

**MINUTES OF 71st MEETING OF THE MULTISTAKEHOLDER'S GROUP**

**JANUARY 17, 2024**

**HYBRID MEETING: IN-PERSON / ZOOM MEETING: 10:00 HRS**

**1. Call to Order and Welcome.**

The Meeting was called to order by Ms. Vanda Radzik. She welcomed everyone and extended best wishes for a happy New Year. She welcomed the Minister of Natural Resources in his capacity as “champion” of the GYEITI to give the charge for the year 2024. Ms. Radzik extended the MSG’s appreciation to Minister and Permanent Secretary Joslyn McKenzie for their support and in joining the MSG at its first Meeting for the year.

Members exchanged pleasantries with the EITI Champion- Minister of Natural Resources, Vickram Bharrat.

The Chair explained the rotating procedure of the rotating chairmanship of the MSG and at this point, in keeping with the protocol, she called on the outgoing Chair, Mr. Ryan Ramjit to address the MSG.

**Remarks by Outgoing Chair [Mr. Ryan Ramjit (Industry)]**

In his remarks, Mr. Ramjit extended best wishes for the new year and welcomed everyone including the new members of Civil Society and Mr. William Thomphson of Industry. He indicated that he served in the capacity of Chair of the industry constituent of the MSG for some time. He indicated that Mr. Thompson will replace him in that capacity on the MSG and formally welcomed “Bill” Thompson to the Chair and explained the Protocol for the chairmanship.

He thanked everyone for their support during his tenure as Chairman and in particular their support for the timely completion of the EITI Reports inclusive of the FY 2021 which was completed in December 2023. He pointed to the work ahead in particular the TOR to be reviewed completed and approved for the early completion of the FY 2022 and the expectation for its completion well ahead for December 31, 2024.

**Remarks by Incoming Chair [Ms. Vanda Radzik (Civil Society)]**

Ms Radzik commended and thanked Mr. Ramjit for ‘shepherding the team’ over the past quarter in completing the FY 2021 Report. She also expressed appreciation to the Co-Chairs and MSG members for their support even under severe pressure to meet deadlines noting the work done through the Christmas season to meet the deadline for the completion of the FY 2021 Report.

One of the key objectives of the MSG is for the TOR to be completed, reviewed and approved and indicated the support of Permanent Secretary McKenzie to ensure a swift process to have the Independent Administrator on board so that the FY 2022 can be completed well ahead of the time -with an aim of completion and publication no later than November 2024. She also reminded everyone that the newly amended EITI 2023 Standard would be applied to the production of the FY2022 Report.

**EITI Champion, Minister of Natural Resources: Address to MSG**

The EITI Champion, Minister of Natural Resources addressed the MSG. Details of his address are attached hereto.

***The Meeting resumed after a short break to allow for the departure of the Minister / Champion of the GYEITI after the presentation of the FY 2021 EITI report and a photo opportunity.***

## **Announcement of Excuses from absent MSG Members:**

Excuses were received for Mr. Mike Mc Cormack and Ms Beverly Clenkian. Attendance record is at Attachment 2

1. **Adoption of AGENDA:** The Agenda was proposed for adoption by: Ms. Sonya Roopnauth (Govt.) and seconded by Mr. Bill Thompson (Industry).
2. **MINUTES OF THE 70th MSG** – consideration and Adoption.

The Minutes of the 70<sup>th</sup> MSG Meeting was proposed for adoption by Mr. Bill Thompson (Industry) and seconded by Ms. Hema Khan (Govt.).

### **3. Reports from MSG Committees**

#### **(i) Co- Chairs**

The Co -chairs reported on its touch-point meetings with Sam Tokpah, World Bank Consultant on the matter of capacity building for the GYEITI Secretariat. The Co -Chairs also welcome Mr. Thompson as a new Co-Chair for industry to the Committee.

#### **(ii) IA Committee:**

An update was presented on the preparation of the TOR for the IA for the FY 2022 Report

- The review of the TOR by the Secretariat, vis-à-vis the 2023 template from the EITI to ensure that key areas are incorporated and issues adjusted inclusive of addressing past recommendations.
- The suggestion for the TOR to be more concise i.e, reduced in term of the number of pages is also to be examined.
- A two (2) week period was identified to complete work of IA TOR.
- The MSG at its February 14, 2024 MSG will finalize the TOR.
- PS McKenzie’s intervention will be sought to seek to have a swifter tender board procedure so that the IA can be appointed in a timely manner, before the month of May 2024.
- Consideration be given to complete 2 years report instead of FY 2022 alone as the 2 years lag does not give the general public a clear picture of the extractive sector
- The role of the IA Committee is critical in the process and noted that two new members are now part of the Committee.
- Noted that the secretariat is expected to receive the 2023 Standard template from EITI International Secretariat which will be shared with the MSG along with the findings and recommendations of the FY 2021 Report.

