

DATE OF MEETING

NO.

MSG DECISIONS AND RECOMMENDATIONS 1 JAN–31 DEC 2017

STATUS

	006	July/ 1. Correspondence which indicated that MSG co-chair Hilbert Shields, in his personal capacity, was involved in contractual arrangement with government of Guyana that is not consistent with the principles of transparency which EITI promotes. The content of the correspondence was discussed at the MSG Meeting. Hilbert Shields told the Meeting that the contract to which reference was made, was actually signed before he was appointed a member of the Board of Directors of the Guyana Geology & Mines Commission and before he was appointed as an MSG member. The Secretariat to be provided proper guidance on the preparation of a response to this correspondence.	Not Stated
	006	July/2. Full packages of material to be presented to MSG at Meetings to include Minutes of last meeting, secretariat report, etc.	Completed
	006	July/ 3. Minutes of Meeting to specify names of members absent with and without submitting excuses ahead of meeting.	Completed
	006	July/ 4. Secretariat to request final word from Permanent Secretary Joslyn McKenzie on the sentence government reserved right to include in the MSG TOR.	Not Stated
	006	July/ 5. Secretariat's future reports to include 'Action Sheet'.	Completed
	006	July/ 6. The logo was confirmed to include a box around the words on the right.	Not Stated
	006	July/7. Five proposals were received from website design development and related services. It was agreed to accept the lowest offer, which was submitted by Mars Technologies, Inc, doing business as Middle Road Group, Inc. Secretariat to prepare relevant procurement documents and procure services accordingly.	Not Stated
	006	July/ 8. The updated Draft Work Plan, with specific insertion as proposed by Civil Society below, was endorsed by the MSG. MSG gave approval to have the revised Work Plan published. It was noted that, although endorsed, the work plan needs to be further developed to ensure more relevant details are considered in order to make it more practically useful.	Not Stated

	006	July/9. The Meeting endorsed the report presented on behalf of the communications / outreach working group. Observations and recommendations for improvement in future outreach activities were accepted as valid and useful.	Not Stated
	006	July/10. The Secretariat wrote Minister of Natural Resources and received a response ascertaining that the Legal Status of the MSG was established by Cabinet Meeting dated 17th November 2015 which states that approval was given per Memorandum CP (2015) 11:2:BBB submitted by Minister of Governance, entitled, "GUYANA CONTINUING THE EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (EITI) APPLICATION PROCESS AND ESTABLISHING A STEERING COMMITTEE (MULTI-STAKEHOLDER GROUP, MSG) AS REQUIRED BY THE EITI PROCESS"	Not Stated
	006	July/11. On 15th June, 2017 the Secretariat via email, sent MSG members and alternates the following: a) Copy of EITI Candidature Application b) Minutes of 5th MSG Meeting and c) Copy of renamed Working Draft Work Plan	Not Stated
	006	July/12. A statement contained in report from 'materiality working group' to define materiality, reporting thresholds and reporting entities was endorsed and recommended to be used for the purpose of satisfying the candidature application process and guide future work of the MSG. Gillian Pollard is to submit a revised 'materiality' statement as per discussion at meeting.	Not Stated
	006	July/13. It was agreed that members of MSG and Secretariat can participate and make presentations at Outreaches, especially in remote areas.	Not Stated
	006	July/14. The Communications / Outreach team was tasked to prepare a variety of communications messages which can be easily edited and reformatted for multiple use and also translated to the various languages if necessary.	Not Stated
	006	July/15. It was suggested that simple power point and video presentations be prepared to enhance public outreach.	Not Stated