



---

# GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY (GYEITI) 2024 WORKPLAN

---

January 1, 2024 – December 31, 2024; Revised May 15, 2024

NOVEMBER 27, 2023  
GYEITI MULTISTAKEHOLDER STEERING GROUP  
Georgetown, Guyana

## BACKGROUND

This workplan is developed by the Multistakeholder Steering Group (MSG) of the Guyana Extractive Industries Transparency Initiative (GYEITI) to guide programs and activities aimed at strengthening EITI implementation in the country. It is tailored in line with the Guyana's priorities for the sector and the EITI Standards. The workplan which covers January 1, 2024 - December 31, 2024, focuses on addressing remedial issues from the 2021 Validation including MSG Governance and Oversight, EITI Disclosures, and Outcomes and Impact. This document is dynamic and is subject to revision during implementation by the MSG provided that the conditions set forth by the MSG Terms of Reference adhered to.

The MSG has approved GYD126,579,000 as total implementation cost for 2024. The Cooperative Republic of Guyana has committed to fully underwrite the cost of implementation. This is laudable and shows the government's commitment to EITI implementation in keeping with Requirement 1 of the EITI Standard. Notably, this is the first instance that GYEITI's implementation costs is clearly defined in the Ministry of Natural Resources (MNR) budget.

## 2024 WORK PLAN

According to Requirement 1.5 of the 2019 EITI Standard mandates the MSG, "in consultation with key stakeholders, should agree and publish a fully costed work plan, containing measurable targets and a timetable for implementation and incorporating assessment of capacity constraints." This workplan which is linked to Guyana's priorities for the extractive sector, outlines programs and activities GYEITI will undertake from January 1, 2024 thru December 31, 2024. It addresses implementation requirements from the 2019 EITI, remedial issues from the 2020 Validation, and sets the basis for understanding and developing a roadmap for implementing the 2023 EITI Standard. Consequently, EITI reporting, Systematic Disclosure, Beneficial Ownership, MSG Governance and Oversight, etc. are the MSG's priorities for this workplan.

## JUSTIFICATION AND SCOPE OF THE WORK PLAN

The 2024 Workplan builds on GYEITI's previous achievements while exploring new avenues and interventions aimed at full compliance of the 2019 EITI Standard, and the government's priority for the extractive sector.

Below are key deliverables of the 2024 Workplan:

- Address remedial issues from Guyana's 2020 EITI Validation
- Conduct a feasibility study on systemic / mainstreaming EITI disclosures.
- Implement GYEITI Beneficial Ownership Roadmap leading up to the establishment of a BO Registry
- Capacity building for Civil Society Organizations to ensure effective participation in the EITI process.
- Increase publicity and awareness of the EITI process and disclosures to strengthen public debate.
- Build relationships / workshops with media institutions to strengthen GYEITI's dissemination.
- Dissemination of EITI reports to population centers across the country
- Develop roadmap to transition from the 2019 EITI Standard to the 2023 EITI Standard.
- Procure an Independent Administrator to prepare the 6<sup>th</sup> EITI Report for Guyana
- Sensitization workshop with Parliament on the role and functions of the GYEITI's activities and its role in transparency and accountability in Guyana's extractive sector
- Revise and update the GYEITI Website.
- Build the capacity of the MSG to fully understand and implement its mandate.
- Institutional and Capacity Assessment of the National Secretariat
- Capacity building for staff of the Secretariat.
- Promoting GYEITI activities through dramas, jingles, and advertisements about GYEITI activities.
- Support MSG Constituency Feedback

## WORK PLAN PERIOD

The GYEITI Workplan is focused on activities from January 1, 2024 to December 31, 2024. It is expected that full implementation of some of the activities and programs may lag on and extend into latter years. In such instances, succeeding workplans will reflect the continuation of implementation activities.

## CURRENCY

Unless stated otherwise, all amounts stated in the 2024 Workplan are denominated in Guyanese Dollar.

