

MINUTES 69th MEETING OF THE MULTISTAKEHOLDER'S GROUP
November 8, 2023 VIRTUAL MEETING VIA
ZOOM 10:00 HRS

1. Call to Order and Welcome

A quorum was established and the Meeting was called to order at 10:15 hrs. The Chair in brief welcoming remarks acknowledged Mr. Thompson, the newly appointed Industry member who replaced Matthew Niewenhous.

2. Announcements: excuses /attendance

See Appendix 1.

3. Adoption of AGENDA

The agenda was adopted by Mr. J. Vogt and seconded by Ms. L. Fiedtkou.

4. MINUTES OF THE 68th MSG – consideration and Adoption.

The Minutes of the 68th Meeting was adopted by Mr. Refeek Khan and seconded by Ms.Hema Khan.

5. GYEITI WEBSITE: Status on development.

Special invitees Ms. Darlene Christian of the MNR and Mr. Gadraj, MNR IT Consultant participated in the discussion on the development of the GYEITI Website.

The issues addressed were: (i) Website and Domain name and (ii) Content for the website. The Consultant received access and have begun work on the website.

The new website should be up and running by end of November 2023.

(i) Domain address.

The Meeting was advised that the website is managed by a third party who is not residing in Guyana. The current domain name- gyeiti.org, is unknown and posed security, safety risks. The following were presented:

(a) The need for a change of the domain. The options proposed for the new domain name are: **EITI.gy.** or **GYEITI.gy.**

(b) The National Data Management Authority will host the site.

(c) A change management /communication Protocol has to be developed. The Communication Committee will take the lead and any other member of the MSG can

participate in the discussion on the development of the Protocol to facilitate the transition from the old to the new domain.

The MSG agreed to:

The adoption of the new domain name EITI.gy which will be hosted by the National Data Management Authority (NDMA)

(ii) Development of the Website content

- (a) The Secretariat was involved in discussion with the Consultant on the website structure
- (b) A framework is in place.
- (c) Content has been placed, which were transferred from the old website.
- (d) A working google drive document was created and shared with stakeholders. This document is required to be populated with information to assist the Consultant in his work.
- (e) The details as set out in the FY2020 EITI report can be used as published. The National Coordinator expressed the view that the information is required to be paraphrased and not be merely copied and paste from the FY 2020 report. It should be properly edited before posting.
- (f) The Secretariat continues to work on getting the content for the website. A timeline of two weeks was established for the completion and submission.
- (g) The Secretariat to work closely with the Communication Committee. The protocol has been established that all materials will be submitted to the Communications Committee for its approval before submitting to the Consultant.
- (h) The Website needs to be up and ready in time to allow for the publication of the FY 2021 Report.

The MSG:

- **Granted full powers to Communications Committee to take the decisions on the MSG's behalf to complete the new GYEITI Website and**
- **In keeping with the Chair of the Communication Committee commitment, a weekly update will be submitted to the MSG on the status of the work.**

6. Contextual Section Review: Plan of Action.

The MSG discussed the Schedule and Plan of Action for the Review of the Contextual Section of the Report and the methodology that was engaged to enable the Secretariat's review.

The MSG agreed to the Schedule as set out below.

PLAN OF ACTION FOR THE 5TH FY 2021 REPORT

ACTION	DATE
Sections dispatched to sector	November 8, 2023
Sections returned from MSG after their respective sector review to the Chair / Co-Chairs	Nov 15, 2023
Co-chairs will send to the Secretariat the collated sector document.	November 17, 2023
Secretariat to merge / combine comments into one document	November 21, 2023
MSG review and accept all changes of the contextual sections	November 22-24, 2023
IA Consultant: 1 st draft of the finalized Contextual section AND IA Consultant: To submit the draft of the rest of the Sections of the Report for MSG review	December 6, 2023
IA Committee to review the other sections (reconciliation) AND IA Consultant: to finalize the section(reconciliation)	Dec 6-10,2023 Dec11-12,2023
1 st Draft of the entire report for the MSG review	Dec 13,2023
IA Consultant: submission of the final report to MSG	Dec 22,2023

The reviewed document will be sent to MSG members for sectoral review. Every member of the MSG will have the opportunity to review and comment. The comments will be sent to the Co-Chairs by November 15, 2023 using track changes.

➤ **Oil and Gas, Forestry and Mining – Mr. Ryan Ramjit**

- **Environment and Gender and Beneficial Ownership -Ms. Vanda Radzik and in her absence Ms. Kerry Ann Kainsinally**

The Schedule will be circulated to members.

7. Reports from MSG Committees

- (i) **Co- Chairs:** Did not meet.
- (ii) **IA Committee:** Chair of the IA Committee reported on the weekly meetings convened which focused on the preparation of the FY 2021 Report and tracking progress to ensure the completion and publication by December 31, 2023.

A report on the current status of the response by the Reporting agencies with respect to the completion and submission of the data templates to the IA Consultant showed that twenty- six (26) out of the twenty-nine (29) reporting entities have participated. Three (3) reporting entities have not responded.

Of the twenty-six (26), sixteen (16) entities have completed and returned the templates to the IA Consultant. The IA Consultant indicated that the delayed response can pose some difficulties.

- (iii) **Workplan, MSG -TOR and Validation Committee:** This Committee met and discussed the preparation of the Budget for 2024. The revised document is being prepared by the Secretariat. This will pave the way for finalization and approval.

