Agenda

- Introducing new guidance from the International Secretariat
- National priorities and stakeholder consultation
- Key requirements for improvement
- How to use the Guidance note and templates
- Questions, support, and next steps
New Guidance from the International Secretariat
Why do we need work plans

- Work plans should answer the most transcendental question:
  - *Why do we implement the EITI in our country?*

- Then, they should answer how we reach those goals:
  - *What do we want to accomplish and how?*
  - *Who is responsible/accountable?*
  - *What are we missing? Why?*

- Work plans must have room to change course, according to the *priorities* defined by the MSG.

- Work plans must also have room to evaluate the journey:
  - *Are we there yet? What’s missing?*
  - *Has the journey been good? What shall we change?*
Updated Guidance Note: 3 tools

Guidance Note (28pgs)

Annex 1: Narrative Template

Annex 2: Matrix Template
What’s new?

■ Updates following the 2019 Standard
■ Increased emphasis on National Priorities
■ Increased emphasis on MEL and the review cycle
■ Narrative template
National priorities and stakeholder consultation
National priorities in work planning

Requirement 1.5:
The multi-stakeholder group is required to maintain a current work plan [...]. The work plan must:

a) Set EITI implementation objectives that are linked to the EITI Principles and reflect national priorities for the extractive industries [...]

b) Include measurable and time bound activities to achieve the agreed objectives [...]

National Priorities

EITI Principles

Work plan objectives

Specific and Measurable Activities
Consultation in work planning

- How do stakeholders understand national priorities and current disclosure practices?
- The work plan must be disseminated widely
- Stakeholders should be able to comment on implementation of the work plan
- Stakeholders should be invited to participate in the annual review of EITI implementation
Benefits of national relevance and consultation

- secure buy-in and support
- ensure that the EITI is coherent and complementary
- coordinate and secure resources
- deliver results that meet demand and help solve important problems
Key Requirements for Improvement
1.5 Work plan

**Detailed guidance on requirement 1.5**

The multi-stakeholder group is required to maintain a current work plan, fully costed and aligned with the reporting and Validation deadlines established by the EITI Board. The work plan must:

a) Set EITI implementation objectives that are linked to the EITI Principles and reflect national priorities for the extractive industries. The multi-stakeholder group should address the steps needed to mainstream EITI implementation in company and government systems. Multi-stakeholder groups are encouraged to explore innovative approaches to extending EITI implementation to inform public debate about natural resource governance and encourage high standards of transparency and accountability in public life, government operations and in business.

b) Reflect the results of consultations with key stakeholders, and be endorsed by the multi-stakeholder group.

c) Include measurable and time bound activities to achieve the agreed objectives. The scope of EITI implementation should be tailored to contribute to the desired objectives that have been identified during the consultation process. The work plan must:

i. Assess and outline plans to address any potential capacity constraints in government agencies, companies and civil society that may be an obstacle to effective EITI implementation.

ii. Address the scope of EITI implementation, including plans for strengthening systematic disclosures and addressing technical aspects of reporting, such as comprehensiveness and data reliability (4.1 and 4.9).

iii. Identify and outline plans to address any potential legal or regulatory obstacles to EITI implementation, including, if applicable, any plans to incorporate the EITI Requirements within national legislation or regulation.

iv. Outline the multi-stakeholder group’s plans for implementing the recommendations from EITI implementation and Validation.

v. Outline plans for disclosing contracts in accordance with Requirement 2.4(b) and beneficial ownership information in accordance with Requirement 2.5(c)-(f), including milestones and deadlines.

d) Identify domestic and external sources of funding and technical assistance where appropriate in order to ensure timely implementation of the agreed work plan.

e) Be made widely available to the public, for example published on the national EITI website and/or other relevant ministry and agency websites, in print media or in places that are easily accessible to the public.

f) Be reviewed and updated annually. In reviewing the work plan, the multi-stakeholder group should consider extending the detail and scope of EITI implementation. In accordance with Requirement 1.4(b), the multi-stakeholder group is required to document its discussions and decisions.

g) Include a timetable for implementation that is aligned with the deadlines established by the EITI Board (section 4 - EITI Board oversight of EITI implementation) and that takes into account administrative requirements such as procurement processes and funding.
<table>
<thead>
<tr>
<th>Requirement 1.5 in summary</th>
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<tbody>
<tr>
<td><strong>The WP must</strong></td>
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<tr>
<td>be current, reviewed and updated annually</td>
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<td>be endorsed by the MSG</td>
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<tr>
<td>Set objectives linked to the EITI Principles and national priorities</td>
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<td>Reflect the results of consultations with key stakeholders</td>
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<tr>
<td>Be fully costed and identify sources of funding and assistance</td>
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<tr>
<td>Be disseminated widely</td>
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<tr>
<td>Include a timetable for implementation</td>
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<td>Include activities measurable and time bound</td>
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### Areas for Improvement on Last Work Plans

