



DRAFT MWEITI 2023 ANNUAL WORKPLAN

2023/2024

**MALAWI COVID ERA 2022/23 ANNUAL WORK PLAN
APPROVED BY MSG 2023**

AUTHOR: MWEITI NATIONAL SECRETARIAT

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List of Acronyms

AWP	Annual Work Plan
BO	Beneficial Ownership
BOD	Beneficial Ownership Disclosure
CE	Company and Enterprise
CEPA	Center for Policy Advocacy
CCD	Chuma Cha Dziko
CSO	Civil Society Organization
DOF	Department of Forestry
DOM	Department of Mines
EITI	Extractive Industries Transparency Initiative
EITI-IS	Extractive Industries Transparency Initiative International Secretariat
EUD	European Union Delegation
FIA	Financial Intelligence Authority
GDP	Gross Domestic Product
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
RGD	Registrar General Department
IA	Independent Administrator
M & E	Monitoring and Evaluation
MDA	Ministries, Departments and Agencies
MoFEAs	Ministry of Finance and Economic Affairs
MoM	Ministry of Mining
MWEITI	Malawi Extractive Industries Transparency Initiative
MSG	Multi-Stakeholder Group
NAO	National Audit Office
NCA	Norwegian Church Aid
NS	National Secretariat
NRJN	National Resources Justice Network
RAP	Remedial Action Plan
TA	Technical Assistant (Expert)
ToR	Terms of Reference

1. Introduction

This Annual Work Plan is developed by the Multi-Stakeholders (MSG) in consultations with all key stakeholders in the extractive industries as per EITI standard requirement. This annual work plan covers the 2023 to 2024 financial year and its dubbed 2023 MWEITI AWP. The purpose of the work plan is to outline approved costed annual MWEITI activities for a particular year in order to guide the MSG and National Secretariat on the important activities to be done.

The Malawi Extractive Industry Transparency Initiative (MWEITI) MSG has a mandate under the EITI International Standard to produce the Annual Work plan to facilitate the implementation of EITI requirements and achieve MWEITI objectives. The workplan also covers some major highlights achievements of the previous approved MWEITI AWP (2022), challenges and the assumptions.

MWEITI Strategic Plan

The MWEITI Strategic Plan has four key result areas which the Annual Work plan aligns to achieve. The key results areas are;

- i. Result area 1: Increased sector contribution to GDP;
- ii. Result area 2: Improved extractives sector growth and performance;
- iii. Result area 3: Improved information, openness, awareness on issues of extractive industries; and,
- iv. Result area 4: Enhanced capacity of MWEITI *and its stakeholders* to implement EITI Standards.

1.1 The EITI International Standard Annual Work Plan Requirement

The EITI International Standard Requirement number 1.5 states that 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. (Stakeholder consultations report attached as Annex 3)

- 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.

1.2 National priorities and governance of the extractive industries

Malawi National priorities are enshrined in the Overarching long term National Policy Document called Malawi 2063 (MW2063). The national vision is to have an inclusively wealthy and self-reliant industrialized 'upper-middle-income country by year 2063. Therefore, the inclusivity of MWEITI in its processes and approach regarding management and development of natural resources makes MWEITI an important tool for Malawi to achieve its national vision, especially

through the MW2063 pillar of industrialization, which has mining as a key component. The Malawi 2063 document can be accessed through the following link <https://npc.mw/wp-content/uploads/2021/02/ENGLISH-VERSION.pdf>

While MWEITI tends to promote transparency and inclusive economic development and management of the country's natural resources which makes it fit into Enablers 4 (Private Sector Dynamism) and 5 (Human Capital Development) under Chapter 4 of the key enablers for developments in the Malawi 2063 Plan, the EITI processes directly address enabler 2 which is to promote Effective Governance Systems and Institutions within the extractive industries context. In the First 10-Year Implementation Plan (MIP-1) of Malawi 2063, Malawi has prioritised mining as a key driver of economic growth. There is also a very high political will and declaration by the State President Dr. Lazarus McCarthy Chakwera where Mining has been declared a priority. Therefore, the MWEITI operations and management is very key and important for Malawi to achieve the country's aspirations, as espoused in Malawi 2063.

1.3 2022/23 Approved Work Plan Major Highlights Achievements

The previous approved Annual work plan achieved the following major tasks;

- i. Production of the 6th EITI report covering 2021 financial year (Output EITI report document)
- ii. conducted MWEITI International validation assessment (Output Validation assessment report)
- iii. Secured a new Funding support from EUD through CCD Project. Availability of resources enabled the MWEITI to conduct a number of outstanding technical activities
- iv. Produced a MWEITI Draft Policy and Bill (Draft Legislation)
- v. Attended EITI National Coordinators Workshop in Oslo
- vi. Developed an Ant-Corruption Strategy
- vii. Developed an MSG Operation Handbook manual (Underway)
- viii. Conducted a MWEITI EITI systematic Disclosure Feasibility study (underway)
- ix. Developed a Remedial Action Plan (Underway)
- x. Conduct a project level reporting feasibility study and implementation plan (Underway)
- xi. Instituted a MWEITI project evaluation study (Underway)
- xii. Conducted Interpretation of EITI report into two local languages, Summarizing, production of brochures and printing there of.
- xiii. Conducted about 5 MSG meetings both Physical and Virtual
- xiv. Supported various exercise in support of EITI production namely, pre-certification exercise, Certification workshop and template filling workshop
- xv. Publication of the Beneficial Ownership Regulations 2022 and Regional sensitization workshops which MWEITI was involved by Registrar General Department.
- xvi. Fifth EITI report Medial task force Journalist orientation exercise.
- xvii. Efficacy evaluation of the MWEITI project (Underway)
- xviii. Securing of short term financial support from DP (EU-CCD, Among others.