**The MSG agreed: (a) That the February 14 Statutory Meeting will approve the TOR and expects that shortly thereafter the IA will be contracted. The FY 2022 report is expected to be completed by end of September 2024 so as to benefit from the current MSG membership before their MSG tenure comes to an end.**

**(b) To prepare the reports for FY 2022 and FY 2023 simultaneously. This will make it current for reporting and also gives the next MSG a breathing space.**

**(iii) Workplan, MSG -TOR and Validation Committee**

The report focused on the work of Committee for the finalization of the Beneficial Ownership and Mainstreaming terms of reference and the finalization of the Workplan. A recommendation was made for the Workplan to be reviewed with a view to frontload activities for implementation.

**(iv) Communication and Outreach Committee**

A brief report on the work of the Committee referencing:

- No new updates regarding outreach projects as previously agreed by the MSG were available at this time, while the Secretariat continues progressing relevant planning tasks on those projects was paused in Q4 2023 to keep focus on the 2021 Report.
- The website reached an advanced stage of development while still remaining under construction. A continued effort is made by the Secretariat to further finessing the website design and content. Critical topics as MSG meeting minutes are yet not completed. Change in Domain name to eiti.gy which is hosted by NDMA.
- Collaboration by the Validation and TOR/Workplan Committee
- Absence of historic data needs to be sourced to aim towards a completed data set on the website.
- Enquiry was made of the Facebook page and noted there was no post since 2022. The secretariat indicated that the page was created a while ago and the Administrator and password cannot be found. Consideration of a new page given the current situation.

**MSG agreed that the Communications Committee will pursue.**

Concerns were raised about the outreach workplan which should be updated and recirculated. The need for greater engagement with the wider community was emphasized.

**The MSG approved) its wider outreach and that the Secretariat will update and circulate the Outreach Work Programme.**

**(v) Outstanding Matters: Establishment / operationalization of Committees.**

**The Establishment of the Legal Committee:** The operationalization of this Committee is outstanding. The meeting recalled that Mr. Micheal Munroe was

identified as the Chair and Mr. Rafeek Khan, Ms Vanda Radzik and Mr. Sean Richmond had volunteered as members of this Committee.

**MSG agreed that a Circular from the Secretariat, on behalf of the Chair, be sent to all members to seek their willingness to serve on the Committee. Once established the committee will be operationalized and convened by its Chair.**

**Statutory dates for the Committees:** The MSG will examine the proposed statutory dates to be circulated by the Secretariat. It endorsed that committees would meet when there are substantive matters to be addressed, inclusive of in-between meetings.

**Agreed that the schedule will be dispatched to the Chairs of the Committees.**

**4. Update & Status by Secretariat of Beneficial Ownership Consultancy.**

The Terms of Reference for this Consultancy was approved by MSG in 2023; the Public Advertisement was placed on the Ministry and Secretariat's webpage as well in the press on January 6-7, 2023 for the request for proposal.

The Chair further updated the meeting with information from Permanent Secretary McKenzie that an extended deadline for applications by candidates was set for January 30, 2024.

The assessment process and interviews etc., of short-listed candidates would then include MSG representatives in finalizing the decision. She mentioned that in the past Mr. Ramjit and Mr. Munroe and herself served on the panel and that while this system continues, she suggested that a request to the PS be made to have three (3) MSG members on the panel to represent the different sectors.

**Agreed that the Chair is to address this with PS McKenzie.**

**5. Capacity Building Status & Updates on Key Actions**

Mr. Sam Tokpah presented on the areas of his Consultancy that he has been working on:

- **Draft MSG Policy Manual:**  
*The Policy Manual is GYEITI's standard operating procedures. It includes the Terms of Reference, Code of Conduct, etc., intended to guide the MSG with implementation.*
- **Systematic Disclosure TOR for Feasibility Study.**  
The Consultant has advanced work and the Inception report which will be submitted shortly for the MSG consideration and approval.
- **Annual GYEITI Progress Report by Secretariat.**  
*These Progress Reports have not been produced for a number of years. MSG agreed that Progress report for 2021 and 2022 be combined and 2023 be a standalone report. Consultant Sam Tokpah will assist the Secretariat in closing the gap on these reports. The 2023 Report will be focused on.*
- **MSG Attendance Score Card.** *The scorecard measures average attendance at MSG statutory meetings overtime measured on a points basis – the 3 is the highest average score. This will be prepared and published on a monthly basis.*

