

**GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE – 3<sup>RD</sup> WORK PLAN JANUARY 2021 – DECEMBER 2022**

**GENERAL OBJECTIVE: Provide accurate, contextualized and useful information to promote transparency, accountability and dialogue on extractives and inform the governance of natural resources for the benefit of Guyana’s sustainable development**

<b>Specific objectives</b>	<b>Expected Outputs</b>	<b>Activities</b>	<b>Description</b>	<b>Responsible Party</b>	<b>By When</b>	<b>Indicative Cost (USD)</b>	<b>Funding Source</b>
<b>Compile accurate information that is consistent with the overall objective of GYEITI</b>	1.1 The scope, level of materiality and reporting period have been determined	1.1.a Gather and compile key information to help determine scope, materiality and reporting period for 3 <sup>rd</sup> GYEITI Report	2019 data on revenues, payment, reporting agencies and legal framework	National Secretariat/MSG/Independent Administrator	2021 Q2	NA	GoG
		1.1.b Conduct at least four virtual meetings with MSG working group to discuss and determine the level of materiality, and reporting period for the 3 <sup>rd</sup> Report		National Secretariat/MSG	2021 Q2	100.00	GoG
	1.2 The National Secretariat has been established and is operational.	1.2.a Capacity building and training programs through webinars and online seminars for National Secretariat to effectively support the MSG and GYEITI Implementation process	This includes on the job training, participation in international/regional EITI Events, exchange with Secretariats of other EITI countries	National Secretariat/PADF and other Partner(s)	2021 Q1-Q4 – 2022 Q1-Q4	50,000.00	GoG/Donors/PADF
		1.2.b Manage and operate the GYEITI Secretariat	This includes operational costs as well as office equipment and facilities such as laptops and internet services	National Secretariat/GoG	2021 Q1-Q4 2022 Q1-Q4	60,000.00	GOG
		1.2.c.National Secretariat will continue to organize monthly MSG meetings, conference, workshops and events	All statutory meetings, conferences, workshops and other events for the MSG will be organized by the Secretariat.	National Secretariat	2021 Q1-Q4 2022 Q1-Q4	10,000.00	GoG

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		through webinars and zoom meetings					
	1.3 MSG capacity on EITI has been enhanced	1.3.a Organize information exchange events seminars/webinars between the MSGs successfully implementing the EITI	Participate in regional and international EITI Webinars.	National Secretariat, GoG	2021 Q1-Q4	10,000.00	Donors, GoG
		1.3.b. Capacity building for MSG on EITI and EITI implementation process	Training in person or virtual of MSG	MSG and National Secretariat	2021 Q2	5,000.00	Donors-TBD Meetings to be scheduled
	1.4 A mechanism has been established for funding of EITI Process implementation	1.4.a Determine/confirm budget allocation by the Government of Guyana	The budgetary allocation for EITI in budget 2021 will be confirmed	GoG	2021 Q1	0	
		1.4.b Create a funding strategy	Identify potential donors, prepare funding strategy, prepare and submit proposal to donors: WB, IDB, CDB, GIZ, etc.)	National Secretariat/MSG	2021 Q1	0	Work in progress, Meeting to be arranged with potential donors.
	1.5. Legal, Regulatory and Institutional frameworks for EITI Reporting are in place	1.5 a Review legal, regulatory and institutional framework to identify potential obstacles to GYEITI implementation	Special attention should be paid to revision of legal and regulatory frameworks for confidentiality of information, disclosure of beneficial ownership information as well as options for special agreements to ensure disclosure of information needed for the EITI Report	Consultant/GoG	2021 Q2-Q4	TBD	GoG/Donors

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		1.5.b Conduct at least two virtual meetings with relevant stakeholders within the oil and gas sector on legal reform in Oil and Gas	To conduct legislative reform	GoG/NS	Ongoing	100.00	NA
		1.5.c Review the organizational structure of GGMC	The organizational chart for GGMC will be reviewed and recommendations made for improvement	GGMC	Completed. Report on the restructuring will be requested from MNR	NA	NA
		1.5.d Formally and informally engage stakeholders operating in the extractive sector through round table meetings or virtual meetings with a view to encourage greater participation in the EITI Process.	Miners and other sectors will be encouraged to participate in the EITI process	Secretariat/MSG/MNR	Ongoing	5,000.00	GoG
		1.5.e Establish a register of reporting entities.	A register will be established for reporting entities	Secretariat/MSG	2021 Q1-Q2	NA	NA
		1.5.f Monitor submission timelines and any foreseeable deviations.					
		1.5.g. Review existing revenue collection system and make recommendations to government to implement a		IA	2021 Q 1-Q2	NA	NA

