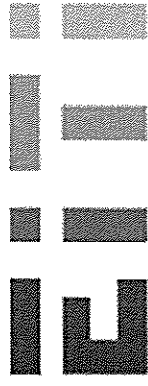
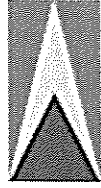


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Extractive Industries  
Transparency Initiative



Guyana

# GYEITI

## ANNUAL PROGRESS REPORT

### FY 2018

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## INTRODUCTION

The Government of Guyana declared its dedication to the overall improvement in the quality of life of citizens on the solid foundation built on the principles of transparency and accountability while pledging to foster equality and inclusivity in natural resource distribution and revenue allocation for the benefit of all Guyanese. GYEITI takes this opportunity to highlight successes, achievements and challenges of Guyana in 2018, as a new EITI Implementing Country.

The inaugural Annual Progress Report for 2017 was submitted by due date as mandated by the EITI Standard, before 1<sup>st</sup> July, 2018. In accordance with the new EITI Standard 2019, it is no longer mandatory for EITI implementing countries to submit Annual Progress Reports by 1<sup>st</sup> July of the following year. The MSG can now decide when Annual Progress Reports will be published. Hence, this second Annual Progress Report is being submitted in November, 2019. This second GYEITI Annual Progress Report, FY 2018 satisfies a mandated requirement of the EITI Standard 2019

## GYEITI – BRIEF BACKGROUND

### **A brief history about the EITI path traversed by The Cooperative Republic of Guyana**

- On 4<sup>th</sup> May 2010, in Georgetown, Guyana, Prime Minister Samuel Hinds met with EITI Regional representative Dr. Francisco Paris in Guyana and indicated that Guyana's interest in the Oslo Norway based International Association called the Extractive Industries Transparency Initiative (EITI).
- On May 15, 2012, Guyana's interest in EITI membership gained strength. This was depicted by the signing of a Memorandum of Understanding between the Government of Guyana and the Extractive Industries Transparency Initiative (EITI).
- In 2014 Government of Guyana commissioned a scoping study to determine the feasibility of implementing the EITI in Guyana.
- In 2015 a scoping report was completed and the path towards EITI candidacy proposed.
- In 2015, by way of Cabinet Decision, the Government of Guyana continued its pursuit of EITI Candidacy.
- In 2016 in Lima, Peru at the EITI Global Conference, Guyana's Minister of Natural Resources made a public announcement of Guyana's commitment to become an EITI candidate

- During 2015-2016, the Cabinet of Ministers identified Ministry of Natural Resources as lead agency responsible for implementing the Guyana-EITI. Minister of Natural Resources, Hon. Raphael Trotman was appointed GYEITI Champion to lead the implementation. World Bank provided capacity building opportunities which led to the establishment of the first ever GYEITI Multi-stakeholder Group (MSG). The initial MSG continued to function throughout 2018. It comprises of four (4) representatives from each of the three sectors; civil society, private sector and government, all of whom were nominated in adherence to the relevant EITI Requirements.
- On 1<sup>st</sup> February, 2017, the Ministry of Natural Resources hired a National Coordinator and Deputy Coordinator to manage and operate the GYEITI National Secretariat from within the Ministry of Natural Resources.
- On 15<sup>th</sup> February 2017, the GYEITI Multi Stakeholder Group was officially launched. The GYEITI MSG is comprised of twelve (12) members; four (4) from each sector; civil society, industry and government. Each member has a designated alternate.
- On 18<sup>th</sup> August, 2017, after completing the sign-up steps and satisfy stipulated EITI requirements, Guyana, for the first time ever, submitted its EITI candidature application.
- On 25<sup>th</sup> October 2017, the EITI International Board considered and accepted Guyana's EITI Candidature application and declared that Guyana was eligible to commence EITI implementation.

#### GUYANA'S ENDOWMENT AND CHALLENGES

Guyana is endowed with an abundance of natural resources. Gold, bauxite, manganese, diamond, sand, stone, oil, gas, timber, sea-products, fertile agriculture land. Tropical forest accounts for more than 87% of its territory. These endowments are not adequately protected against geopolitical, natural and international trade and commodity market fluctuations which contribute to varying economic growth rates. The economy has been very dependent on production and export of primary commodities. Economic diversification entails mechanization, manufacturing and agro-processing, all of which requires the use of imported sources of energy. The high cost of energy in Guyana is transferred and leads to high cost of production and uncompetitive commodity prices. Neighboring countries boast energy cost substantially less than what is obtained in Guyana.

It is envisaged that the discovery and production of very significant quantities of oil will lead to transformational changes. Guyana is gearing up for significant and rapid economic expansion. The Government of Guyana has committed to pursue economic and social policies conducive to equitable, sustainable and environmentally-friendly growth. The Green State Development Strategy (GSDS)

Vision 2040 was developed, published and used as priority in formulating policies which are related to the development and management of Guyana's extractive sector.

## EITI IMPLEMENTATION IN GUYANA

### CONTRACT DISCLOSURE AND BENEFICIAL OWNERSHIP DISCLOSURE

#### Contract Disclosure

The Guyana Extractive Industries Initiative (GYEITI) is considered one of several initiatives taken by the Government of Guyana to ensure that the country's resources, which belong to all the citizens, are not squandered and bedeviled by corruption. Since December 2017, The Government of Guyana began publishing Petroleum Contracts. It announced that all Mineral Agreements will also be disclosed for public scrutiny and debates. Per EITI Standard 2016, implementing countries are encouraged to publicly disclose any contracts and licenses that provide the terms attached to the exploitation of oil, gas and minerals, as stated in EITI Requirement 2.4. There was a significant change in this requirement. The EITI Standard 2019, adopted by the EITI International Board at the EITI Global Conference in June 2019, now includes Requirement 2.4. (a), which reads as follows: *"Implementing countries are required to disclose any contracts that are granted, entered into or amended from 1 January 2021. Implementing countries are encouraged to publicly disclose any contracts and licenses that provide the terms attached to the exploitation of oil, gas and minerals"*.

#### Beneficial Ownership

There was a significant change in EITI beneficial ownership requirement. The EITI Standard 2019, now includes Requirement 2.5. (c), which reads as follows: *"As of 1 January 2020, it is required that implementing countries request, and companies publicly disclose, beneficial ownership information."*

### REVENUE MANAGEMENT

In 2018, a Green Paper was prepared by the Government of Guyana on the management of the revenues from the petroleum sector. A Natural Resource Fund Bill also benefited from public consultations. These measures are meant to assure equitable distribution of national wealth across generations, among other objectives.

EITI Standard requires the comprehensive disclosure of taxes and revenues, sale of state's share of production and other revenues collected in kind, infrastructure provisions and barter arrangements, transportation revenues, subnational payments, level of disaggregation, data timeliness and data quality.

## REVENUE ALLOCATION

The Government of Guyana expressed its intention to take advantage of funding opportunities and ramp up spending on infrastructure such as roads, bridges, airstrips, energy and telecommunications, in order to improve and induce domestic and foreign investment, which is critical to growth and development. The country is anticipating an increase in expenditure on capacity building, especially education and healthcare to ensure qualitative and quantitative enhancement of human capital. Policy measures in 2018 targeted economic improvement at all levels, especially among disadvantaged, vulnerable and underprivileged groups and communities.

The EITI requires disclosure of information related to revenue allocations as this will enable stakeholders to understand how revenues are recorded in the national budgets. EITI Requirement 5 related to revenue allocations include distribution of revenues, revenue management and expenditures. Disclosures of social and economic spending by companies and state-owned enterprises are Requirements stated in section 6 of the EITI Standard. EITI 6.3 requires disclosure of the contribution of the extractive sector to the economy.

## ENVIRONMENTAL REPORTING AND GUYANA'S GREEN STATE DEVELOPMENT STRATEGY

The Government of The Cooperative Republic of Guyana embarked on the formulation and execution of a Green State Development Strategy (GSDS) Vision 2040. This is a comprehensive document outlining strategic projects, actions, policies, and programmes to guide and coordinate developmental trajectory over the next two decades. This objective encompasses broader development strategies and captures a more holistic view of social, economic and environmental sustainability, which are aligned with the United Nation's Sustainable Development Goals (SDGs) 2030. In particular, the Strategy aims to foster sustained economic growth that is low-carbon and climate-resilient. One of its main objectives is to promote social cohesion, good governance and scientific management of non-renewable natural resources.