**Agreed that (a) the score card be circulated to all Members (b) the score card will be an internal document for the next couple of months (c) will be circulated among MSG Members before a decision on publishing it publicly on the GYEITI website. This will allow each constituency to discuss and decide whether or not to replace certain members who have a continuous record of absenteeism.**

**The MSG recommended that one person from the secretariat communicate on meetings and the preference for virtual / zoom. Emails and calendar invites be put in place.**

- **Capacity Assessment Survey of Secretariat.** The Consultant explained the Survey Tool (which will take approximately 3 minutes to complete) for the MSG members and secretariat staff to be used as the baseline to kick off the official work on Capacity building with the secretariat. The Secretariat will facilitate the Consultant in this regard.

**MSG agreed that the Secretariat will facilitate the dissemination of the Survey to be completed by the MSG members.**

- The Consultant indicated that he will be in Guyana from mid-February 2024 i.e., after the Inception report is approved for the Systematic Disclosure/ Mainstreaming Study.

## **6. Secretariat Report**

Key issues that were presented by the National Coordinator.

- The evolving Website development.
- The publication of two newsletters in 2023.
- A Comparative analysis was completed and will be on the website.
- MSG membership and the full constitution of the body with the appointment of 4 new civil society members.
- The Workplan 2024 and the need to focus on validation matters noting that
- Validation is set for July 1, 2025; and the need for the WP to give emphasis on the prioritized workplan for validation to ensure the deficiencies are addressed (first).
- Outstanding submission from Hart /BDO on the December presentation of the FY 2021 report in Power Point. The presentation / slides are yet to be received despite repeated requests and their commitment to make it available.

**Agreed that the Chair will follow up on this with Hart / BDO.**

## **7. Any other Business**

International Oil Conference: Mr. Ramjit informed the Meeting about the February Oil and Gas Conference and suggested that the MSG (Industry sector) may wish to make a presentation on the GYEITI.

The Idea was supported and it was agreed that Mr. Ramjit speak with the organizers to explore the possibility. Suggestion about a booth was also made noting the need for materials and method of dissemination using QR code, USB flash drives etc.

Regarding MSG and Committee meetings invitations sent by the Secretariat, the MSG requires that invitations are sent directly to the agenda functionalities in Outlook, in such a way that invitations are visible in the receiving agendas and can be accepted as necessary. This requirement

of improvement of internal communication streams shall avoid issues for MSG members to plan attending MSG and Committee meetings.

The meeting was brought to a close by the Chair, who thanked MSG attendees, Mr. Sam Topkah and the Secretariat and announced the date of the next MSG Statutory meeting.

***The date for next MSG Statutory Meeting – Wednesday, February 14,2024.***

Agenda Item	Issue	Decision/ action	Status
3	<p><b><u>Reports from MSG Committees</u></b></p> <p><b><u>IA Committee:</u></b></p> <p><b>FY 2022 and FY 2023 EITI reports.</b></p> <p><b><u>Communication and Outreach Committee</u></b></p> <p><b>GYEITI Facebook page.</b></p> <p><b>Outreach Programme</b></p> <p><b>The Establishment of the Legal Committee</b></p>	<p><b>FY 2022 TOR for IA to be approved at February 14, 2024 at the 72<sup>nd</sup> MSG.</b></p> <p><b>The reports for FY 2022 and FY 2023 will be done simultaneously.</b></p> <p><b>The Communications Committee will pursue the matter regarding GYEITI Facebook page.</b></p> <p><b>Subject to budgetary and operational issues MSG should have a wider outreach and that the Secretariat will update and circulate the outreach Workprogramme.</b></p> <p><b>Secretariat to dispatch Circular to MSG on behalf of Chair to seek membership and willingness to serve on the Committee. Once established the committee will be operationalized.</b></p>	

	<b>Statutory dates for the Committees</b>	<b>The proposed schedule of Meetings to be dispatched to the Chairs of the Committees.</b>	
4.	<b><u>Update &amp; Status by Secretariat of Beneficial Ownership Consultancy.</u></b>	A request to have three (3) members on the interview panel for the recruitment of the consultant to represent the different sector be made to PS. <b>The Chair to address this with PS Mc. Kenzie.</b>	
5.	<b><u>Capacity Building Status &amp; Updates on Key Actions</u></b>  <b><u>Annual Progress Report</u></b>  <b><u>Score card</u></b>	<b>Progress report for 2021 and 2022 be combined and 2023 be stand alone and be focused on.</b>  <b>MSG score card to be circulated to all Members; The score card will be an internal document; It will be circulated among Members, before a decision on placing on the website.</b>	
7.	<b>Power Point Presentation: FY 2021 report: request of Hart /BDO</b>	<b>The Chair will follow up with Hart / BDO to obtain power point presentation.</b>	
8.	<b>International Oil Conference:</b>	Mr. RAMJIT to speak with the organizers to explore the possibility of GYEITI participation.	

