

**MULTI STAKEHOLDER GROUP 45th STATUTORY MEETING
MINUTES OF MEETING HELD
ON WEDNESDAY NOVEMBER 10, 2021 AT 10:04 AM
VIA ZOOM**

ATTENDANCE: MSG and SECRETARIAT STAFF

	Name & Sector	Gender	Members Present	Members Absent	Alternate	Gender	Present	Absent
INDUSTRY								
1	J Bronchalo	M	x		A Gohil	M		w/e
2	R Ramjit	M	x		J Vogt	M		w/e
3	A Alphonso	M	w/e		A Jagnandan	M	x	
4	R Khan	M	x		N McLean	M	x	
CIVIL SOCIETY								
5	L Carryl	M	'x		M McCormack	M	x	
6	N Fredericks	M		w/e	L Fiedtkou	M	x	
7	V Radzik	F	x		K Cort-Kansinally	F	x	
8	G Camacho	F	x		D Khan	F		Resigned. To be replaced
GOVERNMENT								
9	S Roopnauth	F	x		T Balgobin	M		w-out/e
10	H Khan	F	x		S Richmond	M		w-out/e
11	V Harris	F	x		S Hussain	M		w-out/e
12	M Munroe	M	x		M Pertab	M	x	
Secretariat Staff								
1	R Jadoopat	M	x					
2	D Barker	F	x					
3	J Earle	M	x					
4	S Parkinson	F	x					
5	R. Budhu	M		w/e				

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

2 The meeting which was held via zoom was called to order at 10:04 am by co-chair Mr.
3 Ryan Ramjit who welcomed everyone and thanked them for attending.

4 **AGENDA**

5 **AGENDA (Draft)** [90 mins]
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7	1. Call to Order and Welcome	1 mins
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9	2. Excuses / Attendance Record	2 mins
10		
11	3. Adoption of Agenda	2 mins
12	4. Minutes of 2nd MSG Statutory Meeting, 13.10.21	5 mins
13	a) Corrections / Omissions / Adoption	
14		
15	5. Decisions of 2nd Statutory Meeting – Implementation Status	10 mins
16	6. Report From MSG Committees:	15 mins
17	a) MSG IA Committee	
18	b) Communications & Outreach Committee	
19	c) Work Plan, MSG TOR and Validation Committee	
20	7. Adoption of MSG TOR	15 mins
21	8. Discussion on Request for Interview by Aljazeera	10 mins
22		
23	9. Secretariat Report October 2021: Main Aspects	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 – Additional Promotional Items	
27		
28	10. Any other Business	5 mins
29	a) MSG Submission of Bio/Resume, Portfolio and Contact Information	
30	b) MSG Submission of Confidentiality Agreements	
31		
32	11. Announcement of Next MSG Meeting – 8th December, 2021	1 min
33	Close	

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

- 37 • Excuses tendered by the Secretariat for Mr. Joachim Vogt, Mr. Anand Gohil, A
38 Alphonso and Ms. Sonya Roopnauth.

39
40 **AGENDA ITEM NO 3 – Adoption of Agenda**

41 There being no items added to the Agenda it was adopted by Mr. R. Khan and seconded
42 by Mr. Carryl.

43
44 **AGENDA ITEM NO 4 – Minutes of 2nd Statutory MSG Meeting:**

- 45 • The attendance sheet was corrected to reflect that Mr. Alphonso was present at the
46 last MSG meeting held on Wednesday, October 13, 2021.
- 47 • The meeting agreed to insert a column for gender.
- 48 • To replace the name S Rambajue with L Fiedtkou.
- 49 • On Page 3 Line 54 change Mr. Radzik to Ms. Radzik.
- 50 • On Page 4 place the first name initial of members/alternates to be able to
51 determine who is the person.
- 52 • Line 84 correct the spelling of Mr. Larry Carryl’s surname.
- 53 • Under Agenda Item 10 ‘Any other Business’ change Confidentiality Information to
54 Confidentiality Agreement.

55 There being no other corrections the motion to adopt the minutes of the 2nd MSG Meeting
56 of the 2nd MSG was moved by Mr. R. Ramjit and seconded by Ms. V. Radzik.

