**Minutes for 60th Multi Stakeholder Group (MSG) Statutory Meeting**

**Chaired by Ms Vanda Radzik (CS)**

**Approved Minutes Adopted at the 61st MSG Meeting held on March 8, 2023**

**SECTION A: PARTICULARS**

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| MEETING NAME: | Multi Stakeholder Group (MSG) Statutory Meeting |
| MEETING #: | 60th |
| DATE: | 08 February 2023 |
| START TIME: | 10:00 AM |
| END TIME: | 12.05 PM |
| LOCATION: | 55 Main Street, Georgetown, Guyana |
| MEETING TYPE: | Zoom: Physical:  x |

**SECTION B: AGENDA**

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| **#** | **ACTIVITY** |
| 1 | Call to Order and Welcome **(completed)** |
| 2 | Excuses and Attendance Record **(see** Table 1 in Appendix) **(completed)** |
| 3 | Adoption of Agenda **(completed)** |
| 4 | Adoption of previous Meeting Minutes(59th MSG Statutory Meeting held on 11th January 2023). Corrections / Omissions / Adoption **(completed)** |
| 5 | Motions and Decisions Resulting from the 59th Statutory Meeting and the Status of Implementation **(completed-none)** |
| 6 | Matters for Discussion Resulting from the 59th Statutory Meeting and the Status of Implementation **(completed)** |
| 7 | GYEITI National Secretariat Monthly Report for January 2023 **(not done)** |
| 8 | Matters for Discussion at current MSG Statutory Meeting: |
|  | 1. Update note on Performance review/Assessment of National Coordinator **(completed)** |
|  | 1. Revised IA TOR for review and approval by the MSG for the preparation of the FY2020 report **(meeting adjourned by chair at this point 12:05pm after loss of quorum since Mr. J. Vogt left at 12:05pm)** |
|  | 1. Consultation with Government Stakeholders held on January 31, 2023 |
| 9 | Reports from MSG Committees: |
|  | 1. Co-Chairs |
|  | 1. IA |
|  | 1. Work Plan, MSG TOR and Validation |
|  | 1. Communications & Outreach Committee |
|  | 1. Legal and Regulatory Review Committee |
| 10 | Correspondence |
| 11 | Any Other Business |
|  | * Work Plan: Communication and Outreach: 2023 Priority Outreach Activities |
|  | * GYEITI Budget: Status of 2023 Budget/Allocation to GYEITI |
| 12 | Motions and Decisions Resulting from Current Meeting: |
| 13 | Close and Announcement of Date, Time and Place of next MSG Meeting |

**SECTION C: EXECUTION OF AGENDA**

**Agenda item #1: Call to Order and Welcome**

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| **ACTIVITY** | **TIME** | **NAME OF MEMBER** | **SECTOR** | **POSITION** |
| Call to Order and Welcome | 10:10 | V. Radzik | Civil Society | Chairperson- Member |

X

**Agenda item #2: Excuses and Attendance Record (see Table 1 in Appendix). Quorum Present: Yes No**

**Agenda item #3: Adoption of Agenda**

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| **ACTIVITY** | **ADOPTED BY** | **SECONDED BY** | **REMARKS** |
| Adoption of Agenda | Michael Munroe | Mike McCormack | Minor adjustment made to Agenda item # 8 (i) to reflect Update Note suggested by Michael Munroe |

**Agenda item #4:** Adoption of previous Meeting Minutes **(**59th MSG Statutory Meeting held 11.01.2023). Corrections / Omissions / Adoption

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| **ACTIVITY** | **ADOPTED BY** | **SECONDED BY** | **CORRECTIONS** | **OMISSIONS** | **REMARKS** |
| Adoption of previous minutes | Hema Khan | K. Cort-Kansinally | correction of name for Vanelda Harris. |  | Note was made by V. Radzik that more information needed on Legal officer for National Secretariat.  V.Radzik inquired about the date for the EITI Board Meeting. |

**Agenda Item # 5: There were no motions or**

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| **Agenda item #6: Matters for Discussion Resulting from the 59th Statutory Meeting and the Status of Implementation** | **Matters for Discussion Resulting from the …….. Statutory Meeting and the Status of Implementation** | **RESPONSIBLE PARTY** | **DEADLINE** | **STATUS** | **REMARKS/COMMENTS** |
| 1 | Draft revised IA TOR to be sent to IA Committee for their review and recommendation. | Renrick Ramgobin Rajdai Jagernauth | 20 January 2023 | DONE |  |
| 2 | Prepared statement on GYEITI update to be sent to the Communications Committee for review. | N. Earle | 23 January 2023 | Done |  |
| 3 | The issue regarding the National Coordinator is to be discussed as a substantive agenda item. | MSG | 08 February 2023 | Ongoing | Performance Review Appraisal form and TOR for National Coordinator to be circulated to entire MSG to be completed, reviewed and submitted. |
| 4 | The IA Committee to meet with Ms. Rajdai Jagarnauth and Mr. Renrick Ramgobin on matters of the IA reporting process. | Renrick Ramgobin Rajdai Jagernauth | 24 January 2023 | Done | Meeting was not Quorated- Civil Society absent.  Comments highlighted in draft IA TOR document by Industry and Government were addressed.  Draft IA TOR sent to International Secretariat based on discussions. |
| 5 | The letter to the International Secretariat seeking an extension to the deadline for the submission of the FY2020 report is to be approved by the MSG for the Minister to be the signatory. | Co-Chairs | 08 February 2023 | Ongoing | Yet to be implemented |
| 6 | Secretariat to circulate the letter for the request for extension for FY 2020 report , sent to the International Secretariat to the MSG. | Rajdai Jagernauth | 11 January 2023 | Done |  |
| 7 | Mr. Johann Earl approval to participate at the Journalist Training Seminar on February 25,2023, online. | MSG/ N. Earle | 15 February 2023 | Done | Mr. Earle to follow up on whether this session will be open for participation of MSG members. |

