



# ZAMBIA EITI WORK PLAN

2021-2022

## 1.0 Introduction

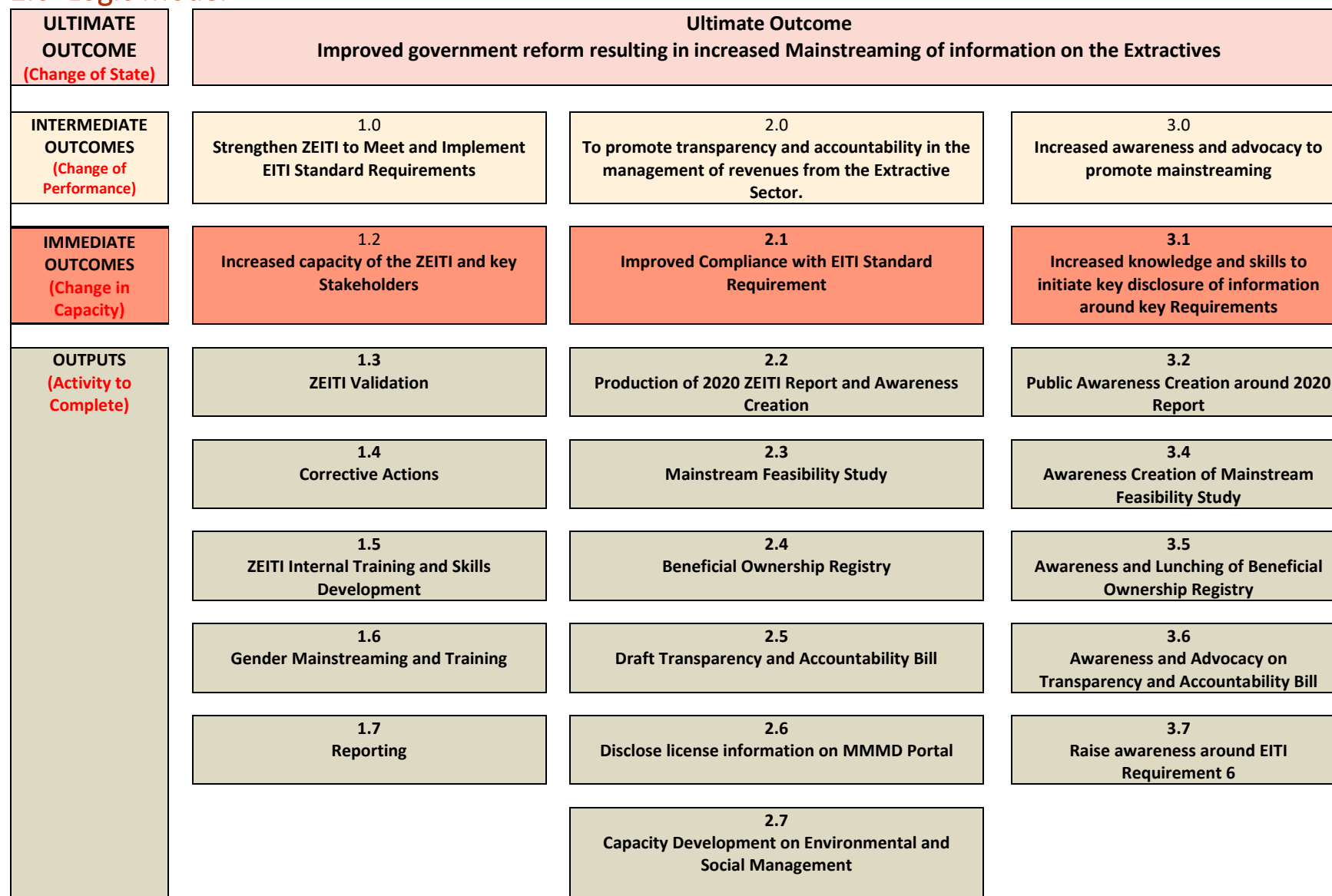
This work plan sets out the Zambia EITI Council (ZEC) priorities for 2021 and 2022. The work plan adopts a logic model and highlights the key objectives, activities, outputs and outcomes of the ZEC to improving extractive sector governance. It is also important to note that Zambia EITI strategic goal is to strengthen transparency and accountability in the governance of the extractive Sector. The ZEC aims to achieve this goal by focusing its activities on four thematic areas:

