



GUYANA EITI MSG

POLICY MANUAL

MULTI STAKEHOLDER GROUP (MSG)

Adopted May 15, 2024

55 Main Street, Georgetown, Guyana

Contents

1.0 Opening Statement	4
2.0 Purpose of the MSG Policy Manual	4
4.0 Role, Rights and Responsibilities of the MSG GYEITI (Terms of Reference)	5
5.0 Membership	6
6.0 Duration of Service	6
7.0 Committees	7
8.0 Chairpersons	8
9.0 GYEITI Code of Ethics	8
10.0 Meetings	9
11.0 Decision-Making Protocol	11
12.0 Record Keeping	12
13.0 GYEITI Secretariat	12
14.0 Board Committees	12
15.0 Amendment of Terms of Reference	13
16.0 Annex	14

1.0 Opening Statement

The Cooperative Republic of Guyana is a natural resource rich country which recognizes its resources to be the patrimony of all its citizens. The economy of the Cooperative Republic of Guyana benefits substantially from the exploitation of gold, bauxite and other natural resources. In 2015, Guyana discovered over 10 billion barrels of recoverable oil and gas, a tenth of the world's conventional discovers'

In 2009, the Government of the Cooperative Republic initiated steps to implement the EITI as part of its governance reform programs. In 2017, the government committed to implement the EITI Standard as one of many mechanisms to ensure transparency and accountability.

The EITI process offers an opportunity for stakeholders, be them civil society, industry and/or government, to engage in informed governance. This inclusive approach can become a model for other developmental endeavors. The reconciliation of companies' payments made to the Government with Government's accounting records reflecting such receipts from companies, can lead to informed dialogue among the citizenry, improve transparency and accountability, stimulate economic growth, reduce poverty and raise the living standard of all citizens. Further, providing the public with relevant sector information on licensing, beneficial ownership, contracting, legal frameworks, amongst others are key to building citizens' confidence in the management of the country's extractive resources.

EITI principles set the basis for a tripartite stakeholder structure which is responsible to oversee EITI implementation in each implementing country. The Multi-Stakeholder Steering Group (MSG) is a tripartite structure comprising the Government of Guyana (GOG), Civil Society Organizations (CSOs), and private entities involved in the extraction/exploitation of the country's oil, mining, and fishery resources.

2.0 Purpose of the MSG Policy Manual

GYEITI MSG Policy Manual sets out the scope, and functions of the MSG. It defines the framework on how the MSG proceeds with key aspects of EITI implementation including formation, decision making, rules, and responsibilities of members. It also sets guidelines on how disputes are resolved. The Manual defines dates and frequency of regular meetings, conditions for emergency meetings, and quorum for meetings. It delineates the responsibilities, participation, and voting privileges of Members and Alternates, and the role of Observers at MSG meetings.

Developed in line with local laws, EITI Standard, and best practices from other EITI implementing countries the MSG Policy Manual defines the conduct of members of the MSG, employees of the national secretariat and anyone directly associated with the GYEITI process.

3.0 Purpose of the Multi-Stakeholder Group: GYEITI MSG

- 3.1 Pursuant to Article 1.4 of the EITI Standard, the Government of The Cooperative Republic of Guyana established a Multi-Stakeholder Group (MSG) comprising of representatives of three sectors: civil society, industry, and government.
- 3.2 The MSG is established to direct and oversee attainment and maintenance of membership of the EITI by Guyana.
- 3.3 The MSG is the main decision-making body responsible for setting the objectives for EITI implementation, producing EITI reports and ensuring that the findings are publicized and thus contribute to public debate.
- 3.4 The Minister with responsibility for the management of Natural Resources shall be the "Champion" of GYEITI and shall lead the implementation of EITI in Guyana, including the coordination of actions on the EITI across relevant ministries and agencies, and mobilization of resources for EITI implementation.