**COST OF WORK PLAN**

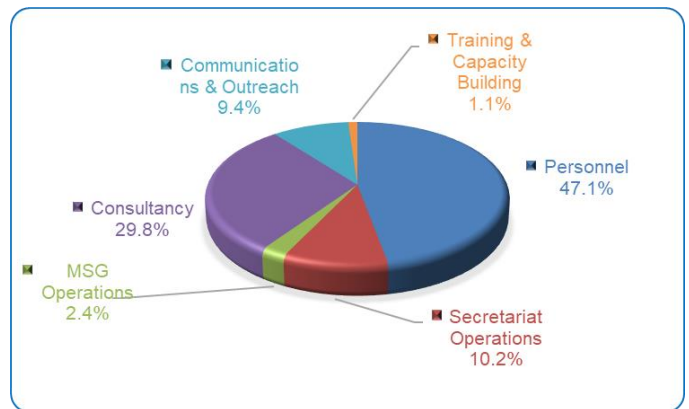
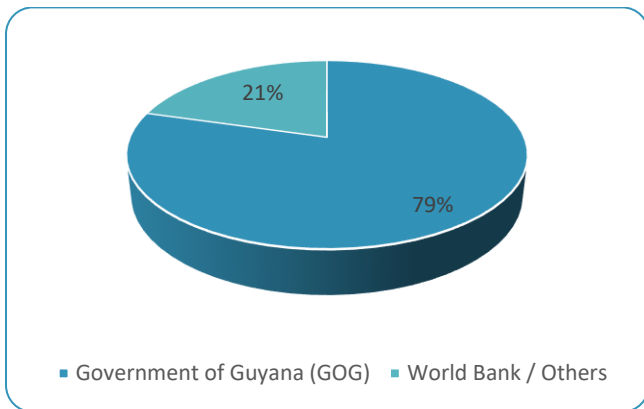
Total cost for EITI implementation is projected at One Hundred Twenty-Seven Million Four Hundred Seventy-Nine Thousand (127,479,000) for the period January 1, 2024 to December 31, 2024.

The 2024 Workplan for GYEITI is grouped into seven categories, namely: 1) Consultancy costs – **38,000,000**; 2) Communications and Outreach Costs– **11,070,000**; 3) MSG Operational Costs – **3,118,000**; 4) Personnel Costs – **60,000,000**; 5) GYEITI Secretariat Operational Costs – **12,991,000**; and 6) Training & Capacity Building Cost **1,400,000**.

**SOURCES OF FUNDING**

The Government of The Cooperative Republic of Guyana has committed to fully implementation cost through budgetary allocation. The World Bank has also committed to providing technical assistance to GYEITI through a consultant.

WORKPLAN SECTION	
Source	FY 2024
Government of Guyana (GOG)	100,579,000
World Bank / Others	26,000,000
<b>Total</b>	<b>126,579,000</b>



**WORKPLAN NARRATIVES**

The Secretariat performs a variety of functions to support the MSG daily, including the coordinating the development of GYEITI Workplans, coordination of GYEITI-related stakeholder activities, and providing overall support to the MSG to ensure the EITI Standard is fully implemented in Guyana. Notably, the workplan is tilted towards addressing remedial actions from the country's 2021 EITI Validation.

Activities of this workplan have been summarized under seven different but interrelated categories.

- i. **Personnel Cost** – Total personnel costs from January 1, 2024 to December 31, 2024 amount to **60,000,000**, representing 47.4% of GYEITI's budget.
- ii. **GYEITI Secretariat Operational** – This excludes salaries for secretariat staff. Total operating and capital expenditure for GY 2024 amounts to **12,991,000**, and accounts for 10.3% of total budget. This amount includes laptops, projector, security service, equipment repairs and maintenance, utilities, and other support and services to run the secretariat.
- iii. **MSG Operational Costs** – Activities of the Multi-Stakeholders Steering Group (MSG) to be funded in this workplan includes refreshment and accommodation for two in-person meetings, MSG Retreat, travels for members outside of Georgetown, and honorarium for members. Total budget allocation for the MSG in this workplan is **3,118,000**, representing 2.5% of the total budget.
- iv. **Consultancy Costs** – This category accounts 38,000,000 or 30% of the budget and includes key milestones and deliverables for GYEITI including production of EITI 2021 Report (6<sup>th</sup>), implementation of the Beneficial Ownership Roadmap, Mainstreaming Feasibility Study, and translation of GYEITI reports in three dialects.
- v. **Communication & Outreach Costs** – This allocation, which accounts for 9.7% of the total budget (11,090,000) will support

outreach and engagements urban and rural population centers. It also includes website hosting, production and airing of jingles and dramas on social media platforms and the electronic. The Secretariat will produce and distribute banners and brochures to promote the activities of GYEITI.

