

DATE OF MEETING**NO.****MSG DECISIONS AND RECOMMENDATIONS NOVEMBER 2017****STATUS**

	010	Nov/2. The Secretariat was asked to extract items for the 2018 work plan based on the aggregated figures in the approved August 2017-December 2019 MSG work plan.	Not Stated
	010	Nov/3. The entire capital budget for GYEITI as proposed by the National Secretariat was forwarded 'as is' to the Ministry of Finance for consideration in the 2018 Budget.	Not Stated
	011	Nov/4. It was agreed that after the approval of the 2018 Budget for the MNR, it should become clear as to what short-fall / gap for GYEITI need to be funded from EITI donor funding sources. The MSG will then proceed to seek additional funding accordingly.	Not Stated
	010	Nov/5. Secretariat was tasked with preparing and circulate TORs and SOPs for the three proposed working groups (see above Agenda IX. i, ii, iii). It was agreed that the establishment of working groups will be done electronically, via emails nomination, acceptance and no objection process before 13th December, 2017 (next meeting).	Not Stated
	011	Nov/6. The TOR for the Independent Administrator to be finalized by the MSG to allow for solicitation of bids to be advertised by 20th December, 2017 when the 2018 Budget is expected to be approved. The Secretariat is to enlighten local auditing firms of opportunities for their participation, which can include professional collaboration with international partnerships.	Not Stated

	011	Nov/7. 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
	011	Nov/8. Additional capacity building for the National Secretariat should be gradual.	Not Stated
	011	Nov/9. It was decided that the format for documenting attendance at MSG meetings be revised. This new format must indicate names and sectors of primary members separate from alternates and show 'present', 'absent with excuse' and 'absent without excuse'.	Not Stated
	011	Nov/10. The Secretariat was asked to provide evidence that publishing the Minutes of MSG Meetings is an EITI requirement.	Not Stated
	011	Nov/11. It was agreed that the National Secretariat will initiate communication and outreach 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. Drafts of general and specific memoranda are to be prepared by the secretariat and circulated to MSG members for their input prior to issuance.	Not Stated