4.0 Role, Rights and Responsibilities of the MSG GYEITI (Terms of Reference)

- 4.1 The MSG GYEITI shall be independent and free from political and other interference in the execution of its mandate. Each sector shall wield equal power and shall not be coerced into making decisions. Attempts to coerce shall be considered a gross violation of the fundamental principles of GYEITI, EITI and the MSG and must be brought to the attention of the MSG at the earliest MSG Meeting and immediately to the attention of the GYEITI Secretariat.
- 4.2 The MSG GYEITI shall have the sole authority and responsibility to formulate, adopt and modify from time to time, the rules deemed appropriate and necessary by the members, for the governance of the GYEITI.
- 4.3 The MSG GYEITI shall assess and outline the scope of GYEITI, articulate its agreement on what shall be deemed to be the “extractive industry” in Guyana, and delineating “materiality parameters” for the purpose of the GYEITI.
- 4.4 The MSG must develop and/or approve, as appropriate, the following:
 - 4.4.1 Annual Work Plan, with budget and timelines, for achievement of the objectives of GYEITI, containing measurable targets and a timetable for implementation that incorporates an assessment of capacity constraints and other significant guidance published by the international EITI Board.
 - 4.4.2 The GYEITI Secretariat's Standard Operating Procedures.
 - 4.4.3 Reports on progress on work of the GYEITI Secretariat.
 - 4.4.4 The procurement of all goods and services necessary for the effective implementation of the objectives, policies and activities of GYEITI. This may include delegated procurement authority thresholds¹ to the GYEITI Secretariat as articulated in the Standard Operating Procedures of the GYEITI Secretariat.
 - 4.4.5 The appointment of the Independent Administrator
 - 4.4.6 The Terms of Reference for the Independent Administrator
 - 4.4.7 The annual Guyana EITI Country Reports.
- 4.5 The MSG shall direct the work and functioning of the GYEITI Secretariat
- 4.6 The MSG must have the capacity to carry out its duties in an open and transparent manner.
- 4.7 The MSG must undertake effective outreach activities with civil society groups and companies, by ensuring the development of a communications plan that will build awareness about EITI, its objectives, and the progress of its implementation in Guyana.
- 4.8 The MSG must ensure that the annual EITI Report is widely disseminated to the public.
- 4.9 The MSG must adequately liaise with the respective constituency groups and organizations.
- 4.10 The MSG must oversee the EITI reporting process and engage in Validation.
- 4.11 The MSG must keep written records of its discussions and decisions.

¹ As defined by the relevant financial regulation

5.0 Membership

- 5.1 The GYEITI MSG shall comprise twelve (12) Primary Members, four (4) each adequately representing the following sectors: Government, Civil Society and Extractive Industry.
- 5.2 Each Primary Member may have one corresponding Alternate Member.
- 5.3 Each Primary Member and Alternate Member must:
 - 5.3.1 Have the necessary capacity and ability to commit the necessary time to properly carry out the duties and responsibilities as a member of the MSG.
 - 5.3.2 Be committed to adequately participate in meetings and other activities of GYEITI and contribute effectively to function of the MSG, MSG committees, and other activities.
 - 5.3.3 Be able to liaise on behalf of GYEITI with their constituency to, among other things, disseminate GYEITI results and receive feedback.
- 5.4 Primary and Alternate Members of each sector shall be nominated in writing to the Minister with responsibility for the management of natural resources by their respective stakeholder groups following open and transparent processes agreed by each sector.
- 5.5 Appointment of Primary and Alternate Members shall be made in writing by the Minister with responsibility for the management of natural resources based on the nominations of the sectors.
- 5.6 An Alternate Member may attend meetings of the MSG as a de facto observer (with voice but no vote) when their Primary Member is in attendance.
- 5.7 In the absence of a Primary Member, his/her Alternate Member shall participate in meetings with full rights of voice and vote.
- 5.8 The MSG shall approve all Observers to attend MSG meetings. Observers shall have no voting rights but are free to actively participate in discussions and make suggestions on relevant issues that may lead to MSG decision.
- 5.9 There shall be at least one training workshop for all MSG members annually to be conducted by the EITI International Secretariat or a competent individual approved by the MSG.
- 5.10 Every new member shall sign off to this manual agreeing to abide by all provisions therein.

6.0 Duration of Service

- 6.1 The initial duration of service for the seat occupy by each Primary Member and Alternate Member shall be for a period of three (3) years from the date of appointment.
- 6.2 Primary Members and Alternate Members are eligible for reappointment following the defined processes for nomination and appointment.
- 6.3 Primary Members and Alternate Members may resign or otherwise properly vacate their appointment at any time upon serving notice through their respective constituent sector and in writing to the Minister with responsibility for the management of natural resources.

