

Guyana Extractive Industries Transparency Initiative

55 Main Street, Georgetown, Guyana
Tel. No. (592) 231-2504 and (592) 231-2505

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63rd MEETING OF THE MULTI-STAKEHOLDER'S GROUP

MINUTES OF MEETING HELD ON MAY10, 2023 AT 10:00 HRS

VIRTUAL VIA ZOOM

1. Call to Order and Welcome.

The Meeting was called to order by Mr. Michael Munroe who assumed the Chairmanship of the MSG for the next four months. In brief remarks he thanked Ms. Vanda Radzik for her stewardship during her term as Chair and looks forward to the continued support and cooperation of all members in the realization of the mandate of the MSG.

2. Announcements.

Ms. Vanelda Harris: excused

Mr. S. Hussain: excused

Ms. L. Fiedkou: will join late

Mr. Mike Mc Cormack: will join late

Mr. Rafeek Khan indicated that he will leave at 10:55 hrs to attend another meeting.

3. Adoption of AGENDA

The agenda was tabled for adoption by **Mr. Ryan Ramjit (I)** and seconded by **Mr. Michael Munroe(G)**.

4. MINUTES OF THE 62nd MSG was consideration and tabled for approval. **Adopted** by **Ms. Hema Khan(G)** and seconded by **Mr. Rafeek Khan(I)**

5. Decisions of the 62nd MSG-status of implementation

Agenda Item	Issue	Action	Status
6	Completion of National Coordinator evaluation	MSG to be apprised on completion.	The Co- Chairs conducted the interview with the National

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			Coordinator. Will meet again to seek to achieve consensus on the decisions on the performance review and thereafter submit to the wider MSG for decision
	Civil Society participation at EITI Conference in June 12-14, 2023. Dakar, Senegal.	V. Radzik and Benita Davis will attend.	Ms. Radzik confirmed that herself and Ms. Davis will attend and their participation is sponsored.
6	Guyana EITI FY 2020 Report	IA Committee recommendation to be transmitted via Round Robin for MSG decision	Update was taken under agenda item No.
		Revised schedule for the timely completion of the report to be presented to MSG	Update was taken under agenda item No. 7(ii)
	Communication and Outreach Committee recommendation of a Communication Work Plan for 2023.	Priority Projects for 2023 approved.	Update under agenda Item 7(iii)
7.	Website upgrade and review noted.	Gap in posting of information on site Recommendation for Secretariat staff to serve as Co-Administrator	Secretariat reported that the process of review started with the Administrator. Identification of areas for improvement. Adjustment started to be made. Update in terms of posting we continue to

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			<p>work with the Administrator and review the process.</p> <p>The Co-Administrator:</p> <ul style="list-style-type: none"> -internal discussion has commenced. - Recognized a deficiency with the capability of the Secretariat. - Whether to have a new person on board or a new person to be trained. <p>The Administrator should have access to the website to continue to post relevant and active information and keep an eye on the site.</p>
8	New Board member appointed -Mr. Matt Niewenhous -EEPLG	Mr. Matt Niewenhous appointment letter received.	Noted and welcome Mr. Niewenhous
9.	Rotation schedule for Chairmanship of MSG.	Mr. Michael Munroe, Government sector representative will assume chairmanship effective April 2023.	M. Munroe, in keeping with the practice will be the sitting chair for the next four months. He reiterated his earlier sentiments to former chair and fellow members for their cooperation and continued support.

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6. Gap Analysis and Inception Report, relating to the FY 2020 IA Report – The IA Committee’s recommendation for the MSG’s approval.

Mr. Ryan Ramjit, Chair of the IA Committee in presenting an overview of the current status of the Gap Analysis Report and the Inception Report referenced decisions and Resolutions that were approved by the MSG for sections of the documents i.e, the Reporting Templates of the Gap Analysis and the Scope of the Inception Report.

He reported also that after the extensive review and comments, the IA Committee at its May 9th, 2023 Meeting recommended the consideration and approval of MSG the revised Gap Analysis and Inception Report. He indicated that the National Secretariat had incorporated the comments and updated the documents which were sent out with the Notice. Each sector has copy of this in the past week.

Chair Munroe, based on the recommendation of the IA Committee requested a motion for the approval and adoption of the FY 2020 Gap Analysis Report and the Inception Report.

Ryan Ramjit moved that both documents be approved as amended. This was seconded by Ms Vanda Radzik.

7. Reports from MSG Committees:

(i) Co- Chairs:

The Chair reported that Co-chairs conducted an Interview with the National Coordinator with respect to his performance. The Co-Chairs will meet again to discuss the outcomes to achieve consensus and approval. Their decision will then be presented to the wider MSG for approval and adoption.

MSG Chair remarked that this is the most pressing issue engaging the MSG.