1.4 2022/2023 Annual Work Plan Implementation Challenges

The previous 2022/2023 Annual Work Plan had activities in all the four result areas but its attainments were negatively affected because of the following;

- i. capacity constraints in the area of EITI related issues training for the MWEITI secretariat and MSG members.
- ii. The office of MWEITI Secretariat not yet filled with fully committed officers. Relied on two officers and Interns who constantly changed.
- iii. Cyclone Fred Disaster which led to the Government to cutting the ORT budget by half in the third and fourth quarter which affected MWEITI budget as well.
- iv. Inadequate and unsustainable financing to address outstanding recommendations and other operations.

Previous Budget compared to the 2023/2024 Budget estimate

In 2021/2022 the budget was estimated at K325.6 million (US\$395,000) however the actual spending/funding was at about K 101 million (31 percent of the total estimated budget). This indicates that less than half of the work plan activities were implemented.

The 2022/2023 budget was estimated at K411. million (US\$381,000) while the actual expenditure was about Mk183 Million representing 44% implementation. This is due to additional financing the MWEITI secured through Chuma Cha Dziko under EUD. In addition MWEITI got financial support from Malawi Revenue Authority (MRA) and Center for Environmental Policy and Policy Advocacy (CEPA) on the MSG meeting and Global conference materials.

The 2023/2024 Annual work plan budget is estimated at MK655 million (\$606,934). This is 59% higher than the previous budget hence much ambitious. This ambition is due to plans to develop the revenue mobilization strategy and deliberate effort that has been put in place to solicit the funding for the activities.

1.5 2023/24 Annual Work Plan and Assumptions

The 2023/2024 AWP budget is estimated at Mk 252 million. The sources of financing will include Government (Mk 107 Million, EUD (Eur 122,000) and CEPA MK500,000 and the remaining other sources not yet identified.

The following assumptions have guided the formulation of the 2022/23 Annual Work Plan:

- i. Sporadic support for some technical activities from the European Union Delegation (EUD) through, Chuma Cha Dziko Project. The EUD has indicated will not continue to support the MWEITI as their focus has shifted. However, there is an indication that they will support some few additional technical activities that requires consultants or technical experts.
- ii. To reach out to other new partners like World Bank etc for support.

- iii. Working in partnership with CSOs in the report findings dissemination. In the year 2023/2024 MWEITI is expected to work with the Norwegian Church Aid (NCA) and OXFAM through its Civil Society Organization Partners in the dissemination and communication of the EITI reports.
- iv. Limited staffing capacity: the MWEITI Secretariat is not yet fully staffed therefore a number of pertinent activities, especially on communication, monitoring and evaluation may not be attained suffer
- v. Limited Capacity in Skills and Knowledge related to EITI implementation and management: MSG and MWEITI Secretariat require continuous skills and management training.

2. Objectives and Activities

The main objectives of the 2023/24 Annual Work Plan as an operational tool are;

- i. to ensure that Malawi is in compliance with the EITI international standard;
- ii. to contribute to the achievement of MWEITI national strategic outcomes; and
- iii. to facilitate building of the capacity of the stakeholders in the implementation of EITI standard in the country.
- iv. Advance approval and publication of the Draft MWEITI Policy and MWEITI bill by cabinet and Parliament.

Most of the EITI activities are continuous as they are required to be undertaken every year according to EITI standard requirements. In the year 2022/2023 MWEITI is expecting that it will undertake an efficacy study of the EITI implementation in Malawi from its inception in 2015 to 2021 which will help to eliminate bottlenecks and inform the MSG and stakeholders on the better way to address challenges for a better future of EITI in Malawi.

3. Stakeholders consultations and beneficiaries of the Annual Work Plan

The Annual Work Plan was developed in consultations with key stakeholders. The National Secretariat conducted consultations with stakeholders to solicit inputs and comments on the activities included in the Annual Work Plan and how they affect the national needs and country Vision 2063. The National Secretariat drew a list of strategic key partners and stakeholders in the Civil Society Organisations, private sector, and Government Institutions outside the Multi-Stakeholders Group to get the required inputs and comments as required by EITI Standard requirement 1.5 (c). The brief report of each consulted institution is attached to this AWP as annex (iii).

