

**43rd MULTI STAKEHOLDER GROUP INAUGURAL MEETING
MINUTES OF MEETING HELD
ON MONDAY 20TH SEPTEMBER 2021 AT 4:18 HR
NATIONAL SECRETARIAT BOARDROOM
55 MAIN STREET, GEORGETOWN**

ATTENDANCE: FULL AND ALTERNATE MEMBERS of the MSG and STAFF

	Name & Sector	Members Present	Members Absent	Alternate	Present	Absent
Industry						
1	J Bronchalo	x		M Tripp		To be replaced
2	R Ramjit	x		J Vogt	x	
3	A Alphonso		w-out/e	A Jagnandan	x	
4	R Khan	x		N McLean	x	
Civil Society						
5	L Carryl	x		M McCormack	x	
6	N Fredericks		w/e	S Rambajue		w-out/e
7	V Radzik	x		K Cort-Kansinally		w/e
8	G Camacho	x		D Khan		w-out/e
Government						
9	S Roopnauth	x		T Balgobin	x	
10	H Khan	x		S Richmond	x	
11	V Harris	x		S Hussain	x	
12	M Munroe	x		M Pertab		w/e
Secretariat Staff						
1	R Jadoopat	x				
2	D Barker	x				
3	J Earle	x				

1 **AGENDA ITEM 1: MEETING CALLED TO ORDER**

2 The meeting was called to order at 10:06 hrs. by nominated Chair Mr. Ryan Ramjit who
3 welcomed every and thanked them for attending.

4 **AGENDA**

5 **AGENDA (Draft) [60 mins]**

6		
7	1. Call to Order and Welcome	1 mins
8		
9	2. Excuses / Attendance Record	2 mins
10		
11	3. Adoption of Agenda	2 mins
12		
13	4. Minutes of Inaugural MSG Meeting, 20.09.21	4 mins
14	a) Correction / Omission / Adoption	
15		
16	5. Decisions of Inaugural Meeting - Status Update	10 mins
17	6. Endorsement of MSG TOR and Work Plan	5 mins
18	7. Appointment of Committees:	10 mins
19	a) Work Plan and Validation Committee	
20	b) MSG IA Committee	
21	c) Communications Outreach Committee	
22		
23	8. Secretariat Report	15 mins
24	- Guyana's 1st EITI Validation	
25	- Preparation of 3rd GYEITI Report	
26	- USAID-GYEST-PADF Project – Status Update	
27	- Financial Report - August - October 2021	
28		
29	9. EITI offer of Assistance with preparation for Validation – Update	5 mins
30	10. Any other business	5 mins
31	11. Announcement of Next MSG Meeting – 13th October, 2021	1 min
32	Close	

33

34 **AGEND ITEM NO 2 – Excuses/Attendance Record**

- 35 • Excuses tendered by the Secretariat for Mr. Martin Pertab and Ms. Hema Khan.

36

37 **AGENDA ITEM NO 3 – Adoption of Agenda**

38 There being no other items to be added to the agenda it was adopted by Mr. Carryl and
39 confirmed by Mr. Monroe.

40 **AGENDA ITEM NO 4 – Minutes of Inaugural MSG Meeting:**

- 41 • There being no omission nor correction the motion to adopt the minutes was
42 moved by Mr. Alphonso and seconded by Mr. Carryl.

43 **AGENDA ITEM NO 5 – Decisions of Inaugural Meeting- Status Update**

- 44 • **Decision No 1.** Appointment of Co-chairs:
 - 45 - Mr. Michael Monroe was appointed government co-chair;
 - 46 - Mr. Ryan Ramjit was appointed industry co-chair.
 - 47 - Civil Society still to appoint its co-chair.

48 The chair informed that when the three (3) co-chairs are fully in place the MSG will
49 determine which sector co-chair will chair the MSG monthly meetings for the next three
50 months to take the MSG through validation and completion of the 3rd EITI Report.