- 6.4 The nomination of Primary Members and Alternate Members may be recalled in writing to the Minister with responsibility for the management of natural resources by their respective stakeholder groups following open and transparent processes agreed by each sector.
- 6.5 The appointment of a Primary Member/Alternate Member shall be terminated by the Minister with responsibility for the management of natural resources if the nomination of the Primary Member/Alternate Member is properly recalled as provided for in clause 6.4.
- 6.6 The appointment of a Primary Member/Alternate Member may be terminated by the Minister with responsibility for the management of natural resources on the recommendation of the MSG GYEITI after a vote in favour by not less than nine (9) members, including at least two (2) members from each sector, for the following reasons:
 - a. conflict of interest,
 - b. proven misconduct, or
 - c. as a Member being absent with or without excuse for six (6) or more meetings of the MSG in any calendar year.
- 6.7 In the event that a Primary Member resigns, or for any reason cannot perform his or her service as a Primary Member of the MSG, has his or her appointment terminated he/she shall be automatically replaced by an Alternate Member from the sector; or if no Alternate Member is appointed by a representative from the sector through the established transparent and open nomination process.
- 6.8 In the event that an Alternate Member resigns, replaces a Primary member, or for any reason cannot perform his or her service as an Alternate Member of the MSG, has his or her appointment terminated he/she may be replaced by a representative from the sector through the established transparent and open nomination process or not at all.

7.0 Committees

- 7.1 The MSG may form Committees and/or Working Groups with specific mandate and time frame to address particular issues in order to advance the work of the MSG.
- 7.2 Each Committee/Working Group shall be chaired by a duly appointed Primary Member or Alternate Member decided upon by consensus of the MSG.
- 7.3 Primary Members, Alternate Members and non-members may participate in Committees/Working Groups.
- 7.4 A Committee/Working Group Chairperson may, with the agreement of all MSG committee members, invite experts in relevant fields to participate in deliberations of the Committee/Working Group from time to time.
- 7.5 Committees/Working Groups shall not take decisions on the behalf of the MSG and shall provide recommendations to the MSG for consideration.

8.0 Chairpersons

- 8.1 The MSG shall have three (3) Co-Chairs; one (1) Primary Member each nominated from Government, Civil Society and Industry determined by a caucus of the Primary Members and Alternate Members of the respective sectors.
- 8.2 The Co-Chairs shall decide on a rotational basis for function as the Sitting Chair of the MSG with each Co-Chair serving as Sitting Chair a period of four (4) months at a time, coinciding with the schedule of **statutory** meetings of the MSG.
- 8.3 The Sitting Chair shall be responsible for overseeing the execution of the decisions of the MSG; and for ensuring an adequately functioning secretariat.
- 8.4 The Co-Chairs shall meet once monthly or more frequently, as may be required, from time to time.
- 8.5 The Co-Chairs shall brief the Champion at least twice yearly in writing and in person on progress with the implementation of the mandate of GYEITI.

9.0 GYEITI Code of Ethics

- 9.1 **Scope:** The EITI Code of Ethics shall apply to all MSG Members (Primary and Alternates), Observers, and National Secretariat staff. Observers and the National Secretariat are herein referred to as Affiliates. It is also expected that each person mentioned supra will abide by the local code of conduct and ethics and rules or statutes governing public officials. The local code of conduct and ethics takes precedence over that of the EITI where there is conflict between the two.
- 9.2 **Personal Behavior, Integrity, and Values:** MSG members and Affiliates are required to exhibit the highest standards of integrity and ethical conduct and shall act with honesty and propriety. The personal and professional conduct of MSG members and Affiliates should, always, command respect and confidence in their status as MSG members and Affiliates and that such conduct should espouse transparency and accountability and contribute to the ethical governance of GYEITI.