4. Monitoring and Evaluation

The monitoring of the implementation of this Work Plan is expected to be conducted by MSG through the designated representative. The National Secretariat is expected to conduct quarterly monitoring and evaluation of the activity implementation and report quarterly to MSG using various tools. Further, the impacts and outcome of the Annual Work Plan is expected to be undertaken in the yearly EITI report and using the Annual Activities Progress survey report which are requirements under the EITI standards.

5. 2022/23 Annual Work Plan and Schedule

The AWP is designed based on the four Result Areas of the 4 main strategic objective of MWEITI. The schedule covers period from April 2022 to March 2023.

Table 1. 2023 Annual Work Plan Scheduling

				<i>Months 2023/2024</i>												
ACTIVITIES		OUTPUT	MEANS/INPUTS	4	5	6	7	8	9	10	11	12	1	2	3	
<i>Result area 1: Maintenance of EITI Standard Malawi Country Compliance</i>																
1.1	Facilitate MSG and its subcommittees ordinary and extraordinary meetings	Meeting minutes and reports	Transport; upkeep/DSA; materials/stationery; communication/airtime/drinks and snacks													
1.2	Conduct annual reconciliation of revenues and payments (Production of 7 th EITI Report)	Approved 7 th EITI report; data on payments/revenues published	procure an Independent Administrator; meetings; workshops; venues; transport; upkeep, stationery													
1.3	Develop a medium term (2023-2025) Resources Mobilization Plan	Costed MWEITI RMP developed;	TA; consultations; Meetings with MDAs & DP; MSG Workshop; Venue; Transport; Upkeep; Stationary													
1.4	Conduct a study and Develop road map of MWEITI project level reporting (new guidelines EITI) systems	ToRs, Study report; guidelines; Meetings Reports and Minutes;	consultant/TA, Transport; upkeep/DSA; materials/stationery; Airtime													

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1.5	Conduct a feasibility study and Facilitation of Mainstreaming of EITI/ Systematic Disclosure in MDAs and Companies	Feasibility study report; Implementation Plan; Meetings Reports and Minutes;	Consultant; meetings; workshops; venues; transport; upkeep, stationery																	
1.6	Conduct Annual Activity Progress Report feedback Survey (APR-2023) In line with EITI standard requirement 7 to document annual outcomes and impact	Annual Progtress Report (APR 2023)	Consultant; meetings; workshops; venues; transport; upkeep, stationery																	
1.6	Procure MWEITI Secretariat Office Support and Communication equipment	Well-organized MSG Meetings and Workshops ; Conducive office environmen t; Efficient Meeting Communic ation; Effective Communic ation and disseminati on of MWEITI outreach programs;	3- laptops;1- Scanner/Photocopier/printer; Communication equipment (2- Internet Routers, 3-Cellphone, 1- HD camera, 1- Meeting recorder, 3-data back-ups , 1- Overhead projector)																	
Result area 2: Improved extractives sector growth and performance																				
2.1	Technical Assistance: EITI Youth and Gender Mainstreaming Study	EITI and Gender Mainstreaming report; Gender Mainstreaming Action Plan	Consultants, fees; ToRs; workshops, meetings; transport; DSA; materials/stationery																	

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3.3	Outreach activities in mining and forestry communities areas/CSOs Outside MSG/Media/ other stakeholders to discuss revenue and non-revenue issues affecting them and EITI Report findings.	Communities in Mining areas sensitized; Community meetings reports; Annual progress activity report	Transport; upkeep/DSA; materials/stationery													
3.4	Develop a Beneficial Ownership Register on Extractive Industries and Support to Registrar General Department on sensitization of companies/MDAs on BO regulations 2022 and mainstreaming of BOD in MDAs and CEs	BO registers. Meetings, Workshops reports on BO related activities;	Consultant Fees; ToRs; Meetings; workshops; Venue; transport; upkeep/DSA; materials/stationery													
3.5	MWEITI Website Review, Upgrade and Management training	Improved and well maintained MWEITI Website and Social media accounts; Up to date information on website.	Consultant fees; ToRs; Meetings; workshop; Venue; transport; upkeep/DSA; materials/stationery													
3.6	MWEITI Media Committee Task force members Annual workplan Implementation Financial support.	Reporting Articles on MWEITI report and matters on major media platforms	EITI sensitization Workshops Reports; Training Workshops Reports; Mining sites familiarization visit Reports; Learning visits Reports to surrounding EITI country on EITI reporting.													