**vii. Training and Capacity Building Expenses** – 1,400,000 is allocated to staff development, which includes the use of software and other tools needed to enhance productivity. This accounts for 1.1% of the total budget.

## HIGHLIGHTS OF KEY DELIVERABLES

No	EITI Requirement	Output / Deliverables	Task/Activity	Performance Indicator	Start	End	Responsibility Center	Amount GYD	Funding Source
<b>Component 1: Normal GYEITI Activities</b>									
1.0	EITI Compliance	Production and publication of the 6 <sup>th</sup> (FY 2022) EITI Report in line with the Standard	Procure an Independent Administrator to produce the 6 <sup>th</sup> EITI report	MSG acceptance, approval and publication of the 6 <sup>th</sup> EITI reports	Q2 2024	Q4 2024	MSG/GYEITI Secretariat	26,000,000	World Bank
1.1	EITI Requirement 2.5	Beneficial Ownership Roadmap Implementation	Recruitment of Consultant	Activities culminated by consultancy report with recommendations for BO Register	Q1 2024	Q2 2024	GYEITI Secretariat	10,000,000	GOG
1.2	EITI Compliance/Systematic Disclosure	Mainstreaming Feasibility Study Validation Workshop	Convening of Validation Workshop	MSG acceptance of recommendations for systematic disclosure	Q4 2023	Q2 2024	WB Consultant/GYEITI Secretariat	159,000	GOG
1.3	EITI Requirement 1	Development of MSG Participation Scorecard	Assessment and automation of MSG attendance record	MSG approval and publication of Scorecard	Q4 2023	Q1 2024	WB Consultant/GYEITI Secretariat	N/A	World Bank

No	EITI Requirement	Output / Deliverables	Task/Activity	Performance Indicator	Start	End	Responsibility Center	Amount GYD	Funding Source
1.4	EITI Requirement 1	MSG Policy Manual	Development of a policy manual for the MSG	MSG approval, adoption, and implementation of policy manual.	Q4 2023	Q1 2024	WB Consultant	N/A	World Bank
1.5	EITI Requirement / Roadmap on implementing the 2023 EITI Standard	MSG Retreat to level set on expectations and design strategies on implementing 2023 EITI Standard.	Provide training and facilitate discussions	Formulation of clear roadmap on implementing new requirements of the EITI Standard	Q2 2024	Q2 2024	WB Consultant/ EITI International Secretariat	N/A (Virtual)	GOG
1.6	EITI Requirement 1	Capacity and Institutional Assessment of the National Secretariat	Assessment of Secretariat's personnel and logistical capacity to implement MSG approved programs	Recruitment/retention of key personnel; strengthened logistical capacities	Q2 2024	Q2 2024	WB Consultant	N/A	World Bank
1.7	EITI Requirement 1	Improved National Secretariat Capacity / Enhanced secretariat's performance	Capacity development based on institutional and capacity assessment	Clearly defined responsibilities of each staff and skills development to perform tasks	Q1 2024	Q4 2024	WB Consultant	N/A	World Bank

No	EITI Requirement	Output / Deliverables	Task/Activity	Performance Indicator	Start	End	Responsibility Center	Amount GYD	Funding Source
1.8	EITI Requirement 1	Improved National Secretariat Capacity / Enhanced secretariat's performance	Capacity development based on institutional and capacity assessment	Short term course for secretariat staff	Q2 2024	Q4 2024	MSG / GYEITI Secretariat	1,400,000	GOG
1.9	EITI Requirement 1.2.5 / Anti-Corruption	Publication of Anti-corruption Policy by reporting companies and SOEs	Develop and share sample anti-corruption policies with reporting companies.  Announcements, publication in dailies, formal letters to reporting companies, MSG representatives support publishing anti-corruption policies.	Year-end count / percentage who published anti-corruption policy statements	Q3 2024	Q4 2024	MSG / GYEITI Secretariat	N/A	N/A