Prepared by: R. Jagarnauth  
GYEITI Secretariat.

**January 23, 2024.**

**Signed:**



**Vanda Radzik**  
**Chairperson, Multi-Stakeholder Group**

## **Attachment. 1**

### **71st MEETING OF THE MULTISTAKEHOLDER'S GROUP**

**JANUARY 17, 2024**

**HYBRID MEETING: IN-PERSON / ZOOM MEETING: 10:00 HRS**

## **AGENDA**

**10.00 – 10.30 AM: Special Session with Minister of Natural Resources, Hon, Vickram Bharrat**

Call to Order and Welcome:

- Remarks by Outgoing Chair- Mr. Ryan Ramjit (Industry)
- Remarks by Incoming Chair-Ms Vanda Radzik (Civil Society)

**Charge by Minister for GYEITI 2024 and brief Interaction with MSG**

**Handing Over of published hard copy pf GYEITI Report for 2021**

**Closure of Special Session**

**10.30 - 12.00: Statutory MSG Meeting**

Commencement & Excuses from absent MSG Members

8. Adoption of AGENDA
9. MINUTES OF THE 70th MSG – consideration and Adoption. (Attachment 1)
10. Reports from MSG Committees
  - (vi) Co- Chairs
  - (vii) IA Committee: including status/update of new TOR for IA firm for 2022 Report
  - (viii) Workplan, MSG -TOR and Validation Committee
  - (ix) Communication and Outreach Committee
11. Update & Status by Secretariat of Beneficial Ownership Consultancy: (Approved by MSG in 2023: Public Advertisement placed in press Jan 6-7,2023 for candidates to apply for the Beneficial Ownership Consultancy.
12. Capacity Building Status & Updates on Key Actions – Mr. Sam Tokpah
  - Draft MSG Policy Manual:  
*The Policy Manual is GYEITI's standard operating procedures. It includes the Terms of Reference, Code of Conduct, etc., intended to guide the MSG with implementation. (Attachment 11)*
  - Systematic Disclosure TOR for Feasibility Study. FYI
  - Annual GYEITI Progress Report by Secretariat. FYI
  - MSG Attendance Score Card. (Attachment 111) *(The scorecard measures attendance at MSG statutory meetings overtime.)*
  - Capacity Assessment Survey of Secretariat (Demonstration of Survey Tool)
13. Secretariat Report (Attachment iv)
14. Any other Business

**Closure and announcement of date for next MSG Statutory Meeting – Wednesday, February 7,2024**





## Attachment 2. Attendance.

	Name/Sector	Gender	Present	Absent	Alternate		Present	Absent
<b>Industry</b>								
1	W. Thompson	M	X		A. Gohil	M	X	
2	R. Ramjit	M	X		J. Vogt	M	X	
3	A. Alphonso	M	X		A. Jagnandan	M	X	
4	R. Khan	M		Wo/e	N. McLean	M		wo/e
<b>Civil Society</b>								
5	D. De Souza	F	X		M. McCormack	M		X w/e
6	I. Fiedtkou	F	X		B. Clenkian	F		X w/e
7	V. Radzik	F	X		G. Singh	M	X	
8	K. Cort-Kansinally	F	X		M. Williams	M	X	
<b>Government</b>								
9	S. Roopnauth	F	X		T. Balgobin	M		wo/e
10	H. Khan	F	X		S. Richmond	M	X	
11	V. Harris	F	X		S. Hussain	M	X	
12	M. Munroe	M	X		M. Pertab	M		Wo/e

		<b>Gender</b>	Present	Absent
<b>1</b>	<b>P. Misir</b>	<b>M</b>	X	
<b>2</b>	<b>Renrick Ramgobin</b>	<b>M</b>	X	
<b>3</b>	<b>Johann Earl</b>	<b>M</b>	X	
<b>4</b>	<b>Richard Budhu</b>	<b>M</b>	X	
<b>5</b>	<b>R. Jagarnauth</b>	<b>F</b>	X	
	<b>Sam Tokpah, Cosultant</b>	<b>M</b>	X	

