

GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE - 1ST WORK PLAN, AUGUST 2017 - DECEMBER 2019

GENERAL OBJECTIVE: Provide accurate, contextualized and useful information to promote transparency, accountability and dialogue on extractives and inform the governance of natural resources for the benefit of Guyana's sustainable development.

Specific objectives	Expected Outputs	Activities	Description	Responsible Party	By when	Indicative Cost (USD)	Funding Source
GYEITI	1.1. The scope, level of materiality and reporting period have been determined	1.1.a. Gather and compile key information to help determine scope, materiality and reporting period	2015, 2016 data on revenues, payments, reporting agencies and legal framework	National Secretariat and MSG	2017 Q4 - 2018 Q1	9,200	GoG
		1.1.b. Conduct at least four meetings with MSG working group to discuss and determine the level of materiality, and reporting period for the first report		National Secretariat and MSG	2017 Q3 - 2018 Q1		GoG (in-kind) and donors TBD
	1.2. The National Secretariat has been established and is operational	1.2.a. Define and approve roles and responsibilities of the National Secretariat (Head and staff)	Head and staff are administrative personnel of Ministry of Natural Resources, who will functionally report directly to the MSG.	National Secretariat and MSG	2017 Q3 - Q4	200,000	GoG (in-kind) and Donors - TBD
		1.2.b. Capacity building for the National Secretariat to effectively support the MSG and GYEITI implementation process	This includes on-the-job training, participation in international/regional EITI events, exchange with Secretariats of other EITI countries	National Secretariat, Consultant(s)/Partner(s)	2017 Q3 - Q4	22,800	Donors - TBD. Meetings to be scheduled
		1.2.c. Manage and operate the GYEITI Secretariat	This includes operational costs as well as office equipment and facilities such as laptops and internet services	National Secretariat, Government	2017 Q3 - Q4		
	1.3. MSG's capacity on EITI has been enhanced	1.3.a. Organize information exchange events between the MSGs successfully implementing the EITI	Participation in regional and international EITI events; study tours (?)	MSG and National Secretariat	2017 Q3 - 2019 Q4	34,200	Donors - TBD. Meetings to be scheduled
		1.3.b. Capacity building for MSG on EITI and EITI implementation process	Training in-person or virtual of MSG		2017 Q3 - 2019 Q4	0	Donors - TBD. Meetings to be scheduled
	1.4. A mechanism has been	1.4.a. Determine/confirm budget allocation by the government of Guyana		Gov. of Guyana	Q2 ANNUALLY	0	

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Compile accurate information that is consistent with the overall objective of	established for funding of EITI process implementation	1.4.b. Create a funding strategy	Identify potential donors, prepare funding strategy, prepare and submit proposals to donors (WB, IDB, CDB, GIZ, etc.)	National Secretariat	2017 Q3 - 2018 Q3		Work in Progress. Meetings to be arranged with potential donors
	1.5. Legal and regulatory frameworks for EITI reporting are in place	1.5.a. Review legal and regulatory framework to identify potential obstacles to GYEITI implementation	Special attention should be paid to revision of legal and regulatory frameworks for confidentiality of information, disclosure of beneficial ownership information, as well as options for special agreements to ensure disclosure of information needed for the EITI report.	National Secretariat, MSG, Legal Consultant(s)	2018 Q3 - 2019 Q4	21,000	Donors - TBD. Meetings to be scheduled
		1.5.b. Draft recommendations for new / amended policy, laws and regulations	Present final draft law to MSG for review and final comments		2019 Q2	4,500	Donors - TBD. Meetings to be scheduled
		1.5.c. Conduct Legal Scoping on Beneficiary Ownership	Determine legal scope and define Beneficial Ownership, Shareholder Thresholds and Politically Exposed Persons (PEPs)	National Secretariat, MSG, Consultant(s)	2017 Q4 - 2018 Q2	5,000	Donors - TBD. Meetings to be scheduled
		1.5.d. Propose approach to systemize and publish information on Beneficiary Ownership	i. Discuss strategy for creating templates and gathering details for initial draft register of beneficial ownership.	National Secretariat, MSG, Consultant(s)	2018 Q2 - 2018 Q4	5,000	Donors - TBD. Meetings to be scheduled
			ii. Gradually publish BO registry on GYEITI.ORG website.				
		1.6. a. Document and discuss government's policy on disclosure of beneficial ownership. Prepare roadmap to include beneficiary ownership model and best practices	i. Identify and analyze relevant legal provisions, disclosure practices and any reforms planned or in-progress related to beneficial ownership disclosure.	National Secretariat, MSG	2018 Q1 - 2019 Q4	5,000	GoG
	ii. Establish and recommend necessary reforms to overcome possible obstacles in existing legal and regulatory framework.		National Secretariat, MSG, Consultant(s)	2017 Q4 - 2018 Q2	GoG		