Component 2: Validation

No	EITI Requirement	Output / Deliverables	Task/Activity	Performance Indicator	Start	End	Responsibility Center	Amount GYD	Funding Source
2.0	EITI Requirement 2.4 / Public access to contracts and licenses	Public access to all contracts and concession agreements in the oil & gas, mining, forest, and agriculture (fisheries) sectors	Identify, liaise, and convene with custodial GOG agencies of contracts & licenses. Convene meetings with industry to explain EITI requirements for disclosure	Develop and implement roadmap for public access to contracts & licenses inclusive of contract/license database	Q2 2024	Q4 2024	GYEITI Secretariat	N/A	GOG
2.1	EITI Requirement 7.2 / Data Access and Open Data	Open Data Policy	Research and develop policy	Ensure data files on website are machine readable	Q2 2024	Q2 2024	MSG / GYEITI Secretariat / WB	N/A	GOG
2.2	EITI CSO Protocol	Civil Society Organizations' (CSOs') capacity for effective advocacy of EITI impact evaluation strengthened	Build CSOs' capacity to understand the new 2023 EITI standards	Number of capacity building workshops held; attendance logs and reports from workshops held	Q2 2024	Q2 2024	WB Consultant / International Secretariat	N/A (Virtual)	N/A
2.3	EITI Requirement 1.5 / Broader constituency's inputs incorporated in MSG decisions	MSG Constituency Feedback	MSG engagements with broader constituency	Documentation/ Report on consultative engagements	Q1 2024	Q3 2024	MSG	N/A	N/A





No	EITI Requirement	Output / Deliverables	Task/Activity	Performance Indicator	Start	End	Responsibility Center	Amount GYD	Funding Source
2.7	EITI Requirement 4.9	GGB to submit royalty data to GGMC using taxpayer identification number (TIN)  Agreed Upon (AUP) Procedure between MSG and OAG	MNR to engage GGB on use of TIN  Develop draft AUP	GGB use of TIN on data submitted to GGMC.  Signed AUP between MSG and OAG	Q2 2024	Q3 2024	MSG / GYEITI Secretariat	N/A	N/A
2.8	EITI Requirement / Validation	Capacity Building for Journalist	Workshop for local journalist on the EITI	Increased and accurate coverage of GYEITI reports and activities	Q3 2024	Q3 2024	WB Consultant / GYEITI Secretariat	100,000	GYD
<b>Component 3: Communications and Outreach</b>									
3.0 -	EITI Requirement 7 / Public Awareness	Dissemination of the 5 <sup>th</sup> EITI Report, and 2022/23 Annual Progress Reports to strengthen awareness around population centers across the country.	Prepare summarized and simplified reports for public understanding and awareness.	Printed reports available for distribution (Plain language version)	Q2 2024	Q3 2024	GYEITI Secretariat	1,500,000	GOG
3.1			Reports to be widely distribute at outreach sessions in all administrative regions throughout the country	Number of outreach sessions convened and the number of participants that benefitted from the outreach. The number of	Q1 2024	Q2 2024	MSG/GYEITI Secretariat	5,730,000	GOG





**GYEITI BUDGET – FY 2024**

**INCOME**

<b>WORKPLAN SECTION</b>	
<b>Source</b>	<b>FY 2024</b>
Government of Guyana (GOG)	100,579,000
World Bank / Others	26,000,000
<b>Total</b>	<b>126,579,000</b>

**EXPENDITURES**

**Compensation of GYEITI Secretariat Staff**

<b>Compensation for Secretariat Staff</b>							
<b>Expense</b>	<b>Unit Cost</b>	<b>Units</b>	<b>Annual Allocation</b>	<b>Sources of Funding (in GYD)</b>			<b>Justification / Comments</b>
				<b>GOG</b>	<b>Outstanding</b>	<b>TOTAL</b>	
<b>SALARIES</b>							
Entire Staff	5,000,000	5	\$ 60,000,000	60,000,000	-	60,000,000	Compensation
<b>Grand Total</b>			<b>\$ 60,000,000</b>	<b>60,000,000</b>	<b>-</b>	<b>60,000,000</b>	