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		unique identification numbering system for all government agencies.					
		1.5.h Conduct a review of all relevant existing Legislations and identify and document areas related to confidentiality issues		Consultant	2021 Q1-Q4	NA	NA
		1.5.i Formulate and submit recommendations to remove any existing restrictions which hinders the full satisfaction of the EITI 2019 Standard.		IA	2021 Q2	NA	NA
<b>CONTRACT TRANSPARENCY</b>							
		1.6.a Conduct at least one meeting with government agencies to discuss their contracts, licences, environmental permits, environmental impact assessment disclosure policy that govern the exploration and exploitation of oil, gas and minerals	To satisfy the EITI Requirement 2.4 on disclosure of all oil gas and mineral agreements and licences that are granted, entered into or amended from 1 January 2020	Secretariat/MSG/M NR	2021 Q1-Q4 2022 Q1-Q4	2,000.00	GoG/Donors

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		1.6.b MSG will form a subcommittee that will determine a strategy for disclosure of all contracts, licences, environmental permits and environmental impact assessment entered into, signed or amended from January 1, 2021 and present recommendations to MSG approval (the contract disclosure strategy/plan will include clear time frame for implementation, addressing any barriers to comprehensive disclosure).		MSG/Secretariat	2021Q2-Q3	NA	NA
		1.6.c Secretariat will draft a contract disclosure paper capturing the current approach to licences, contracts, environmental permits and Environmental impact assessment by various government agencies and any gaps in disclosure for discussion at MSG.					

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		1.6.d Present MSG plan on contract disclosure to EITI Champion for government's consideration  1.6.e Get the support of the Government to have the policy on contract disclosure publicly codified.					
<b>LICENCE REGISTER</b>							
		1.7.a. Conduct at least three virtual meetings with relevant stakeholders to discuss their existing licencing procedures and determine the format for a publicly accessible register of all licences for the exploration of oil, gas and minerals.	To establish a licence Register of all licences for the exploration of oil, gas and minerals	Secretariat/MSG	2021 Q2-Q3	1,000.00	GoG
<b>SYSTEMATIC DISCLOSURE</b>							
		1.8.a Review legislation to determine legal and institutional framework for public disclosure of information.		Consultant	2021 Q3, Q4	10,000.00	Donors
		1.8.b Conduct scoping study on systematic disclosure.					

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		1.8.c. Formulate conclusion and recommendation for Public Disclosure					
		1.8.d Identify options for appropriate hardware and software that can be used by reporting entities. (b) Conduct a workshop to build capacity – recruit and train staff on the use of the software, data collection, analysis and report compilation.		Consultant	2021 Q3, Q4	3,000.00	GOG/Donors
		<b>PREPARATION AND CREATION OF BENEFICIAL OWNERSHIP REGISTER</b>					
		1.9.a Conduct legal scoping and identify potential obstacles to implementation of beneficial owners Register in keeping with the recommendations from the IA	Determine legal scope and define beneficial ownership, stakeholder threshold and politically exposed persons (PEPs)	MSG/Secretariat/IA	2021 Q1 - Q3	15,000.00	Donors-TBD
		1.9.b. Propose approach to systemized and publish information on BO	Discuss strategy for creating templates and gathering details for initial draft register of beneficial ownership				

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		1.9.c Propose an approach to systemized and publish information on Beneficial ownership ( d) to publish BO Registry on GYEITI official website.		MSG/National Secretariat/Consultant	2021Q2	5,000.00	Donors-TBD
		1.9.e MSG and Secretariat to engage and participate in webinars, in partnerships and sharing experiences on beneficial ownership and related topics		National Secretariat/MSG	2021Q2	2,000.00	GoG
	10.Studies have been conducted to enhance the scope of work for 2 <sup>nd</sup> and 3 <sup>rd</sup> Reports relevant to beneficial ownership disclosure by 01.01.2020	10.a Request for companies to disclose Beneficial ownership information for inclusion in the EITI Report	Conduct symposium with external assistance on Beneficial Ownership (EITI International Secretariat and other countries with relevant experience)	National Secretariat/MNR	Ongoing	5,000.00	GoG
			i. Agree definition, threshold, templates	National Secretariat	Ongoing	5,000.00	GoG/Donors
			ii.Consider data collection procedures (timeliness, reporting mechanism, hosting agency, data security, etc)				
			iii.Define data quality/assurances				
			iv. Pilot data collection/registry				
			v. Lessons learned				