57 **AGENDA ITEM NO 5 – Decisions of 2nd Statutory Meeting- Status Update**

- 58 • **Decision no 1:** The meeting agreed that the TOR/Work Plan & Validation
59 Committee will review all the proposed changes made to the TOR by the three
60 sectors and submit the final proposed changes to the MSG for consideration and
61 approval.
- 62 - **Decision not yet implemented** – work in progress. Committee still
63 working to implement decision.
- 64 • **Decision no 2:** The meeting agreed that the Co-Chairs Committee will meet to
65 discuss the staffing requirements for the Secretariat, review the process for
66 recruiting consultants and other related matters.
- 67 - **Decision implemented.** Co-chairs met with the MNR and discussions
68 on staffing for the secretariat was fruitful. The committee reviewed four
69 Terms of Reference for the posts of National Coordinator,
70 Administrator, Legal Officer, Research & Data Analyst.

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

72 **MSG IA Committee Report.**

- 73 • The meeting was informed that the contract for the hiring of the Independent
- 74 Administrator (IA) is still to receive Cabinet’s no objection.
- 75 • Engagements with IA and reporting entities were held for data collection to jump
- 76 start the preparation of the 3rd Reporting process.
- 77 • Information on the materiality threshold will be provided when IA is on board and
- 78 ready to commence inception meeting.
- 79 • IA stands ready to commence meeting with committee to discuss work plan and
- 80 timelines for completion of 3rd Report.

81 **Decisions for implementation:**

- 82 • The meeting agreed that the preparation of Guyana’s 3rd Report will not meet
- 83 required deadline for completion and requested that the Secretariat writes a letter
- 84 to the International Secretariat requesting an extension of time. Letter requesting
- 85 the extension of time to be sent to the International Secretariat no later than
- 86 November 26, 2021.
- 87 • The meeting agreed that the National Secretariat will draft a Resolution for a
- 88 request of extension of time showing the reasons for the extension for preparation
- 89 of 3rd Report. Resolution to be completed no later than Friday November 19, 2021
- 90 and send for MSG review and comments.
- 91 • The National Secretariat to prepare timelines of events for preparation of Report
- 92 and sent to the MSG on or before Friday November 12, 2021.
- 93 • Co-chairs Committee and IA committee to meet with IA to determine timelines for
- 94 completion of 3rd Report.

95 **Communications and Outreach Committee’s Report:**

- 96 • The committee met on Tuesday November 9, 2021 and reviewed the GYEITI
- 97 Communications Strategy Plan.
- 98 • The group drafted an action tracking document (matrix) which is a working
- 99 document.
- 100 • The top priorities of work to be implemented were identified.
- 101 - Website upgrade and administration capacity,
- 102 - Develop visual communications tools,
- 103 - Resolve funding issues and capacity short falls,
- 104 - Develop communications action implementation schedule.
- 105 • **Recommendations for MSG consideration:**

- 106 - Hire a professional website service provider either inhouse or external
 107 to ensure daily and regular updates of GYEITI website. Committee
 108 agreed that the priority should be the website overall enhancement work
 109 with support of relevant funding from available existing needs and this
 110 is to be mobilized as a matter of urgency.
 111 - Visual communication tools – have simplified communications tools
 112 through infographics of EITI’s purpose and standard and widely
 113 disseminate in all public domain. This will entail translation services to
 114 enable better communications value with hinterland communities.
 115 - Funding and capacity issues- Committee recommends the
 116 strengthening of the secretariat in the area of communications i.e., have
 117 a full-time person, review funding options and sourcing to enable proper
 118 development of the communications plan of GYEITI.
 119 - Have time sensitive information for easy dissemination and release and
 120 recommends that (1) secretariat shall set forth a work schedule from
 121 November to December to complete all website related amended
 122 services, financing, contracting and improvement execution deadlines
 123 (2) MSG shall promptly finalize the schedule for communications
 124 projects, information that is not relevant to the certified data shall be
 125 streamlined to be published on the website e.g. Bank of Guyana Reports,
 126 Bureau of Statistic Reports with relevant content that can be placed on
 127 the website.

128 **MSG Work plan/TOR/Validation Committee Report:**

- 129 • The committee has not completed the final review of the MSG TOR.
 130 • Some areas of disagreements will come to the MSG for further discussions and
 131 vote. Other areas not yet reviewed will be completed before the next MSG
 132 Statutory meeting.
 133 • The workplan has not yet been reviewed. Committee to go through the work plan
 134 and make submission to the MSG at next MSG Statutory meeting.