1. Support routine **Systematic disclosures** of comprehensive and reliable EITI information by Government and Mining Companies
2. Promote **disclosure of Beneficial Ownership** information to contribute towards transparency in the award of mining rights and mitigate the conflict of interest/corruption risk.
3. Increase awareness and advocacy on **Gender mainstreaming and environmental reporting**.
4. Facilitate the establishment of the **ZEITI legislation** for the implementation of EITI in Zambia.

The sections below point out the key strategic interventions that ZEITI plans to undertake over the next two years. The ZEITI recognises the implementation challenges the Covid 19 pandemic is likely to pose. Therefore, the ZEITI, using the multi stakeholder group approach will explore innovative implementation methods including the use of virtual platforms. Further, ZEITI also plans to dedicate substantial effort to implementing recommendations from EITI implementation and validation as well as documenting the impact of activities and to effectively communicating this to the stakeholders. The work plan logic model below also forms a foundation for monitoring and evaluation efforts.

The 18-member Zambia EITI Council is the multi-stakeholder group that will oversee and coordinate the implementation of this workplan. The council is chaired by the Secretary to the Treasury and is serviced by a Secretariat headed by the National Coordinator supported by three (3) full time staff and three support staff seconded from the government as well as three university graduates currently doing internship.

## 2.0 Logic Model



### 3.0 Work Breakdown Structure

The following work breakdown structure of activities support the 2019 EITI Standard Requirements 1 focused on oversight by the multi-stakeholder group through strengthening and building knowledge of both the MSG and the NS.

<b>ULTIMATE OUTCOME</b>	
<b>Improved government reform resulting in increased Mainstreaming of information on the Extractives</b>	
<b>Intermediate Outcomes</b>	<b>Improved Compliance with EITI Standards and Requirement</b>
<b>Immediate Outcomes</b>	<b>Strengthen ZEITI to Implement and Meet EITI Standard Requirements</b>
<b>Description of Planned and Proposed Activities</b>	
<b>1.0 Output – ZEITI Validation</b>	
1.1	Review and Present new Validation guidelines to MSG & Templates
1.2	ZEITI Preparation of Key Documentation and Templates
1.3	Review monitoring and evaluation framework for Validation Purposes
1.4	External Training on Templates
1.5	Submission of Documentation
1.6	Response from EITI
<b>2.0 Output: Corrective Actions</b>	
2.1	Corrective Action on Contract Transparency (2.2)
2.2	Corrective Action Creating Awareness (4.9B)
2.3	Lessons Learnt MSG Discussion
2.4	Develop Report for EITI based on Corrective Actions
2.5	Submit to EITI

<b>3.0 Output- ZEITI Internal Training and Skills Development</b>	
3.1	ZEITI Secretariat On-line Training Leadership, Organizational Management, Software and Communications
3.2	ZEITI Secretariat -Fundraising and Proposal Writing
3.3	ZEC- ZEITI Secretariat Training: Mine Life Cycle /ASM Life Cycle / Petroleum
3.5	ZEC- ZEITI Secretariat Training: Mining Taxation
3.6	ZEC- ZEITI Secretariat - Training: Other to be identified
<b>4.0 Output – Gender Mainstreaming and Training</b>	
4.1	Oxfam Gender Awareness Raising and Training
4.2	Webinar roundtable on Gender Dynamics for MSG
4.3	Development of Gender Policy /Strategy
4.4	Implement Gender Policy/Strategy
<b>5.0 Output – Reporting</b>	
5.1	Monthly Reports Head of Secretariat
5.2	Quarterly Activity Reports
5.4	Financial Reports
5.5	Monitoring and Evaluation
<b>6.0 Output Pandemic Guidelines</b>	
6.1	Revise the Communications Strategy in relation to COVID-19