- 51 • **Decision No 2.** Circulation of workplan – Decision executed
- 52 • **Decision No 3.** Synopsis of Validation – Decision executed.

53 **AGENDA ITEM NO 6 – Endorsement of MSG TOR -Each sector to submit** 54 **comments:**

- 55 • The meeting was informed that neither civil society nor government had an
56 opportunity to meet to review the TOR and submit comments.
- 57 • Industry caucused and provided the following comments:
 - 58 - Section 4.2 of the terms have repetitive words “***sole authority***” should
59 be “***primary authority***”;
 - 60 - S4.6 “***secretariat must have the capacity to carry out its***
61 ***duties in an open and transparent manner***” change to “***MSG***
62 ***must carry out its duties in an open and transparent***
63 ***manner***”.
 - 64 - S5.6 “***alternates may attend meetings of the MSG with voice***
65 ***and no vote when their primary member is in attendance***”
66 change to “***alternates could attend but no voice and vote.***”
 - 67 - S7.3 If a non-member is invited to a meeting, he/she must sign the
68 confidentiality agreement.
 - 69 - 12.5 Decision making “***Any matter referred for decision by a***
70 ***formal vote shall be resolved by two-third of votes of***
71 ***members present and eligible to vote; and includes a***
72 ***minimum of one (1) representative from each sector***” change
73 to “***...minimun of two (2) representatives from each sector***”.

- 74 • The meeting was informed that the notes for the meeting held by Industry will be
75 submitted to the National Secretariat.
76 • The meeting agreed to deferred the endorsement of work plan and TOR for next
77 meeting scheduled for October 13, 2021.

78 **AGENDA ITEM NO 7 Establishment of MSG Committees:**

79 **Validation, workplan, TOR Committee** – Mr. Carryl moved a motion to incorporate
80 the review of the TOR into the validation and workplan committee. The motion was
81 seconded by Ms. Radzik.

82 **Members of the Validation/workplan/TOR Committee:**

- 83 • Vanda Radzik (civil society)
84 • Gomin Camacho (civil society)
85 • Larry Carryl (civil society)
86 • Sonya Roopnauth (government)
87 • Ryan Ramjit (Industry)
88
89 • The key mandate of this committee is to assist with the validation process and
90 review TOR/Work plan and make the necessary recommendations for
91 change/endorsement.
92
93 • This committee will meet before the next scheduled MSG meeting and review the
94 TOR/Work Plan and submit comments/recommendations to MSG at MSG
95 Meeting scheduled for October 13, 2021.

96 **Members of the Independent Administration Committee**

- 97 • Vanda Radzik (civil society)
98 • Vanelda Harris (Government)
99 • Avalon (Industry)
100 • Sean Richmond (Government)
101 • Mike McCormack (civil society)

102 The key mandate of this committee will be to review the work of the Independent
103 Administrator and make comments/recommendations to MSG.

104 **Members of the Communications & Outreach Committee**

- 105 • Gomin Camacho (civil society)
106 • Dianna Khan (civil society)
107 • Michael Monroe (government)

108 • Joachim Vogt (industry)

109 The key mandate of this committee is to meet and review the communications strategy
110 and all other related communication matters of GYEITI.

111 The chair request that the senior members on each committee take the lead in calling the
112 meetings to order and appointing a chairman.

113 **AGENDA ITEM NO. 8 – Secretariat Report.**

114 Dr. Jadoopat gave an update on the following:

- 115 • Preparation of 3rd GYEITI Report
- 116 • USAID-GYEST PADF Project – Status update
- 117 • Financial Report – August – October 2021

118 **Key highlights of the Secretariat Report:**

- 119 • PADF hired two consultants to assist the secretariat with validation.
- 120 • PADF hired consultant to prepare SOP for the secretariat
- 121 • PADF hired consultant to redesign GYEITI website
- 122 • PADF hosted transparency week.
- 123 • Bidding process (technical aspect) for preparation of the 3rd Report completed and
124 request for financial proposal requested by NPTAB.
- 125 • The Secretariat will have an additional staff to assist with the workload.
- 126 • The financial report of the secretariat is still estimated.
- 127 • Validation will commence on the 1st October 2021.