135 **AGENDA ITEM NO 7 Adoption of MSG TOR.**

- 136 • The MSG TOR to be adopted when the review process is completed and MSG
 137 approves.

138 **AGENDA ITEM NO 8 Discussion on Request for Interview by Aljazeera:**

- 139 • The meeting was informed that Aljazeera reached out to the National Secretariat
 140 for an interview.

- 141 • The MSG discussed the existing standing rule put in place for engagement with the
- 142 Secretariat and media outlets and agreed that the interview with Aljazeera be
- 143 structured i.e., that the Secretariat request that Aljazeera submit their questions in
- 144 writing and the response from the Secretariat be in written form and only covers
- 145 what is in the public domain and what is within GYEITI remit to answer. The
- 146 meeting agreed that the Secretariat uses the opportunity to highlight the work and
- 147 progress of GYEITI.
- 148 • The secretariat will inform the MNR about the course of action and decision taken
- 149 by the MSG on the matter.
- 150 • The meeting agreed that the co-chairs committee will engage the MNR on issues
- 151 relating to how GYEITI interviews will be conducted and on a broader front
- 152 instruction to the secretariat from the MNR.

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

- 154 • The meeting was informed that the ‘**call for views**’ on Guyana’s validation
- 155 process is ongoing.

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

- 157 • **The meeting was informed of UNDP funding for GYEITI.**

158 The meeting was reminded of the following:

- 159 a) MSG Submission of Bio/Resume, Portfolio and Contract Information
- 160 b) MSG Submission of Confidentiality Information

161 The members were encouraged to submit the above-mentioned documents to the

162 Secretariat at the earliest convenience.

163 There being no other business the meeting stood adjourned at 12:05 am.

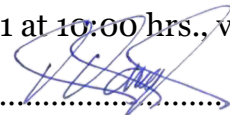
164 Next meeting scheduled for Wednesday, December 8, 2021 at 10:00 hrs., virtually.

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166 Diane Barker (Ms.)

167 Deputy Coordinator

168 GYEITI National Secretariat



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Ryan Ramjit

Chair (Industry)

171 **DECISIONS AGREED AT 3rd STATUTORY MEETING OF 2nd MSG HELD ON**
 172 **WEDNESDAY NOVEMBER 10, 2021.**

- 173 • **Decision no 1:** The meeting agreed that the preparation of the 3rd Report will not
 174 meet the deadline for completion and requested that a letter for an extension of
 175 time be sent to the International Secretariat no later than November 26, 2021.
- 176 • **Decision no 2:** The meeting agreed that secretariat will draft a Resolution for a
 177 request of extension of time for the preparation of Guyana's 3rd Report and send to
 178 MSG for approval via email no later than Friday November 19, 2021 and.
- 179 • **Decision no 3:** Secretariat to prepare timeline of events for preparation of 3rd
 180 Report on or before Friday November 12, 2021.
- 181 • **Decision no 4:** Co-chairs Committee and IA Committee to convene a meeting
 182 with IA to determine timeline for completion of 3rd Report.
- 183 • **Decision no 5:** The meeting agreed that the TOR/Work Plan/Validation
 184 Committee will complete its review of the TOR and Work Plan and submit the
 185 final proposed changes to the MSG for consideration and approval at the next
 186 MSG Statutory Meeting.
- 187 • **Decision no 6:** The meeting agreed that the Co-Chair committee will meet with
 188 MNR on issues relating to how GYEITI interviews with the media will be conducted
 189 and other instructions given to the Secretariat by the MNR.
- 190 • **Decision no 7:** TOR/Work Plan & Validation Committee to go through the work
 191 plan and make submission to the MSG at next MSG Statutory meeting.
- 192 • **Decision no 8:** The meeting agreed that the interview with Aljazeera be
 193 structured i.e., that the Secretariat request that Aljazeera submit their questions in
 194 writing and the response from the Secretariat be in written form and only covers
 195 what is in the public domain and what is within GYEITI remit to answer. The
 196 meeting agreed that the Secretariat uses the opportunity to highlight the work and
 197 progress of GYEITI.
- 198 • **Decision no 9:** The secretariat will inform the MNR about the course of action
 199 and decision taken by the MSG on the issue regarding the interview with Aljazeera.