(ii) IA Committee Report

(a) Report on Progress of the FY 2020 Report

Chair of the IA Committee reported to the MSG that the IA Committee continues to meet weekly with the BDO-LLP team tracking progress and activities as set out in the Schedule.

The deadline was extended from the original timelines; a new schedule has been presented at the last Meeting which reflects that the new timeline

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for mid June. The IA is on track for the completion of the report and The first draft of the FY 2020 report will be completed on May 25th, 2023. The MSG will have until mid- June to complete its review, submit its comments and approve the Report.

The BDO- had reported to the Committee that ALL the reporting templates were dispatched as at May 4th, to the 20 companies / parties involved- (11 dealers, 2 mining and 7 oil and gas) and good progress has been made generally. The Secretariat and the IA continue to work to remind the companies to respond.

The Chair expressed appreciation to the IA Committee for the work relating to the completion of the 4th Report and the immediate need for the preparation of the 5th EITI Report.

The Chair also reported that the MSG has to switch gears and move to the preparation of the next Report, i.e., the 5th EITI Report for FY 2021 that will become due on December 31, 2023. He further advised the Meeting that he received the Draft TOR for the 5th Report from the Secretariat yesterday- May 9, 2023.

He pointed to the need to work in parallel and not sequentially so that by the time of the finalization of first draft of the 4th Report the TOR for the 5th Report will be ready for approval. It is projected that by the June Meeting of the MSG the approval of TOR will pave the way for tendering and procurement of the I.A in a timely manner to complete the 5th report on time.

Ms. Radzik referred to the 4th TOR approval procedure by the MSG and suggested that the TOR for the 5th Report be circulated to members sooner rather than later for their examination and comments. The Chair saw no difficulty with the proposal and expressed the view that once the IA Committee has concluded its preliminary examination it can be sent to the entire MSG. The IA Chair expressed no objection to the proposal but indicated that the inputs from the wider MSG must be structured and coordinated.

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He suggested that the MSG be provided a summary and that the IA Committee needs to plan how it will address the draft Report. The MSG Chair noted the statement and mentioned that the government side is mindful of the constraint and complexity of the journey ahead.

(iii) Communication and Outreach Committee

Chair of the Communication and Outreach Committee reported on the Workplan and the continued planning and budgeting exercise of outreach projects which are ongoing. Plans will be submitted to the MSG as the needs be.

Design of data slides and aspects of data dissemination in a simple way for the consumption of the public is ongoing.

Meeting with the Chair of the Validation, TOR and Workplan Committee on May 9th on Website issues. Specifically, clarity was sought on the website content and its usability among other concerns on the dissemination of information and ways of mitigating such issues. Focus on the need for reliability, speed and efficacy of the landing of data / information on the website when it is requested by the Secretariat.

One area to be looked at is the establishment of a protocol to guide the way and time for the posting of information particularly when its time sensitive.

(iv) Validation, TOR and Workplan Committee

In the absence of the Chair of the TOR, Workplan and Validation Committee Mr. Ryan Ramjit, member of the Committee presented a report for this Committee which was held on May 9th.

He reported that the Meeting considered the two (2) Terms of Reference for the Beneficial Ownership and Systematic Disclosure but was not able to approve both. The examination of the B/O and SD consultations with Civil and Government are not yet complete.

8. Secretariat Report

The Secretariat report highlighted the following: -

A draft Annual report for 2022, was completed and is currently with the National Coordinator. Once that process is complete it will be sent to the MSG

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Logistical Support for the FY 2020 Report :

Two (2) Resolutions were submitted for MSG consideration and approval.

- **1st Resolution:** Approval of the Data Reporting Templates
- **2nd Resolution:** Approval for Reduced Reconciliation Scope.

Both of the Resolutions received the requisite number of support.

The Secretariat participated in a meeting with **Industry Stakeholders on Tuesday, April 25th, 2023.** This Meeting was facilitated by Permanent Secretary Joslyn Mc Kenzie and was aimed at informing the industry representatives of the preparation of Guyana's FY 2020 EITI Report, highlighting the temporary suspension and the need for all stakeholders/ companies to complete the Data reporting templates that will be sent by the BDO-LLP and for same to be returned directly to the BDP-LLP.

- The Secretariat was able to verify that the Companies received the data templates and to urge completion and resubmission to the IA on the deadline which was established as May 5th, 2023.
- A number of issues regarding the time to complete were raised – GRA deadline for tax submission, limited staff, change in personnel, out in the field- were some of the issues that were identified that will affect the companies timely completion and return.
- The BDO had granted additional days and it is the expectation that the companies will meet the deadline.

The Secretariat will continue to lend support in this process.

Communication issues

Data Dissemination

Data Analyses are being undertaken based on the content of the Validation Report for the dissemination of information to stakeholders and the placement on the website for public access.

Website Upgrade.

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The following were submitted to the Administrator for posting and to be prominently displayed.