## ACCESS TO INFORMATION AND PUBLIC DEBATES

The Constitution of Guyana guarantees citizens Freedom of Speech and Freedom of Association, which are in alignment with Requirement 7 of the EITI Standard entitled 'Outcomes and Impact', which states, "Regular disclosure of extractive industry data is of little practical use without public awareness, understanding of what the figures mean, and public debate about how resource revenues can be used

effectively”. This Requirement seeks to ensure that stakeholders are actively engaged in dialogue about natural resource revenue management. Throughout the year 2018, EITI reporting processes have stimulated public debates. It is vitally important for this to continue and intensify. The lessons learnt and recommendations derived during EITI Implementation motivate government and private sector entities to take action, seek explanation and address discrepancies and weaknesses identified. GYEITI needs to formulate and execute an effective and robust communications plan.

#### MSG WORK PLAN – GENERAL OVERVIEW AND PROGRESS

Guyana completed its first calendar year, from January to December 2018, an EITI implementing country. Guyana’s EITI Candidature application was accepted by the EITI Board on 25<sup>th</sup> October, 2017. Hence, the inaugural Annual Progress Report reflected implementation efforts only for period ending 31<sup>st</sup> December 2017.

This second GYEITI Annual Progress Report covers mainly the period 1 January - 31 December 2018. It provides a summary of work plan activities undertaken, tasks accomplished and challenges as the GYEITI boldly embarked on the continuation of the execution of the MSG approved work plan, August 2017 – December 2019

During the year 2018 the GYEITI MSG and National Secretariat completed most of the activities listed in the MSG approved work plan covering period August 2017 – December 2019. A status as of 31 December 2018 is provided in *Annex I* of this Annual Progress Report.

#### MSG – ROLE AND RESPONSIBILITY IN 2018

##### GYEITI Multi-Stakeholder Group (MSG)

The GYEITI Multi-Stakeholder Group (MSG) is comprised of twelve (12) primary members (*see Annex III*) All primary members and alternates can attend MSG Statutory Meetings as per the approved MSG Terms of Reference (MSG TOR).

##### Main Decisions of MSG

MSG Meetings during 2018 benefitted from the active participation of members. The GYEITI MSG meetings were engaging and focused. Numerous decisions were made by the MSG (*see Annex V*).

The functions, roles and responsibilities of the MSG in 2018 have been fully in alignment with the Requirements of the EITI Standard 2016. However, there seems to be a need for unambiguous delineation of duties and responsibilities between the MSG and the National Secretariat.

In 2018 the MSG held a total of eleven (11) or 92 % of statutory meetings mandated by its approved Terms of Reference. MSG Meeting Attendance Record can be viewed in *Annex IV* of this report. One meeting was cancelled due to lack of quorum.

**The MSG established the following working groups:**

1. Materiality and Data Analysis
2. Legal, Regulatory and Institutional Framework Review
3. Communications and Public Outreach
4. Finance & Budget
5. MSG-IA Liaison

In order to determine the scope of the EITI Report the MSG Materiality and Data Analysis Working Group, in collaboration with the National Secretariat, gathered and compiled key data and information in 2018. Requests for data and information were submitted to six (6) government agencies, namely, Guyana Geology & Mines Commission, Guyana Gold Board, National Insurance Scheme, Guyana Revenue Authority, Environmental Protection Agency and Ministry of Finance. The MSG reviewed the materiality threshold proposed by the Independent Administrator and determined a different materiality threshold.

The Materiality and Data Analysis working group reviewed data and participated in the determination of the materiality threshold and reviewed the recommendations of the Independent Administrator. The MSG approved the materiality threshold for the 1<sup>st</sup> GYEITI Report. On the basis of the approved materiality threshold of GY \$75 Million, the list of reporting entities was formulated. The final list was determined in 2019.

The Legal, Regulatory and Institutional Framework working group prepared and the MSG approved, the Terms of Reference of the Independent Administrator, hired to prepare Guyana's 1<sup>st</sup> EITI Report. The MSG determined the scope of 1<sup>st</sup> Report and that it should cover fiscal year 2018. This working group also commenced a review of the legal, regulatory and institutional framework of Guyana's extractive sector.

The Communications and Public Outreach working group convened, but did not execute public outreach activities in 2018.

The Finance and Budget working group convened and participated in budget formulation for FY 2018 and 2019.

The MSG-IA working group reviewed the initial scoping report which was prepared by the Independent Administrator.



was assigned to the secretariat. There were no further addition to the staff at the Secretariat as of 31 December, 2018

The Secretariat remained an integral part of the Ministry of Natural Resources and benefitted from the Planning and Administration Budget of that Ministry. The GYEITI National Secretariat is not an independent budgetary agency. In 2018 the Ministry of Natural Resources provided office space, furniture, equipment, supplies, utilities and security, cost of which has been difficult to disaggregate.

The request for additional staff, including a communications specialist remained under consideration by the Ministry of Natural Resources.

Staff of the Secretariat benefitted from capacity building opportunities provided by the Ministry of Natural Resources. The administrative assistant attended an MNR funded training course on 'Writing Effective Minutes' at the JTW Management Institute.

#### GYEITI FUNDING

The Ministry of Natural Resources is the principal source of funding for the GYEITI. In 2018 several donors have expressed an interest in providing assistance. Among these donors are:

1. EITI International Secretariat
2. Inter-American Development Bank
3. Work Bank
4. USAID
5. Carter Center

The GYEITI 2018 budget was estimated at US \$323,850, of which approximately 71% or US \$228,350 was expended on the execution of the MSG approved work plan activities. One workshop was paid for by the Independent Administrator in amount US\$1,000. The Ministry of Natural Resources was the major source of funding. A number of activities were either completed partially or not completed for various reasons. A number of activities were delayed and had to be carried forward for execution in 2019 (see *Annex 1*)

#### GYEITI COMMUNICATIONS AND PUBLIC OUTREACH ACTIVITIES, JAN-DEC 2018

The GYEITI planned and conducted a number of communications and public outreach activities (see *Annex VI*). The GYEITI communications strategy and plan is not yet formulated. The lack of adequate and appropriate capacity is the main reason for this lag. It is envisaged that the Ministry of Natural Resources will look into the possibility in providing the Secretariat with additional assistance, especially in this regard.

# GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (GYEITI)

## ANNUAL PROGRESS REPORT, FY 2018 – Annex I

GYEITI MSG WORK PLAN, AUGUST 2017-DECEMBER 2018 – STATUS AS OF 31 DECEMBER, 2018

WP Item	ACTIVITIES	DESCRIPTION	BY WHEN	Est. COST USD\$	COMMENTS
1.1.a	Determine materiality & scope. Professional services to finalize, recommend EITI appropriate legislative reforms	2015, 2016 revenues, payments – agencies Procure legal services	2018 March	\$3,200	Completed – with delay
1.1.b	MSG working groups to determine materiality, reporting period	12 Meetings @ \$500	2018 March	\$6,000	Completed
1.2.a	National Secretariat, established, staffed and operational	Admin. & Operations	2017 2018	\$62,900 \$68,550	Completed. Fully funded by GoG, MNR
1.2.b	Capacity building for MSG & Secretariat	38 <sup>th</sup> EITI Board meeting in Manila, Philippines	2017 October	\$9,800	Secretariat and MSG participated. Fully funded by GoG, MNR
1.2.b	Capacity building for MSG & Secretariat	EITI Workshop in Dominican Republic	2017 November 28-30		Secretariat and MSG participated. Fully funded by WB. Amount not provided.
1.2.c	National Secretariat Operations Expense	Manage & Operate NS		\$13,000	Completed. Fully funded by GoG, MNR
1.3.a	MSG - MSG Exchange and in person training	TT EITI (4 pers.)	2017 Dec.	\$5,000	Not Completed
	MSG - MSG Exchange and in person training	Suriname (4 pers)	2018 May	\$5,000	Not Completed
	MSG - MSG Exchange and in person training	Philippines(4 per)	2018 Oct.	\$16,000	Not Completed
1.3.b	Included in 1.2.b & 1.3.a	Capacity building		0	Pending possible Donor Assistance
1.4.a	Determine GYEITI Budget submission to GoG	Prepare requirements and substantiation	August- September 2017 (and 2018)	0	Completed

**GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (GYEITI)  
ANNUAL PROGRESS REPORT, FY 2018 – Annex I**

GYEITI MSG WORK PLAN, AUGUST 2017-DECEMBER 2018 – STATUS AS OF 31 DECEMBER, 2018

1.4.b	Creating Funding Strategy	Identify donors and submit proposal	2018 September	0	Completed
1.5.a	Legal & Regulatory framework review. Identify obstacles to EITI implementation. Attention to: 1. Confidentiality 2. Disclosure of beneficiary ownership info. 3. Special MOU to ensure disclosure for EITI reporting	Secretariat to prepare draft. Hire legal consultant to review draft and prepare final report with recommendations for appropriate EITI related legislative reforms. 6 Quarters @\$3,500	2018 Jul-Dec 2 @\$3,500 2019 Jan-Dec 4 @\$3,500	\$7,000	Pending in 2019.
1.5.c	Conduct legal scoping on Beneficiary Ownership	Determine: 1. Legal scope 2. Shareholder Thresholds 3. Politically exposed persons (PEPs)	2018 July	\$5,000	Pending in 2019.
1.5.d	Systemize & publish information on beneficiary ownership	i) Discuss strategy, create templates, gather details for draft register of beneficial ownership ii) Gradually publish beneficial ownership registry on gyeiti.org	2018 Dec	\$5,000	Pending in 2019
1.6.a	Document & discuss gov't's policy on disclosure of beneficiary ownership info. Roadmap model & best practices	i) Organize 8 workshops(4 in 2018 and 4 in 2019) to identify and analyze legal provisions, disclosure practices and	2018 Jan-Dec	\$2,500	Pending in 2019

# GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (GYEITI)

## ANNUAL PROGRESS REPORT, FY 2018 – Annex I

GYEITI MSG WORK PLAN, AUGUST 2017- DECEMBER 2018 – STATUS AS OF 31 DECEMBER, 2018

		reforms (planned or in progress) in relation to BO				
		ii) Recommend reforms to overcome obstacles	2018 July			Pending in 2019
1.6.b	Capacity Building. Sharing experiences on BO and other issues	Conduct symposium with external assistance on BO	2018 March	\$5,000		Pending in 2019
1.6.c	Request companies to disclose BO info	i) Definition, thresholds, templates		\$1,000		Not Completed
	(15 meetings of working group; 1 every month @\$333) 2018, 3 Meetings 2019, 12 Meetings	ii) Define data collection procedures (timeliness, mechanism, security etc.)	2018 Oct-Dec (\$1,000)			Partially completed with assistance from IA
		iii) Define data quality / assurance				Completed with assistance from IA
		iv) Pilot data collection / registry				Not Completed
		v) Lessons learned				Partially Completed
		vi) Establish disclosure protocol for BO (as required by 01.01.2020)				Pending
2.1.a	Design communications strategy	Consulting firm and Communications Working Group	2017 Dec	\$10,000		Not Completed
2.1.b	Produce strategic PR ad, app, community radio program, video for mass sensitization	Communications Working Group	2017 Dec			Not Completed
2.1.c	Design & create GYEITI banners, promo-	Communications Working Group	2017 Dec			Partially Completed.

# GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (GYEITI)

## ANNUAL PROGRESS REPORT, FY 2018 – Annex I

GYEITI MSG WORK PLAN, AUGUST 2017- DECEMBER 2018 – STATUS AS OF 31 DECEMBER, 2018

	materials, items for mass distribution					
2.2.a	Design, publish and regularly update website gyeiti.org and produce GYEITI and EITI information materials, bulletins, news briefs	MSG (8/11/17) agreed that MSG member Gomin Comacho will temporarily provide these services for a monthly stipend until other arrangements are made	2017 Dec \$300 2018 Jan-Dec \$3,600	\$3,900	Partially Completed	
2.2.c	Youths Engagement in training workshops	GYEITI Jingle & Song, Essay competition. Advertise in Media, website and Award prizes to winners	2017 Dec 2018 June	\$4,000 \$8,000	Not Completed. MNR Youth and Apprenticeship Programme incorporated aspects of this.	
2.2.d	Prepare communications products and customize EITI reports to suit various audiences, including hinterland and indigenous communities	i) Monthly / quarterly Newsletter ii) Press Releases iii) Newspaper articles iv) Radio & TV Talk Shows v) Social Media groups and blasts	2018 Jul-Dec	\$ 7,000	Not Completed	
2.3	Conduct workshops for media representatives in various regions on GYEITI implementation	15 workshops in 10 regions. (4 persons, travel, Food)	2018 March	\$15,000	Not Completed	
3.1.a	Draft TOR for Independent Administrator	National Secretariat Oct 2017 prepared draft and submit to MSG for review	2017 Dec		Completed with delay	
3.1.b	Solicit bids for, and appoint, Independent Administrator in accordance with EITI guidelines	MSG to review draft TOR	2018 March	\$60,000	Completed with delay	

# GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (GYEITI)

## ANNUAL PROGRESS REPORT, FY 2018 – Annex I

GYEITI MSG WORK PLAN, AUGUST 2017 – DECEMBER 2018 – STATUS AS OF 31 DECEMBER, 2018

3.1.c	Draft templates for data collection; reporting mechanisms	MSG Working Group, NS	2018 Apr		Completed with delay
3.1.d	Facilitate MSG meetings to discuss and approve templates and mechanisms	MSG Working Group, NS	2018 Apr, May, June	\$1,000	Completed with delay. Conducted and Funded by IA
3.1.e	Request data from companies and government agencies using agreed templates and mechanisms	NS, Government, Companies	2018 June		Completed with delay
<b>Total Budgeted Amount</b>				<b>\$323,850</b>	<b>100%</b>
<b>Total Estimated Expenditure</b>				<b>\$228,350</b>	<b>71%</b>

GYEITI ANNUAL PROGRESS REPORT, FY 2018 – Annex II

LIST OF MSG MEMBERS, DECEMBER 2018

NO.	NAME	TITLE	ORGANIZATION	CONTACT DETAILS (PHONE & EMAIL)
<b>GOVERNMENT</b>				
<b>G1</b>	Eulienne Watson	GYEITI MSG Member, MSG Co-chair	Ministry of Natural Resources Government	<a href="mailto:ewatson@nrc.gov.gy">ewatson@nrc.gov.gy</a> 231-2509 (Office) Ext- 223 648-2747 (Cell)
<b>G2</b>	Godfrey Stattia	GYEITI MSG Member, Commissioner General	Guyana Revenue Authority Government	<a href="mailto:commissioner@gra.gov.gy">commissioner@gra.gov.gy</a> 227-6060 (Office) Ext-2702 620-1076 (Cell)
<b>G3</b>	Gillian Pollard	GYEITI MSG Member, Deputy Director, Budget Office	National Data Management Authority Government	<a href="mailto:gillian.pollard@hotmail.com">gillian.pollard@hotmail.com</a> 672-2552 (Cell) 231-8825, ext 206 (Office)
<b>G4</b>	Omar Bissoon	GYEITI MSG Member	Office of the Prime Minister Government	<a href="mailto:omar.bissoon@opm.gov.gy">omar.bissoon@opm.gov.gy</a> 227-3101 (Office)
<b>CIVIL SOCIETY</b>				
<b>CS 1</b>	Curtis Bernard	GYEITI MSG Member MSG Co-chair	Policy Forum Guyana Civil Society	<a href="mailto:cbernard@conservation.org">cbernard@conservation.org</a> 624-6346 (Cell)
<b>CS2</b>	Najuma Nelson <b>(Resigned)</b>	GYEITI MSG Alternate	Policy Forum Guyana Civil Society	<a href="mailto:Juma_nelly2291@yahoo.com">Juma_nelly2291@yahoo.com</a> 663-8053 (Cell)
<b>CS3</b>	Larry Carryl	GYEITI MSG Member	Policy Forum Guyana Civil Society	<a href="mailto:lamoscarryl@gmail.com">lamoscarryl@gmail.com</a> 655-1221 (Cell)
<b>CS4</b>	Paul Atkinson	GYEITI MSG Member	Indigenous People Representative Civil Society	<a href="mailto:paul_moruka@yahoo.com">paul_moruka@yahoo.com</a> 672-2012 (Cell)