128 The chair informed that when the three co-chairs of the MSG are appointed, they will look
129 at the work/operation of the secretariat and the workplan and will also review the process
130 used for the appointment of the IA.

131 **AGENDA ITEM NO 9 EITI -Sharing Information on Guyana’s 1st Validation**

132 Dr. Francisco Paris Director of LAC made a presentation to the MSG on the Validation
133 process.

134 **Agenda - Key Highlights:**

- 135 • **EITI Validation: Overview** – validation will look at a country’s ability to meet
136 the standard.
- 137 • **EITI Validation:**
 - 138 - **Procedure** – promote dialogue, communicate progress, captures
139 stakeholder views.

- 140 - **Components** – stakeholder engagement (EITI Requirement 1.1 to
- 141 1.4, transparency (EITI Requirement 2 to 6), outcomes and impact
- 142 (Requirement 7 and 1.5)
- 143 - **Score** – low (0-49), fairly low (50-69) moderate (70-84) high
- 144 (85-92) very high (93-100).
- 145 • **Assessment of Requirements** - not met (0 points) partly met (30
- 146 points) mostly met (60 points) fully met (90 points) exceeded (100 points).
- 147 Outcomes – the new validation model sets minimum levels of progress. If a
- 148 country has partly met or not met any one of the requirements relating to
- 149 stakeholders, the board will suspend the country.
- 150 • **EITI Validation: Procedure for Guyana:**
- 151 - Step (1) collate data and documentation
- 152 - Step (2) assess information that was gathered
- 153 - Step (3) feedback – will be scheduled approximately 9 weeks after the
- 154 beginning of validation (December)
- 155 - Step (4) Board to review and agree an outcome for each component
- 156 (board review will be scheduled approximately 15 weeks after the
- 157 beginning of validation (Jan-Feb 2022).

158 **Immediate steps for GYEITI**

- 159 • Submit call for views by September 30th
- 160 • Submit Validation Templates by October 1st.
- 161 • Publish them in GYEITI website by October 1st.
- 162 • Prepare for consultation with selected stakeholders, by mid-October.

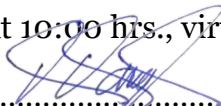
163 The chair informed the EITI International Secretariat that the MSG has appointed a
 164 committee to work with the EITI Validation team to go through the validation process
 165 and get the best results for Guyana.

166 The meeting agreed that the Templates which were endorsed by the MSG transition team
 167 will be published on due date October 1, 2021 with a caveat that the Validation
 168 Subcommittee will meet to review with recommendations for approval by the MSG at the
 169 next meeting.

170 There being no other business the meeting stood adjourned at 12:12.

171 Next meeting scheduled for Wednesday, October 13, 2021 at 10:00 hrs., virtually.

172
 173 Diane Barker (Ms.)
 174 Deputy Coordinator
 175 GYEITI National Secretariat



 Ryan Ramjit
 Chair (Industry)

176 **DECISIONS MADE AT 1st MSG MEETING HELD ON WEDNESDAY SEPTEMBER 29,**
177 **2021**

178 **Decision no 1:** The government sector and civil society sector will meeting with their
179 respective representative before the next MSG scheduled meeting to review the TOR and
180 workplan and submit its comments to MSG.

181 **Decision no 2:** The Validation/TOR/Workplan Committee will convene before the next
182 MSG meeting and review the Validation templates and provide its recommendations for
183 endorsement/approval by MSG at the next meeting.

184 **Decision no. 3:** Civil Society will meet to appoint its co-chair and submit the name of
185 the co-chair before next scheduled meeting.

DRAFT