circulate ahead of meeting.	Not Stated
14TH JUNE, 2017	005	June/6. A Communications / Outreach Working Group was constituted with the following initial members: i. Ms. Gomin Camacho (cs)	Completed

		<p>ii. Mr. Patrick Harding (i)</p> <p>iii. (Government to submit name) (g)</p> <p>The Meeting agreed that the members of this communications / outreach working group can invite other persons as needed.</p>	
14TH JUNE, 2017	005	June/7. Secretariat to communicate with MSG members and alternates using a 'Memo' system and should include codes, numbers and dates. The format of memo should reflect: subject, brief explanation, action, recommendation / advice, with feedback options (like boxes to tick).	Not Stated
14TH JUNE, 2017	005	June/8. MSG members to provide contact information of persons and entities which may be willing to assist with EITI related public outreaches and consultations.	Not Stated
14TH JUNE, 2017	005	June/9. Secretariat mandated to write EITI Champion asking him to determine the specific legal status of the MSG and the Secretariat providing him examples adopted in other EITI countries.	Not Stated
14TH JUNE, 2017	005	June/10. Secretariat to send MSG members and alternates copy of EITI Candidature Application.	Not Stated
14TH JUNE, 2017	005	June/11. MSG Members and alternates will assist Secretariat in obtaining copies of documentations required for candidature application submission, including minutes and reports of meetings, photographs, printed materials, newspaper articles, ads, flyers, brochures etc. used prior to launch of MSG.	Not Stated
14TH JUNE, 2017	005	<p>June/12. A 'materiality working group' to define materiality, reporting thresholds and reporting entities was constituted with the following initial members:</p> <p>i. Ms. Hema Khan (g) (Convener, Chair)</p> <p>ii. Ms. Gillian Pollard (g)</p>	Completed

		<ul style="list-style-type: none">iii. Mr. Mike McCormack (cs)iv. Mr. Curtis Bernard (cs)v. Mr. Hilbert Shileds (i) <p>Mr. Patrick Harding (i)</p>	
--	--	--	--