

**MULTI STAKEHOLDER GROUP 44<sup>th</sup> STATUTORY MEETING  
MINUTES OF MEETING HELD  
ON WEDNESDAY OCTOBER 13, 2021 AT 10:05 AM  
VIA ZOOM**

**ATTENDANCE: MSG and SECRETARIAT STAFF**

	<b>Name &amp; Sector</b>	<b>Members Present</b>	<b>Members Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
<b>Industry</b>						
<b>1</b>	<b>J Bronchalo</b>	<b>x</b>		<b>M Tripp</b>		<b>To be replaced Pending</b>
<b>2</b>	<b>R Ramjit</b>	<b>x</b>		<b>J Vogt</b>	<b>x</b>	
<b>3</b>	<b>A Alphonso</b>	<b>w-out/e</b>		<b>A Jagnandan</b>	<b>x</b>	
<b>4</b>	<b>R Khan</b>	<b>x</b>		<b>N McLean</b>	<b>x</b>	
<b>Civil Society</b>						
<b>5</b>	<b>L Carryl</b>	<b>'x</b>		<b>M McCormack</b>	<b>x</b>	
<b>6</b>	<b>N Fredericks</b>	<b>x</b>		<b>S Rambajue</b>	<b>x</b>	
<b>7</b>	<b>V Radzik</b>	<b>x</b>		<b>K Cort-Kansinally</b>	<b>x</b>	
<b>8</b>	<b>G Camacho</b>	<b>x</b>		<b>D Khan</b>	<b>x</b>	
<b>Government</b>						
<b>9</b>	<b>S Roopnauth</b>		<b>w/e</b>	<b>T Balgobin</b>		<b>w-out/e</b>
<b>10</b>	<b>H Khan</b>	<b>x</b>		<b>S Richmond</b>	<b>x</b>	
<b>11</b>	<b>V Harris</b>	<b>x</b>		<b>S Hussain</b>	<b>x</b>	
<b>12</b>	<b>M Munroe</b>	<b>x</b>		<b>M Pertab</b>		<b>w/e</b>
<b>Secretariat Staff</b>						
<b>1</b>	<b>R Jadoopat</b>	<b>x</b>				
<b>2</b>	<b>D Barker</b>	<b>x</b>				
<b>3</b>	<b>J Earle</b>	<b>x</b>				
<b>4</b>	<b>S Parkinson</b>	<b>x</b>				
<b>5</b>	<b>R. Budhu</b>	<b>x</b>				

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

2 The meeting which was held via zoom was called to order at 10:05 am by co-chair Mr.  
3 Ryan Ramjit who welcomed everyone and thanked them for attending.

4 **AGENDA**

5 **AGENDA (Draft)** [90 mins]  
6

7	<b>1. Call to Order and Welcome</b>	1 mins
8		
9	<b>2. Excuses / Attendance Record</b>	2 mins
10		
11	<b>3. Adoption of Agenda</b>	2 mins
12	<b>4. Minutes of 1st MSG Statutory Meeting, 29.09.21</b>	4 mins
13	a) Correction / Omission / Adoption	
14		
15	<b>5. Decisions of 1st Statutory Meeting – Implementation Status</b>	10 mins
16	<b>6. Report From MSG Committees:</b>	25 mins
17	a) Work Plan, MSG TOR and Validation Committee	
18	b) MSG IA Committee	
19	c) Communications & Outreach Committee	
20	<b>7. Adoption of GYEITI Work plan and MSG TOR</b>	15 mins
21	<b>8. Adoption of Validation Templates</b>	15 mins
22		
23	<b>9. Secretariat Report Circulated prior to meeting: Main Aspects</b>	10 mins
24	- Guyana’s 1st EITI Validation – Status Update	
25	- Preparation of 3rd GYEITI Report - Status Update on IA Contract	
26	- USAID-GYEST-PADF Project – Comprehensive Report	
27		
28	<b>10. Any other Business</b>	5 mins
29	a) MSG Submission of Bio/Resume, Portfolio and Contact Information	
30	b) MSG Submission of Confidentiality Information	
31		
32	<b>11. Announcement of Next MSG Meeting – 10th November, 2021</b>	1 min
33	<b>Close</b>	

34 **AGENDA ITEM No 2 – Excuses/Attendance Record**

- 35 • Excuses tendered by the Secretariat for Ms. Roopnauth and Mr. Pertab.

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

37 There being no items added to the agenda it was adopted by Mr. Khan and seconded by  
38 Mr. Carryl.

39 **AGENDA ITEM NO 4 – Minutes of 1<sup>st</sup> Statutory MSG Meeting:**

40 The attendance sheet was corrected to reflect that Mr. Alphonso was present at the last  
41 meeting. There being no other corrections the motion to adopt the minutes of the 1<sup>st</sup> MSG  
42 Meeting was moved by Mr. Khan and seconded by Ms. Radzik.

