

## **MEETING MINUTES**

**27 April 2018**

### **Farol Office**

#### **Participant Members**

Filipe Nery Bernardo	Petroleum Fund Analyst- MoF
Antonio dos Santos	Woodside Country Representative
SabinoFitun	Core Group Transparency (CGT)

#### **Alternatives, and Non-Voting**

Dulce Natalia	ANPM
David de Araujo	ConocoPhillipsExternalRelations
Estefanus Coli	MDI

#### **TL-EITI Secretariat:**

Elda Guterres da Silva	National Coordinator / Technical Specialist
Trifonio Flor Sarmento	Outreach Officer
Octavio Jordão de Araújo	Adviser
AbelinaEmilia do Rosario	IT Officer

#### **Absent:**

David de Araujo	ConocoPhillips External Relations
Fernando Carvalho	Chief of Account BCTL
Timoteo T. Pires	BCTL
Nelson Miranda	Luta Hamutuk
Tobias Ferreira	BCTL

**Meeting opened at 9.35 AM.**

#### **1. Approval of the agenda**

The MSG agreed to the agenda of the meeting.

#### **2. Approval of documents**

MSWG discussed and approved Work plan (WP) 2018. Also in discussion, the content of the draft of meeting minutes of 23/03/2018 and MSG agreed to deliver the draft to International Secretariat. Final draft was approved by MSG post-meeting for publication.

#### **3. Discussion of Independent Administrator (IA) evaluation performance**

The evaluation team represented by National Coordinator and one representative of each constituent, have finalized the assessment of the IA performance for the services provided in previous year. The assessment will be documented to assist with the upcoming procurement process for IA.

#### **4. Discussion of budget plan 2018**

MSWG discussed on the budget allocation for EITI activities within 2018. In acknowledging the approaching date of the election (12/05/2018), it is recommended to finance new activities with upcoming budget under the new forming government. Stakeholders understood the situation in which the current one-twelfth budget system is not applying for new long term programs such as the preparation of the 9<sup>th</sup> (2016) TL-EITI report. As proposed by the International Secretariat, the estimated cost for each activity within the WP 2018 to be included and expenditures can be justified with the upcoming budget. Meanwhile, stakeholder agreed to proceed with the publication of the WP on Monday, 30/04/18.

#### **5. Discussion of extension request for 2016 TL-EITI report publication**

The National Secretariat has informed MSWG on the request from the International Secretariat to provide document support for the referred extension letter. MSWG agreed that the draft minutes of 23/03/2018 meeting captured the key messages of reasons for this extension. Hence, stakeholders agreed to send this draft to EITI Board along with WP 2018 as supporting evidence for extension request.

#### **6. Discussion of draft scope ToR for IA**

MSWG reviewed and discuss the content of the scope of work of the ToR for IA. The ToR template used is based on the latest version of ToR for IA + Beneficial ownership (BO) from International Secretariat. Suggestion was made by MSWG to separate the schedules of BO research and 2016 TL-EITI reconciliation reporting process. It is recommended to focus on the reconciliation report in 2018 and begin the BO analysis around mid-2019. The draft ToR is currently reviewed by MSG members and National Secretariat.

#### **7. Other subject**

CSO has announced that Mr. Estefanus Coli is appointed as main constituent to substitute Manuel Simeao. A letter of the new membership structure will be sent to National Secretariat.

**8. Schedule next meeting**

Upcoming MSG meeting yet to schedule.

The Chair declared the meeting closed at 11:30am.

Minutes approved and signed by:

(Name)

(Signature)

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**Annex 1** – Action List from previous meeting

No	Issues	Action needed	Responsible Entity	Progress Status
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2				
3				
4				
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