



MINISTÉRIO DO
PETRÓLEO
E RECURSOS MINERAIS

TLEITI

MULTI STAKEHOLDER GROUP TERMS OF REFERENCE

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**TIMOR-LESTE EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE
MULTI STAKEHOLDER GROUP (TL-EITI)
TERMS OF REFERENCE**

GOVERNMENT OF TIMOR-LESTE DECLARATION

1. Introduction

The government of Timor-Leste announced its commitment to the Extractive Industries Transparency Initiative (EITI) in 2003 at the EITI Conference in London promotes and supports improved governance and transparency in resource-rich countries through the full publication and audit of company payments and government revenues from oil, gas, and mining.¹

As a voluntary commitment of stakeholders with shared goals, the global EITI structure comprises resource-rich countries, international and national extractive companies, civil society, investors, and supporting countries.

The TL-EITI Multi-Stakeholders Group (MSG) was formed in 2007. At the 4th EITI Board Meeting on 11 April 2008, the board recognized the Democratic Republic of Timor-Leste as an EITI Candidate Country, effective 22 February 2008. Following its first Validation, the EITI Board designated Timor-Leste as EITI compliant in July 2010, making it the first country in Asia to achieve compliance with the EITI Rules.

Timor-Leste was the first Asian country to declare its commitment to the Principles and Criteria during the inaugural international EITI conference in London in June 2003. This commitment aligns with the country's long-standing pursuit of transparency in the petroleum and mining sectors. Petroleum revenues are publicly disclosed through quarterly and annual reports on the Petroleum Fund, as well as production sharing contracts. Measures of transparency are codified in the country's petroleum sector legislation.

¹ <https://eiti.org/>



There is currently no active development or production in the metallic minerals sector in Timor-Leste. However, the country has established a legal framework, including a Mining Code, to support the future implementation of mining activities. At present, the mineral industry remains at the exploration stage.

To guide the full implementation of EITI in Timor-Leste, a Multi-Stakeholders Group (MSG) has been established. It comprises of representatives from relevant Government Ministries and Agencies, Extractive Industry Companies, Private Sector, State Owned Enterprises (SOE) and Civil Society. The MSG is fully functional and ensures the implementation of EITI framework in the country.

The TL-EITI MSG serves as the governing body of all EITI-related programs and activities in Timor-Leste as stipulated under Diploma Ministerial Number 46/2024, article 58². It provides strategic direction, oversight and support in collaboration with key stakeholder groups to ensure successful implementation of the EITI framework.

The scope of EITI activities shall include, but is not limited to:

- Promoting revenue transparency and accountability in the extractive sector through the implementation of EITI principles, consistent with the global EITI standard and Timor-Leste's legal³, regulatory, and national development priorities;
- Providing a balanced forum for dialogue, debate, and consensus-building on EITI-related issues in the extractive sector;
- Providing capacity building to strengthened institutional development and enable full stakeholder participation in the EITI process;
- Monitoring and evaluating the implementation of the EITI Standard through

² The Diploma Ministerial 2021 and 2024 can be found in these links:

- [Diploma Ministerial 2021](#); Page 554, Art. 29 & 30.
- [Diploma Ministerial 2024](#); Page 711, Art. 58 & 59.

³ The Timor-Leste's Legal can be found in these links:

- [Decree-Law on Offshore Petroleum Operations in Timor-Leste \(Decree Law No. 32/2016\)](#); Art. 97.
- [Decree-Law 18/2020, 13 May, Onshore Petroleum Activities](#); Art. 98.
- [Decree Law No. 12/2021 30 of June Mining Code](#); Art. 54c & 150.



government programs and budget allocations (Gov.TL project).

2. Scope of the TL-EITI Multi-Stakeholder Group (TL-EITI MSG)

The MSG shall be responsible for the enforcement, management, and implementation and monitoring of the provisions of this Term of Reference, relevant laws⁴ and EITI standard.

