

MINUTES
SEITI MSG Meeting (No 11 /2021)

Date : Friday, July 16th, 2021
Time : 13.10h
Location : Virtual online (Google meet)

Government			
Name	Present	Absent	Particularities
Preciosa Simons (PS)		X	With notice
Valerie Lalji (VL)	X		
Georgetine Tjalim (GT)	X		
Sagita Jaggan (SJ)	X		
Henk Deel (HD)		X	Without notice
Quincy Wielzen (QW)		X	Without notice
Civil Society			
Tosca Pinas (TP)	X		
Rayah Bhattacharji (RB)	X		
Monique Essed-Fernandes (MEF)	X		
Rene Artist (RA)	X		
Roy Caupain (RC)	X		
Companies			
Michiel Raafenberg (MR)	X		
Michael Naarendorp (MN)		X	Without notice
Kathleen Blom (KB)		X	Without notice
Shirley Sowma-Sumter (SSS)	X		
Marc Regis (MReg)	X		
Daniela Herkul (DH)			Present until 14.00h
EITI Secretariat			
Clyde Griffith (CG)		X	With notice
Karishma Bhageloe (KB)		X	With notice
Reenuska Mahabier (RM)		X	Without notice
Diana Vyent (DV)	X		
Nancy Boldewijn (NB)	X		

1. Opening. The meeting was opened by RB.

2. Announcements

- Invitation for July 22nd for participation of the validation meeting GEF Gold Project (Suriname) from 09.00h – 11.00h.
- DH will leave the meeting at 14.00h

3. Adoption of the minutes

- MSG 8, meeting of May 21st, 2021. Approved
- MSG 9, meeting of June 4th, 2021. Approved
- MSG 10, meeting of June 18th, 2021. Approved

4. Status update workgroup

- Beneficial Ownership. MEF states that there has been no change. The document was sent to the secretariat in order to forward it to the MSG. The different stakeholders group have to decide. Unfortunately nobody has signed yet. RB should sign for civil society and for government and companies no statement has been received yet. RB asked if the same people that signed the extension letter can sign the BO. VL will check met PS to sign on behalf of the government. MR states that if SSS does not have the opportunity to sign Rosebel Gold Mines can do that. The MSG's of government and companies should let the secretariat now by Monday 19th, July so that the secretariat can add the names to the document and have it signed. And publish it as well.
- Governance and compliance. DH states that there is no update. The update will be sent by the end of next week (July 23rd)
- EITI workplan 2021. After the previous meeting RB sent an email to the other members of the working group, asking for assistance in writing down a general outline. RB hasn't received any response yet on who will be supporting her. MR replies by saying that he will give his response in the whatsapp group of the workgroup.

5. Discuss action points validation report

VL made a list with the validation action list and a proposal of which stakeholder is responsible for which validation. SJ states that she hasn't had the chance yet to discuss the validation points regarding the Ministry of Finance and Planning. She asked for more time to respond to the validation report.

MR also states that he did not get the opportunity to go through the report and that he will do so.

Further responses can be given by email.

RB requests if the validation report can be put on the agenda again for the next meeting.

6. Update IA EITI

MEF states that a few scores were sent and that a few things were missing. The score was sent to the secretariat and they should have updated the information.

The secretariat has not received an update from RM regarding the IA. By Monday July 19th, at the latest the update will be sent by email to the MSG.

7. Discussion mining law

CG states that the comments that were given by the MSG were incorporated in the document. The next step is to have an updated version, which will be sent to all the relevant stakeholders for input.

Regarding the IA. There is a team for the technical evaluation. There were some comments on the technical proposal. Basically it was a draft. CG has just received the final technical proposal, which will be sent to the technical evaluation team. Basically they had some minor question, like who will do the reporting. The document will be sent to the evaluation procurement specialist. In addition, we did not meet to adjust the TOR, because all the reporting years (2018, 2019 and 2020) are there. It's just a matter of negotiation. So basically the wait is on the finalization of the evaluation. Then we can continue with contract signing.

RB asked if there is a general estimation on the timeline.

CG responded with: yesterday. This situation gives me a headache. I'm not satisfied, even in a meeting with the World Bank where they provided an internal report about the progress. They indicated that things are going way to slow and that we are not performing well. We need to speed things up. This has to be signed as soon as possible so that the IA can start with the work. Regarding the estimation, CG states at the latest 3 weeks and then he's still positive/optimistic. CG would like to have this finalized by the midst of August.