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3.7	MWEITI New MSG Members learning visit on EITI engagement and management	Leaning Visit Report	Air tickets/Travel Allowance															
3.8	Revise and Update the outdated MWEITI 5-years Communication Strategy	MWEITI new Communication Strategy document	Facilitator/Consultant; ToRs; Venue; transport; Workshop; upkeep/DSA; materials/stationery															
3.9	Implementation of MWEITI Anti-Corruption Strategy Implementation work Plan	Anti-Corruption Strategy Monitoring and Evaluations reports	Facilitator; Meetings; workshops; Venue; transport; upkeep/DSA; materials/stationery															
3.10	MWEITI Participation in FIA National Risk Assessment programme (Legal persons and arrangements Model)	National Risk Assessment Report	Transport/Upkeep/DSA															
3.11	Facilitation of Contracts Transparency Implementation	Signed contract on MWEITI website and MDAs and Companies websites	Data Collection; meetings; transport; upkeep/DSA;															
3.12	Conduct a mapping of the existing critical minerals for Malawi and recommendations	MSG and National Secretariat conference Attendance	Virtual/virtual meetings upkeep/DSA; materials to display at the conference															
3.13	Conduct an in-depth technical analysis of the signed and agreed MDA and sensitize stakeholders to manage harmful expectations	Numbers of MDAs analyzed and sensitized	Consultant/Facilitator fees; ToRs; Meetings; venue; transport; Upkeep/DSA															

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3.14	Review the outdated MWEITI 5-Years Communication strategy	New 5-Communication Strategy document	Facilitator/Consultant fees; Meetings; workshop; Venue; transport; upkeep/DSA; materials/stationery															
3.15	Review the Outdated MWEITI Strategic Plan	New MWEITI Strategic Plan document	Facilitator/Consultant fees; Meetings; workshop; Venue; transport; upkeep/DSA; materials/stationery															
3.16	Conduct national stakeholders workshop on extractive industries developments and engagements to build trust and manage expectations	Conference Report and Recommendations	Facilitator; Presenters; Guest Speaker (WB); Venue; fuel ; materials															
3.17	Civil Societies Organizations (CSOs) training on EITI and Natural Resources Governance	Workshop Report	Facilitator; Presenters; Guest Speaker ; Venue; fuel ; materials															
3.18	Regional Sensitization of Small Scale Mining Enterprises on EITI and their roles	Sensitization workshop report	Venue; DSA/Upkeep; transport;															
3.20	Members of parliamentary Committee EITI 1 sensitization	MP Sensitization workshop report	Venue; DSA/Upkeep; transport;															
Result area 4: Enhanced capacity of MWEITI and its stakeholders to implement EITI Standards																		
4.1	Training of national audit staff in EITI reporting template certification	National Audit Office and Reporting Entities staff trained	Facilitator(s)/Consultant(s); Workshop venue; transport; upkeep/allowance, materials/stationery															

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4.2	Training staff in MDAs reporting entities in filling templates for the reconciliation process	40 trained personnel	Facilitator(s); venue; transport; upkeep/DSA, materials/stationery																
4.3	Implement Government 2019 approved Functional Review to institutionalize MWEITI under the Ministry of Finance. (Short term)	Recruitment of MWEITI Secretariat fulltime Staffs; Fully Fledged MWEITI Secretariat Operations; Staffs Interview Reports.	Venue; transport; upkeep/DSA, materials/stationery																
4.4	MSG Members and MWEITI Secretariat EITI related Training course	Training Report; Number of MSG and Officers trained	Tuition, Travel expense and allowances																
4.5	MSG members learning visit to understand various aspects of EITI.	Study tour report	Air tickets, DSA, transport																
4.6	EITI targeted Company management Sensitization and familiarization exercise	Number of companies visited and sensitized on EITI and Mandatory requirements	Transport; upkeep/DSA/Materials/stationery																
4.7	MSG and Stakeholders training on BOD and Anti-Corruption Strategy implementation	BOD & ACS Implementation Training report	Facilitator/consultant; workshop Venue; transport; upkeep/DSA; materials/stationery																

6. Costed Annual Work Plan

Table 2. Budget for the 2023/24 Annual Work Plan

		2022/2023		2023/2024			
ACTIVITIES		Budget (MK' 000)	Actual Estimated Expenditure (MK)	Budget Estimate (MK)	US\$	% share	Source
Result area 1: Maintainance of EITI Standard Malawi Country Compliance							
1.1	Facilitate MSG and its subcommittees ordinary and extraordinary meetings	20,000	16,700,150	25,600,000	23,704	3.9	MG/CEPA/Partners
1.2	Conduct annual reconciliation of revenues and payments (Production of 7 th EITI Report)	79,789	93,487,000	100,000,000	92,593	15.3	EUD/MG
1.3	Develop a medium term (2023-2025) Resources Mobilization Plan	0	0	10,000,000	9,259	1.5	MG/Partners
1.4	Conduct a study and Develop road map of MWEITI project level reporting (new guidelines EITI) systems	4,279	0	30,000,000	27,778	4.6	EUD
1.5	Conduct a feasibility study and Facilitation of Mainstreaming of EITI/ Systematic Disclosure in MDAs and Companies	14,671	0	40,980,000	37,944	6.3	EUD