Objectives of the MSG are:

1. Shall ensure be to assist in ensuring that all benefits due to the Government and to the people of Timor-Leste on account of the exploitation and/or extraction of the Country's Natural Resources are effectively paid or provided, duly accounted for, publicized and prudently utilized for the benefit of all Timor-Leste citizens on the basis of equity and sustainability.
2. The MSG is responsible for implementing the TL-EITI and for adopting all measures and taking the necessary actions for achieving the mandate and objectives of the TL-EITI, including, in particular to:
 - a. Approve the MSG internal rules on its organization, functioning and the procedures necessary for its internal governance;
 - b. Prepare and approve the Timor-Leste EITI Work Plan;
 - c. Develop the Terms of Reference for the selection and engagement of the Independent Administrator responsible for performing the annual reconciliations, audits and investigations provided.
 - d. Develop and agree on the format of the Timor-Leste EITI Annual Report;
 - e. MSG and National Secretariat prepare annual budget.
 - f. Approve the procurement of any EITI-related studies and opinions;
 - g. Comment, approve and publish the TL-EITI Annual Report;

⁴ The relevant Laws can be found in these links:

- [Diploma Ministerial 2021](#); Page 554, Art. 29 & 30.
- [Diploma Ministerial 2024](#); Page 711, Art. 58 & 59.
- [Decree-Law on Offshore Petroleum Operations in Timor-Leste \(Decree Law No. 32/2016\)](#); Art. 97.
- [Decree-Law 18/2020, 13 May, Onshore Petroleum Activities](#); Art. 98.
- [Decree Law No. 12/2021 30 of June Mining Code](#); Art. 54c & 150.



- h. Develop and submit for the approval of the Government of the TL-EITI financial and adhered to the Gov TL procurement policy, all other policies and procedures associated with required for the effective and transparent implementation of the TL-EITI;
- i. Promote the participation of civil society in the supervision of resource governance in Timor-Leste; Take any and all other actions necessary for achieving the objectives of the EITI.

3. The TL-EITI MSG CONSTITUENCY

The TL-EITI MSG consist of representatives from the following sectors:

- Relevant Departments and entities from the Government of Timor-Leste consists of: Autoridade Nacional do Petroleo; Autoridade Nacional dos Minerais; MOF; Timor-Leste Tax Authority on National Directorate of Petroleum and Mineral Revenue (TLTA-NDPMR); Petroleum Fund; BCTL; SERVE, I.P.; TIMOR GAP, E.P.; and Murak Rai Timor, E.P.
- Industries consist of: SANTOS, WOODSIDE; ENI; SUNDA GAS; TIMOR RESOURCES; and FINDER ENERGY.
- The Civil Society consists of: members of FONGTIL.

The TL-EITI MSG will be chaired by the Minister Petroleum and Mineral Resources and to be assisted by National Coordinator as his delegate. If, in the event that the Minister Petroleum and Minerals or government representative is available, MSG members present at the meeting may lead or chair from the National coordinator as long as the representative from the government entity in the MSG. The TL-EITI National Secretariat will support the MSG in undertaking the activities and programs as directed by the MSG and as approved for implementation in the TL-EITI Work Plans.

4. The TL-EITI MSG's MANDATE

TL-EITI MSG shall be the Governing Body for implementation of the EITI concept in the country. As such, the MSG will be responsible for the following:



- Develop and approve a public and financially sustainable EITI annual work plan;
- Monitor/tracking implementation of the EITI work plan, reviewing, updating it periodically as necessary and approval;
- Determine and agree the scope of EITI audits/reports in Timor-Leste, in accordance with the most recent EITI Standard, develop EITI reporting templates to be used by companies and government that are easily comprehensible, determine terms of reference for and select an Independent Administrator to reconcile revenue and payment data, and ensure that EITI reports are published and disseminated;
- Determine and agree the level of aggregation/disaggregation to be included in the reports that appropriately protects commercially sensitive information without compromising the public's right to information on both extractive industry payments and government receipts. The group will determine the frequency/cycle for EITI reports in Timor-Leste, in accordance with the most recent EITI standard;
- Help address weaknesses and capacity constraints in extractive industries transparency in Timor-Leste and raise public awareness (including civil society) of EITI and petroleum sector transparency;
- Facilitate the design, monitoring, and evaluation of the EITI validation process in Timor-Leste;
- Establish a program of work to include the mining industry under the EITI framework when the mining sector is established;
- Lead the EITI implementation at country level and ensure stakeholder's discussions lead to consensual decisions;
- Develop and publish TL-EITI conciliation report, TL-EITI Annual Progress Reports, Annual Work Plan that has been mutually agreed and endorsed by consensus;
- Assess and effectively address any obstacles and constraints that may affect implementation of the EITI concept; Provide direction and oversight to the activities of the TL-EITI National Secretariat and Work in a meaningful and constructive manner with representatives from all stakeholders including; Gov TL, CSOs, industries



