

**MULTI STAKEHOLDER GROUP 49th STATUTORY MEETING
MINUTES OF MEETING HELD
ON WEDNESDAY MARCH 16, 2022 AT 10:10 AM
VIA ZOOM**

ATTENDANCE RECORD:

	Name & Sector	Gender	Members Present	Members Absent	Alternate	Gender	Present	Absent
INDUSTRY								
1	J Bronchalo	M		w-out/e	A Gohil	M		w-out/e
2	R Ramjit	M	x		J Vogt	M	x	
3	A Alphonso	M		w/e	A Jagnandan	M		w/e
4	R Khan	M	x		N McLean	M		w/e
CIVIL SOCIETY								
5	L Carryl	M		w/e	M McCormack	M	x	
6	N Fredericks	M		w/e	L Fiedtkou	M		w/e
7	V Radzik	F	x		K Cort-Kansinally	F	x	
8	G Camacho	F	x		D Khan	F		Resigned. To be replaced
GOVERNMENT								
9	S Roopnauth	F		w/e	T Balgobin	M		w-out/e
10	H Khan	F		w/e	S Richmond	M	x	
11	V Harris	F		w/e	S Hussain	M	x	
12	M Munroe	M		w/e	M Pertab	M		w/e
Secretariat Staff								
1	P. Misir	M	x					
2	J Earle	M	x					
3	S Parkinson	F		w/e				
4	R. Budhu	M		w/e				

Other Meeting Participants			
1	Mr. Joslyn Mckenzie	Permanent Secretary, Ministry of Natural Resources	Participated in the MSG meeting to introduce the National Coordinator and to provide guidance on pending matters.
2	Mr. Rached Maalej	Senior Manager BDO LLP (Independent Administrator)	The head of the Independent Administrator team, participated in the meeting to provide and update on the preparation of Guyana's 3 rd EITI Report
3	Mr. Karim Limam	Supervisor BDO LLP (Independent Administrator)	Participated in the MSG meeting to provide updates on the 3 rd EITI Report prepare

AGENDA [70 mins]

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3	1. Introduction and Welcome of New National Coordinator	
4	- By the Permanent Secretary MNR	
5	2. Call to Order and Welcome	1 min
6	3. Excuses / Attendance Record	2 mins
7	4. Adoption of Agenda	2 mins
8	5. Minutes of 48th MSG Statutory Meeting held 09.02.2022	5 mins
9	a) Corrections / Omissions / Adoption	
10		
11	5. Decisions of 48th Statutory Meeting – Status of Implementation	5 mins
12	6. Report From MSG Committees:	15 mins
13	a) MSG Co-Chairs	
14	b) Communications & Outreach	
15	c) Work Plan, MSG TOR and Validation	
16	d) MSG-IA	
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18	7. Update on GYEITI Validation	10 mins
19		
20	8. GYEITI 3rd EITI Report Preparation – Status Update	10 mins
21		
22	9. Secretariat Report February 2022	10 mins
23	a) General Update on Ongoing Activities	
24	b) Financial Report	
25	c) Inventory Report	
26		
27	10. Any Other Business	10 mins

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29 **Announcement of Next MSG Meeting – 13th April, 2022**

30 **AGENDA ITEM 1: INTRODUCTION OF THE NEW NATIONAL**
31 **COORDINATOR BY PS JOSLYN MCKENZIE**

32 The meeting which was held via zoom was called to order at 10:10 am by co-chair Ms.
33 Vanda Radzik (Civil Society) who welcomed everyone and thanked them for attending.
34 The Chair expressed condolences to Co-Chair Michael Munroe on the tragic passing of
35 his father.

36 PS Joslyn McKenzie introduced Dr Prem Misir – the new GYEITI National Coordinator,
37 to the MSG. The PS said that over the past weeks Dr Misir has been familiarizing himself
38 with the operations of the MNR and that this meeting marks his first official
39 engagement. He assured of Dr Misir’s commitment to the task and of the MNR’s

40 support to the success of the GYEITI. The PS noted that with Dr Misir's hiring in
41 addition to the staff that is to join the Secretariat, the work of the GYEITI will get the
42 impetus needed to continue forging ahead.

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44 **AGENDA ITEM No 2 – Excuses/Attendance Record**

45 Excuses tendered by the Secretariat for Michael Munroe, Sonya Roopnauth, Martin
46 Pertab, Hema Khan, Vanelda Harris, Norman McLean, Nicholas Fredericks, Loretta
47 Feidtkou, Tarachand Balgobin, Larry Carryl.