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1.6	Conduct Annual Activity Progress Report feedback Survey (APR-2023) In line with EITI standard requirement 7 to document annual outcomes and impact	5,000	3,875,000	10,000,000	9,259	1.5	MG/Partners
1.6	Procure MWEITI Secretariat Office Support and Communication equipment	7,358	3,500,000	6,000,000	5,556	0.9	MG
Result area 2: Improved extractives sector growth and performance							
2.1	Technical Assistance: EITI Youth and Gender Mainstreaming Study	0	0	20,000,000	18,519	3.1	Partners
2.2	Enhancement of adoption of MWEITI Policy by Cabinet/OPC and enactment of MWEITI Bill by parliament	36,677	51,476,520	20,000,000	18,519	3.1	MG
2.3	Developing approved 2024/2025 Annual Work plan	3,962	4,997,000	6,000,000	5,556	0.9	MG
2.4	Efficacy Evaluation of MWEITI Implementation from 2015 to 2021 to inform MSG for reforms	22,640	0	27,000,000	25,000	4.1	MG
Result area 3: Improved Dissemination, information, openness, awareness on issues of extractive industries							
3.1	Conduct 6th EITI Reports/MWEITI ACS Launch	14,059	0	15,000,000	13,889	2.3	MG/Partners/CS Os

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3.2	Develop EITI dissemination and communication materials packages on EITI report findings and other MWEITI documents.	0	0	7,000,000	6,481	1.1	Partners/MG
3.3	Outreach activities in mining and forestry communities' areas/CSOs Outside MSG/Media/ other stakeholders to discuss revenue and non-revenue issues affecting them and EITI Report findings.	0	0	20,000,000	18,519	3.1	CSOs/Partners/MG
3.4	Develop a Beneficial Ownership Register on Extractive Industries and Support to Registrar General Department on sensitization of companies/MDAs on BO regulations 2022 and mainstreaming of BOD in MDAs and Companies	5,000	0	10,000,000	9,259	1.5	Partners/MG
3.5	MWEITI Website Review, Upgrade and Management training	4,528	0	4,000,000	3,704	0.6	EUD
3.6	MWEITI Media Committee Task Force members Annual workplan Implementation Financial support.	20,376	0	35,000,000	32,407	5.3	Partners/MG
3.9	Implementation of MWEITI Anti-Corruption Strategy Implementation work Plan	11,320	0	29,908,380	27,693	4.6	EUD
3.10	Facilitation of Contracts Transparency Implementation	11,320	0	3,000,000	2,778	0.5	Partners/MG

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3.1 1	Support MoM-GSD to conduct a mapping of the existing critical minerals for Malawi and recommendations	0	0	10,000,000	9,259	1.5	MG/Partners
3.1 2	Conduct an in-depth technical analysis of the signed and agreed MDAs and sensitize stakeholders to manage harmful expectations	0	0	10,000,000	9,259	1.5	Partners
3.1 3	Review the outdated MWEITI 5-Years Communication strategy	10000	0	5,000,000	4,630	0.8	EUD
3.1 4	Review the Outdated MWEITI Strategic Plan	0	0	10,000,000	9,259	1.5	Partner/MG
3.1 5	Conduct national stakeholders engagement workshop on extractive industries developments to build trust and manage expectations	0	0	12,000,000	11,111	1.8	Partners
3.1 6	Civil Societies Organizations (CSOs) training on EITI and Natural Resources Governance	30,000	0	20,000,000	18,519	3.1	Partners
3.1 7	Regional Sensitization of Small Scale Mining Enterprises on EITI and their roles	0	0	15,000,000	13,889	2.3	Partners
3.1 8	Dissemination of EITI reconciliation findings (CSOs and Media taskforce EITI report Sensitization)	13,584	4,000,000	15,000,000	13,889	2.3	MG/Partners/CS Os

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3.1 9	Members of Parliamentary Committee EITI sensitization	0	0	15,000,000	13,889	2.3	MG/Partners/CS Os
Result area 4: Enhanced capacity of MWEITI and its stakeholders to implement EITI Standards							
4.1	Training of National Audit Staff in EITI reporting template certification and accreditation	15,000	0	18,000,000	16,667	2.7	Partners
4.2	Training staff in MDAs reporting entities in filling templates for the reconciliation process	8,327	5,000,000	8,000,000	7,407	1.2	MG
4.3	Implement Government approved Functional Review to institutionalize MWEITI under the Ministry of Finance. (Short term)	4,528	0	3,000,000	2,778	0.5	MG
4.4	MSG Members and MWEITI Secretariat EITI related Training course (Includes Orientation of New members of MSG)	28,300	0	30,000,000	27,778	4.6	Partners
4.5	MSG member's International learning visit to understand various aspects of EITI.	26,000	0	30,000,000	27,778	4.6	Partners/MG
4.6	EITI targeted Companies and MDAs Senior Management Sensitization and familiarization exercise	0	0	15,000,000	13,889	2.3	MG/Partners