(Petroleum, Gas and Mining) and the National Secretariat to implement the TL-EITI Work Plans and meet EITI requirements and its global standard; and

- Publish timely EITI Reconciliation Reports that contain;
 - Contextual information about the Timor-Leste extractive industries,
 - Comprehensive disclosure of the government's revenues from the extractive Industries.
 - Comprehensive disclosure of all material payments by oil, gas and mining companies in accordance with the agreed scope and materiality threshold.

These reports should follow a credible assurance process applying with international financial standards. In accepting these roles as representatives of their respective constituencies on the TL-EITI MSG, members simultaneously commit to working in partnership to enhance transparency and accountability. They also undertake to promote open dialogue between themselves and to build trust and understanding for better management of the extractive sector.

5. TL-EITI MSG SPECIFIC RESPONSIBILITIES

The TL-EITI MSG, through collaborative, transparent and meaningful engagement shall be responsible for the following:

- a) Work within the parameters of Timor-Leste laws and regulations as well as TL-EITI MSG's Term of Reference (TOR);
- b) Government of Timor-Leste guarantee, mobilize and manage resources that support EITI Implementation and the work of the National Secretariat as per the TL-EITI Work Plans;
- c) Monitor, review and evaluate EITI implementation work plans, including through Publication of annual activity reports as per Requirement 7.2 of the EITI standard and in a manner that respects Timor-Leste unique national priority context and legal framework as well as regulatory requirements;
- d) Approve the TL-EITI Work Plans, the appointment of the Independent Administrator (IA), the Terms of Reference (TOR) for the IA and the EITI Annual Reconciliation Reports as per Requirement 1.3(e) (iv) of the EITI Standard;



- e) Adopt the Term of Reference as necessary for TL-EITI MSG's internal governance and operations;
- f) Endorse the reporting templates in coordination with relevant Gov TL, CSO's Organizations, Industries representatives and the Independent Administrator as per Requirements 5.2 (a) of the EITI Standard;
- g) Establish and support specific sub-committees or Technical Working Groups (TWGs) as a required to evaluate and select Administrator Independent include specific Issues to prepare reports and recommendations for MSG's consideration, approval or decision making;
- h) Agree on an appropriate definition of "extractive industries" and "materiality threshold" for the purpose of the TL-EITI reconciliation reports;
- i) Agree on an appropriate definition of "mandatory and voluntary social payment" for the purpose of the TL-EITI reconciliation reports;
- j) Agree on the level of disaggregation for the publication of data as per Requirement 5.2 (e) of the EITI Standard;
- k) Ensure Timor-Leste laws and regulations pertaining to the extractive sector are adhered to as well as the confidentiality of the industry's commercially sensitive information is respected where necessary and genuine;
- l) Identify, assess and report on any material deficiencies in existing reporting and reconciliation mechanisms and arrangements in comparison with EITI requirements;
- m) Support the TL-EITI National Secretariat to constantly update and modernize the Website to promote the work of the TL-EITI and its members, and the publication of information of TL-EITI MSG's work and the TL-EITI reports;
- n) Undertake cost effective outreach activities (workshops, seminar and dissemination) with civil society groups and extractive sector companies. The purpose is to inform stakeholders of the Government's commitment to implement the EITI global standard and the important roles of companies and the civil society. The TL-EITI MSG should widely disseminate information that results from the EITI process such as the EITI Reports;



- o) Members of the TL-EITI MSG should liaise with their constituency groups and ensure that there is genuine representation of their interest within the TL-EITI MSG;
- p) Maintain close working relations with the EITI International Secretariat, other implementing countries, stakeholders, and Timor-Leste development partners;
- q) Update and approve as needed the TL-EITI MSG TORs after every two (2) years or as and when required;
- r) Deliberate, approve and endorse the outcome of reconciliation reports and recommend to the Government through MPRM Decree Law Submissions for Government's attention and action; and
- s) Any other activities deemed necessary for the implementation of TL-EITI activities.