MSG members and Affiliates shall dedicate themselves to be leading by example and shall represent the interests and mission of GYEITI in good faith and with honesty, integrity, due diligence, and reasonable competence in a manner that preserves and enhances public confidence in their integrity and the integrity of GYEITI. Members and Affiliates shall ensure that their association with GYEITI always remains in good standing.
- 9.3 **Compliance:** MSG members and Affiliates shall discharge their duties to GYEITI in compliance with the laws and regulations of the Cooperative Republic of Guyana, GYEITI Terms of Reference, and all rules governing the activities of persons involved with/or associated with the implementation of EITI standards.
- 9.4 **Respect for others:** MSG members and Affiliates shall respect the dignity and private lives of others. They shall exercise proper authority and good judgment in their dealings with other MSG members and Affiliates, members of the other EITI bodies, the public and anyone whom they come in contact within the discharge of their duties to GYEITI.
- 9.5 **Professionalism:** MSG members and Affiliates shall perform their assigned duties in a professional and timely manner and shall use his or her best efforts to regularly participate in professional development activities.
- 9.6 **Discrimination:** MSG members and Affiliates shall not engage in or facilitate any discriminatory or harassing behavior directed toward anyone whom they encounter during the discharge of their duties to the MSG.

- 9.7 **Confidentiality:** Members and Affiliates have a duty to hold in the strictest confidence any information, classified information, which he/she may encounter during the conduct of their professional relationship with GYEITI, but which is not already in the public domain in any manner other than in furtherance of his or her duties.

Such information should not be divulged outside of the MSG meetings by the Member or Affiliate, unless it is required for EITI reporting, or the Member or Affiliate is expressly or impliedly authorized by GYEITI to do so.

- 9.8 **Sexual Harassment:** Members and Affiliates of the MSG shall not engage in any act of sexual harassment. Sexual harassment includes but not limited to:

9.8.1 unwelcome sexual advances and other unwelcome verbal, visual or physical conduct of a sexual nature

9.8.2 requests for sexual favours or conduct of a sexual nature when (a) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of membership, a benefit associated with membership, or employment; (b) an individual's submission to or rejection of such conduct is used as a basis for a decision affecting that individual; or (c) the purpose or the effect of such conduct is to substantially interfere with the affected individual's membership or employment or to create an intimidating, hostile or offensive work environment; or

9.8.3 sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's leadership position.

- 9.9 **Acknowledgement:** Members and Affiliates shall sign a Code of Ethics Agreement expressing intent to be bound by the terms and conditions set out therein.

10.0 Meetings

- 10.1 Statutory Meetings of the MSG shall be held on the second Wednesday of the months of March, June, September, and December annually, or as otherwise agreed by the MSG.

- 10.2 Six (6) Members with full rights of **voice and vote**, with at least two being from each sector, shall constitute a quorum for meetings of the Multi-Stakeholder Group.

- 10.3 The meetings of the MSG shall be chaired by the Sitting Chair for the period within which the meeting is being held. The Sitting Chair shall provide at least three-day advance notice to the other Co-Chairs if he/she will be absent from a meeting. In the absence of the Sitting Chair, by the succeeding Sitting Chair based on the rotational basis agreed by the MSG; or in the absence of all Co Chairs by any member with rights of voice and vote elected on a simple majority by the members present.

- 10.4 The Co-Chairs shall approve the scheduling of all MSG meetings and approve meeting agendas.

- 10.5 The Chairperson for any meeting of the MSG may adjourn such meeting if he/she determines adjournment to be necessary.

- 10.6 The Sitting Chair may convene an extraordinary meeting of the MSG in the event necessary or urgent issues need to be discussed and decided upon.

- 10.7 Any Member (Primary or Alternate) may submit matters for inclusion on the agenda of any meeting at least 7 days prior to the date set for such meetings.

10.8 The Robert's Rule of Order shall apply at meetings of the MSG except if it is stated otherwise.

Robert's Rules of Procedure

Initiation of a Motion

01

- Member makes a clearly worded motion to take action or a position.
- "I move ..."
- Motions recorded in minutes

Seconding the Motion

02

- Motion must be seconded.
- "Second!"
- A second allows discussion to occur; it does not signify approval.
- A motion without a second does not move forward.

Motion Restatement for Clarity

03

- Chairman restates the motion.
- "It is moved and seconded that ..."
- Provides clarity

Open Floor for Discussion and Debate

04

- Discussion/debate occurs.
- Maker of motion starts discussion.
- Amendments may be offered- return to step #1 to amend motion: "I move to amend the motion by ..."