<b>ULTIMATE OUTCOME</b>	
<b>Improved government reform resulting in increased Mainstreaming of information on the Extractives</b>	
<b>Intermediate Outcomes</b>	<b>To promote transparency and accountability in the management of revenues from the Extractive Sector.</b>
<b>Immediate Outcomes</b>	<b>Increased knowledge and skills to initiate key disclosure of information around key Requirements</b>
<b>Description of Planned and Proposed Activities</b>	
<b>1.0 Output – Production of 2020 ZEITI Report and Awareness Creation</b>	
1.1	Production of 2020 ZEITI Report
1.2	Templates provided to Reporting Authority
1.3	On-line refreshment training on Templates
1.4	IA will manage and report to ZEITI Secretariat
1.5	MSG Updates on Report (Email for Comments)
1.6	Pre-Draft Report Review by MSG (Scoping Study)
1.7	Draft Report
1.8	Final Report Completed
1.9	Final Report Submission and Approval by MSG
1.10	Communications Dissemination Plan with Implementation.
1.11	Monitoring and Evaluation
1.12	Lessons Learnt MSG Webinar
<b>2.0 Output-Mainstream Feasibility Study</b>	
2.1	Conduct a mainstreaming feasibility Study with lead and IT consultant.
2.2	First draft of Feasibility Study report Completed
2.3	Presentation, Review, and Comments by MSG
2.4	Feedback and Finalized based on comments by MSG
2.5	Approval by MSG

2.6	Summary of the Feasibility Study Findings
2.7	Prepare a Package for Dissemination to Key Stakeholders
2.8	Recorded Power Point Presentation for On-line Dissemination
2.9	Government Webinar round Table Presentation
2.10	MSG encourage key government actors to build a mainstream roadmap
2.11	ZEC to engage ZRA to explore opportunities for publishing EITI data on the newly developed Tax online portal.
2.12	Monitor and Evaluate Progress
<b>3.0 Output- Beneficial Ownership Registry</b>	
3.1	Develop Awareness Campaign on BO for key stakeholders
3.2	Develop key Summary and Plain Language Materials on BO
3.4	Request EITI conduct BO Webinar for Key Stakeholders
3.5	Host 2 Meetings with key Stakeholders on BO (present finding as per Report)
3.6	Use feedback to integrate into the Awareness Campaign and
3.7	Brief on Awareness Campaign: Summary of Findings
3.8	Presentation of Findings to MSG – BO Sub-Committee
3.9	Advocate BO implementation with PACRA and GRZ to hasten BO information accessibility.
3.10	MSG to Support PACRA to review the BO forms
3.11	Refine and Finalise the Forms
3.12	ZEITI and PACRA work on dissemination and capacity building strategy
3.13	Communications and Awareness Campaign on Efforts to disclose BO
<b>4.0 Output- Draft Transparency and Accountability Bill</b>	
4.1	Hired Consultant (MoJ) to plan/draft EITI Bill
4.2	Conduct initial planning on EITI Bill
4.3	Draft Bill Consultation on On-line platforms
4.4	Workshops with key stakeholders on the draft Bill (April)
4.5	Key Comments collected and consolidated from key Stakeholders
4.6	Feedback Presentation to Ministry of Justice on draft EITI Bill
4.7	Wait for MoJ revised Draft on EITI

4.8	Sent to MSG then consultative (Public Meetings) meetings take place on the Bill and its contents
4.9	Promote the EITI Bill through dissemination and awareness raising.
4.10	Cabinet followed by Parliament for Debate of the Bill
4.11	Monitor and Evaluate progress on the Bill
<b>5.0 Output- Disclose license information on MMMD Portal</b>	
5.1	Use Mainstreaming Feasibility Study and Gaps Analysis to support disclosure
5.2	Develop checklists, tools to educate on mainstreaming
5.3	Conduct round table meetings with MMMD on disclosing information
5.4	Engage MMMD in discussions to disclose license information on the online portal.
5.5	Monitor progress on disclosure of licenses
<b>6.0 Output – Capacity Development on Environmental and Social Management</b>	
6.1	Develop information package on EPF and EITI Requirement 6
6.2	Key Stakeholder meeting and awareness raising on the EPF
6.3	Identify key gaps in the management of the EPF
6.4	ZEC to submit technical recommendations on current EPF Reform Study
6.5	Develop key Communications materials for awareness raising and advocacy
6.7	Advocate the GRZ to improve management of the EPF

Dissemination of information and knowledge is key to ensuring that the public becomes aware of the importance and benefits of EITI implementation.