### **Attachment 3.**

#### **EITI CHAMPION, MINISTER OF NATURAL RESOURCES, THE HON. VICKRAM BHARRAT ADDRESS TO THE FIRST MEETING OF THE GYEITI MULTI STAKEHOLDERS GROUP IN 2024:- 71<sup>ST</sup> MEETING HELD ON JANUARY 17, 2024.**

##### **HYBRID MEETING: IN-PERSON / ZOOM MEETING: 10:00 HRS**

After brief welcome and exchange of pleasantries with members, Minister addressed the MSG, extended well wishes for a prosperous and successful year to the MSG and on a personal level. In his address he:

- Expressed appreciation to the Co-chairs for their work over the years and in particular last year which was the most challenging where two reports were presented in one year; he recognized it was not an easy task but it was accomplished despite differences. Consensus was reached, compromises made and solutions found.
- Commended the MSG for the comaradie, commitment and consensus which showed that there was greater understanding amongst members now than 3 years ago. He opined that working as a team augur well for consensus building, decision making and a quality report.
- Thanked the MSG for the efforts made in 2023 to get the 2 reports – FY 2020 and FY 2021 – successfully completed within the deadline. The successful completion of the two reports in one year (2023) allowed Guyana to avoid suspension and to regain its status in the EITI. The MSG and the country look good locally as well from the EITI international perspective. For this, he expressed his gratitude to the team for the work well done noting that despite under pressure, the quality of the report was not compromised.
- Acknowledged the professionalism of the team and its work noting the voluntary service from all members.
- Welcomed William (Bill) Thompson as the new Chair for industry.
- Underscored the importance of the oil and gas as well as the other sectors in the extractive industry.
- Emphasized the importance of the management of the oil and gas sector in light of Guyana being a small developing country in the world with significant potential
- Transparency and accountability for government are paramount and the hallmarks of the work of the MSG. It is important to show the world that as a small development country, Guyana strives for greater transparency and accountability and that notwithstanding, the very good system and framework for managing the sector, there is always room for improvement as we do not have the best system in the world. He cited the situation in our Oil producing neighboring country.
- Urged the MSG to focus on the validation exercise in 2025. While we are pleased with the completion of the Reports, the recommendations has to be addressed which is aimed at enhancing transparency, accountability and strengthening the framework in the extractive industry ultimately for the benefit of the people of Guyana.

- Other areas he alluded to is the development of a beneficial Ownership register, the completion of the FY 2022 report. He supported the Chair's objective for TOR for the Independent Administrator to be out as quick as possible and that Ryan Ramjit(Industry) continues to Chair the IA committee despite no longer being the Chair of the industry sector.
- Mentioned that while the tenure of the current MSG comes to an end in 2024- as three years has passed so quickly, - that his preference is for this MSG to complete the FY 2022 report as the team is 'well oiled' to complete this task on a timely basis and there is no need to reinvent the wheel.
- Signalled the commitment to ensure the strengthening of the Secretariat's Team and to provide the necessary budgetary allocations.

### **Closing.**

The Chair expressed appreciation for the practical charge to the MSG and commits to complete the report by September 2024 and expressed the desire for Hart Group / BDO to be reinstated as the Independent Administrator.

In Invited comments from members,

**William Thompson** spoke about the MSG and the professionalism displayed.

**Ryan Ramjit** expressed his pleasure working with the MSG; commended the work of the Secretariat and indicated the despite the many challenges it was a pleasure working with the Team; noted that MSG gel pretty well as a group.

**Micheal Munroe** echoed the sentiments of the two Co chairs and the comaradie and ability to reached common ground at crunch times, despite the diverse positions. He indicated that he is mindful of the timeline and urged that this MSG should seek to finish the EITI reports before the end of its tenure and encouraged the team to press ahead to work towards its completion. He acknowledged the support and work done by the MSG and the Secretariat.

**The Chair in closing**, mentioned that the way the 3 constituents -Government, industry and civil society work under the EITI does not exist normally in Guyana and commended the efforts, despite each sector opinion and civil debates. She called for the same approach be implemented in Guyana in other areas.

She expressed appreciation for the current and previous government's commitment and continued support to the MSG and thanked the Minister for his service as the Guyana's EITI Champion and also thanked the Permanent Secretary for facilitating and publishing of the Report.

The session ended with the MSG Co-Chairs handing over Guyana's FY 2021 EITI Report to the EITI Champion and a photo opportunity.

***January 17, 2024***  
***GYEITI Secretariat.***