Closure of Discussion and Commencement of Voting

05

- Chair closes discussion and states the question/asks for a vote.
- "The question is on the adoption of the motion that ..."
- Motion repeated word-for-word

Voting Procedure

06

- Chairman provides voting directions:
- "Those in favor of the motion, say aye":
- "Those opposed, say no"

Announcement of Voting Results

07

- Chairman announces the result of the vote:
- "The ayes have it, and the motion is adopted" or
- "The noes have it, the motion is lost."
- Recorded in minutes

10.9 The agenda and announcement of meetings of the MSG shall be circulated to members at least one week before the meeting date; such announcement shall clearly identify the Chairperson of the meeting.

- 10.10 Minutes of meetings of the MSG will be circulated to the MSG five days after the meeting.
- 10.11 Documents and motions for adoption or approval must be circulated to the MSG no later than five days after MSG meeting.
- 10.12 Names of attendees shall be listed in the minutes, but individual views expressed during meetings will not be allocated to individuals in the minutes, it may however capture or disclose the views of a constituency if requested by that constituency.
- 10.13 Minutes of MSG meetings will be compiled and presented to reflect major points of discussion and decisions taken, and not verbatim details of deliberations or individual contributions.
- 10.14 Detailed transcripts and/or recordings of meetings shall be preserved for the record for up to twelve months.
- 10.15 Attendees and/or members must declare in writing to the Sitting Chair at least (3) three days prior to attending an MSG meeting any real or potential conflict of interest with regards to any matter to be discussed at that meeting.
- 10.16 Where conflict of interest exists, the member shall not voice or vote on the matter.
- 10.17 The Champion shall attend at least one (1) meeting of the MSG with rights of voice but no vote.

11.0 Decision-Making Protocol

- 11.1 **Consensus:** The MSG shall, in good faith, make decisions by consensus.
- 11.2 **Modified Consensus:** In the event that consensus is not reached, the Chairperson of the meeting shall revert to a modified consensus in which two thirds or greater majority of voice votes (abstentions not considered) and includes a minimum of 2 representatives from each constituency.

If a decision is not reached after a modified consensus, the Sitting Chair shall form a working group consisting of equal and odd numbers of Members from each sector.

Working groups shall provide recommendations for decisions by the MSG.
- 11.3 **Simple Majority:** If modified consensus is still not achieved, the motion will be passed by simple majority through blind voting (i.e., greater than 50%) in favor.
- 11.4 Any matter referred for decision by a formal vote shall be resolved by two thirds of votes of members present and eligible to vote; and includes a minimum of one (1) representative from each sector.
- 11.5 In the event that all other means of decision making as outlined above have been exhausted, and the matter to be decided upon is of a critical nature, the matter shall be referred for a vote by the Co-Chairs.
- 11.6 **Round Robin (No-Objection):** For matters requiring urgent decision, the Secretariat, upon instructions from the Sitting Chair shall seek No-objection approval from MSG members having voice votes.

A window for 5 days is required for MSG members to submit any objection to the matter(s) requiring decision.

The necessary information shall be circulated through email so that decisions can be made electronically with the consensus of all parties involved.

12.0 Record Keeping

- 12.1 GYEITI National Secretariat shall be the custodian of all GYEITI documents.
- 12.2 All proceedings of MSG GYEITI meetings shall be properly recorded in accordance with normal corporate and office practice.
- 12.3 All records and documents of the MSG GYEITI must be kept safely in an organized way to allow for easy retrieval and use.
- 12.4 Records of the MSG must be prepared and stored in a manner consistent with standard office procedures and best practice.
- 12.5 Electronically stored documents and information must be adequately protected with virus protection software, passcodes and such other features which will guarantee confidentiality and that records will never be destroyed, lost or easily tampered with without trace.