**Agenda item #7: GYEITI National Secretariat Monthly Report (meeting adjourned 12:05pm by chair- loss of quorum)**

**Agenda item #8: Matters for Discussion at current MSG Statutory Meeting**

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| **#** | **Matters For Discussion** | **RESPONSIBLE PARTY** | **DEADLINE** | **STATUS** | **REMARKS/COMMENTS** |
| 1 | **Update note on Performance review/Assessment of National Coordinator** | National Secretariat, MSG, Co-Chairs | 15/02/2023 | Ongoing | Performance Review Appraisal form and TOR for National Coordinator has been provided by the PS (MNR) to the Co-Chairs.  The Co-Chairs will caucus with their respective sectors to complete the performance review of the National Coordinator. Co-Chairs will then meet together to share their results and discuss.  Co-chairs review completed forms and attempt to find consensus, or to submit results from the respective MSG sectors to the PS.  PS to be informed on findings of review by Co-Chairs.  Findings to be sent out to entire MSG for the record.  National coordinator to complete the Self-Assessment Form and submit.  Interview with National Coordinator to be conducted.  Advice on procedure to be solicited by Co-Chairs. |
| 2 | **Revised IA TOR for review and approval by the MSG for the preparation of the FY2020 report** |  | 15/02/2023 | Ongoing |  |
| **3** | **Consultation with Government Stakeholders held on January 31, 2023** |  |  |  | Mr. M. Munroe left at 11:20 am  Mr J.Vogt left at 11:56am lost quorum and meeting adjourned by chair at 12:05pm.  **Agreement to reconvene on 16 or 17 February 2023 once National Secretariat confirms availability of quorum.** |

**Meeting adjourned at 12.05. (**Mr. M. Munroe left at 11:20 am; Mr J.Vogt left at 11:56am and MSG lost its quorum.)

**Agreement by MSG to reconvene at earliest opportunity with dates proposed of February 16th or 17th**

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| **Minutes Prepared By:**  **Johann Earle**  **Communications Officer**  **GYEITI Secretariat.** |  |  | **Signed:**  **Vanda Radzik**  **Chairperson, Multi Stakeholders Group**  **GYEITI.** |
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| **NO.** | **NAME** | **SECTOR** | **TYPE** | **GENDER** | **PRESENT** | **ABSENT** | **EXCUSE FOR ABSENCE** | **REMARKS** |
|  | J. Bronchalo | Industry | Member (a) | M |  |  |  | **Resigned** |
|  | A. Gohil | Industry | Alternate (a) | M |  |  | X |  |
|  | R. Ramjit | Industry | Co-Chair (b) | M | X |  |  |  |
|  | J. Vogt | Industry | Alternate (b) | M | X |  |  |  |
|  | A. Alphonso | Industry | Member (c) | M |  |  | X |  |
|  | A. Jagnandan | Industry | Alternate (c) | M |  |  |  |  |
|  | R. Khan | Industry | Member (d) | M |  |  |  |  |
|  | N. McLean | Industry | Alternate (d) | M |  |  |  |  |

**Appendix A: Agenda item #2 Excuses and Attendance Record**

**INDUSTRY:**

**CIVIL SOCIETY:**

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| **NO.** | **NAME** | **SECTOR** | **TYPE** | **GENDER** | **PRESENT** | **ABSENT** | **EXCUSE FOR ABSENCE** | **REMARKS** |
|  | M. McCormack | Civil Society | Member (a) | M | X |  |  |  |
|  | l. Fiedtkou | Civil Society | Member (b) | F | X |  |  |  |
|  | V. Radzik | Civil Society | Member (c) | F | X |  |  |  |
|  | K. Cort-Kansinally | Civil Society | Member | F | X |  |  | Replaced G Camacho as main Member |
|  | G. Camacho | Civil Society | Member (d) | F |  | X | Resigned |  |

**GOVERNMENT:**

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| **NO.** | **NAME** | **SECTOR** | **TYPE** | **GENDER** | **PRESENT** | **ABSENT** | **EXCUSE FOR ABSENCE** | **REMARKS** |
|  | S. Roopnauth | Government | Member (a) | F |  |  |  |  |
|  | T. Balgobin | Government | Alternate (a) | M |  |  |  |  |
|  | H. Khan | Government | Member (b) | F | X |  |  |  |
|  | S. Richmond | Government | Alternate (b) | M | X |  |  |  |
|  | V. Harris | Government | Member (c) | F |  |  | X | **Submit by S.Hussain** |
|  | S. Hussain | Government | Alternate (c) | M | X |  |  |  |
|  | M. Munroe | Government | Member (d) | M | X |  |  | **Left at 11:20am** |
|  | M. Pertab | Government | Alternate (d) | M |  |  |  |  |

**GYEITI NATIONAL SECRETARIAT:**

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| **NO.** | **NAME** | **SECTOR** | **TYPE** | **GENDER** | **PRESENT** | **ABSENT** | **EXCUSE FOR ABSENCE** | **REMARKS** |
|  | J Earle | N. Secretariat | Staff | M | X |  |  | Takes minutes |
|  | R. Budhu | N. Secretariat | Staff | M | X |  |  | Technical support |
|  | R. Ramgobin | N. Secretariat | Staff | M | X |  |  | Technical support |
|  | R. Jagarnauth | N. Secretariat | Staff | F | X |  |  | Technical support |
|  | P. Misir | N. Secretariat | Staff | M |  | X | NA | **Not required to attend** |