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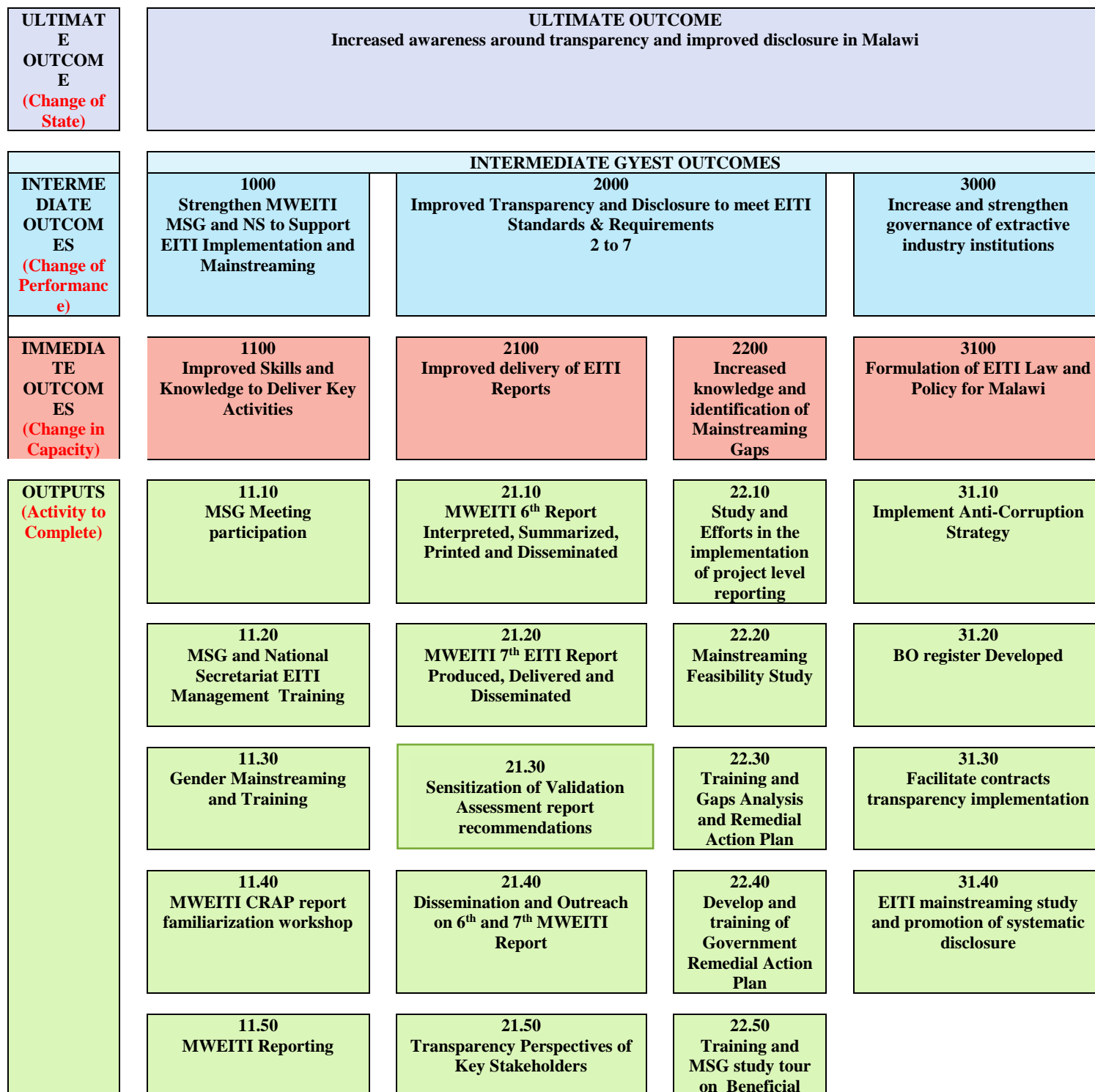
4.7	MSG and Stakeholders training on BOD and Anti-Corruption Strategy implementation	15,000	0	20,000,000	18,519	3.1	Partners
Grand Total		411,718	183,035,670	655,488,380	606,934		

7. Monitoring and Evaluation Matrix

MWEITI Project Activities Tracker 2023-2024 will be used to monitor the implementation of the activities in this work plan. It is expected that as the Secretariat capacity increases monitoring and evaluation will become more intentional. The MSG nominated a new member to report progress on EITI workplan implementation during MSG meeting.

8. Annexes

i) MWEITI Logic Model



			Ownership Disclosure
		21.60 Awareness Raising on Systematic Disclosure	

ii) Work Breakdown Structure

Compliance with EITI 2019 Standards and Requirements 1.

ULTIMATE OUTCOME Where are you 5-8 years from now? Increased awareness around transparency and improved disclosure in Malawi	
Intermediate Outcomes	1000 Improved Compliance with EITI 2023 Standards and Requirement
Immediate Outcomes	1100 Improved Skills and Knowledge to Deliver Key Activities
Description of Planned and Proposed Activities	
11.00 Output – Transparent MSG Election Process and Induction	
11.01	Review and Revise National Secretariat ToRs (MSG Handbook)
11.02	Review and Revise MSG ToRs (MSG Handbook)
11.03	Develop Standard Operating Procedures btw NS and MSG (MSG Handbook)
11.04	Approval of ToRs and SoPs by MSG
11.05	Collect Constituent Information from Current MSG or Others (Donors)
11.06	Validate Stakeholder Information and Update Database
11.07	Identify and evaluate disenfranchised /marginalized Stakeholders
11.08	Develop Election Guidelines (Links with 1102) in Consultation with MSG
11.09	Develop Election M & E Tools to ensure Transparency
11.10	Approval of Guidelines and M & E Measures
11.11	Design and Implement Exit Survey with current MSG Members for Feedback
11.12	Review Survey Results and Incorporate into Activity 1127
11.13	Create election awareness campaign focused on process, procedures and results
11.14	Implement campaign with feedback (M&E)
11.15	Implement elections for CSOs
1.16	Implement elections for Industry
1.17	Appointment of government Members and Chair / Champion
12.0 Output- MSG Refreshment Improved Knowledge and Operations	
12.01	Develop MWEITI Charter (MSG Handbook)