13.0 GYEITI Secretariat

- 13.1 GYEITI Secretariat shall be established to support the MSG in the execution of its functions, including day to day execution of the mandate and decisions of the MSG.
- 13.2 The GYEITI Secretariat shall be led by a National Coordinator through whom all authority and responsibility conferred on the GYEITI Secretariat by the MSG shall be delegated; so that the authority and accountability of the GYEITI Secretariat is the authority and accountability of the National Coordinator in so far as the MSG is concerned.
- 13.3 The GYEITI Secretariat shall include other staff as may be necessary for the execution of its mandate and functions set out in its Standard Operating Procedure.
- 13.4 The GYEITI National Coordinator shall act as secretary to the MSG and is responsible for:
 - 13.4.1 Ensuring the execution of all necessary preparations for all meetings of the MSG Committees and Working Groups.
 - 13.4.2 Ensuring proper documentation of the proceedings of all GYEITI meetings, including the preparation of the minutes of meetings.
 - 13.4.3 Ensuring the safe and proper maintenance of all GYEITI records and documentation.
- 13.5 Upon instructions from the Sitting Chair, the Secretariat shall coordinate the onboarding of new MSG members including training on the EITI Standard, MSG Policy Manual, etc.

14.0 Board Committees

GYEITI MSG shall establish committees to support the MSG on specific issues. Committees are established to make recommendations to the MSG. Each committee shall include two or more MSG Members or their Alternates from each constituency. Committees may include Observers upon approval by the MSG.

General Guidelines

- Each committee will observe the same rules of conduct and procedures as the MSG, unless otherwise stated by the MSG in writing.
- No committee of the MSG shall have any authority to execute except instructed by the MSG.
- Decisions of a committee shall take effect only after approval by the MSG.
- Committees shall provide formal quarterly report back to the MSG or at every scheduled MSG meeting; and
- Each Committee shall consider any other matters referred to by the MSG.

Communications and Outreach Committee

- Generally, advise MSG on all internal and external communication matters.
- Advise the MSG on the design and timelines of all GYEITI communications and outreach strategies and activities.
- Advise on the processes to streamline reporting (i.e., electronic data collection, database of reporting companies, etc.), and end-user capacity.
- Advise on the methodologies/strategies to automate and improve reports quality.
- Facilitate interface between the MSG and communication stakeholders.
- Advise on strategies to enhance awareness of the GYEITI brand.

Workplan, Validation, and Terms of Reference (TOR) Committee

- Advise on the Recruitment and compensation of GYEITI's Independent Administrator
- Advise the MSG on gaps between TORs and reports.
- Review and advise on the development of GYEITI workplan.
- Advise the MSG on strategies to address remedial issues from validation.

Independent Administrator (IA) Committee

- Advise the MSG on report quality and interface with reporting entities.
- Review and advise the MSG on the inception, scoping, draft, and final EITI reports.
- Advise the MSG on report timelines and revision.

Co-Chairs Committee

- Coordinate MSG meetings and agendas
- Advise MSG on priority implementation matters/issues.
- Take decisions on behalf of the MSG if/when all methods for decision making have been exhausted.

15.0 Amendment of Terms of Reference

15.1 These Terms of Reference may be reviewed and/or amended by the MSG at a duly constituted meeting of the MSG.

These Terms of Reference were approved by the Multi- Stakeholder Group of the Guyana Extractive Industry Transparency Initiative on the _____ day of _____.

16.0 Annex

Annex: Glossary

Extractive Industries Transparency Initiative (EITI)	a global standard for the good governance of oil, gas, and mineral resources. It seeks to address the key governance issues in the extractive sectors.
Multi Stakeholder Group (MSG)	national multi-stakeholder group – comprising government, industry, and civil society representatives – oversees EITI implementation and sets objectives that reflect national priorities for extractive sector management
EITI Requirements	requirements that must be adhered to by countries implementing the EITI and by extractive companies operating in them
EITI Validation	quality assurance mechanism that implementing countries are assessed on their ability to meet the provisions of the EITI Standard
Annual Progress Report	an annual impact assessment of a country's implementation activities
Annual Work Plan	fully costed annual implementation schedule approved by the MSG that is intended to guide MSG activities
Champion	spearheads implementation in each implementing country. The Champion is expected to attend at least one in-person annually
Co-Chairs	each duly selected by their constituency to represent and serve as equal chairs of the MSG
Code of Conduct	a set of rules that members of the GYEITI MSG must follow
Independent Administrator	an impartial individual or firm appointed by the MSG to produce the EITI report
MSG Alternate Member	selected by their constituency, an alternate may attend meeting with voice but no vote when the Primary Member is in attendance
MSG Committee	working group comprising representation from each constituency that supports and makes recommendation to the MSG on specific issues
MSG Primary Member	selected by their constituency, a primary member shall participate in meetings with full rights of voice and vote
Observers	one who is invited to attend an MSG meeting to listen or contribute to the discussion but having no rights to decision making
Robert's Rules of Procedure	a parliamentary framework that helps groups hold orderly meetings that allow the majority to rule while allowing minority voices to be heard
Sitting Chair	selected from the co-chairs on a rotational basis, the sitting chair presides over MSG meetings
Statutory Meeting	quarterly mandatory meetings for all MSG members
Voice and Vote	the ability to state your opinion and expression of choice in a decision-making process