**Secretariat**

**Operations**

SECRETARIAT OPERATIONAL COSTS							
Expense	Unit Cost	Units	Annual Allocation	Sources of Funding (in GYD)			Justification / Comments
				GOG	World Bank/Others	TOTAL	
<b>Secretariat Gen. &amp; Admin Costs</b>							
Medical Supplies	12,500	12	150,000	150,000	-	150,000	Operational support to the Secretariat
Field Materials & Supplies	12,500	12	150,000	150,000	-	150,000	
Office Materials and Supplies	41,667	12	500,000	500,000	-	500,000	
Print and Non Print Materials	83,333	12	1,000,000	1,000,000	-	1,000,000	
Janitorial & Cleaning Supplies	25,000	12	300,000	300,000	-	300,000	
Telephone Charges	25,000	12	300,000	300,000	-	300,000	
National & Other Events	25,000	12	300,000	300,000	-	300,000	
Subsidies to International Organizations	183,333	12	2,200,000	2,200,000	-	2,200,000	
<b>Sub Total</b>			<b>4,900,000</b>	<b>4,900,000</b>	-	<b>4,900,000</b>	
<b>Electricity/Repairs maintenance</b>							
Building Maintenance & Repairs	25,000	12	300,000	300,000	-	300,000	Operational support to the Secretariat
Fuel & Lubricants	50,000	12	600,000	600,000	-	600,000	
Vehicles Repairs & Service	41,667	12	500,000	500,000	-	500,000	
Electricity Charges	41,667	12	500,000	500,000	-	500,000	
Water Charges	6,250	12	75,000	75,000	-	75,000	
Equipment Maintenance	20,833	12	250,000	250,000	-	250,000	
Cleaning and Extermination Services	20,833	12	250,000	250,000	-	250,000	
<b>Sub Total</b>			<b>2,475,000</b>	<b>2,475,000</b>	-	<b>2,475,000</b>	
<b>Security</b>							
Security Guard Service	333,333	12	4,000,000	4,000,000	-	4,000,000	Operational support to the Secretariat
<b>Sub Total</b>			<b>4,000,000</b>	<b>4,000,000</b>	-	<b>4,000,000</b>	
<b>Computers</b>							
Laptops	185,000	5	925,000	925,000	-	925,000	to replace donated equipmt with
Portable Projector	150,000	1	150,000	150,000	-	150,000	enhance Secretariat work
Multicolor Printer	150,000	1	150,000	150,000	-	150,000	to support the dissemination of information
White Boards	35,000	2	70,000	70,000	-	70,000	
Universal Power Supply (for laptops)	10,000	5	50,000	50,000	-	50,000	to ensure stable electricity to prevent damage to equipment due to fluctuations
Portable Screen	75,000	1	75,000	75,000	-	75,000	to facilitate education and awareness sessions
Hard Drive (SSD) 2TB	36,000	1	36,000	36,000	-	36,000	to ensure adequate storage of recordings and data
Telephone	10,000	1	10,000	10,000	-	10,000	replacement of equipt/handset
Scanner	150,000	1	150,000	150,000	-	150,000	to facilitate storage of documents electronically
<b>Sub Total</b>			<b>1,616,000</b>	<b>1,616,000</b>	-	<b>1,616,000</b>	
<b>Grand Total</b>			<b>12,991,000</b>	<b>12,991,000</b>	-	<b>12,991,000</b>	

## MSG Operation

MSG OPERATIONAL COSTS							
Expense	Unit Cost	Units	Annual Allocation	Sources of Funding (in GYD)			Justification / Comments
				GOG	World Bank/Others	TOTAL	
Regular In person Monthly Meeting Refreshments - Linden meeting	260,000	1	260,000	260,000	-	260,000	Agreed 2 face to face Meeting 1- Linden ; 1 G/T
Regular In person Monthly Meeting Refreshments - Georgetown meeting	75,000	1	75,000	75,000	-	75,000	
Mainstreaming Validation Workshop / person	3,000	53	159,000	159,000		159,000	To present findings
Local Travel Allowance (MSG Members) - (3 CSOs @ GYD175k)	218,667	12	2,624,000	2,624,000	-	2,624,000	Per CSO Co Chair
<b>Total</b>			<b>3,118,000</b>	<b>3,118,000</b>	<b>-</b>	<b>3,118,000</b>	