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			vi. Establish disclosure protocol to be used for BO disclosure (to implement as required by 01.01.2020)				
	11.Studies have been conducted to enhance the scope for future GYEITI reports	11.a.Design and implement studies to formulate recommendations to enhance the scope of future GYEITI reports.	Study on the characteristics of the artisanal and small-scale mining sector and/or quarrying and if/how to include it in EITI reporting	National Secretariat/MSG/Consultant(s)	2021 Q3	15,000.00	Donors
			Study on the characteristics of the forestry sector and if/how to include it in EITI Report		2021 Q3		
			Study on company expenditures related to social/community projects and corporate social responsibility projects and if/how to include it in EITI Reporting.		2021 Q3		
	<b>Implementation of Recommendation for 1<sup>st</sup> Report</b>						
	12.MSG will determine the definition for project	12.a.MSG to determine definition project = “Operational activities that are governed by a single contract, license, lease, concession or similar legal agreement, and form the basis for payment liabilities with government”	Definition for project will be made by MSG	MSG/Consultant	2021 Q1-Q2	NA	NA

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		12.b.Engage as far as practicable reporting entities for government and companies to review and document existing government data collection systems to determine whether the system adequately disaggregate payment flows, production and export by projects and by license, including TIN numbers and beneficial ownership details and project level reporting.		Secretariat/Consultant	2021 Q2-Q3	40,000.00	Donors
		12.c.To conduct a study and make recommendations to support the efforts of reporting entities to establish and use a unified system for information and data collection at project level		Consultant/Secretariat	2021 Q3-Q4	100,000.00	Donors-TBD
		12.d.Ensure Independent Administrator(IA) conducts assessment of data collection system in government agencies, identify weaknesses and make recommendations for improvements to allow for accurate documentation of data on exploration,		Secretariat/Consultant			

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		production and export. Conduct at least three meetings with relevant reporting entities to review and document existing system to determine: (a) whether provision is made for an automated data verification and control system that can ensure uniformity of export data reported to GGMC and GGB by mining entities and execute simple analysis for data consistency purposes. (b) To determine collection mechanisms and recommend a common industry wide computerized system which can eliminate avoidable data variations and that government agencies perform monthly data review and control to alleviate discrepancies in production and export volume and value.					
		12.e. Produce summary of the findings and recommendations from the GYEITI 1 <sup>st</sup> and 2 <sup>nd</sup> Reports and an overview of the issues		Consultant	2021 Q3	NA	NA

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		to be focused in the 3 <sup>rd</sup> Report					
<b>Communications and Outreach</b>							
<b>Disseminate widely the information obtained under the EITI Standard to promote stakeholder dialogue</b>	13. Communications scoping study and outreach strategy has been designed	13.a. Contracting of consulting firm to design a communications and outreach strategy		Consultant	2021 Q1-Q4	10,000.00	Donors
		13.b. Produce a strategic public relations ad, app, community radio programs and video for mass sensitization		Consultant			
		13.c. Design and create GYEITI banners, promotional materials and items to distribute during defined public outreach activities	Translators are expected to be present at key public outreach activities if/when audience so requires	Consultant			
	14. A communications and outreach strategy has been implemented	14.a. Design, publish and regularly update GYEITI website and production of GYEITI information materials		Secretariat/MSG	2021 Q1-Q4 2022Q1-Q4	110,000.00	GoG/Donors
		14.b. Draft/design easily accessible (basic) versions of the GYEITI Reconciliation Report and the Validation Report	Basic reports are expected to be made available in English	Consultant	2021 Q2		
		14.c. Facilitate three virtual workshops and training sessions to engage youths in		Secretariat/Consultant	2021 Q3		

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		GYEITI: Compose GYEITI jungle and song					
		14.d.Prepare a variety of communications products, customizing the EITI Report to suit various civil society audiences, especially indigenous and hinterland communities.		Secretariat/Consultant	2021 Q2, Q3		
		<b>COMMUNICATION AND OUTREACH – PROMOTING CONTENT OF 1<sup>ST</sup> REPORT</b>					
	15.Informed citizenry who can demand transparency in Government with regard to their national patrimony and a more well informed business sector	15.a.Activities will include social media and virtual engagement to as many stakeholders as possible	The outcome will be a better informed citizenry who can demand transparency in Government with regard to their national patrimony and a more well informed business sector	Secretariat	2021 Q2-Q4	5,000.00	GoG
		15.b. Publication of educational reference materials.		Secretariat/Consultant	2021 Q2-Q4	5,000.00	GoG
		15.c.Engage a local media content writer to do a content writing for media releases on EITI report, outcomes, launching newsletters and other media activities		PADF	2021 Q3	TBD	PADF