12.02	Develop Gender and Diversity Policy
12.03	Develop Code of Conduct (EITI plus additional local)
12.04	Revised and Approved ToRs for MSG and NS
12.05	Approved SoP for MSG and NS
12.06	Approved MSG Election Guidelines
12.07	Develop MSG Operations Handbook
12.08	Develop Training Package around MSG Operations Handbook and EITI
12.09	Implement Training with newly elected members
12.10	Survey Sitting MSG (Quarterly Basis/Bi-Annually) for Feedback
12.11	Use feedback - M & E and incorporate into Validation Package
13.00 Output – Gender Mainstreaming and Training	
13.01	Develop ToRs for Gender Specialist
13.02	Advertise and hire
13.03	Webinar roundtable on Gender Dynamics for MSG
13.04	Development of Gender Policy /Strategy
13.05	Gender outreach and exchange with other EITI Members and Donors
13.06	MSG/NS Training: Mine Life Cycle /ASM Life Cycle / Petroleum
13.07	MSG/NS: Training Licenses and Contracts
13.08	MSG/NS Training: Beneficial Ownership
13.09	MSG/NS Training: State Owned Enterprises
13.10	MSG/NS Training: Revenue Collection and Allocation
13.11	MSG/NS Training: Other to be identified
14.00 Output – MWEITI Validation and Compliance	
14.01	Review of Corrective Actions and Address
14.02	Review and Present new Validation guidelines to MSG
14.03	Preparation of key documentation and templates
14.04	Review monitoring and evaluation framework
14.05	NS Prepare documents and templates
14.06	Submission to EITI
14.07	Review and Present new Validation guidelines to MSG
15.00 Output – MWEITI Reporting	
15.01	Annual Progress Report (Consultant/NS)
15.02	Other 7 th EITI Report (IA)

Compliance with Requirements for Mainstreaming and disclosure of information 2-6

ULTIMATE OUTCOME	
Increased awareness around transparency and improved disclosure in Malawi	
Intermediate Outcomes	2000 Improved Transparency and Disclosure to meet EITI Standards & Requirements 2 to 7
Immediate Outcomes	2100 Improved delivery and accuracy of EITI Reports
Description of Planned and Proposed Activities	
21.00 Output – 7th EITI Report	
21.01	Approval of 2021-2022 Report 7 th EITI by MSG
21.02	Dissemination and Launching of Report
21.03	Press (Media tool) Kit Development (Hard and Soft Copy)
21.04	Hold a Webinar Presentation on the Report with Virtual Press Kit (COVID)
21.05	Pre-recorded Power Point on 5 th Report (Host Website)
21.06	Hold a series (2) Webinar on EITI Reports
21.07	Feedback Survey
21.08	Monitor and Evaluate Reach and Awareness
Output – 7th EITI Report	
22.01	Convene new MSG Induction (1.2.1) Lessons Learnt on the 6 th Report
22.02	Assure Funding and Financing from Donor Organization
22.03	ToRs Developed and Approved for IA
22.04	Bidding Process and Hiring of IA
22.05	Templates provided to Reporting Authority
22.06	On-line/In Person refreshment training on Templates
22.07	IA will manage and report to EITI Secretariat (Regular daily Basis)
22.08	IA - MSG Updates on the Report (Email for Comments)
22.09	Pre-Draft Report Reviewed by MSG (Scoping Report Presented)
22.10	Comments and Feedback provided to IA
22.11	Draft Report Developed and Reviewed by MSG and NS
22.12	Comments are shared with MSG and IA
22.13	Final Report Completed
22.14	Final Report Submission and Approval by MSG
22.15	Develop Plain language version of the Report (including Summary)
22.16	Production of 2022 MWEITI 7 th EITI Report
22.17	Update and Revise Press Kit Development (Hard and Soft Copy)
22.18	Hold a Webinar Presentation on the Report with Virtual Press Kit
22.19	Pre-recorded Power Point on 7 th Report (Host Website)
22.20	Hold a series (2) Webinar on 7 th Report
22.21	Feedback Survey
22.22	Monitor and Evaluate Reach and Awareness