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50 **AGENDA ITEM NO 3 - MEETING CALLED TO ORDER**

51 The 49th MSG Statutory Meeting of the GYEITI msg was called to order by the sitting
52 chair Ms. Vanda Radzik.

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54 **AGENDA ITEM NO 4 - Adoption of Agenda**

55 The Agenda was adopted by Mr. Rafeek Khan and seconded by Mr. Mike McCormack.

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57 **AGENDA ITEM NO 5 – Minutes of 48th MSG Statutory Meeting:**

58 There were no changes to the minutes of the 48th MSG Meeting and thus was adopted by
59 Mr. Joachim Vogt and seconded by Mr. Rafeek Khan.

60 **AGENDA ITEM NO 6 – DECISIONS AGREED TO AT 48th STATUTORY** 61 **MEETING OF MSG HELD ON WEDNESDAY FEBRUARY 9, 2022.**

- 62 **1.** The MSG will seek clarity from the MNR on whether the two persons selected
63 to participate in the interview panels for the remaining Secretariat posts will
64 be interviewing persons applying for all three positions. **(Clarity provided)**
- 65 **2.** The MSG to impress upon the MNR that the body has more of a vested
66 interest in the new positions at the GYEITI Secretariat and as such its
67 participation on the panel should be reflective of this through the number of
68 participants. **(Matter being addressed)**
- 69 **3.** The Secretariat to circulate the financial report for the month of January
70 2022. **(Completed)**
- 71 **4.** The Secretariat to resend Confidentiality Agreements to the members who are
72 yet to sign theirs electronically. **(Completed)**

- 73 5. The Secretariat to recirculate Civil Society’s position on the MSG TORs
74 sticking point of Alternate Members having no voice in meetings.
75 **(Completed)**
- 76 6. The Secretariat to circulate the invitation to the International Secretariat’s
77 Webinar on February 22, 2022 on Annual Progress Reports and Work Plans.
78 **(This was done)**
- 79 7. The Communications Committee to examine the proposal to produce a
80 monthly newsletter instead of two times per month and if found favourable,
81 make the recommendation to the MSG. **(It was suggested that the**
82 **newsletter be produced bimonthly)**
- 83 8. There will be a comprehensive report on the preparation of the 2022-2023
84 work plan at the March MSG meeting. **(Completed)**

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86

87 **AGENDA ITEM NO 7 – Report from MSG Committees:**

88 **MSG Co-Chairs**

89 The Co-Chairs Vanda Radzik and Michael Munroe are to participate in the interview
90 panels for the other three positions for the Secretariat. However due to the tragic
91 passing of Mr Munroe’s father, the Co Chair representing government was on
92 sympathetic leave and therefore not available to participate. He will be available in the
93 week of March 21 and the interview will begin during this week.

94

95

96 **MSG IA Committee Report:**

97 In his absence, Chair of the IA Committee submitted the following statement:

98 “... given the recent MSG approval of flexible reporting and the inclusion of Oil and Gas
99 companies in the reconciliation scope, along with the approval of the Inception Report,
100 the reporting process is about to shift gears and engagements with extractive companies
101 will begin in earnest.

102 “The IA has highlighted several critical items which remain outstanding, and attention
103 must be given to these. It is important for the Secretariat to note that they must play an
104 active role in the next phase of the reporting process. The IA will rely on them for both
105 administrative and technical support, and it is imperative that they are prepared, and
106 properly geared to provide this support. Any decision which requires the attention of the

107 IA Committee or the MSG as a whole must be communicated in a timely manner to
108 ensure that the deadline, as extended by the Board, is met.”

109

110 **Communications and Outreach Committee’s Report:**

111 The Committee is still to complete the review of the Communications Strategy.
112 However, it was reported that Communications Officer J. Earle had prepared a
113 summary of priority focus areas for action that when approved should guide the
114 commencement of key deliverables of the communications strategy and action plan. The
115 committee undertook to completing this task and approving the communications
116 strategy. Further, it was noted that the deliverables laid out in the strategy need to be
117 translated into practical tasks that can be executed.

118

119 **MSG Work plan/TOR/Validation Committee Report:**

120 The Committee has not met following its last meeting on February 3, 2022.

121 **The matter was referred to the PS who undertook to engage Civil Society on the issue of**
122 **MSG Alternates having voice at MSG Meetings.**

123 **AGENDA ITEM NO 7 – Update on GYEITI Validation**

124 Since the submission of the Validation Assessment on February 14, 2022, there has been
125 no further update from the EITI International Secretariat. The GYEITI Secretariat will
126 reach out to the International Secretariat for an update.