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		15.d.Activities include but not limited to publication of newsletter, press releases, media articles, social media posts, photo galleries, video jingles and informercials , Skype, Microsoft Teams and Zoom meetings and face to face engagements where possible		Secretariat	Ongoing	10,000.00	GoG/Donors
<b>IMPLEMENTATION OF RECOMMENDATION FOR 2<sup>ND</sup> REPORT - PENDING</b>							
	16.Media workers have been trained to report on GYEITI and other issues of the extractives industry	16.a.Conduct workshops and training sessions for media workers on GYEITI implementation and other issues		Consulting firm under supervision of National Secretariat and approval of MSG.	2021 Q1-Q4	15,000.00	GoG/Donors
<b>Promote timely reconciliation of the information provided under the EITI Standard</b>	17.Reporting templates and mechanisms have been designed and are submitted by companies and government	17.a.Prepare TOR for the Independent Administrator for preparation of 3 <sup>rd</sup> EITI Report	The TOR for the hiring of the IA will be prepared for preparation of GYEITI 3 <sup>rd</sup> Report.	National Secretariat	Ongoing	NA	NA
		17.bSelect and Appoint Independent Administrator	Selection of the Independent Administrator to be based on	MSG/National Secretariat	2021 Q2	60,000.00	GoG/Donors

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			a transparent bidding process, based on a TOR approved by the MSG				
		17.c.Draft templates and data collection and reporting mechanisms		MSG/National Secretariat	2021 Q2		
		17.d.Facilitate a series of MSG meetings to discuss and approve templates and mechanisms			2021 Q2, Q3	1,000.00	
		17.e.Government and companies report data, using agreed template and mechanisms			2021 Q2, Q3		
	18.3rd Report prepared, reviewed and submitted to EITI International Secretariat	18.a.Independent Administrator collects and analyzes data and produce draft of 3rd GYEITI Report			2021Q2-Q4		
		18.b.At least three workshop to discuss, comment and approve GYEITI Report.			2021 Q4	2,000.00	
		18.c.Independent Administrator produces final version of 3 <sup>rd</sup> GYEITI Report			2022 Q3		
		18.d.MSG Reviews and submits 3 <sup>RD</sup> GYEITI Report to the International EITI Secretariat		2022 Q1			
<b>EXECUTION OF NOMINATION PROCESS FOR NEW MSG</b>							

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	19. There will be the appointment and installation of new MSG members/alternates to serve GYEITI	19.a. Secretariat will write to the respective sector representative to inform that the tenure of current MSG will come to an end in February 2020 and request the sector caucus and submit names of their nominee for the appointment of new MSG.		Secretariat	Ongoing	NA	NA
		19.b. Advertise in the daily newspapers the need for the nomination of MSG members/alternates from government, civil society and industry.		MNR	Ongoing	1,000.00	GoG
		19.c. Conduct and facilitate one seminar with civil society, government and industry representatives on EITI and the nomination process for MSG members/alternates		National Secretariat/MNR/MSG	2021 Q1	5,000.00	GoG
		19.d. Issue Letters of appointment to new MSG members/alternates		MNR	2021 Q2	NA	NA
	20. Greater gender diversity in the MSG and greater awareness in the MSG and wider	20.a. MSG to consider gender balance in their representation in the progress towards gender parity per 2019 EITI Standard		MNR/MSG	2021 Q2	NA	NA

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	sector of the need for gender parity.						
		<b>PREPARATION FOR 1ST EITI VALIDATION – SCHEDULED TO COMMENCE 1<sup>ST</sup> JULY 2021</b>					
	21.Validation will be conducted	21.a Prior to the commencement of validation, the MSG will undertake a self-assessment of adherence to the EITI Standard	The Validation for Guyana’s 1 <sup>st</sup> Report to commence	MSG/National Secretariat	10 <sup>TH</sup> March 2021	NA	NA
		21.b.Confirmation of Implementation support with MSG for pre validation period		EITI International Secretariat	31 <sup>st</sup> March 2021	Nil	EITI International
		21.c.Capacity building to the consultants provided by partners on Validation procedures and Validation templates		EITI International Secretariat	19 <sup>th</sup> April 2021	TBD	EITI International
		21.d.Capacity building to MSG on Template 1 and 3 Quality control of Summary Data Template (SDT)		International Secretariat	April 2021	TBD	EITI International
		21.e Workshops for MSG to fill templates: Templates 1& 3 –with help of facilitator (consultant) Template 2 – with technical consultant		Consultant	May 2021	TBD	NA
		21.f MSG finishes, approves and submits all 3 templates		MSG	June 2021	NA	NA
						<b>567,200.00</b>	