MR asked when the due date is of the extension. RB responds with that in the request letter is asked for the end of December.

There hasn't been a response yet, at least not formal. We still need a formal answer from the EITI board.

8. Discussion and approval functions within the SEITI Secretariat

RB: The secretariat had sent the document and feedback was received by three people. Was the feedback already incorporated. Is there a new version already?

NB states that there no new version yet, because the secretariat was waiting on eventually additional feedback from other MSG members. If there isn't any additional feedback, than the feedback given up till now will be incorporated.

Since there wasn't any additional feedback, RB asked if the document could be approved provisionally, provided that the feedback is incorporated.

The MSG members give their provisional approval to the document.

9. Presentation and discussion budget SEITI Secretariat

NB and DV give a clarification about the budget.

Communications. MEF had asked in a previous meeting to look at the option of shared documents. The google drive accounts cost \$100 and has 5 accounts of which the 5 account owners can share documents with the MSG.

Zoomlink. The secretariat doesn't have a own zoom account as yet. Zoom seems to be working for all accounts and not only for gmail accounts.

Communications. Marketing, branding and website maintenance are part of communications. Marketing and branding are meant to increase the awareness regarding SEITI and a training in website maintenance will lead to less costs for the institute.

Finance. At least one person of the secretariat should have a finance background in order to have a healthy financial institute and for the execution of projects.

Training in: writing project proposals, project management, finance and website maintenance.

On July 23rd, the whole secretariat will participate at a procurement training which will be given by the World Bank.

VL asked clarification regarding the \$1150 for finance. NB states that it's a training for a maximum of 5 participants. NB will mail the invoice to the MSG in order for them to see what the content of the training is.

All of the indicated amounts in the training section are based on a maximum of 5 participants.

MEF suggests to put training instead of person in the unit section.

The amounts mentioned in the budget are the desired quantities.

VL suggested in the chatbox that the secretariat gets at least 3 invoices per training, to have more/better options to choose from.

MEF. Is this budget for 2021 and from when tot when? NB. July till December 2021.

MEF. The tiny details are not needed in the budget. A more professional budget is needed. There is a mix-up in the budget. One time investment costs are mixed up with the recurrent costs. The detailed stuff can be placed under office supplies. Website maintenance is part of communications. The budget is too unprofessional. The procurement training of next week doesn't cost any money, it should still be mentioned. MEF would like to see an additional column with the title financed by.

If the government is providing financial support to personnel we need to see the total amount and the number of staff. The EITI would like to know what the government is contributing. This also counts for the fee for the MSG members.

SG states that the exchange rate that's being used is the rate of the Central Bank and not the rate of 25 that is given in the budget. These details will be discussed with the component coordinator of the project.

RB. There will be training for website maintenance, but is the webhosting fee covert? It was covert with the previous company, if I'm not mistaken.

NB will go through the contract to see what the deal was with the previous company. RB needs clarification about the 6 month branding. NB: included are facebook adds, information needed to keep the website updated, rewrite the communication plan. It is the whole package of marketing and corporate identity. It's not only material costs. MEF states that these costs can't be separate from the work plan.

RB misunderstood that these costs are only for the secretariat. NB clears that it's the whole package of communication and outreach of SEITI. RB believes that a marketer will not be able to help with communication and outreach, because it's a different mindset and logic.

MEF. If this is for the communication and outreach it needs to be part of the work plan. What we would like to see in the budget is if the secretariat has any recurrent costs for communication costs, than you need to have it in your budget. For the outreach it needs to be a larger plan of the work plan.

NB. That means that there needs to be a separate meeting to talk about this.

RB states that there needs to be a communication and outreach plan first.

NB suggests that a meeting should be planned with the work plan committee to see how this must be incorporated and from there we can go forward.

RB asks if NB can mail a few proposals.

TP asked if it's a good idea to have a format for the budget? RB seconds that, based on the suggestions given by MEF earlier. The format can then be used every year.

10. Any other business

There was no any other business.

11. Closing

RB closed the meeting at 14.10h

Action points

	Action Items	Responsible	Target date	Update	Remarks
1	Update governance and compliance	Workgroup		Ongoing	
2	Revised budget (professional)	NB/Secretariat		Ongoing	
3	Final document functions SEITI Secretariat	NB		Ongoing	
4	Workgroup EITI workplan 2021	MSG		Ongoing	Awaiting Feedback
5	Concept communication and outreach plan	NB			
6					