127 **AGENDA ITEM NO 8 - GYEITI 3rd EITI Report Preparation – Status Update**

128 Mr. Rached Maalej of BDO LLP (The Independent Administrator) made a presentation
129 to the MSG on its progress in the preparation of the 2019 EITI report and highlighted a
130 number of challenges in receiving information from some government agencies. In
131 addition, Mr. Maalej spoke of the need for workshops for oil and gas companies to assist
132 them in the filling of the templates. The workshop will be held on Wednesday March 23,
133 2022.

134 The Independent Administrator mentioned the Guyana Forestry Commission and the
135 Ministry of Finance in addition to the Guyana revenue Authority as some of the agencies
136 which are still to furnish information that has been requested by the Independent
137 Administrator. According to the Independent Administrator, the GRA attempted to

138 provide information on the top payers but this information is not relevant in order to
139 appreciate the materiality.

140 Further it was noted that the information provided by the GRA does not include all the
141 government agencies neither does it give the thresholds or percentages. The IA said that
142 from the information provided by the GRA there is no way to know the significant
143 contributors and significant payments to the government.

144 The next step by the IA will be to send approved templates to the oil and gas companies
145 to be included in the reconciliation and also to the government agencies for which
146 contact information has been provided. The oil and gas companies noted that one week
147 was insufficient to provide the information requested by the IA as internal control
148 mechanisms dictate that there are quality controls and validation of all information to
149 be made public. With this concern raised it was then suggested that a period of two
150 weeks be allocated for the filling of templates with whatever information that can be
151 provided.

152 It was noted that the rushed nature of the preparation of the current report is an
153 unacceptable situation which must be remedied for the next and all subsequent reports.

154 The suggestion was made for a political or parliamentary procedure to address the
155 ongoing issues regarding confidentiality and the GRA and how it is affecting the report
156 every year.

157 It was noted that funds from the World Bank petroleum management project will be
158 supporting the procurement of the independent administrator for the third year in a
159 row. It was noted that this project is expected to continue to support the EITI report for
160 another three to four years.

161 **AGENDA ITEM NO 9 – Secretariat’s Report:**

- 162 • The Secretariat’s Report along with an Inventory Report was circulated.

163 **AGENDA ITEM NO. 9 – Any Other Business:**

164 PS McKenzie updated the meeting on the consultancies for the Beneficial Ownership
165 register will soon be finalized and readvertised. The meeting heard that only one bid
166 came in for the consultancies and the price stated was over the budgeted sum allocated.
167 The meeting heard that a review of the Terms of Reference for the consultancies was
168 considered as it was revealed that the Deeds and Commercial Registry Authority had
169 already done some work with regard to soliciting and documenting beneficial ownership
170 information. Once there are revised terms of reference for both consultancies the
171 Ministry will move the process forward as there are funds set aside for this.

172 There being no other business the meeting stood adjourned at 12:20 pm.

173 Next meeting scheduled for Wednesday, April 13, 2022 at 10:00 hrs., virtually.

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176 Johann Earle (Mr.)
177 Communications Officer
178 GYEITI National Secretariat



Ms. Vanda Radzik
Chair (Civil Society)

179

180 **DECISIONS AGREED TO AT 49th STATUTORY MEETING OF MSG HELD ON**
181 **WEDNESDAY MARCH 16, 2022.**

- 182 1. The MSG reaffirmed its approval the Draft Inception Report, the Reconciliation
183 Scope for the Oil and Gas Sector and for the EITI Report to be prepared under
184 the new Flexible Reporting regime.
- 185 2. The IA will send out templates to oil and gas companies before the end of
186 Wednesday March 16, 2022.
- 187 3. The Secretariat will write the government reporting agencies on the outstanding
188 information to be provided to the IA.
- 189 4. The IA will hold workshops with oil and gas companies on the said templates on
190 Wednesday March 23, 2022.
- 191 5. It was decided that the interview process for Secretariat Staff will commence in
192 the week of March 21st 2022 when Mr Michael Monroe who is on the interview
193 panel resumes duties.
- 194 6. The Secretariat will follow up with the International Secretariat on the offer of
195 assistance in preparing work plans using the new approved work plan templates.
- 196 7. The Secretariat will follow up with EITI international on the status of Guyana's
197 EITI validation exercise.
- 198 8. The Secretariat will update the terms of reference for the beneficial ownership
199 and systematic disclosure consultancies so that the ministry of natural resources
200 can move the process forward.
- 201 9. The Secretariat will produce a newsletter on a bimonthly basis (every other
202 month)

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