6. SPECIFIC RESPONSIBILITIES FOR EACH STAKEHOLDER

The Government of Timor-Leste will:

- Lead the TL-EITI implementation through the Chairman, the MSG Members and the National Coordinator of National Secretariat and staff of the Secretariat;
- Ensure TL-EITI implementation process respects the national laws and legislation and the Confidentiality of commercially and financial sensitive information;
- Cooperate fully to achieve the success of EITI implementation;
- Provide adequate funding support and mobilize other resources including Facilities
- Commit to work with the Independent Administrator (auditor) and respond diligently to requests made by the auditor and the TL-EITI MSG;
- Ensure that its members use a fact-based approach to engage in the TL-EITI MSG and work with the industry and the CSOs (CGT) to build awareness of revenue generated for the State through the extractive sector. The Government will be meaningfully engaged in monitoring the implementation of the TL-EITI work plans and the overall implementation of the initiative;
- Ensure that State Owned Enterprises (SOEs) involved in TL-EITI report their revenues and / or earnings along with receipts for such revenues and / or earnings in accordance with the EITI guidelines and requirements; and



- Provide assurance to the industries to disclose tax information and revenue data at the ICM as part of the EITI Annual Report preparation process by issuing a tax regime and other details on ICM's internal control mechanisms for disclosure of this information; and
- Fully support in such other activities and when required through the TL-EITI MSG level on EITI implementation in the country.

The industry will:

- Fully cooperate to achieve success in implementation of the EITI;
- Commit to supporting the operations of the TL-EITI National Secretariat and its work plans in order to meet the requirements of the EITI and its global standard;
 - Respond diligently to requests made by the independent administrator and the TL-EITI MSG by disclosing payment records and other information to the Government of Timor-Leste for the annual TL-EITI Reports;
 - Ensure that its members use a fact-based approach to engaging in the TL-EITI MSG and to work with Gov TL and CSOs (CGT) to build awareness of the EITI process and related revenues to the State and the overall implementation of the initiative;
 - Support and participate by teaming up with Government, CSOs (CGT) and the National Secretariat in all workshops, seminars, dissemination, conferences, trainings or such other outreach and awareness programs on EITI implementation and informing the public on EITI report outcomes; and
- Fully support in such other activities as and when required through the TL-EITI MSG level on EITI implementation in the country.

The Civil Society will:

- Fully cooperate to achieve success in the implementation of the EITI;
- Commit to supporting the operations of the TL-EITI National Secretariat and its work plans in order to meet the requirements of the EITI and its global standard;
- Commit to taking a leading role in ensuring the EITI accountability function is exercised in a responsible and constructive manner in the implementation of the initiative;



- Ensure that its members use a fact-based approach to engaging in the TL-EITI MSG, work with Government of Timor-Leste and the industries to build public awareness of the extractive sector and revenues generated to the State. This is to ensure the public are fully engaged in monitoring the implementation of the TL-EITI work plans and overall implementation of the initiative at country level;
- Support and participate by teaming up with Government, industry and the National Secretariat in all workshops, seminars, road shows, conferences or such other outreach and awareness programs on EITI implementation and informing the public on EITI report outcomes; and
- Fully support in such other activities as and when required through the TL-EITI MSG level on EITI implementation in the country.

7. ORGANISATION OF THE TL-EITI MSG

The MSG will be chaired by the Minister Petroleum and Minerals and is the central governing and decision-making body for EITI implementation, monitoring and evaluation. The TL-EITI MSG membership shall comprise of:

- Ministry of Petroleum and Minerals /Public Servant EITI Focal Point (Chairperson)
- Two core member representatives of the Ministry of Finance under Petroleum Fund Unit and Tax Authorities.
- One core member representative of the Central Bank of Timor-Leste.
- One core member representatives of the Petroleum National Authority/Regulating Authorities.
- One core member representatives of SERVE of Timor-Leste.
- One core member representatives of Mineral National Authority (ANM)
- Three core member representatives of civil society as determined/selected by a forum of Civil Society Organizations involved in transparency and civil society oversight of extractive industries.
- Five core member representatives of petroleum companies selected on the basis of largest share/interest of those companies currently operating in Timor-Leste associated



areas: (i) the Timor-Leste exclusive petroleum development area, (ii) the Joint Petroleum Development Area, and (iii) future operators in JPDA former as well as Timor-Leste associated areas.