Annex: Sources

- Guyana Ministerial Code of Service
- Guyana Ministerial Responsibility
- 2019 EITI Standard
- EITI Articles of Association
- EITI Association Code of Conduct
- EITI Board Manual
- The Role and Responsibilities of the EITI Board Members
- United Kingdom EITI MSG
- Liberia EITI MSG Policy Manual
- Ghana EITI MSG Rules of Procedure

GYEITI Code of Ethics

Scope

The GYEITI Code of Ethics shall apply to all MSG Members (Primary and Alternates), Observers, and National Secretariat staff. Observers and the National Secretariat are herein referred to as Affiliates. It is also expected that each person mentioned supra will abide by the local code of conduct and ethics and rules or statutes governing public officials. The local code of conduct and ethics takes precedence over that of the EITI where there is conflict between the two.

Personal Behavior, Integrity, and Values

MSG members and Affiliates are required to exhibit the highest standards of integrity and ethical conduct and shall act with honesty and propriety. The personal and professional conduct of MSG members and Affiliates should, always, command respect and confidence in their status as MSG members and Affiliates and that such conduct should espouse transparency and accountability and contribute to the ethical governance of GYEITI.

MSG members and Affiliates shall dedicate themselves to be leading by example and shall represent the interests and mission of GYEITI in good faith and with honesty, integrity, due diligence, and reasonable competence in a manner that preserves and enhances public confidence in their integrity and the integrity of GYEITI. Members and Affiliates shall ensure that their association with GYEITI always remains in good standing.

Compliance

MSG members and Affiliates shall discharge their duties to GYEITI in compliance with the laws and regulations of the Cooperative Republic of Guyana, GYEITI Terms of Reference, and all rules governing the activities of persons involved with/or associated with the implementation of EITI standards.

Respect for others

MSG members and Affiliates shall respect the dignity and private lives of others. They shall exercise proper authority and good judgment in their dealings with other MSG members and Affiliates, members of the other EITI bodies, the public and anyone whom they come in contact within the discharge of their duties to GYEITI.

Professionalism

MSG members and Affiliates shall perform their assigned duties in a professional and timely manner and shall use his or her best efforts to regularly participate in professional development activities.

Discrimination

MSG members and Affiliates shall not engage in or facilitate any discriminatory or harassing behavior directed toward anyone whom they encounter during the discharge of their duties to the MSG.

Confidentiality

Members and Affiliates have a duty to hold in the strictest confidence any information, classified information, which he/she may encounter during the conduct of their professional relationship with GYEITI, but which is not already in the public domain in any manner other than in furtherance of his or her duties.

Such information should not be divulged outside of the MSG meetings by the Member or Affiliate, unless it is required for EITI reporting, or the Member or Affiliate is expressly or impliedly authorized by GYEITI to do so.

Sexual Harassment

Members and Affiliates of the MSG shall not engage in any act of sexual harassment. Sexual harassment includes but not limited to:

- unwelcome sexual advances and other unwelcome verbal, visual or physical conduct of a sexual nature
- requests for sexual favors or conduct of a sexual nature when (a) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of membership, a benefit associated with membership, or employment; (b) an individual's submission to or rejection of such conduct is used as a basis for a decision affecting that individual; or (c) the purpose or the effect of such conduct is to substantially interfere with the affected individual's membership or employment or to create an intimidating, hostile or offensive work environment; or
- sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's leadership position.

Acknowledgement

I _____ have read the GYEITI Code of Ethics and herewith affixed my signature below expressing my intent to be bounded by the terms and conditions set out therein.

Signed: _____ Date: _____

