

**MULTI STAKEHOLDER GROUP 53rd STATUTORY MEETING
MINUTES OF MEETING HELD
ON WEDNESDAY July 27, 2022 AT 10:10 AM
VIA ZOOM**

ATTENDANCE: MSG and SECRETARIAT STAFF

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

Secretariat Staff								
1	P Misir	M	x					
2	J Earle	M	x					
3	S Parkinson	F		x				
4	R. Budhu	M	x					

AGENDA ITEM 1: MEETING CALLED TO ORDER

The meeting which was held via Zoom was called to order at 10:10 am by Chair Mr Michael Munroe (Government) who welcomed everyone and thanked them for attending.

AGENDA

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| 1. Call to Order and Welcome | 1 min |
| 2. Excuses / Attendance Record | 2 mins |
| 3. Adoption of Agenda | 2 mins |
| 4. Minutes of 52nd MSG Statutory Meeting held June 15, 2022 | 5 mins |
| a) Corrections / Omissions / Adoption | |
| 5. Decisions of 52nd Statutory Meeting – Status of Implementation/Outstanding decisions | 5 mins |
| 6. Discussion on Work Plan | |
| 7. Correspondence | |
| Discussion of the letter by Civil Society on the need for open data | |
| 8. Report From MSG Committees: | 15 mins |
| a) MSG Co-Chairs | |
| b) Communications & Outreach | |
| c) Work Plan, MSG TOR and Validation | |
| d) IA | |
| 9. Staffing of Secretariat | |

10. Secretariat's Report - June 2022 10 mins
- a) General Update on Ongoing Activities
11. Any Other Business 10 mins
12. Announcement of Next MSG Meeting – 10th August, 2022

AGENDA ITEM No 2 – Excuses/Attendance Record

- Excuses tendered by the Secretariat for Mr. Andron Alphonso, Mr. Ryan Ramjit and Ms. Loretta Fiedkou.

AGENDA ITEM NO 3 – Adoption of Agenda

The Agenda was adopted by Mr. Joachim Vogt and seconded by Ms. Gomin Camacho.

AGENDA ITEM NO 4 – Minutes of 52nd MSG Statutory Meeting held June 15, 2022

AGENDA ITEM NO 5 – Decisions of 52nd Statutory Meeting – Status of Implementation/Outstanding decisions

MSG reiterated that Minutes will be sent to each Co-Chair for signature by June 17, 2022 (Ongoing)

A small working group to be established to look at training and capacity-building needs of the MSG. (Not completed)

The MSG decided that the 2019 report and annexes are to be uploaded to the website in open data format and shared with the MSG in like fashion. (Ongoing)

Report and annexes' to be more prominently positioned on GYEITI website.

The Minutes of the 52nd meeting were adopted by Ms. Vanelda Harris and seconded by Mr. Joachim Vogt.

AGENDA ITEM NO 6 – Report from MSG Committees:

MSG Co-Chairs

The Co-Chairs met on Wednesday July 20, 2022 and at that meeting it was decided that the Secretariat would draft a matrix document that includes not only the already approved items and the corrective actions from the Validation assessment but also the recommendations of the third report. This would then be deliberated on within the Validation/TOR/Work plan Committee and then the wider MSG. It was recommended at this meeting that the contracting of the IA for the fourth report be added to the work plan. The staffing of the Secretariat was also raised at the meeting.

MSG IA Committee Report:

No report tendered from this committee.

Communications and Outreach Committee's Report:

Chair of the Committee Mr Joachim Vogt reported that the committee met on July 14, 2022 and discussed the summaries note of key topics for the MSG to consider. These topics related to the website and other areas for improvement: changes to the interface, the upload of videos featuring the work of the Secretariat and MSG, a tool for communication through the website, the inclusion of the corrective measures into the communications strategy, a sustained public information campaign and creating the opportunity for feedback and grievances etc,

Another matter that was raised was the ability of the MSG to communicate via press release or interviews. The point here is to understand the best way to frame a protocol to facilitate this as there had been hold ups at various occasions. The MSG needs to come up with a plan that would facilitate the issuing of press releases in a timely manner and the granting of interviews in a manner that is not constrained. This plan should be discussed with the Ministry of Natural Resources so that everyone is on the same page in terms of protocol.

The meeting decided that the report of the Communications Committee will be submitted to the MSG for ratification and action.

MSG Work plan/TOR/Validation Committee Report:

Chair of the Committee undertook to convening a meeting in the week following the meeting to discuss the work plan. As a prerequisite for this meeting the Secretariat was asked to prepare a matrix that captured not only the 21 Validation corrective measures but also the recommendations of the Third Report.

AGENDA ITEM NO 7 – Correspondence

Discussion of the letter by Civil Society on the need for open data

Member of Civil Society Mine McCormack requested that the Secretariat share the screen of the GYEITI website where he wanted to demonstrate that the report and annexes for 2019 were not available in an accessible format. The Secretariat undertook to doing what was necessary to ensure that Guyana is compliant with the EITI requirements.

During the demonstration of the website, it was revealed that there were some degree of inconsistency in how the information was presented and this could no doubt lead to users of the website being confused when trying to access the information.

The Chair sought to find out who prepared the annexes in their current format and whether it would be possible for the MSG to engage directly the contractor responsible for the GYEITI website to get a sense as to what changes are needed and how changes could be seamlessly implemented. The Chair also suggested that the Communications Committee takes the lead on this.

AGENDA ITEM NO. 9 – Staffing of Secretariat

The National Coordinator said that the Secretariat exists in name only, as a secretariat is usually staffed by a cadre of highly technical people. The three staff at the secretariat do not have work plans as part of their job descriptions. I have been there for about five months and it is extremely untenable to have a situation like this whereby there is no one there do those duties. I have been consulting with people to look at some of the reformulating the work plan. To say that the Secretariat is poorly staffed is an understatement and all the tasks that are asked o the Secretariat need to be done in the context of a fully staffed Secretariat.

Ms. Radzik undertook to following up with the issue of staffing for the secretariat.

ITEM NO. 10 – Secretariat’s Report for June 2022

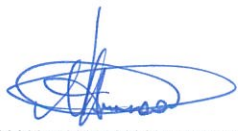
The meeting was told that the MNR is in receipt of the evaluation scores for the interviews done of applicants to the Secretariat vacancies, and these scores are being collated after which the highest ranked candidates will be engaged.

AGENDA ITEM NO. 11 – Any Other Business

A request was made to send out calendar invitations when arranging online meetings. The secretariat will implement this going forward.

Ms. Radzik volunteered to sit on the working group for capacity building. The Secretariat will send out an email informing members of the intention to create this working group and asking persons to indicate their interest in serving on it.

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Johann Earle (Mr.)
Communications Officer
GYEITI National Secretariat


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Michael Munroe
Chair (Government)

**DECISIONS AGREED AT 53rd STATUTORY MEETING OF MSG HELD ON WEDNESDAY
JULY 27th 2022.**

1. The Secretariat will circulate to the MSG a request for members to indicate their willingness to serve on the capacity-building working group.
2. The MSG decided that the MSG will engage Middle Road Group on website improvements and the publishing of open data format.
3. The MSG made a decision that meeting invitations will include a calendar link also.