

**MINUTES OF THE 67th MEETING OF THE MULTISTAKEHOLDER'S  
GROUP OF THE GYEITI HELD ON SEPTEMBER 19, 2023 AT 10:00 HRS  
VIA ZOOM.**

1. In brief remarks, Chairman Mr. Ryan Ramjit welcomed members and indicated that Industry has assumed the Chairmanship for the rest of the year. He alluded to the hectic agenda of the MSG inclusive of the conclusion of an EITI report.

**2. Announcements: excuses /attendance**

**(i)Members excused** were:

- (a) Anand Gohil- Industry
- (b) Sharuk Hussein- Government.

Those in attendance is at Appendix II

**(ii) Announcement.**

Mr. Niewenhous has resigned and a recommendation from Industry for Mr. William Thompson to replace Mr. Mathias Niewenhous as the Primary Member representing oil and gas producers on the GYEITI Multi Stakeholder Group was accepted.

The procedure for the formalization of his replacement on the MSG is in progress and is expected to be finalized shortly.

**3. Adoption of AGENDA**

Under Any other Business: The World Bank Consultant will be introduced.

The agenda was adopted by: Ms. Vanda Radzik (C) and  
seconded by Mr. J. Vogt (I)

**4. MINUTES OF THE 66th MSG – consideration and Adoption.**

An insertion of the date for the Communication Committee meeting: item No. 7 (ii) page 2: August 2, 2023 was made.

The Minutes was then approved by: Mr. Mike Mc Cormack © and  
seconded by Ms. Hema Khan(G).

There was no decision for follow up.

**5. Update on the procurement of IA for FY 2021 EITI Report.**

The MSG was informed that the procurement of the Independent Administrator (IA) for the preparation of the FY 2021 Report was completed. The award was granted to the successful bidder - Joint Venture: BDO Guyana Inc and Harte Company. The contract of engagement was signed.

There will be a swift start. A Project Team from Harte and BDO Guyana will be on the ground from September 25, 2023.

The MSG will engage the IA to ensure a robust approach for an improved report based on lessons learnt from the previous reports, its structure and procedure for review and an early approval of the data templates. It was also suggested that schedule be worked out carefully given the end of year activities and to avoid any crisis situations.

There will be more frequent Meetings of the MSG beginning with an initial launch Meeting with the MSG on September 22, 2023 followed by Meetings with the IA Committee commencing Tuesday, September 26 and thereafter on Tuesdays of every week.

Given the tight timeline to complete the report a call was made for clarification on the roles among the IA committee, the MSG and the staff of the Secretariat. A suggestion was made for a member of the Secretariat to be identified to serve as liaison to the IA Committee.

The critical review of the templates was underscored and should be the first among the matters to be finalized.

**6. Formation of Working Group to Engage responsible stakeholders for actions and non-conformances from all previous Annual reports and Validation Report.**

In keeping with the recommendation of the 4<sup>th</sup> EITI report for the establishment of a Working Group, the MSG agreed to the composition as follows:

- A Senior official from GGMC
- Representative of GRA.
- Representative from Ministry of Finance
- IA Committee

Ms. Hema Khan, member of the IA will serve as GRA representative and Ms. Sonya Roopnauth will serve as the Ministry of Finance representative. The Meeting was informed that Ms. Nkase Carter will be the GGMC representative. She will be assisted by Mr. J Foster.

A TOR will be prepared for the Working Group by Chair of the IA Committee

The Working Group will report to the MSG.

A discussion on the GYEITI Budget for 2023 ensued regarding:

- (i) Securing funds for the recruitment of experts e.g Gender Specialist to assist with specific aspects of the Report.
- (ii) The status of the current budget (2023): Allocations and expenditure. This could not be established.
- (iii) The process of engagement in the preparation and submission of the Secretariat Budget to the Ministry was discussed. It was established that the Workplan, TOR and Validation Committee must have sight and the MSG must approve before dispatch.

The Secretariat was requested to obtain the current status of the allocations and expenditure for the GYEITI Secretariat and for income and expenditure statement to be part of the Secretariat report that is normally submitted to the MSG.

## **7. Reports from MSG Committees**

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

The Co- Chairs recently met and discussed key items relating to the establishment of the Working Group indicated at item 6 above and brought closure to the issue of the performance review of the NC.

Co -Chairs will seek to meet with Permanent Secretary Mr. Mc Kenzie to discuss the Secretariat's Budget.

**(ii) IA Committee:**

The Committee met and discussed the selection and award of contract to the IA and the formation of a working group to have oversight of implementation and non-conformances by agencies. GGMC's submitted the details of its nominated representative Ms. Nkase Carter She will be assisted by Mr. J. Foster, Deputy Commissioner.

**(iii) Workplan, MSG -TOR and Validation.** No meeting recently. This Committee recommended the 2023 / 2024 workplan to the MSG which was approved on August 2, 2023.