## Consultancy

CONSULTANCY COSTS							
Expense	Unit Cost	Quantity	Annual Allocation	Sources of Funding (in GYD)			Justification / Comments
				GOG	World Bank / Others	TOTAL	
EITI Reports 6th - Payment to Independent Administrator	Lumpsum	1	26,000,000	-	26,000,000	26,000,000	EITI Requirement
Production of Plain Language ( Local Consultant)	Lumpsum	1	2,000,000	2,000,000		2,000,000	Enhance GYEITI outreach
Mainstreaming Feasibility Study GYEITI Reprting Process	Lumpsum	1		-	-	-	Included in WB Consultancy cost based on similar work in implementing countries
Implementation of the Beneficial Ownership Roadmap	Lumpsum	1	10,000,000	10,000,000	-	10,000,000	EITI Requirement 4.1. 7.1
Assessment on Legal Barries to Regulatory Framework	Lumpsum	1	3,000,000	3,000,000		3,000,000	
<b>Total:</b>			<b>38,000,000</b>	<b>12,000,000</b>	<b>26,000,000</b>	<b>38,000,000</b>	

## Communication and Outreach

COMMUNICATION & OUTREACH COSTS							
Expense	Unit Cost	Quantity	Annual Allocation	Sources of Funding (in GYD)			Justification / Comments
				GOG	World Bank / Others	TOTAL	
Printning of Plain Language Report	5,000	120	1,500,000	1,500,000		1,500,000	Simplified non technical presents messages through artform
Production and Airing of Jingles and Infomercials of GYEITI Activities	Lumpsum	1	1,500,000	1,500,000		1,500,000	Awareness and education in the administrative regions
Dissemination of 6th Report - Plain Language Version (@14 trips @6 persons )	9,332	540	5,730,000	5,730,000	-	5,730,000	To be used in the dissemination of info at education and awareness sessions
Pullup Banners	50,000	4	200,000	200,000	-	200,000	To be used in the dissemination of info
Digital Billboards / advertisement	30,000	48	1,440,000	1,440,000	-	1,440,000	To be used in the dissemination of info
GYEITI Website Hosting	50,000	12	600,000	600,000	-	600,000	EITI Requirement 7.2
Workshop for Local Journalists on the EITI	1,000,000	1	100,000	100,000	-	100,000	
<b>Total:</b>			<b>11,070,000</b>	<b>11,070,000</b>	<b>-</b>	<b>11,070,000</b>	

## Training and Capacity Building

TRAINING AND CAPACITY BUILDING							
Expense	Unit Cost	Quantity	Annual Allocation	Sources of Funding (in GYD)			Justification / Comments
				GOG	World Bank / Others	TOTAL	
Short-term Capacity Development for Secretariat Staff	200,000	7	1,400,000	1,400,000	-	1,400,000	Short courses to enhance staff capability- project management, data storage ,record keeping and management.
<b>Total</b>			<b>1,400,000</b>	<b>1,400,000</b>	<b>-</b>	<b>1,400,000</b>	

**BUDGET SUMMARY FOR FY2024**

<b>BUDGET SUMMARY FY 2024</b>				
<b>WORKPLAN SECTION</b>	<b>AMOUNT</b>			
Personnel	60,000,000			
Secretariat Operations	12,991,000			
MSG Operations	3,118,000			
Consultancy	38,000,000			
Communications & Outreach	11,070,000			
Training & Capacity Building	1,400,000			
<b>SUBTOTAL</b>	<b>126,579,000</b>			
<b>CONTINGENCY</b>				
<b>TOTAL BUDGET</b>	<b>126,579,000</b>			

<b>SUMMARY</b>				
		<b>Sources of Funding (in GYD)</b>		
<b>INCOME</b>	<b>Annual Allocation</b>	<b>GOG</b>	<b>Outstanding</b>	<b>TOTAL</b>
<b>Expenditures</b>				
Personnell costs GYEITI Secretariat	60,000,000	60,000,000	-	60,000,000
GYEITI Secretariat Operational Costs	12,991,000	12,991,000	-	12,991,000
Multi-Stakeholders Steering Committee Operational Costs	3,118,000	3,118,000	-	3,118,000
Consultanty Services	38,000,000	12,000,000	26,000,000	38,000,000
Communication & Outreach Operational Costs	11,070,000	11,070,000	-	11,070,000
Training & Capacity Building	1,400,000	1,400,000	-	1,400,000
<b>Grand Total Budget:</b>	<b>126,579,000</b>	<b>100,579,000</b>	<b>26,000,000</b>	<b>126,579,000</b>