

MINUTES of the 73rd MEETING OF THE MULTI-STAKEHOLDER'S GROUP
MARCH 13, 2024 held virtually via ZOOM MEETING: 10:00 HRS

Chair- Ms Vanda Radzik (CIVIC)

1. Call to Order and Welcome:

Announcements: The following members were excused:

- Anand Gohil(I)
- A. Alphonso (I)
- K. Cort-Kansinally (CS)
- M. Williams (CS)

2. Adoption of AGENDA

Proposed for adoption: **Rafeek. Khan(I)**

Seconded by: **Denise de Souza (CS)**

3. MINUTES OF THE 73rd MSG – consideration and Adoption.

Proposed for adoption: **Loretta. Fiedtkou (CS)**

Seconded by **William Thompson (I)**

4. Reports from MSG Committees

(i) **IA Committee:**

TOR for FY 2022 Report

- The IA Committee continues to have regular meetings and some of the work done is outlined below:
 - Aligned the IA TOR with the 2019 Standard Template found on the EITI website.
 - Aligned all the Requirements with the 2023 Standard.
 - Adjusted the dates in the IA TOR.
 - Eliminated all duplication found in the IA TOR.
 - Extended the time to complete the FY 2023 Report to year 2025.
 - Would like to have the review document for the IA TOR completed by March 15, 2024, so that the Procurement process can start.

- Other comments:
 - It was clarified that the FY 2022 Report will be completed on or before September 30, 2024, while the FY 2023 Report will be completed early 2025 by end of March.
 - It was flagged that the MSG would have a number of new members appointed from October 2024a and a suggestion was put forward for consideration that the deadline for the 2023 Report be extended to the end of April 2025 to allow a little more time for its completion and publishing.
 - The IA Committee proposed that to reduce the bulk of future reports, that the Contextual Section be taken out from the report and placed on the GYEITI website.
 - All issues surrounding the IA TOR shall be clarified before circulating for round robin approval.
 - The IA firm for Guyana's next report shall be contracted no later than April 2024.
- **ACTION DECIDED- The IA TOR will be circulated immediately by the secretariat to the MSG so that comments can be made on or before March 19, 2024, after which, a final draft will be done and sent out on March 20, 2024, for round robin approval which shall be submitted on or before March 25, 2024.**

(ii) Communications Committee

The Chair of the Communications Committee made a presentation where he highlighted the following:

- The zoom meeting with the University of Guyana’s (UG) Academic Board was completed on March 12, 2024, and it was deemed successful. Some key points were:
 - Representation from the MSG included Miss Vanda Radzik (chair of MSG), Mr. Michael Munroe (co-chair) and Mr. Joachim Vogt (chair of Communications Committee) while Mr. Johann Earle presented on behalf of the GYEITI Secretariat.
 - The VC for the University of Guyana indicated that a team will be put together to interface with GYEITI and contact will be made with the Secretariats Communication Officer, Mr. Johann Earle.
 - Debates by students were recommended on topics relevant to GYEITI and that one such forum could be the annual symposium of the Law Faculty that puts forward moots for its Moot Court.
- The planning for the Lethem Meeting of the MSG has begun and the following was outlined:
 - A planning sheet will be used to assist with the MSG deciding upon a suitable date for this event.
 - It was proposed that a minimum participation of 1 member from each constituency is required while a maximum of 2 was suggested due to budget constraints. However, participation decision will be further explored with the wider MSG.
 - The possibility of having attendance at the meeting via zoom should be explored.
 - The message and topics for discussion at this meeting should be decided by the MSG.
 - A point was made to consider the structure of the Lethem community and to ascertain what type of presence the community would like with respect to GYEITI while ensuring networks are created so that the GYEITI can also build relationships and also learn from the community.
 - A follow-up Communications Committee meeting was to be set so as to have a better plan for the Lethem meeting.
- Support from DPI:
 - Mr. Johann Earle, Communications Officer, indicated that a collaborative link was established with the DPI to have monthly bulletins and GYEITI material published and aired with the first such article on Beneficial Ownership completed and will soon be submitted to MSG through the Communications Committee for approval.
 - Other such articles that will be prepared will be on topics such as Contract Transparency, Open Data, Gender, and the Environment etc.
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- Other Activities: Mining
 - Contact was established with the Guyana Woman Miners Organization (GWMO), and they expressed their longstanding interest in rejoining the MSG. A Letter of Complaint from the GWMO was received by GYEITI and submitted to the Co-Chair of the Industry MSG.
 - A request by the secretariat for a meeting with the GGDMA was made and this was granted and proposed for March 18th, 2024, at the GGDMA Secretariat, 29 North Road Bourda.