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1.c	1.6. Studies have been conducted to enhance the scope of work for the 1st GYEITI Report relevant to beneficial ownership disclosure by 01.01.2020	1.6. b. Capacity Building for GYEITI National Secretariat. Engage in partnerships and sharing experiences on beneficiary ownership and related topics.	Conduct symposium with external assistance on Beneficial Ownership. (EITI International Secretariat and other countries with relevant experience)	National Secretariat, MSG	2018 Q1	5,000	Donors - TBD. Meetings to be scheduled
		1.6. c. Request for companies to disclose Beneficial Ownership information for inclusion in the EITI Report	i. Agree definitions, thresholds, templates	National Secretariat, MSG	2018 Q3 - 2019 Q4	5000	GoG
			ii. Consider data collection procedures (timeliness, reporting mechanism, hosting agency, data security, etc.)				
			iii. Define data quality / assurances				
			iv. Pilot data collection / registry				
			v. Lessons learned				
	vi. Establish disclosure protocol to be used for BO disclosures (to implement as required by 01.01.2020)						
	1.7. Studies have been conducted to enhance the scope for future GYEITI reports	1.7. Design and implement studies to formulate recommendations to enhance the scope of future GYEITI reports	Study on the characteristics of the artisanal and small-scale mining sector and/or quarrying and if/how to include it in EITI reporting	National Secretariat, MSG, Consultant(s)	2019 Q2	40,000	Donors - TBD. Meetings to be scheduled
			Study on the characteristics of the forestry sector and if/how to include it in EITI reporting		2019 Q3	20,000	Donors - TBD. Meetings to be scheduled
Study on company expenditures related to social/community projects and Corporate Social Responsibility projects and if/how to include it in EITI reporting			2019 Q4		20,000	Donors - TBD. Meetings to be scheduled	

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2. Disseminate widely the information obtained under the EITI standard to promote stakeholder dialogue	2.1. Communications scoping study and outreach strategy has been designed	2.1.a. Contracting of consulting firm to design a communications and outreach strategy		National Secretariat and MSG	2017 Q3	10,000	Donors - TBD. Meetings to be scheduled
		2.1.b. Produce a strategic public relations ad, app, community radio programs and video for mass sensitization.			2017 Q4		
		2.1.c. Design and create GYEITI banners, promotional materials and items to distribute during defined public outreach activities	Translators are expected to be present at key public outreach activities if/when audience so requires.		2017 Q4		
	2.2. A communications and outreach strategy has been implemented	2.2.a. Design, publish and regularly update GYEITI website and production of GYEITI information materials		Consulting firm under supervision of National Secretariat and approval of MSG	2017 Q4	110,000	Government and/ N/A
		2.2.b. Draft / Design easily accessible (basic) versions of the GYEITI Reconciliation Report and the Validation Report	Basic reports are expected to be made available in English.		2019 Q1		Donors - TBD. Meetings to be scheduled
		2.2.c. Facilitate three workshops and training sessions to engage Youth in GYEITI: Compose GYEITI jingle and song.			2017 Q4		
		2.2.d. Prepare a variety of communications products, customising the EITI Report to suit various civil society audiences, especially indigenous and hinterland communities.		MSG and National Secretariat			
	2.3. Media workers have been trained to report on GYEITI and other issues of the extractives industry	2.3.a. Conduct workshops and training sessions for media workers on GYEITI implementation and other issues		Consulting firm under supervision of National Secretariat and approval of MSG	2018 Q1	15,000	Government and/or TBD

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3. Promote timely reconciliation of the information provided under the EITI standard	3.1. Reporting templates and mechanisms have been designed and are impl. by companies and government	3.1.a. Prepare TOR for the Independent Administrator		MSG and National Secretariat	2017 Q4		
		3.1.b. Select and Appoint Independent Administrator	Selection of the Independent Administrator to be based on a transparent bidding process, based on a TOR approved by the MSG.	MSG and National Secretariat	2018 Q1	60,000	Donors - TBD. Meetings to be scheduled
		3.1.c. Draft templates and data collection and reporting mechanisms.		National Secretariat with MSG working groups	2018 Q2		
		3.1.d. Facilitate a series of MSG meetings to discuss and approve templates and mechanisms		National Secretariat with approval from MSG	2018 Q2	1,000	Donors - TBD. Meetings to be scheduled
		3.1.e. Government and companies report data, using agreed template and mechanisms		National Secretariat government and companies	2018 Q2		
	3.2. First GYEITI Report Prepared, Reviewed and submitted to EITI International Secretariat	3.2.a. Independent Administrator collects and analyzes data and produce draft of 1st GYEITI report	Costs are for the service contract with the IA	Independent Administrator	2019 Q1		
		3.2.b. At least three workshop to discuss, comment and approve GYEITI report		National Secretariat and MSG	2019 Q1	3,000	Donors - TBD. Meetings to be scheduled
		3.2.c. Independent Administrator produces final version of 1st GYEITI Report		National Secretariat and MSG	2019 Q1		
		3.2.d. MSG Reviews and submits 1st GYEITI Report to the International EITI Secretariat		National Secretariat and MSG	2019 Q2		
	TOTAL						595,700