43 **AGENDA ITEM NO 5 – Decisions of 1<sup>st</sup> Statutory Meeting- Status Update**

- 44 • **Decision No 1.** The Validation/Workplan/TOR Committee will convene before  
45 the next MSG meeting to review the TOR and Work Plan and provide  
46 comments/recommendations for review by the MSG at the next MSG Meeting.  
47 - **Decision not yet implemented.**
- 48 • **Decision No 2.** The Validation/TOR/Workplan Committee will convene before  
49 the next MSG meeting and review the validation templates and provide its  
50 recommendations for endorsement/approval by MSG at the next meeting .  
51 - **Decision implemented.**
- 52 • **Decision No 3.** Civil Society will meet to appoint its co-chair and submit the name  
53 of the co-chair before next scheduled meeting  
54 - **Decision implemented.** Ms. Radzik was appointed a co-chair for the  
55 MSG.
- 56 • **Decision No 4.** The Communications Committee will convene, appoint a chair  
57 and review the communications strategy and make the appropriate  
58 recommendations to the MSG at the next scheduled meeting  
59 - **Decision partially implemented.**

60 **AGENDA ITEM NO 6 – Report from MSG Committees:**

61 **Communications & Outreach Committee Report.**

- 62 • On Tuesday October, 12, 2021, the Communications & Outreach Committee  
63 convened its 1<sup>st</sup> meeting and appointed a chair in the person of Mr. Vogt.
- 64 • The meeting was informed that the committee has commenced a thorough review  
65 of the communications strategy and GYEITI work plan and after the review is  
66 completed will prepare a proposal with recommendations for implementations of  
67 key activities and present to the MSG for consideration and approval.
- 68 • The committee also agreed to review the GYEITI Website and submit their  
69 recommendations to MSG for consideration and approval.

- 70 • The nominated chair for the Communications and Outreach Committee requested  
71 that the nomination for chair be tabled once again at the next committee meeting  
72 to give members that were absent an opportunity to nominate the chair.  
73 • Mr. Khan has volunteered to serve on the Communications and Outreach  
74 Committee.

75 **Work Plan/TOR/Validation Committee Report:**

- 76 • The above-mentioned committee did not meet.  
77 • Civil society caucused among themselves to review the MSG Terms of Reference  
78 (TOR) and made some proposed changes to Sections 2.3, 4.2, 4.6, 5.6, 7.2, 10.3,  
79 11.6, 12.5.  
80 • The meeting agreed that the Committee will review all the proposed changes  
81 submitted by the three sectors and submit a revised draft of the TOR to the MSG  
82 for consideration and approval.

83 **MSG IA Committee Report:**

- 84 • The committee met on the 7<sup>th</sup> October 2021 and nominated Mr. Carryle as its  
85 chair. The committee informed that a detailed outline on the IA hiring process  
86 and 3<sup>rd</sup> EITI Report preparation processes were given by the Secretariat.  
87 • A detailed status update was given to the Committee on the tracking of the  
88 implementation of recommendations from the 1<sup>st</sup> and 2<sup>nd</sup> Reports.  
89 • The Committee also discussed the process they will follow to determine the  
90 materiality threshold for the 3<sup>rd</sup> Report.

91 **AGENDA ITEM NO 7 Adoption of MSG TOR & Work plan.**

- 92 • The meeting agreed that the committee will meet to review all comments  
93 submitted by the three sectors and submit a revised version for MSG consideration  
94 and approval.

95 **AGENDA ITEM NO 8 Adoption of Validation Templates:**

- 96 • The meeting agreed to adopt the Validation Templates. The motion to adopt the  
97 templates was moved by Mr. Carryl and seconded by Mr. Bronchalo. There being  
98 no objections the Validation templates were adopted.

99 **AGENDA ITEM NO 9 Secretariat Report:**

100 The key highlights of the Secretariat's Report were:

- 101 • Update on USAID-GYEST PADF Project.

- 102 • Update on the work commenced by the International Validation team for Guyana’s
- 103 1<sup>st</sup> Validation.
- 104 • Update on GYEITI website and publication of newsletters.
- 105 • Procurement of Independent Administrator for preparation of 3<sup>rd</sup> Report.
- 106 • Update on Systematic Disclosure and Beneficial Ownership consultancies.
- 107 • The meeting was informed that the Secretariat received an additional staff from
- 108 MNR in the person of Mr. Richard Budhu and a request was made by Mr. Budhu
- 109 to be transferred back to the MNR.

110 **AGENDA ITEM NO. 10 Any Other Business:**

111 a) MSG Submission of Bio/Resume, Portfolio and Contract Information

112 b) MSG Submission of Confidentiality Information

113 The members were encouraged to submit the above-mentioned documents to the  
114 Secretariat at the earliest convenience.

115 There being no other business the meeting stood adjourned at 11:05 am.

116 Next meeting scheduled for Wednesday, November 10, 2021 at 10:00 hrs., virtually.

117 .....  
118 Diane Barker (Ms.)  
119 Deputy Coordinator  
120 GYEITI National Secretariat

.....  
Ryan Ramjit  
Chair (Industry)

122 **DECISIONS AGREED AT 2<sup>ND</sup> STATUTORY MEETING OF 2<sup>ND</sup> MSG HELD ON**  
123 **WEDNESDAY OCTOBER 13, 2021.**

124 **Decision no 1:** The meeting agreed that the subcommittee will review all the proposed  
125 changes made to the TOR by the three sectors and submit the final proposed changes to  
126 the MSG for consideration and approval.

127 **Decision no 2:** The meeting agreed that the Co-Chairs will meet to discuss the staffing  
128 requirements for the Secretariat and review the process for recruiting consultants for  
129 GYEITI.