GYEITI ANNUAL PROGRESS REPORT, FY 2018 – Annex II

LIST OF MSG MEMBERS, DECEMBER 2018

INDUSTRY				
NO.	NAME	TITLE	ORGANIZATION	CONTACT DETAILS (PHONE & EMAIL)
I 1	Hilbert Shields	GYEITI MSG Member MSG Co-chair	Large Scale mining, Guyana Gold & Diamond Manufacturers Association Industry	<a href="mailto:hilbertshields@gmail.com">hilbertshields@gmail.com</a> 600-6161 (Cell)
I 2	Patrick Harding	GYEITI MSG Member	Small & Medium scale mining, Guyana Gold & Diamond Manufacturers Association Industry	<a href="mailto:west.kaburi@yahoo.com">west.kaburi@yahoo.com</a> 626-0297 (Cell)
I 3	Deonarine Ramsaroop	GYEITI MSG Member	Forestry Guyana Forestry Products Manufacturers Association Industry	<a href="mailto:woodtechindustry@hotmail.com">woodtechindustry@hotmail.com</a> 619-4712 (Cell)
I 4	Peter Dillon	GYEITI MSG Member	Industry Oil & Gas Exxon-Mobil Industry	<a href="mailto:peter.a.dillon@exxonmobil.com">peter.a.dillon@exxonmobil.com</a> 231-2866 (Office) Ext-12604 620-0303 (Cell)



**GYEITI ANNUAL PROGRESS REPORT, FY 2018 – Annex III**

**LIST OF MSG ALTERNATES, DECEMBER 2018**

<b>NO.</b>	<b>NAME</b>	<b>TITLE</b>	<b>ORGANIZATION</b>	<b>CONTACT DETAILS (PHONE &amp; EMAIL)</b>
<b>GOVERNMENT</b>				
<b>G1A</b>	Joslyn Mckenzie	GYEITI MSG Alternate,  Permanent Secretary Ministry of Natural Resources	GYEITI MSG Member,  Permanent Secretary Ministry of Natural Resources	<a href="mailto:jmckenzie@nrc.gov.gy">jmckenzie@nrc.gov.gy</a>  231-2519 (Office) Ext-213
<b>G2A</b>	Hema Khan	GYEITI MSG Alternate,  Deputy Commissioner General	Guyana Revenue Authority  Government	<a href="mailto:hkhan@gra.gov.gy">hkhan@gra.gov.gy</a>  227-6060 (Office) Ext-3701
<b>G3A</b>	Tarachand Balgobin	GYEITI MSG Alternate,	Ministry of Finance,  Government	<a href="mailto:tbalgobin@finance.gov.gy">tbalgobin@finance.gov.gy</a>  623-0102 (Cell)
<b>G4A</b>	Wallace Ng-See-Quan	GYEITI MSG Alternate	Office of the Prime Minister  Government	<a href="mailto:wallace.ngseequan@gmail.com">wallace.ngseequan@gmail.com</a>  600-7649 (Cell) 227-3101 (Office)
<b>CIVIL SOCIETY</b>				
<b>CS1A</b>	Vanda Radzik	GYEITI MSG Alternate	Policy Forum Guyana	<a href="mailto:vandaradzik@yahoo.com">vandaradzik@yahoo.com</a>  648-8843 (Cell)
<b>CS2A</b>	Gomin Camacho	GYEITI MSG Member	Civil Society  Policy Forum Guyana	<a href="mailto:gominacamachocandy@gmail.com">gominacamachocandy@gmail.com</a>  671-1696 (Cell)
<b>CS3A</b>	Mike McCormack	GYEITI MSG Alternate	Civil Society  Policy Forum Guyana	<a href="mailto:mikemcc41@gmail.com">mikemcc41@gmail.com</a>  686-9513 (Cell) 227-4911 (Office)
<b>CS4A</b>	Laura George	GYEITI MSG Alternate	Civil Society  Indigenous People Representative  Civil Society	<a href="mailto:kukuigok@yahoo.com">kukuigok@yahoo.com</a>  697-3093 (Cell)

**GYEITI ANNUAL PROGRESS REPORT, FY 2018 – Annex III**

**LIST OF MSG ALTERNATES, DECEMBER 2018**

<b>NO.</b>	<b>NAME</b>	<b>TITLE</b>	<b>ORGANIZATION</b>	<b>CONTACT DETAILS (PHONE &amp; EMAIL)</b>
<b>INDUSTRY</b>				
<b>I1A</b>	Ayaana Jean Baptiste	GYEITI MSG Alternate	Large Scale Mining. Guyana Gold Fields  Industry	<a href="mailto:jbaptiste@guygold.com">jbaptiste@guygold.com</a>  600-2646 (Cell)
<b>I2A</b>	Allison Butters- Grant	GYEITI MSG Alternate	Small & Medium Scale Mining.  Guyana Women Miners Organization  Industry	<a href="mailto:allisonbuttersgrant@gmail.com">allisonbuttersgrant@gmail.com</a>  672-2431 (Cell)
<b>I3A</b>	Brian Gittens	GYEITI MSG Alternate	Forestry Guyana Forestry Products Manufacturers Association  Industry	<a href="mailto:abagittens@gmail.com">abagittens@gmail.com</a>  619-4465 (Cell)
<b>I4A</b>	Ryan Ramjit	GYEITI MSG Alternate	Oil & Gas Repsol  Industry	<a href="mailto:rramjit@repsol.com">rramjit@repsol.com</a>  600-4286 (Cell)

**GYEITI MSG MEMBERS AND ALTERNATES - MEETING ATTENDANCE RECORD, 2018**

NAMES	CLASS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		CLASS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
01	Min. Raphael Trotran/ Euliene Watson	PRI	0	0	0	1	1	1	0	1	1	1	1
02	Joslyn Mckenzie	ALT	0	1	0	0	0	0	0	0	0	0	0
03	Godfrey Statia	PRI	0	0	0	0	0	0	0	0	0	0	0
04	Hema Khan	ALT	0	0	1	0	1	0	0	1	0	0	0
05	Gillian Pollard	PRI	1	1	1	1	1	1	0	1	1	1	0
06	Tarachand Balgobin	ALT	0	0	0	0	0	0	0	0	0	0	0
07	Omar Bissoon	PRI	0	0	0	0	0	1	0	0	0	0	0
08	Wallace Ng-See-Quan	ALT	0	1	1	0	1	1	0	0	1	0	0
	<b>SUBTOTAL</b>		1	3	3	0	3	4	3	0	2	2	3
<b>INDUSTRY SECTOR</b>													
01	Curtis Bernard	PRI	0	1	1	1	1	1	0	0	1	0	0
02	Vanda Radzik	ALT	1	1	0	1	0	0	0	0	1	0	0
03	Najuma Nelson	PRI	0	0	0	0	0	0	0	0	0	0	0
04	Gomin Camacho	ALT	1	1	0	0	1	1	1	1	1	0	0
05	Larry Carryl	PRI	1	0	0	1	0	0	0	1	0	1	1
06	Mike McCormack	ALT	0	1	1	1	1	0	0	1	0	0	0
07	Paul Atkinson	PRI	1	1	0	1	0	0	0	1	1	1	0
08	Laura George	ALT	0	1	0	1	1	0	1	0	0	0	0
	<b>SUBTOTAL</b>		4	6	3	4	6	3	2	0	4	4	2
<b>CIVIL SOCIETY SECTOR</b>													
01	Hilbert Shields	PRI	0	1	1	0	1	0	1	1	1	1	0
02	Ayaana Jean-Baptiste	ALT	1	0	0	1	1	0	0	1	0	0	1
03	Patrick Harding	PRI	1	1	1	1	1	1	0	1	1	1	1
04	Allison Butters-Grant	ALT	1	1	0	1	0	0	0	0	0	0	0
05	Deonarine Ramsaroop	PRI	1	1	1	1	0	0	0	0	0	0	0
06	Brian Gittens	ALT	1	0	0	1	1	1	0	1	1	1	1
07	Rod Henson/Peter Dillon	PRI	0	1	1	1	1	0	0	1	1	0	1
08	Ryan Ramjit	ALT	1	0	1	0	1	0	0	0	0	1	0
	<b>SUBTOTAL</b>		6	5	5	4	6	5	3	0	3	4	4
<b>GRAND TOTAL</b>													

## GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]

### ANNUAL PROGRESS REPORT, FY 2018 – Annex V

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
001	Jan/1. The draft TOR for the Independent Administrator to be finalized by the MSG after additional comments from the EITI International Secretariat are taken into consideration before 31st January, 2018	Completed
002	Jan/2. TOR for MSG 'Materiality & Data Analysis' Working Group to be approved by MSG as circulated, without modification.	Completed
003	Jan/3. A Meeting of for MSG 'Materiality & Data Analysis' Working Group to be convened before 31st January. Secretariat to provide MSG for MSG 'Materiality & Data Analysis' Working Group with all relevant data and information.	Completed
004	Jan/4. Secretariat to continue data and information gathering. GGMC already provided some data and information. MSG agreed that Secretariat should engage other government agencies and entities to ensure wider collaboration. Companies and civil society organizations should also be engaged by Secretariat. Secretariat to request meetings with relevant entities.	Completed
005	Jan/5. MSG advised the Secretariat to follow up with MSG (government, GRA) Member Ms. Hema Khan as to the reason why GRA has not responded to request for meeting with GYEITI and how she can be of assistance.	Completed
006	Jan/6. MSG Member Ms. Gillian Pollard, (government, MoF) to provide assistance on behalf of the Ministry of Finance, since there was no response to Secretariat's request for meeting with MoF.	Completed
007	Jan/7. The approved Terms of Reference for the GYEITI National Secretariat was uploaded to the website <a href="http://www.gyeiti.org">www.gyeiti.org</a>	Completed
008	Jan/8. MSG to complete and circulate report on the legal, regulatory and institutional framework review before 14.02.18, next MSG meeting.	Completed
009	Jan/9. MSG to complete the 'Road Map on Beneficiary Ownership' and circulate to MSG members before 14.02.18	Completed

**GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]**

**ANNUAL PROGRESS REPORT, FY 2018 – Annex V**

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
010	Jan/10. TOR for Communications Consultant as circulated, was approved by MSG. Secretariat to liaise with the Ministry of Natural Resources to commence solicitation of bids.	Completed
011	Jan/11. MSG reconstituted its ‘Communications and Outreach Working Group’ with the previous members 1) Gomin Camacho, 2) Patrick Harding and 3) Wallace Ng-See-Quan, and added 4) Larry Carryl, 5) Allison Butters-Grant (Industry) and 6) Ayaana Jean-Baptiste (Industry)	Completed
012	Jan/12. MSG established a ‘Legal, Regulatory & Institutional Framework Review Working Group’ with the following members: 1) Vanda Radzik, 2) Paul Atkinson, 3) Gillian Pollard, 4) Ryan Ramjit, 5) Patrick Harding, 6) Deonarine Ramsaroop, 7) Ayaana Jean-Baptiste, and 8) Curtis Bernard	
013	Jan/13. The GYEITI Song competition rules which were circulated to MSG prior to meeting were unanimously approved.	Completed
014	Jan/14. The GYEITI Video competition rules which were circulated to MSG prior to meeting were unanimously approved.	Completed
015	Jan/15. The MSG agreed that Secretariat liaise with the Ministry of Natural Resources to satisfy requirements to open a Bank Account/Sub-Account within the authority of the Ministry of Natural Resources for GYEITI with a degree of accounting independence/authority.	Completed
016	Jan/16. MSG approved the proposed capacity building visit to TTEITI during the month of March, 2018 to coincide with a planned symposium being organized in Trinidad and Tobago. Exact dates to be confirmed with TTEITI.	Not Completed
017	Jan/17. The issue of pro-bono services offered to the GYEITI Secretariat was discussed and the MSG advised the Secretariat to seek proper guidance from the International Secretariat and other EITI Implementing countries whereby a policy can be formulated on this subject.	Completed
018	Jan/18. MSG Alternate Ryan Ramjit offered to donate a projector to the GYEITI Secretariat. MSG Meeting accepted the offer.	NOT COMPLETED

## GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]

### ANNUAL PROGRESS REPORT, FY 2018 – Annex V

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
019	Feb/1. TOR for Independent Administrator was approved by EITI International Secretariat. RFP in progress. Ministry of Natural Resources and National Secretariat to finalize.	Completed
020	Feb/2. National Secretariat to email copy of RFP for IA to MSG members.	Completed
021	Feb/3. Independent Administrator to be hired to commence work by the 25th April, 2018.	Completed at later date
022	Feb/4. National Secretariat to liaise on with EITI International & TTEITI to determine the composition of the team of the Independent Administrator	Completed
023	Feb/5. MSG to determine source of Funding for IA. The MNR PS informed the MSG that the Guyana Ministry of Finance had allocated thirty (30) million dollars (GYD) for the services of an Independent Administrator to complete the GYEITI 1st Report and be on contract / call for a period of 30 Months to also deal with issues arising from said report.	Completed
024	Feb/6. MSG requested National Secretariat to prepare a plan to reflect what is required to meet the EITI Report deadline of 25th April, 2019	Completed
025	Feb/7. MSG requested National Secretariat to arrange a Skype call with TTEITI to build capacity to better understand the work and expectations of IA.	Completed
026	Feb/8. National Secretariat offered to prepare notes on the technical qualification / expertise which MSG members should possess for working along with, and oversee the work of, the IA.	Completed
027	Feb/9. National Secretariat to send copy of TOR for the 'Legal, Regulatory and Institutional Framework Review Working Group' to group members for discussion and subsequent referral to wider MSG for review and approval.	Completed
028	Feb/10. The MSG 'Materiality and Data Analysis' Working Group to convene and commence a review of the 'Moore Stephen's (October 2015) Report, while awaiting additional data and information.	Completed
029	Feb/11. Symposium in Trinidad & Tobago was rescheduled for 26th March, 2018. MSG agreed that GYEITI will attend on the new date, and modified an	Completed

## GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]

### ANNUAL PROGRESS REPORT, FY 2018 – Annex V

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, PLAN – 31 DEC 2018	STATUS
	<p>earlier approved date. Secretariat is to ask each sector to submit names of representatives who will attend the symposium on 26th, March, 2018.</p> <p>Secretariat to ask each MSG Sector to submit names of representatives to participate in the capacity building workshop on ‘Working with the IA and preparing the 1st GYEITI Report’ by Wednesday 28th February, 2018</p>	
030	Feb/12. Guyana Forestry Commission’s request for observer status at MSG Meetings was addressed. The PS MNR informed the meeting that his discussions with GFC nullified the request.	Completed
031	Feb/13. Meeting with Ministry of Finance was scheduled by MSG Member. Meeting is expected to be held before 6th March, 2018.	Completed
032	Feb/14. The rules for song and video competitions are being incorporated into the MNR Youth Engagement Programme. The review of this Programme is currently engaging the attention of the Minister of Natural Resources. GYEITI will be updated accordingly by the MNR Youth Engagement Officer.	Completed
033	Feb/15. MSG sought an update on an earlier decision to open a bank account for GYEITI - The MNR responded that it is seeking clarification and guidance on opening a sub-bank account for GYEITI.	Completed
034	Feb/16. MSG made a decision that the National Secretariat should not react to controversial issues in the media.	Completed
035	Feb/17. The approved TOR for MSG Communications & Outreach Working Group to be reviewed. Working Group to review and revise to include specific mandate, chairperson, etc.	Completed
036	Feb/18. MSG Communications & Outreach Working Group assigned the tasked to formulate a communications policy. Muzzling or any impression of muzzling should be avoided.	Not Completed
037	Feb/19. MSG Communications & Outreach Working Group to review RFP for Communications Consultant, the TOR for which was approved by MSG, after which it will be sent to MNR for action.	Completed

## GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]

### ANNUAL PROGRESS REPORT, FY 2018 – Annex V

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS	1 JAN – 31 DEC 2018	STATUS
038	Feb/20. Offer of voluntary services to GYEITI National Secretariat is to be declined at this time. The MSG sees the need for an appropriate protocol to be established for the selection and acceptance of any voluntary service.		Adherence to decision, but protocol not completed
039	Feb/21. The publishing of the entire minutes of MSG meeting was considered unnecessary. Only main decisions taking at MSG should be considered for publication on website. This determination will be made by the MSG Communications & Outreach Working Group.		Adherence to decision, but not completed
040	Feb/22. MSG TOR should not be revised to reflect a change on the quorum for MSG Meetings. Instead, it was agreed that each sector will review reasons for members absenting from MSG Meetings.		Adherence to decision, but Not Completed.
041	Feb/23. GYEITI Secretariat will circulate copy of attendance record to all MSG members and alternates so that the Co-Chairs and sectors can engage in more informed debates on this subject.		Completed
042	Feb/24. MSG pointed out that civil society member Najuma Nelson has to be replaced via the same process which was used to select civil society members to the MSG. Policy Forum to conduct this exercise accordingly and write to the MSG and GYEITI Secretariat.		Not Completed
043	Feb/25. The draft press release was not adopted. However, the Communications Working Group was tasked to prepare Press Releases and circulate to MSG for approval.		Completed
044	Feb/26. A draft annual progress report to be submitted. An outside consultant is to be sought to conduct MSG review session.		Completed
045	Mar/1. Alternates are not mandated to attend meetings, only the primary members. It is only primary members that are mandated to attend meetings; alternate members attend meetings on their own choice. The alternates are only mandated to attend meetings in the absence of the primary members. The Attendance record, going forward, should reflect which members are present and alternates representing absentee members, per sector. Only members who are absent and not represented by his or her alternate would be marked as absent, without without excuse.		Completed



**GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]**

**ANNUAL PROGRESS REPORT, FY 2018 – Annex V**

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
046	Mar/2. TOR for 2017 IA was approved by MSG; RFP was sent by MNR to the National Procurement & Tender Administration Board (NP&TAB). The advertisement placed in the national newspapers, Stabroek News and Kaieteur News. The process for public solicitation of bids for IA to be advanced and exhausted.	Completed
047	Mar/3. NP & TAB informed that Tenders for GYEITI Report 2017 IA will be opened on 17th April, 2018	Completed
048	Mar/4. The Independent Administrator to commence work in April, 2018.	IA Hiring was delayed until August 2018
049	Mar/5. Opening of bank account for GYEITI is awaiting approval from the Ministry of Finance.	Not Completed
050	Mar/6. The Legal, Regulatory & Institutional Framework Review working group members to send comments on TOR by Friday March 16, 2018.	Completed
051	Mar/7. The approval for the GYEITI MSG to attend symposium in TTEITI. The persons nominated to attend the symposium were: i. Godfrey Statia (g) ii. Gomin Camacho (cs) iii. Deonarine Ramsaroop (i) iv. Mr. Ryan Ramjit (i) [will join while in Trinidad, at own expense] v. Dr. Rudy Jadoopat (GYEITI National Coordinator)	
052	Mar/8. Draft annual progress report is completed, and now being finalized. The International Secretariat advised to keep this 1st APR simple. The deadline for the annual progress report is 1st July, 2018, according to the EITI Standard.	Completed
053	Mar/9. It was reported that during skype meeting with TTEITI the GYEITI National Secretariat and a number of MSG members discussed cost reduction approached and capacity retention for the GYEITI when working with the Independent Administrator. TTEITI recommended the hiring of two or three persons to do data collection, information and legal research work and assist with public communications and outreaches or one person who has strong technical capacity to multi-task in these areas.	Recommendation of TTEITI was not implemented

GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]

ANNUAL PROGRESS REPORT, FY 2018 – Annex V

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
054	Mar/10. A second meeting is to be scheduled with the GGMC Librarian to give GYEITI a tour of the Library to ascertain what information and data are readily available and accessible at the facility.	Not Completed
055	Mar/11. MSG decided against having observers at MSG Meetings. Request by GTUC was denied.	MSG Decision was adhered to
056	Mar/12. The MSG agreed that capacity building requisition for the National Secretariat recording device, video camera and portable hard-drive should be a matter for the National Secretariat to deal with and not the MSG.	Completed
057	Mar/13. MSG pointed out that previously, during budget preparation, it approved a list of items, including devices mentioned. Secretariat to requisition via MINR.	Completed
058	Mar/14. Progress on work plan should be assessed and perhaps a report should be prepared.	Completed
059	Mar/15. A monthly financial report from the accounts department (MNR) is to be requested with details on the line items.	Completed. Request was made.
060	Mar/16. MSG Meeting was informed that, as per quest, the International Secretariat annual dues in amount of USD \$10,000.00 will be paid by the MNR, Government of Guyana, for the year 2018	Completed
061	Mar/17. The MSG Communications Working Group did not convene as of 14.03.18. Communication protocol and strategy to be reviewed by MSG Communication & Outreach working group for discussion. Communication working group to meet on March 16, 2018.	Observation. Information
062	Mar/18. MSG Materiality & and Data Analysis Working Group did not convene as of 14.03.18. Sections 3 & 4 of the Moore Stephens Report to be updated. Materiality working group to convene soon.	Completed
063	Mar/19. In response to a concern, the GYEITI National Secretariat explained that discussions with the International Secretariat and EITI Secretariats in other countries simply provide useful advice and guidance on best practice. Peer learning and capacity building is done in the spirit and concept of EITI.	

**GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]**

**ANNUAL PROGRESS REPORT, FY 2018 – Annex V**

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
064	Apr/1. The opening of bank account for the GYEITI scheduled for May, 2018.	Not Completed
065	Apr/2. Tenders for the Independent Administrator was opened on the 17th April, 2018. Hiring of Independent Administrator is in progress to commence work in May 2018	Completed
066	Apr/3. In the event of meetings agreed to between GYEITI and Government Agencies, Secretariat to have the dates issued to the MSG when the meetings occurred.	Completed
067	Apr/4. National Secretariat should have a list of inventory to show what was donated to the secretariat by which entity.	
068	Apr/5. GYEITI financial matters; a sub committee was formed with members from each sector of the Multi-stakeholder group (MSG).  The names of the persons selected to be on the sub-committee are: Ms. Gillian Pollard (g), Ms. Eulienne Watson (g), Mr. Mike McCormack (cs), Mr. Patrick Harding (i). The members of the sub-committee are to convene a meeting and give a report to the MSG by May 9, 2018 on the way forward.	
069	Apr/6. Request for meeting with the Permanent Secretary, Ministry of Natural Resources to give detailed explanation on how government spending is being done.	
070	Apr/7. The Legal, Regulatory, Institutional Framework working group to convene meeting with members of the working group on 3rd May, 2018 to elect chair for the working group and have TOR for the Legal, Regulatory, Institutional working group to be approved.	
071	Apr/8. Capacity building with the TTEITI and GYEITI to be rescheduled at a later date. GYEITI and TTEITI to have capacity building sessions on specific skill set that is needed for the efficient functioning of the GYEITI National Secretariat.	

## GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]

### ANNUAL PROGRESS REPORT, FY 2018 – Annex V

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
072	Apr/9. The MSG decline MNR offer of stipend to be paid to members. Refund of travelling allowance would be welcome for members travelling, especially those who travel from interior locations to attend MSG meetings.	
073	Apr/10. National Secretariat to circulate draft Annual Progress Report within two (2) weeks.	
074	Apr/11. National Secretariat to provide summary on the process of soliciting bid for Independent Administrator. The summary should show the strength and weakness of bids received.	
075	Apr/12. Items reflected on the Action Sheet should not be included on Draft Agenda.	
076	Apr/13. MSG work plan should be followed accordingly with items that are of importance to be top priority.	
077	Apr/14. The National Secretariat to provide a financial report from the Ministry of Natural Resources to the MSG on a monthly basis.	
078	Apr/15. Co-chairs to give detailed report after each MSG meeting to the Minister of Natural Resources.	
079	Apr/16. Communication protocol to be followed when addressing the press. MSG Communications & Outreach Working Group chair will circulate communication protocol on 30th April, 2018 to the wider MSG.	Not Completed
080	Apr/17. The MSG pointed out the need for a Public Relation Personnel within the GYEITI to communicate on GYEITI related matters to the press.	Pending
081	May/1. The MSG agreed that the adopted agenda will remain in the minutes.	Completed
082	May/2. The MSG agreed that the rules incorporated in the TOR for the governing of meetings shall be enforced.  It was also agreed by a majority vote that the minutes of meetings will be sent to the co-chairs for initial review as representatives of the three sectors before disseminating to the wider MSG.	Completed

**GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]**

**ANNUAL PROGRESS REPORT, FY 2018 – Annex V**

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
083	<p>May/3. It was agreed that all outgoing official correspondence from the Secretariat shall be in writing.</p> <p>Secretariat to request a copy of the official letter sent by Mr. McKenzie to Ministry of Finance for the Opening of a GYEITI Bank Account.</p>	Completed.
084	<p>May/4. It was agreed that Secretariat writes an official letter to Mr. McKenzie informing him that the EITI Guidelines require the MSG to approve the appointment of the Independent Administrator and as such request that arrangements be made for the three co-chairs to have a voice and meaningful input in the final approval process for selection of Independent Administrator.</p>	Completed
085	<p>May/5. It was agreed that at the next MSG monthly meeting scheduled for June 13, 2018 a financial report will be a part of the monthly report and that it will also be accompanied by a financial forecast for upcoming events in the months ahead</p>	Completed
086	<p>May/6. It was agreed that the draft communication report be placed on an adopted item on agenda.</p>	Completed
087	<p>May/7. The chair requested that the TOR for the Legal and Regulatory Review Working group be circulated electronically for views from the MSG and place on the agenda as an item to be adopted at the next meeting.</p>	Completed
088	<p>May/8. It was recommended and agreed that correspondence that are deemed relevant and significant be scanned and circulated to the MSG ahead of time. It was further agreed that under correspondence a one-page summary of all major correspondence be made stating clearly who it's from, subject matter and actions to be taken. It should also state what decision should be taken and what is important so the MSG can be guided.</p>	Completed
089	<p>May/9. MSG recommended and agreed that for the Annual Progress Report the three co-chairs will submit a half page each on sector perspective that will be incorporated in the annual progress report. The deadline for this submission will be on or before Friday May 18, 2018.</p>	Completed
090	<p>Jun/1. The MSG agreed to go through the minutes and the motion raised by Mr. McCormack placed on the agenda as item no 7.</p>	

GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]

ANNUAL PROGRESS REPORT, FY 2018 – Annex V

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
091	Jun/2. The MSG agreed that the monthly financial report should reflect a projection of expenditure for the next month, actual expenditure of the current month, the variance against previous month's budgeted amounts and the reasons for the variance.	Completed
092	Jun/3. The co-chairs will work with the National Secretariat to ensure that an acceptable format is reached for the secretariat's report by the next meeting.	Completed
093	Jun/4. The Secretariat was asked to print and place all documents concerning the MSG meetings in a folder for easy navigation by MSG	Completed
094	Jun/5. The MSG agreed by consensus to postpone the proposed visit of the International Secretariat and requested that Secretariat communicate this decision in writing to the International Secretariat.	Completed
095	Jun/6. The Secretariat will submit a one-page work program to the MSG for information purposes.	Completed
096	Jun/7. The MSG agreed to defer the setting up of a bank account for GYEITI until it is absolutely necessary.	Completed
097	Jun/8. The MSG approved the budget for the Bartica outreach	Completed
098	Jun/9. The MSG agreed that the members who will attend the negotiation meeting with the IA Moore Stephens, place on the table: capacity building, encouraging all companies to report, Guyana's EITI scope will be wider and likely to include renewable and non-renewable resources; beneficial ownership.	Completed
099	Jun/10. The inaugural report will be re-submitted to the MSG by June 20 and if no comments received on or before June 22, 2018 it will be taken as approved.	Delayed. Completed
100	Jun/11. The meeting adopted the Communication Strategy on condition of editing.	Completed
101	Jun/12. GYEITI Public Relations Protocol 2018. The MSG Meeting adopted the draft Public Relations protocol presented by the GYEITI National Secretariat with minor editing.	Completed

## GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]

### ANNUAL PROGRESS REPORT, FY 2018 – Annex V

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
102	Jun/13. The meeting agreed to defer adoption of the Draft report on Beneficial Ownership for the next meeting. The MSG agreed that by June 23, 2018 comments will be sent which the committee will consider and present a final draft for adoption at the next MSG meeting	Delayed. Completed
103	Jun/14. Meeting adopted terms of reference for the Legal Review Working Group.	Completed
104	Jun/15. The MSG agreed to postpone the TTEITI exchange until further notice.	Completed
105	Jul/1. The MSG agreed that the co-chairs will write a letter to Mr. Mckenzie, Permanent Secretary of the Ministry of Natural Resources to make a formal request for the financial information on the expenditure and actual spending of GYEITI.	No Quorum???
106	Jul/2. The MSG agreed to bring forward on the agenda the presentation of the working groups reports.	
107	Jul/3. The MSG agreed that the approval of the Beneficial Ownership Roadmap will be done round robin on or before JULY 18, 2018.	
108	Jul/4. The MSG agreed to terminate the 18th MSG Statutory meeting held on Wednesday July 13, 2018	¿??
109	Recommendations – Not decisions because of lack of quorum Jul/5. The MSG recommended that the secretariat report be prepared per calendar months	Completed
110	Jul/6. MSG recommended that the Secretariat makes a formal request for the finance department of the Ministry of Natural Resources attend MSG meeting and make a presentation on the accounts of the Ministry	Completed
111	Jul/7. The Communications working group to look at other means through which they can channel their messages to reach the various Stakeholders without a physical presence.	Not Completed
112	Jul/8. MSG to incorporate and coordinate with other government agencies or bodies for the hosting of events and public outreach activities. MSG	Not Completed

**GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]**

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NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
	suggested that at least two events should be conducted at once especially in outlining regions.	
113	Jul/9. The chair requested that the Secretariat prepare a Summary report on the outcomes from the workshop and the recommendations be submitted to the MSG.	Completed
114	Jul/10. Secretariat's future reports to include 'Action Sheet'.	Completed
115	Jul/11. The logo was confirmed to include a box around the words on the right.	Completed
116	Jul/12. Five proposals were received for 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.	Completed
117	Jul/13. 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.	Completed
118	Jul/14. 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.	Completed
119	Jul/15. A statement contained in report from 'materiality working group' to define materiality, reporting thresholds and reporting entities that were endorsed and recommended to be used for the purpose of satisfying the candidature application process to guide future work of the MSG. Gillian Pollard is to submit a revised 'materiality' statement as per discussion at meeting.	Completed
120	Jul/16. It was agreed that members of MSG and Secretariat can participate and make presentations at Outreaches, especially in remote areas.	Information



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NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
121	Jul/17. 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 Completed
122	Jul/18. It was suggested that simple power point and video presentations be prepared to enhance public outreach.	Completed by Secretariat and circulated to MSG
	<b>MSG MEETING SCHEDULE FOR AUGUST WAS CANCELLED DUE TO LACK OF QUORUM</b>	NO MSG MEETING IN AUGUST 2018
123	Sep/1. Documents/matters approved by the MSG shall not be opened for external edits.	Instruction
124	Sep/2. The Legal, Regulatory & Institutional Framework Review Working Group to deliberate on the feedback received and edit the draft Beneficial ownership roadmap and submit recommendations to the MSG.	Completed
125	Sep/3. GYEITI Secretariat to submit a list of priority areas for possible funding by USAID	Completed
126	Sep/4. MSG requested that the Secretariat asked USAID to provide a detailed expenditure plan, with priority areas depicted and a breakdown per activity	Completed
127	Sep/5. Notes of the meeting between the Secretariat and USAID including the priority areas highlight by GYEITI be compiled and circulated to the MSG before the next meeting.	Completed
128	Sep/6. Finance & Budget Working group to select a new chair and prepare funding strategy for donor funds.	Not Completed
129	Sep/7. All matters dealt with and decisions made by the working groups to be brought to the MSG for ratification	Completed
130	Sep/8. The Secretariat's notes of the meeting with the World Bank and priority areas identified for possible funding, to be shared with the MSG.	Completed

## GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]

### ANNUAL PROGRESS REPORT, FY 2018 – Annex V

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, DUE DATE – 31 DEC 2018	STATUS
131	Sep/9. Prepare a list of companies / entities that the secretariat will be engaging for EITI reporting cycle	Completed
132	Sep/10. A letter for data collection be sent by the Secretariat to the Chairman of GGMC copied to the Commissioner of GGMC and the three co-chairs of the MSG.	Completed
133	Sep/11. The Secretariat will prepare a plan outlining matters /issues that the MSG should be acquainted with and prepare for when they will be engaging with the Independent Administrator.	Completed
134	Sep/12. Secretariat to engage all the major companies ahead of the IA's visit.	Completed. Pre-emptive
135	Sep/13. The Materiality Working Group to reconvene to determine materiality threshold and provide recommendations to MSG.	Completed
136	Sep/14. GYEITI to decline participation in the Natural Resources Multi-Stakeholder Committee proposed by the Ministry of Natural Resources	Problematic. Legally, GYEITI is a subdivision of MNR, GoG and cannot decline invitation from GoG
137	Sep/15. Secretariat to prepare a Standard Operations and Office Procedures for its effective and efficient functioning.	Completed by both Coordinator and Deputy. Pending finalization
138	Oct/1. The Secretariat will prepare a draft template that will accompany all documents that will be forwarded to the MSG. The template should state what action the MSG is required to take.	Completed
139	Oct/2. Draft letter and send to donors informing that MSG will defer offer of assistance	Completed

**GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]**

**ANNUAL PROGRESS REPORT, FY 2018 – Annex V**

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
140	Oct/3. MSG instructed the Secretariat to send letter to USAID and request a copy of USAID schedule of expenditure plan for proposed \$500,000.	Completed
141	Oct/4. Finance Working Group and Secretariat to draft funding strategy.	Completed with help of MNR
142	Oct/5. Secretariat to redo and resubmit meeting notes for meeting between Secretariat and USAID	Completed
143	Oct/6. National Coordinator to prepare Standard Operation Procedures for Secretariat.	Completed. Pending finalization
144	Oct/7. Secretariat to circulate the list of companies that they will be engaging in the EITI implementation process.	Completed
145	Oct/8. Prepare memo which will state that all documents prepared by the Secretariat shall have attached the signatures of the National Coordinator and the Deputy Coordinator.	Completed
146	Oct/9. The Finance Working Group will reconvene and prepare a budget for the operation of the National Secretariat and submit to MSG for discussion and approval at the next scheduled MSG Meeting.	Not Completed
147	Oct/10. Ms. Gillian Pollard was reinstated as a full member of the MSG. Her announced departure from the Ministry of Finance led to the misunderstanding that she would not be able to serve on MSG. However, she returned to work in the Ministry of Public Telecommunications.	Information
148	Oct/11. All MSG members shall be issued with a GYEITI email.	Completed
149	Oct/12. MSG decided that no action to be taken on the offer of funding for external assistance to GYEITI until a budget is provided and approved by MSG	Completed
150	Oct/13. Defacto a related decisions rescinded.	Information
151	Oct/14. All meetings between the Secretariat and other agencies must be minuted and forward to the MSG.	Completed

**GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]**

**ANNUAL PROGRESS REPORT, FY 2018 – Annex V**

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
1452	Oct/15. The MSG will raise the issue of materiality with the IA and Mr. Dillion will update the IA on the matter	Completed
153	Oct/16. The Materiality Working Group will submit a written report on the recommendations made for the materiality threshold	Completed
154	Oct/17. The MSG requested the Secretariat to prepare the general scope of the EITI Report and submit to the MSG before the next MSG meeting.	Completed
155	Nov/1. Prepare Draft Template	Completed
156	Nov/2. Draft Funding Strategy	Completed
157	Nov/3. Prepare Standard Operating Procedure for National Secretariat	Completed (to be finalized)
158	Nov/4. Prepare and Circulate List of Companies within the Extractive Sector that the Secretariat will be engaging during the EITI reporting / implementation	Completed
159	Nov/5. Finance Subcommittee to prepare budget for fiscal year 2019	Completed by secretariat and sent to Working Group
160	Nov/6. The communications working group to outline their list of specific objectives and the resources / services they need to achieve them and circulate to the MSG for their approval.	Not Completed
161	Nov/7. The meeting agreed to establish a subcommittee that comprise of the three co-chairs of the MSG and the chairs of the Legal Review Working Group, the Finance Working Group, Communications Working Group and the Materiality Working Group to liaise with the IA. This will be called the MSG-IA Liaison Working Group	Completed
162	Nov/8. A meeting between the newly established MSG-IA working group and the secretariat was scheduled for Wednesday November 21, 2018 at 10 am to discuss the inception report.	Completed

**GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE [GYEITI]**

**ANNUAL PROGRESS REPORT, FY 2018 – Annex V**

NO.	MSG DECISIONS, TASKS, ASSIGNMENTS, 1 JAN – 31 DEC 2018	STATUS
163	Nov/9. An MSG extraordinary meeting to discuss the inception report was scheduled for Wednesday November 28, 2018 at 10 am.	Completed
164	Nov/10. Secretariat to continue to circulate the Inception Report among the MSG	Completed
165	Nov/11. Legal Review Report to be circulated to the MSG for approval at the next MSG meeting scheduled for Wednesday December 12, 2018.	Completed
166	Nov/12. Finance Committee to prepare draft budget for fiscal year 2019 and circulate to MSG for approval at the next scheduled meeting Wednesday December 12, 2018.	Completed
167	Nov/13. The Secretariat Report will be revised and resubmitted to the MSG via email before the next scheduled MSG meeting.	Completed
168	Dec/1. The secretariat to prepare an agenda for engagement with companies. Secretariat and the IA to coordinate during the preparation for such engagement.	Completed
169	Dec/2. The budget 2019 for GYEITI be completed and submitted to the MSG for approval at the next meeting.	Completed by Secretariat
170	Dec/3. Meeting will be convened among the co-chairs to discuss the scheduling of meeting with Hon Trotman to discuss the constraints for the preparation and submission of the 1st EITI Report.	Completed.
171	Dec/4. GYEITI should look at extending the deadline for submission of the Guyana's 1 <sup>st</sup> EITI Report.	Not done. MNR and GoG disagreed
172	Dec/5. GYEITI convene a special meeting/retreat to reflect on the Terms of Reference of the MSG and GYEITI overall operation over the two-year period since its establishment. Champion opined that such retreat would be more beneficial if done after the publication of the 1 <sup>st</sup> Report.	Not Completed. Rescheduled
173	Dec/6. The communications working group to prepare a document that will outline their specific objectives and the communications services they wish to access for the promotion of GYEITI with a budget attached for MSG approval.	Not Completed

GYEITI ANNUAL PROGRESS REPORT, FY 2018 – Annex VI

GYEITI PUBLIC COMMUNICATIONS & OUTREACH ACTIVITIES, FY 2018					
No.	Date	Brief Description	Location	Impact/Reach	Comments
01.	February/March 2019 (reports/minutes did not specify)	National Coordinator participated in interviews with the Department of Public Information, Access ExxonMobil and responded to requests for information from the Kaieteur News, Stabroek News, Guyana Times and Ollinow.	Various locations (reports/minutes did not specify)	EITI information reached a wide audience as a result of these engagements and the subsequent news articles featured in the media	Completed
02.	June 20, 2018	GYEITI Secretariat organized a Bartica Outreach held on June 20, 2018.	Bartica Region 7	Residents of Bartica received information on EITI and the work of the Secretariat and MSG	Completed
03.	July 9-10, 2018	GYEITI organized a two-day capacity building workshop on July 9-10 conducted by the EITI International Secretariat. In August National Coordinator made presentations at Centre	Cara Lodge, Quamina Street, Georgetown	Target audience were government officials and technical officers of the reporting entities	Completed
04.	August 2018 (reports/minutes did not specify dates)	In August National Coordinator made presentations at Centre for Local Business Developments TVET sessions in three different locations.	(Report/minutes did not specify locations)	Target audience were TVET students who were at the time undergoing training by the Centre for Local Business Development	Completed

Prepared by: Nikolai Earle, Communications Officer GYEITI  
Date: January 3, 2020