

MINUTES

SEITI MSG Meeting (No 01 /2021)

Date: Friday, February 05, 2021

Time: 11.00h- 13.00h

Location: Virtual online (Zoom meeting)

Present			
Government	Civil Society	Companies	SEITI-Secretariat
P. Simons (PS)	R.Bhattacharji(RB)	D. Herkul (DH)	Clyde Griffith (CG)
V. Lalji (VL)	T. Pinas (TP)	Shirley Sowma-Sumter (SSS)	Karishma Bhageloe (KB)
S. Jaggan (SJ)	M. Essed-Fernandes(MEF)	M. Raafenberg (MR)	Reenuska Mahabier (RM)
H. Deel (HD)	R. Artist (RA)		Diana Vyent (DV)
G.Tjalim	Roy Caupain (CP)		

Absent with notice	Absent without notice
	M. Naarendorp. (MN) (CS)
	Q. Wielson (QW)

Agenda

1. Opening
2. Announcements
3. Adoption of minutes 21 December 2020
4. Hiring process Independent Administrator (3 reports 2018-2020)
5. Organogram EITI Secretariat
6. Reporting Subgroup “EITI work plan 2021”
7. Reporting Subgroup “Governance & Compliance”
8. Profile chair MSG and coordinator MSG
9. Any other business
10. Closing

1. Opening

There is Quorum to start the meeting.

2. Announcement

- Tedy replaced by Michael Naarendorp. Alternate is Kathleen Blom
- Richard Donnellan resigned from his position as MSG member. Already discussed with Daniela
- Updated email list to EITI Secretariat
- Letter from EITI Secretariat regarding change in Validation.
- Printable version of EITI 2017 reporting shared amongst MSG

3. Adoption of minutes 21 December 2020

- Minutes have been discussed and approved by the MSG

4. Hiring process Independent Administrator (3 reports 2018-2020)

- RB: The MSG and SEITI secretariat had a meeting with Susana from the WB. The various possibilities for Procurement have been discussed in order to still make it possible to do the two-year reports in one (a shortened tender procedure CQS). According to the WB rules, there is no longer an option for direct selection. Three quotations must be requested and then a selection will be made.

- CG: It was proposed from the meeting with the WB that a Procurement Procedure should be used whereby an Independent Administrator can be recruited within two months. For the accelerated procedure, this concerns 3 reports (2018-2020). Due to the preconditions that apply to this method (CQS), not all 4 reports can be made because the amount will be 3x US\$ 250,000, otherwise CQBS must be used.

The TOR is completely okay. There was an issue with uploading of the TOR in STEP (Systematic Tracking Electronic Procurement system). Before the TOR can be uploaded, the procurement plan had to be adjusted first. This plan was approved on 4 February 2021. But due to technical malfunction with the system, the TOR could not be uploaded. An email has been sent to the WB regarding the issues.

- MEF: Is it also taken into account (in the procurement) that the 2018-2019 reports would be combined due to deadlines?

- CG: That is also included in the TOR. The 2018-2019 reports must be completed before December 31, 2021.

- RB: the secretariat suggested to the MSG to find out to which companies the 3 offers can be sent. Is there someone from the company who could coordinate this?

- DH: DH will take it on

- RB: Secretariat is there anything else the MSG needs to do?

- CG: The process is as follows: the BID will be uploaded and approved, TOR will be uploaded and approved. A Request of Expression of Interest (REOI) will be sent to the 3 specific companies. Within two to three weeks, the companies must send their EOI with their Technical BID etc.

After evaluations will be made, a start can be made at the end of March.

- MEF: Useful if 1 person from each stakeholder group is appointed to take place in the evaluation committee.

- CG: CG will ask the Procurement Specialist to hold a short session (give instructions) on the evaluation procedure.

- DH: The names of the companies are BDO, Tjong a Hung, Ernst & Young.

5. Organogram EITI secretariat

- RM: Information has been extracted from the document sent by the MSG. The key functions have been looked at. 15 functions were listed and we looked at where all this would fit within the EITI secretariat. These are divided into the following functions:
 - 1) National Coordinator: CG
 - 2) Technical Officer: RM
 - 3) Administrative Officer: KB
 - 4) Communication, Monitoring & Evaluation officer: DV
 - 5) Financial Officer
 - 6) Procurement Officer
- RB: what is the availability of these people for the designated positions
- CG: the persons are 50% available for the SCSD project and 50% for EITI

6. Reporting subgroup "EITI Workplan 2021"

- RB: There was a meeting with the subgroup. RB was responsible for taking follow-up actions. To explain what has been broadly discussed: the new work plans that are to be developed must be embedded, which must take into account both national policy and current issues. And it must be proven that the opinions of several stakeholders have also been included.
- The first action point taken as a subgroup is to look at existing policy documents, existing consultation reports, research reports, workshops reports. All of this provides a basis for putting a first working document on paper. A number of issues have already been identified such as mercury use, legislation and treaties, land rights, small scale mining, etc. The purpose is to establish a working document internally to present these in more detail to the larger stakeholder group.
- Deadline needs to be mentioned

7. Reporting Workgroup "Governance and compliance"

- DH: DH and SSS brainstormed to see what exactly should be done, what the tasks of this subgroup should be etc. Work has been done on the basis of the TOR that was released in 2017. It will be ideal to adjust the TOR, when looked at the developments to fill in out certain matters and adjust the MSG (stakeholder group).
The latest version of the TOR will be forwarded for update. Two reports were made for the workgroup governance and compliance and also for the government group. The differences and scope of reporting will be presented to the MSG. PS (from governance) is also part of the work group, together with DH and SSS.
- TOR send to MSG. MSG will provide comments by 26 February 2021
- Deadline needs to be mentioned

8. Reporting Workgroup "Beneficial Ownership"

- MEF: TJ was appointed for the company, but now he is no longer part of the MSG. The company can be asked if there is a candidate for this working group.
- MR: MR will check this and will let know later

9. Profile Chair MSG and Coordinator MSG

- MEF: In the past there was a clear profile of the chair and coordinator in the TOR. Now there is another separation of the profile which causes uncertainties. This can be an action point for updating the TOR to have a clear job profile of the chair's tasks in relation to the coordinator.

10. Any Other Business

- Letters for representation in MSG: still missing Henk Deel, Quincy Wielsen
- Planning Meeting with Minister of Natural Resources

11. Closing

- Closing by RB at 12.45 h.
- Next Meeting: Friday 19 February 2021

Action points

	Action Items	Responsible	Target date	Update	Remarks
1	Update WhatsApp group	RM			
2	Drafting Thank you letter for TJ	KB			
3	Printable PDF version on EITI website				
4	Placing Mining Law on EITI website				
5	BO on website EITI				
6	Send MOU to MSG				
7	Biweekly meetings every Friday 11.00h-13.00h				
8	Send SEITI secretariat functions ppt to MSG	RM			
	Update SEITI secretariat functions according to best practices	SETI secretariat			
9	Update/review TOR	MSG			