ULTIMATE OUTCOME	
Increased awareness around transparency and improved disclosure in Malawi	
Intermediate Outcomes	2000 Improved Transparency and Disclosure to meet EITI Standards & Requirements 2 to 7
Immediate Outcomes	2200 Increased knowledge and identification of Mainstreaming Gaps
Description of Planned and Proposed Activities	
22.00 Output – Phase 1 Mainstreaming Feasibility Study	
22.01	Request Technical Assistance from Donor for the Mainstreaming Feasibility Study
22.02	Develop ToRs for Technical Assistant or Consultant (If Outsourced)
22.03	Procurement and hiring process
22.10 Output – Phase 2 Training and Gaps Analysis	
22.11	Conduct training on EITI Mainstreaming Feasibility with key stakeholders
22.13	Using feedback review, revise templates
22.14	Training on templates for gaps analysis
22.15	Meet with key stakeholder groups to identify and input information
22.16	Compile data and information based on findings develop a Draft Report
22.17	Present Draft Report to MSG for comments
22.18	Present Draft Report to key Stakeholders
22.19	Add additional comments into the draft document
22.20	Finalize document and share recommendations with key stakeholders
22.20 Output – Phase 3 Awareness Raising to create Government Roadmap	
22.21	Develop sensitization and awareness campaign on findings to encourage development of Government Roadmap to disclosure (See 3100)
22.22	Link to awareness and sensitization campaign focused on an EITI Law
22.23	Present findings on virtual webinar
22.24	Monitor and Evaluate Outreach
22.30 Output – Project level Reporting and Integrate Tax Identification Number in Government Agencies	
22.31	Develop a presentation focused on TIN and international best practices
22.32	Present TIN Presentation to MSG Group
22.33	Establish and implement meetings with Malawi Revenue Agency
22.34	Presentation on TIN to Key Stakeholders
22.35	Hold key stakeholder meetings with government agencies, industry and MRA
22.36	Collect feedback from meetings develop brief for follow-up meetings
22.37	Identify and review TIN Templates (Other Nations) and Consultation on improved MRA TIN Templates
22.38	Meetings with Malawi Revenue Agency
22.39	Follow-up with Malawi Revenue Agency on Progress
22.40	Report to MSG – and Key Stakeholders on Follow-Up Progress
22.41	Joint Launch of TIN
22.41	Monitor and Evaluate Progress

22.40 Output – Launch BO Working Group	
22.40	Conduct Beneficial Ownership training with Key Stakeholders
22.41	Implement a BO Working Group
22.42	Assess current baseline conditions on BO in Malawi
22.43	Initiate a lesson’s learnt BO with regional members via Zoom
22.44	Discuss disclosure and IT capacity of BO Registry with MDA and CE

Create and Raise Awareness and Public Debate with key Stakeholders,

ULTIMATE OUTCOME	
Increased awareness around transparency and improved disclosure in Malawi	
Intermediate Outcomes	3000 Increased Awareness and debate around revenue allocation and collection
Immediate Outcomes	3100 Targeted stakeholder awareness raising on disclosure and awareness raising
Description of Planned and Proposed Activities	
31.00 Output Dissemination and Outreach on 6th and 7th MWEITI Report	
31.01	Review and Approval of the MWEITI 5 years Communications strategy
31.02	Create Report Summary and Pictogram/Diagrams
31.03	Develop Press Kit Materials for 6 th and 7 th MWEITI Report (See 21.03 & 22.07)
31.04	Disseminate 6 th and 7 th MWEITI Report through on-line launch
31.05	Organize Journalism Event “MWEITI Report Launch”
31.06	Disseminate Press Kits and conduct Presentation for Journalists
31.07	Hold a series (2) Webinar on 6 th Report (See 21.06 & 22.20)
31.08	Hold a series (2) Webinar on 7 th Report (See 21.06 & 22.20)
31.09	Monitoring and Evaluation
31.10	Lessons Learnt Shared with MSG
31.11	Monitor and Evaluation
31.12	Report Outcomes and Impacts
31.10 Output Transparency Perspectives of Key Stakeholders	
31.11	Identify key stakeholder target audiences (linked to Communications Plan)
31.12	Conduct baseline survey focused on key target stakeholders
31.13	Develop a MWEITI and Transparency Perceptions Survey
31.14	Implement pilot survey and review results and revise
31.15	Conduct survey to larger stakeholder group
31.16	Tabulate survey and review results and share with the MSG
31.17	Develop awareness raising tools based on findings
31.18	Post survey results on website and social media
31.19	Use survey as part of Annual Activity Report for 2020
31.10	Conduct community meetings (outreach) with key stakeholders on findings

31.11	Raise awareness on EITI and MWEITI initiatives through 2 on-line webinars
32.12	Raise awareness on 6 th and 7 th Report (See 2100)
32.13	Monitor and Evaluation
31.14	Report Outcomes and Impacts
31.20 Output Awareness Raising on Systematic Disclosure	
31.21	Development of key Summary Materials on Findings
31.22	Update Press-Kits to reflect Feasibility findings
31.23	Distribute Press Kit Materials to Key Stakeholders and Journalists
31.24	Presentation of Feasibility findings (Gaps Analysis) on-line Web site
31.25	Presentation of findings to Key Stakeholders (See 2200)
31.26	Conduct 1 Radio Interview on findings
31.27	Monitor and Evaluation (Website Analytics)
31.28	Report Outcomes and Impacts