<table>
<thead>
<tr>
<th>The WP must</th>
<th>Activities in the WP must</th>
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<tbody>
<tr>
<td>be current, reviewed and updated annually</td>
<td>Be tailored to objectives</td>
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<tr>
<td>be endorsed by the MSG</td>
<td>Reflect stakeholder consultations</td>
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<td>Set objectives linked to the EITI Principles and national priorities</td>
<td>Address capacity constraints</td>
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<td>Address beneficial ownership, including milestones and deadlines</td>
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How to use the Guidance Note and Templates
Guidance Note: step by step

- **5 Steps**
  - Key questions
  - Country examples
  - Detailed narrative guidance and explanation

### Overview of steps

<table>
<thead>
<tr>
<th>Steps</th>
<th>Key considerations</th>
<th>Examples</th>
</tr>
</thead>
</table>
| Step 1: Organise and prepare | - Who is responsible for work planning?  
- How much time and what resources will be needed to produce a robust work plan?  
- Who are the key stakeholders to consult and how can their views be captured? | Colombia |
| Step 2: Identify priority issues | - What are the weak points in existing disclosure and implementation practices?  
- What are the national priorities for the extractive industries?  
- Who are the key stakeholders to include in developing the work plan and how should they be consulted?  
- How are current disclosure practices and national priorities understood by stakeholders? | Albania  
Democratic Republic of the Congo  
Indonesia  
Mauritania  
Nigeria  
Papua New Guinea  
Suriname |
| Step 3: Define objectives, activities and scope | - Which activities will directly contribute to work plan objectives and other aspects of resource governance required by the EITI standard?  
- How can activities and results be articulated as measurable and time-bound?  
- Do activities in the work plan clearly identify costs, funding sources, and responsibilities?  
- Does the work plan clearly communicate a timetable for implementation, including specific plans for communication and dissemination? | Democratic Republic of the Congo  
Senegal  
Zambia |
| Step 4: Endorse and disseminate the work plan | - What are key issues to consider in making workplans more accessible (e.g., local languages, technological literacy, access to media)?  
- How can stakeholders provide feedback to the work plan during implementation?  
- What alternative formats might increase the utility and accessibility of the work plan? | Indonesia  
Philippines |
| Step 5: Monitor and review | - How often should the work plan be reviewed and who should be responsible for this?  
- Is there scope to add a monitoring framework, and what benefits would this add?  
- How can a review of the work plan help MSGs to adopt and improve activities during implementation?  
- How will the review of the work plan inform future work planning? | Armenia  
Senegal  
Ukraine |
Template for Narrative Work Plans

How to use it:
• facilitate planning and discussion in the MSG
• structure presentation and rationale

Each section provides guidance on
• content that is required by the EITI Standard
• content that the MSG may wish to consider

Sections
1. Background and context
2. National priorities and governance of the extractive industries
3. Activities
4. Budget and funding
5. Dissemination and communication
6. Monitoring and review
7. Milestones and timelines
Template for Matrix Work Plans

How to use it:

• Clearly present key information about activities for each objective
• Monitor implementation on a quarterly basis (optional)

Activity planning
1. Objective
2. Rationale
3. Activities
4. Outcomes
5. Responsible party
6. Timeline
7. Cost
8. Funding source

Monitoring by Quarter
1. Key deliverable
2. Status
3. Status details
4. Comments from stakeholders
5. Adjustments
# Template for Matrix Work Plans

**[Country] [year] EITI Work plan**

Last update [DD Month YYYY]

<table>
<thead>
<tr>
<th>Objective</th>
<th>Rationale: Governance challenges and links to national priorities</th>
<th>Activities</th>
<th>Outcomes</th>
<th>Responsible party</th>
<th>Timeline</th>
<th>Cost</th>
<th>Funding source</th>
<th>Key deliverable</th>
<th>Status</th>
<th>Status details/Description</th>
<th>Comments from stakeholders (describe who)</th>
<th>Adjustments to work plan and implementation</th>
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<tbody>
<tr>
<td>Objective 1</td>
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<td>Objective 3</td>
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Going the extra mile to strengthen the planning and review cycle

- Rigorously debate national priorities and how they are reflected in EITI implementation
- Engage broadly and innovative ways with external stakeholders
- Incorporate monitoring, evaluation, and learning frameworks
- Use SMART criteria for all activities, targets and objectives
Questions, support, and next steps
Next steps and support

Step 1
Organise and prepare

Developing a results-oriented work plan which reflects views from key stakeholders requires time and effort, but has important benefits related to stakeholder engagement, learning and accountability.

Support from the International Secretariat

- Guidance Note and Work Plan Templates
- Support through country manager
- Trainings and document review on request

QUESTIONS

- Who is responsible for work planning?
- How much time and what resources will be needed to produce a robust work plan?
- Who are the key stakeholders to consult and how can their views be captured?