- (iv) **Communication and Outreach Committee.**

Chair of the Communications Committee reported that the Committee met on October 25, 2023. Issues discussed include: -

- The rescheduling of the Outreaches for 2023 to the first quarter of 2024 to allow for dedicated attention for the preparation of the FY 2021 Report.

- Website development and the preparation of content matter
- The status of the preparation and publication of two GYEITI Newsletters.
- The quality of the internet connection and inhouse IT set up and the expectation that an assessment be completed with a view that the IT quality be improved.
- The Comparative study prepared by the Secretariat was reviewed and the recommended narrative to support the data is being prepared. The revised document and design will be resubmitted to the Communications Committee shortly.

The MSG agreed that:

- (i) A date to be inserted in the first Newsletter.**
- (ii) Subject to the insertion of a date, the first newsletter is approved for publication.**
- (iii) The Newsletter will be produced quarterly effective 2024.**

8. Secretariat Report

The National Coordinator presented the Secretariat report highlighting the major issues and activities undertaken by the GYEITI Secretariat since the last MSG Meeting.

The National Coordinator noted that responsiveness of the reporting entities and expressed appreciation for their diligent completion of the reporting templates.

9. Any other Business -

Co- Chair Vanda Radzik:

- (i) Enquired, based on information published in the local press, regarding the acquisition of HESS by Chevron under the EXXON and Partner deal, and in light of this development, whether the appointment of a Chevron Member on the MSG is forthcoming.

The Chair in his capacity as an Industry representative explained the procedure that is established in the industry sector by the producing companies and noted that the representatives from the primary producing companies are Mr. Bill

Thompson (primary member) and Mr. Anand Gohil CCNOOC (alternate member) on the MSG and that appropriately, when necessary, Industry will address same.

- (ii) Expressed her disappointment that the new members of the civil society could not participate in the Meeting due to the non –issuance of the letter of appointment of the new Civil Society members on the MSG. An acknowledgement of the letter notifying the new members was received one from the office of the Minister of Natural Resources.

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

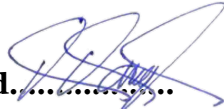
The MSG will meet before the next statutory Meeting in December to address the FY 2021 Report.

Agenda Item	Issue	Decision/ action	Status
5.	<p>GYEITI Website Development:</p> <p>(i) Domain</p>	<p>(i) The new domain name to be used is: EITI.gy.</p> <p>(ii) The National Data Management Authority will host the site.</p> <p>(iii) A change management communication protocol to be developed to facilitate the transition to the new domain and website.</p>	
	<p>(iv) <u>Development of the Website content</u></p>	<p>(i) The Secretariat continues to work on getting the</p>	

		<p>content for the website. A timeline of two weeks was established for the completion and submission.</p> <p>(ii) All materials will be submitted to the Communications Committee for its approval before submitting to the Consultant.</p> <p>(iii) Full powers were placed with the Communications Committee to take the decisions on the MSG's behalf to complete the new GYEITI Website and the commitment for a weekly report by the Chair of the Committee.</p>	
6.	<p><u>Contextual Section</u> <u>Review : Plan of Action.</u></p>	<p>(i) The revised Schedule which indicates the timeline for the completion and publication of the FY 2021 was agreed upon.</p> <p>(ii) The methodology and timeline for the completion of the sectorial reviews of the Contextual Section of</p>	

		<p>the Report was agreed upon.</p> <p>(iii) The discussion and Action Plan for the review to be circulated to members.</p>	
7.	<p>Committee report</p> <p>(iv) Communication and Outreach Committee</p>	<p>(i)The first newsletter was approved for publication subject to the inclusion of a date.</p> <p>(ii)Effective 2024, the Newsletter will be produced on a quarterly basis.</p>	

Prepared by: R. Jagarnauth
 GYEITI Secretariat.
 November 15, 2023

Signed. 
R. Ramjit.
Chairman: Industry Sector

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2. Announcements: excuses /attendance
3. Adoption of AGENDA
4. MINUTES OF THE 68th MSG – consideration and Adoption.
5. GYEITI WEBSITE: Status on development.
6. Contextual Section Review: Plan of Action.
7. Reports from MSG Committees
 - (i) Co- Chairs
 - (ii) IA Committee:
 - (iii) Workplan, MSG -TOR and Validation Committee
 - (iv) Communication and Outreach Committee
8. Secretariat Report
9. Any other Business
10. Close and announcement of date for the next meeting.

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Appendix 2.

Attendance Record and Excuses

	Name & Sector	Gender	Members Present	Members Absent	Alternate	Gender	Present	Absent
INDUSTRY								
1	Bill Thompson	M	X		A Gohil	M	X	
2	R Ramjit	M	X		J Vogt	M	x	
3	A Alphonso	M		w/e	A Jagnandan	M	x	
4	R Khan	M	X	w/oe	N McLean	M		
CIVIL SOCIETY								
1	M. McCormack	M		w/e				
2	L. Fiedtkou	F	X					
3	V Radzik	F	X					
4	K A .Cort-Kansinally	F	X					
GOVERNMENT								
9	S Roopnauth	F		W/e	T Balgobin	M		
10	H Khan	F	X		S Richmond	M		
11	V Harris	F	X		S Hussain	M	x	
12	M Munroe	M		Wo/e	M Pertab	M		

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					

Invitees:

Ms. Darlene Christian, Project Officer, Ministry of Natural Resources

Mr. R Gadraj, IT Consultant, Ministry of Natural Resources.