- 3rd Report FY 2019
- Validation Report
- Posting of Outstanding Decisions / MINUTES as at December 2022. Some of the MINUTES were not signed. The Secretariat will replace the DECISION with the MINUTES when this process is complete.

Mr. Mike Mc Cormack requested clarification on B/O and previous work with the Registry and the emphasis since then on a consultancy rather than the work that had been undertaken.

The Secretariat reported that consultation was undertaken with Deeds/ Commercial registry; the Staff is new as well and is not familiar with the MOU with the GYEITI secretariat. A copy was shared with them. No recent discussion held. The approval and work under the Consultancy will guide future engagements.

The Chair requested that both the Validation, TOR and Workplan Committee and the MSG be apprised with whatever documentation is available on the matter of Beneficial Ownership.

Ms. Radzik indicated that the MOU is an approved document and it should be circulated to all at MSG and it will be useful also for the MOU be an Annexed to the B/O Terms of Reference to guide and build on past action.

9. **Any other Business.** None was raised.

10. **Close and announcement of the date for the next meeting.**

- The Chair thanked everyone for their participation and adjourned the meeting at 11:57hrs.
- The next meeting of the MSG will be held on **June 14, 2023 at 10:00hrs.**

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Agenda Item	Issue	Action	Status
6	FY 2020 EITI Report: Consideration of IA Committee recommendation for the Approval and adoption of the amended FY 2020 Gap Analysis Report and the Inception Report.	A motion for the approval and adoption of the FY 2020 Gap Analysis Report and the Inception Report was tabled by Mr. Ryan Ramjit (I) and seconded by Ms. Vanda Radzik(CS).	Approved Gap Analysis Report Approved Inception Report
7 (i)	Completion of National Coordinator evaluation. Interview was completed.	Co- Chairs to reconvene to have consensus and seek MSG approval.	
7 (ii)	Guyana EITI FY 2020 Report	Completion of draft report mid-June. IA Committee review of 1 st draft and look at modality for summary of report to facilitate MSG timely response.	
7(ii)	Guyana EITI FY 2021 Report	IA Committee consideration of the TOR. IA to share TOR for FY 2021 Report in a timely manner with rest of MSG.	

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		Establish modality for feedback from MSG.	
7 (iii)	Communication and Outreach Committee informed the MSG of the establishment of a protocol to guide Administrator work.	Activation of Protocol	
7. (iii)	Website upgrade and review.	Update on website review. Recommendation for Secretariat staff to serve as Co-Administrator	
8	Secretariat Report:	Share beneficial ownership information with MSG and Validation/ TOR and Workplan Committee including MOU.	

MINUTES prepared by:

Rajdai Jagarnauth

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Date Prepared: May 17, 2023

GYEITI Secretariat

Meeting Chaired by:

Michael Munroe



Date Signed ^{05/10/2023}.....

Multi Stakeholder Group

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Appendix A: Attendance Record

	Name & Sector	Gender	Members Present	Members Absent	Alternate	Gender	Present	Absent
INDUSTRY								
1	Matt Niewenhous	M	X		A Gohil	M	x	
2	R Ramjit	M	X		J Vogt	M	X	
3	A Alphonso	M		w-out/e	A Jagnandan	M		
4	R Khan	M	X		N McLean	M		
CIVIL SOCIETY								
i	M. McCormack	M	X					
2	L. Fiedtkou	F	X					
3	V Radzik	F	X					
4	K A Cort-Kansinally	F	X					
GOVERNMENT								
9	S Roopnauth	F	X		T Balgobin	M		w-out/e

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10	H Khan	F	x		S Richmond	M		w/out/e
11	V Harris	F	x	w/e	S Hussain	M	x	w/e
12	M Munroe	M	X		M Pertab	M		w-out/e
Secretariat Staff								
1	P. Misir	M	X					
2	Renrick Ramgobin	M	X					
3	Johann Earl	M	X					
4	Richard Budhu	M	X					
5	R. Jagarnauth	F	X					

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APPENDIX B.

63rd MEETING OF THE MULTISTAKEHOLDER'S MEETING
MAY 10, 2023
ZOOM MEETING: 10:00 HRS

AGENDA

1. Call to Order and Welcome
2. Announcements
3. Adoption of AGENDA
4. MINUTES OF THE 62nd MSG – consideration and Adoption
5. Decisions of the 62nd MSG-status of implementation
6. **Gap Analysis and Inception Report, relating to the FY 2020 IA Report – The IA Committee's recommendation for the MSG's approval**
7. Report from MSG Committees:
 - (v) Co- Chairs:
 - (vi) IA Committee Report
 - (b) *Report on Progress of the FY 2020 Report*
 - (vii) Communication and outreach Committee
 - (viii) Validation, TOR and Workplan Committee
8. Secretariat Report
9. Any other Business
10. Close and announcement of the date for the next meeting.

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