A meeting was scheduled for Thursday September 21, 2023 to commence the review of the Workplan and Budget 2024.

The submission sent by the Secretariat to the MNR was requested to will be sent to the MSG. The Special MSG Meeting with the IA scheduled for Friday, September 22, 2023 will discuss the budget 2024.

The procedure for the submission of documents to the respective Committees and then to the MSG for its approval must be adhered to. The same is for Workplans and Budgets.

The Secretariat to interface with the various Committees' chairs to set up schedules for regular Committee meetings.

**(iv) Communication and Outreach Committee**

Many Meetings of the Communication Committee were convened. Concerns about members' participation were raised.

A number of Projects namely UG, Lethem and Region 1-Santa Rosa were approved for implementation. The Committee requested a status report

## **8. Secretariat Report.**

The Secretariat's Report was presented by the National Coordinator. Key issues were:

- Elaboration on the open data format and the availability of machine-readable data, comprising 82 Excel sheets, pertaining to the FY 2020 IA report which was made accessible to the public.
- The Newsletter will be completed by the end of September.
- The GYEITI deficiencies were identified and currently being addressed.
- The status of the procurement of IA for the EITI FY 2021 Report and the proposed data-reporting workshops.
- Data Dissemination Bulletin is a work in progress.

## **9. Any other Business**

Mr. Sam Topkah, a World Bank Consultant will be in Guyana from September 25, 2023, to assist the MSG and the Secretariat. His bio details were circulated to the MSG. His vast experience was noted.

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

- A Special Meeting of the MSG to meet with IA and discuss the workplan and budget 2024. Will be convened on September 22, 2023 from 10:00 – 11:00 hrs.
- The IA Committee on Tuesday, September 25, 2023 from 10:00 -11:00hrs.
- The Workplan, TOR and Validation Committee will convene on Thursday, September 21, 2023 from 10-12:00 hrs.
- The next statutory date for the MSG is October 11, 2023.

Agenda Item	Issue	Action	Status
5.	FY 2021 Report: Engagement with the IA to launch and planning and timetabling.	Meeting with the MSG on September 22, 2023 IA Committee commencing Tuesday, September 26,2023.	
6	Workplan and Budget for 2024	A report on the status of the current budget (2023) to be prepared. Budget Statement should be part of the Secretariat's report to the MSG	
7.		Co-Chairs to meet with Permanent Secretary, Ministry of Natural Resources on GYEITI Budget.	
7 (iii)		Workplan, TOR and validation Committee Meeting: Thursdays on September 21,2023 to commence the review of the Workplan and Budget for 2024.	
		Special MSG Meeting: Friday, September 22, 2023: to discuss the budget 2024.	
		Secretariat to work with Committee Chairs to formalize schedule for Committees Meetings.	

MINUTES prepared by:  
Rajdai Jagarnauth

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Date Prepared: September 22, 2023  
GYEITI Secretariat

Meeting Chaired by:  
Ryan Ramjit



Date Signed.....17th January 2024  
Multi Stakeholder Group

Appendix 1

**67th MEETING OF THE MULTISTAKEHOLDER'S MEETING**  
**September 19, 2023**  
**ZOOM MEETING: 10:00 HRS**

## AGENDA

1. Call to Order and Welcome
2. Announcements: excuses /attendance
3. Adoption of AGENDA
4. MINUTES OF THE 66th MSG – consideration and Adoption.
5. Update on the procurement of IA for FY 2021 EITI Report
6. Formation of Working Group to Engage responsible stakeholders for actions and non-conformances from All previous Annual reports and Validation report.
7. Reports from MSG Committees
  - (v) Co- Chairs
  - (vi) IA Committee:
  - (vii) Workplan, MSG -TOR and Validation Committee
  - (viii) Communication and Outreach Committee
8. Secretariat Report
9. Any other Business: Introduction of World Bank Consultant.
10. Close and announcement of date for the next meeting.

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### **Appendix 11: Attendance Record and Excuses**



	Name & Sector	Gender	Members Present	Members Absent	Alternate	Gender	Present	Absent
<b>INDUSTRY</b>								
1	Matt Niewenhous	M	resigned		A Gohil	M		
2	R Ramjit	M	x		J Vogt	M	X	
3	A Alphonso	M		w/oe	A Jagnandan	M		
4	R Khan	M		w/oe	N McLean	M		
<b>CIVIL SOCIETY</b>								
i	M. McCormack	M	x					
2	L. Fiedtkou	F	x					
3	V Radzik	F	x					
4-	K A .Cort-Kansinally	F	x					
<b>GOVERNMENT</b>								
9	S Roopnauth	F	x	Wo/e	T Balgobin	M		w-out/e
10	H Khan	F	x		S Richmond	M		
11	V Harris	F		w/o/e	S Hussain	M	x	
12	M Munroe	M	x		M Pertab	M		w-out/e
<b>Secretariat Staff</b>								
1	P. Misir	M	x					
2	Renrick Ramgobin	M	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					