- A point was made to ensure that the opportunity is used at this meeting to ascertain how we are progressing with the recommendations from previous FY Reports such as those on licensing.

ACTIONS DECIDED -

- **Objectives, main message, expected outcomes, date and participation regarding the Lethem to be developed by the Committee and circulated to the MSG for review and input and decision via round-robin method.**
- **Data Dissemination Bulletin (DDB):**
 - Significant time was spent on preparing the DDB and it needs to be approved as soon as the feedback provided by the MSG is incorporated.
 - S Mr. Renrick Ramgobin indicated that most of the feedback received from the MSG has already been incorporated except for the queries regarding the numbers in the bulletin.
 - Mr. Renwick Ramgobin – the Data Analyst - further elaborated that all data or numbers in the bulletin were quoted from the FY Reports and that it would be more efficient if someone else checks back these numbers as he created the bulletin and may have a reader bias.
- **Round robin approval of DDB was put on hold until all feedback from MSG incorporated.**

(iii) Workplan, MSG -TOR and Validation Committee

Committee has not met but the chair, Miss Sonya Roopnauth indicated the following:

- A follow-up with the Audit Office will be done to ascertain progress with fast tracking outstanding audits for Government Agencies.
- A matrix will be created to flag all major issues with validation which outlines the relevant recommendations and the responsible party or agency.
- An outline of the activities scheduled for completion in quarter 2 of the workplan were summarized as follow:
 - Beneficial Ownership Register- Consultant has commenced work.
 - Mainstreaming and Systematic Disclosure- Consultant has commenced work.
 - MSG retreat- planning needs to commence.
 - Public Awareness Sessions- work has commenced with the first meeting completed with the University of Guyana Academic Board.
 - Short Plain Language version of FY 2021 Report- consultant needed.
- Sam Tokpah - Consultant on Systematic Disclosure made the following points with regards to Validation.
 - Validation starts July 2025.
 - Validation will be on all work done before July 2025.
 - Three months are allowed to complete the Validation Templates.
 - All remedial issues need to be addressed before validation.
- Civic recommended that an MSG team be formed to assist the Committee with work planning and validation preparation.

ACTIONS DECIDED - Validation Matrix to be created and follow-up with Audit Office to be done.

(iv) Legal and Regulatory Committee:

The Committee Chair said that the Committee members had been established but has not yet been convened. He reported that he had been reviewing relevant legislation and relevant MSG recommendations from the 2021 Report and was compiling a list for the attention of the Committee.

5. Update: Beneficial Ownership Consultancy

The consultants for the Beneficial Ownership Consultancy joined the meeting at approximately 11:40 am and comprised the following members:

- Tim Law
- Diane Barker
- Michael Barron

The team of 3 consultants was welcomed by the Chair: Brief introductions were given of themselves and their experience and qualifications. A summary of the Inception Report for the BO Rproject was presented and discussed.

ACTION DECIDED - The draft Inception Report on Beneficial Ownership (BO) will be recirculated to the MSG for comments and the Revised report will then be circulated for “round robin” approval.

6. Updates: Sam Tokpah: Consultant on Systematic Disclosure & GYEITI Capacity Building.

Summaries of the following were made by Mr. Tokpah:

- (a) MSG to establish with the Auditor General an Agreed Upon Procedure (AUP)
- (b) Systematic Disclosure: Presentation of Inception Report,
- (c) Capacity Assessment of Secretariat. Report submitted for the information of the MSG – FYI

ACTIONS DECIDED - Items (a) will be circulated to the MSG for feedback and item (b) - the draft Inception Report – for MSG review and, once revised, approved by “round-robin”. Item (c) is already seen and discussed noted by MSG. training sessions for Secretariat staff now need to be implemented by the consultant.

It was noted that the self-assessment of the National Coordinator was not done. It was therefore advised that the consultant follow up on this gap.

7. Secretariat Report

The Secretariat’s report was not presented due to time constraints. But it had been circulated beforehand and most of the items were already captured in the various presentations and topics covered in the meeting.

8. Any other Business and Close of meeting:

- The meeting was informed that the National Coordinator had indicated that he would not be able to resume duty at the end of March as expected. But plans to be returning to work in the first or second week of April.
- The Chair thanked everyone for their participation and announced the date for the next meeting on **April 10, 2024.**

Summary of Decision and follow-up actions.