<p><b>ULTIMATE OUTCOME</b></p> <p><b>Improved government reform resulting in increased Mainstreaming of information on the Extractives</b></p>



<b>Intermediate Outcomes</b>	<b>Increased public awareness and advocacy to promote mainstreaming</b>
<b>Immediate Outcomes</b>	<b>Increased knowledge and skills to initiate key disclosure of information around key Requirements</b>
<b>Description of Planned and Proposed Activities</b>	
<b>1.0 Output – Public Awareness Creation around 2020 Report (See 22.10)</b>	
<b>1.1</b>	Dissemination plan for 2020 Report
<b>1.2</b>	Develop Plain language version of Report (including Summary)
<b>1.3</b>	Journal Article on the report for Press Kits
<b>1.4</b>	Launch and Publish Report on Website
<b>1.5</b>	Newspaper Advertise (Round 5 Weeks)
<b>1.6</b>	CSO Communications Webinar
<b>1.7</b>	Dissemination to Hinterland Regions via Travel if Permitted or Virtual (COVID)
<b>1.8</b>	Capacity building for Reporting entities on data quality and EITI reporting
<b>1.9</b>	Press Kit Dissemination amongst key stakeholders and beneficiaries
<b>1.10</b>	Disseminate the 2020 ZEITI Report and promote use of EITI Data.
<b>1.11</b>	Interview television and radio station
<b>1.12</b>	Monitoring and Evaluation
<b>1.13</b>	Lessons Learnt MSG Webinar
<b>2.0 Output- Awareness Creation of Mainstream Feasibility Study (See 22.30)</b>	
2.1	Prepare an information Package for Dissemination to Key Stakeholders
2.2	Recorded Power Point Presentation for On-line Dissemination
2.3	Upload onto ZEITI Website with Package and additional Tools
2.4	Develop on-line survey for ZEITI Website on Mainstreaming
2.5	Review Online ZEITI Website on Mainstreaming Survey
2.6	Place survey findings on the Website through infographics
2.7	Monitor and evaluate responses and participation
2.8	Use feedback for Mainstreaming Working Group

<b>3.0 Output- Awareness and Lanching of Beneficial Ownership Registry</b>	
3.1	Develop Awareness Campaign on BO for key stakeholders
3.2	Develop key Summary and Plain Language Materials on BO
3.3	Develop Slide Presentation on BO in Zambia as per Reports (Pre-tape Version)
3.4	Request EITI conduct BO Webinar for Key Stakeholders
3.5	Host 2 Meetings with key Stakeholders on BO (present finding as per Report)
3.6	Use feedback to integrate into the Awareness Campaign and
3.7	Brief on Awareness Campaign: Summary of Findings
3.8	Presentation of Findings to MSG – BO Sub-Committee
3.9	Advocate BO implementation with PACRA and GRZ to hasten BO information accessibility.
3.10	ZEITI and PACRA work on dissemination and capacity building strategy
3.11	Create Communications and Awareness Campaign Specific to BO
<b>4.0 Output- Awareness and Advocacy on Transparency and Accountability Bill</b>	
4.1	Develop and awareness and advocacy plan for Accountability Bill
4.2	Develop educational materials, plain language and infographics around Bill
4.3	Disseminate according to plan during key phases.
4.4	Monitor and Evaluate outreach and engagement
<b>5.0 Output- Raise awareness around EITI Requirement 6</b>	
5.1	Develop information package on EPF and EITI Requirement 6.
5.2	Develop key Communications materials for awareness raising and advocacy (See 22.65)
5.3	Monitor and evaluate progress