Agenda Item	Issue Source	Decision/ action	Status
4	(i) IA Committee	ACTION DECIDED - The IA TOR will be circulated immediately by the secretariat to the MSG so that comments can be made on or before March 19, 2024, after which, a final draft will be done and sent out on March 20, 2024, for round robin approval which shall be submitted on or before March 25, 2024.	IA TOR circulated.
4	(ii) Communications Committee	ACTIONS DECIDED - <ul style="list-style-type: none"> • Date of Lethem meeting to be decided by MSG via round-robin method. • The main message and topics for Lethem meeting to be decided by MSG. • Round robin approval of DDB was put on hold until all feedback from MSG incorporated. 	

4	(iii) Workplan, MSG -TOR and Validation Committee	ACTIONS DECIDED - Validation Matrix to be created and follow-up with Audit Office to be done.	
5	Update: Beneficial Ownership Consultancy	ACTION DECIDED - The draft report on Beneficial Ownership Transparency (BOT) will be recirculated to the MSG for comments and then round robin approval.	Draft report on BOT circulated.
6	Updates: Sam Tokpah: Consultant on Systematic Disclosure & GYEITI Capacity Building.	<p>ACTIONS DECIDED - Items (a) and (b) will be recirculated to the MSG for feedback and then subsequent round-robin approval. <i>Vanda Radzik</i> will be recirculated to the MSG for purposes.</p> <p>(a) MSG to establish with the Auditor General an Agreed Upon Procedure (AUP)</p> <p>(b) Systematic Disclosure: Presentation of Inception Report and Review,</p> <p>(c) Capacity Assessment of Secretariat. Report submitted for the information of the MSG – FYI</p>	All documents dispatched.

Prepared BY: Johann Earle

GYEITI Secretariat
April 5, 2024

Signed:

Vanda Radzik.
Chairperson,
Multi-Stakeholders's Group
GYEITI

73rd MEETING OF THE MULTISTAKEHOLDER'S GROUP

March 13, 2024

Virtual Meeting: ZOOM 10:00 HRS

AGENDA

1. Call to Order and Welcome:
2. Attendance and Excuses.
3. Adoption of AGENDA
4. MINUTES OF THE 72nd MSG – consideration and Adoption.
5. Reports from MSG Committees
 - (i) Co- Chairs
 - (ii) IA Committee: Status of the TOR: FY 2022 Report
 - (iii) Workplan, MSG -TOR and Validation Committee
 - (iv) Communication and Outreach Committee
 - (v) Legal and Regulatory Committee
6. Consultancy on Beneficial Ownership: Presentation of the Inception Report by the Consultant
7. Updates from Sam Tokpah: Consultant on Systematic Disclosure & GYEITI Capacity Building
 - (a) MSG to establish with the Auditor General an **Agreed Upon Procedure (AUP)**
 - (b) Systematic Disclosure: Presentation of Inception Report and Review,
 - (c) Capacity Assessment of Secretariat. Report submitted for the information of the MSG – FYI
8. List & Schedule of “round robin” documents for MSG Approval – with deadlines.
9. Any other Business
10. Closure and announcement of date for next MSG Statutory Meeting –
Wednesday, April 10, 2024.

Attendance:

	Name/Sector	Gender	Present	Absent	Alternate		Present	Absent
Industry								
1	W. Thompson	M	X		A. Gohil	M		w/e
2	R. Ramjit	M	X		J. Vogt	M	X	
3	A. Alphonso	M		w/e	A. Jagnandan	M	X	
4	R. Khan	M	X		N. McLean	M		wo/e
Civil Society								
5	D. De Souza	F	X		M. McCormack	M	X	
6	I. Fiedtkou	F	X		B. Clenkian	F	X	
7	V. Radzik	F	X		G. Singh	M	X	
8	K. Cort-Kansinally	F		w/e	M. Williams	M		w/e
Government								
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	X	

	Secretariat	Gender	Present	Absent
1	P. Misir	M		X Excused
2	Renrick Ramgobin	M	X	
3	Johann Earl	M	X	
4	Richard Budhu	M	X	
5	R. Jagarnauth	F		X Excused

Consultants: Sam Topkah SD Consultancy;

Diane Barker, Tim Law, Michael Barron BO Consultancy

GYEITI Secretariat. March 2024.