- Two core member representatives of TIMOR GAP, E.P. (State-Owned Enterprises-SOE).
- One core member Representatives of Murak Rai Timor, E.P. (State-owned Mining Company) of Timor-Leste (SOE).

Each member will name an Alternate who would attend Working Group meetings in case the primary member is unable to attend. Each member shall consult with and fairly represent interests of others within their stakeholder pillar.

The interested party(s) in Extractive Industries and key stakeholders as defined in requirement 1 (1.3 e. y.) are invited to participate as observers. The Working Group may invite other observers as it sees fit in accordance with the Decision Making/Voting provisions of this Terms of Reference. Observers will not be eligible to vote or take decisions on issues under consideration by the members of the Working Group.

For Gov TL, State Owned Entities (SOEs) will form part of the 4 representatives. The selection of Gov TL representatives to the TL-EITI MSG will be coordinated through the Ministries through a democratic process using an internal regulation. From Industries, the 4 representatives will be organized and selected by the head of each constituency. These representatives will be selected through a democratic process based on an agreed internal procedure.

Civil Society members will be chosen in the same manner following a series of consultations between the Forum civil society organizations via a democratic process as agreed through a selection procedure. Through this process, the civil society representatives will be selected covering a wide range of activities and interests.

The TL-EITI MSG Organizational Structure is depicted below. The TL-EITI National Secretariat was established after TL's was accepted as an EITI candidate country in 2008. The



main function of the Secretariat is to provide technical and administrative support to the TL-EITI MSG Chairman and MSG Members. It will also provide coordination and facilitation support to the TL-EITI MSG. The National Secretariat will play a critical role in ensuring that all TL-EITI activities are carried out in an effective, efficient, well-organized and sustainable manner consistent with EITI global standard and requirements. Specific Terms of Reference (TOR) outlining the National Secretariat's roles, functions and responsibilities as approved by Gov TL (Ministry of Petroleum and Minerals Resources base on Decree Law no.62/2020. Article 13th. The TL-EITI MSG will establish an observer group, comprised of relevant government departments and entities, external organizations, consultants or individuals that have no voting rights or decision-making authority within or over the TL-EITI MSG, but act to provide inputs, feedbacks and views through observations at TL-EITI MSG meetings or such other events on the EITI process, or EITI related issues being considered by the TL-EITI MSG. The anticipated outcome of the Observer Group is the broadening of awareness about EITI implementation within the country. The engagement and participation of this group will promote a better understanding of TL-EITI and how it relates to the broader transparency and accountability related initiatives. Observations made by the Observer Group may be considered by the TL-EITI MSG but are not binding.

The members of the Observer Group will not be signatories to this TOR, but will be required to commit themselves to abide by the relevant terms set forth herein and any additional requirements as stipulated by the TL-EITI MSG prior to assuming the observer role. Members in the observer group are subject to review and approval by the TL-EITI MSG, with members being rotated as agreed by the TL-EITI MSG in accordance with the terms of this TOR.

The term of Reference applicable to the MSG also applies to members of the observer group. Each stakeholder – Gov TL, Civil Society and Industry to be represented on the TL-EITI MSG will maintain their own sector specific working group. They will be tasked with developing their respective inputs as well as with their education, awareness and liaison programmers with their constituencies. Gov TL will maintain the current arrangement whereby their activities will be coordinated and chaired by the National direction of Administration and Finance-MPRM



representative or its delegated authorities. In turn, the Timor-Leste Minister of Petroleum and Minerals Resources and National Coordinator will be the chair for the Industries with Transparency International Timor-Leste being in charge of coordinating and chairing the activities and inputs from the Civil Society.

8. Terms of appointment for the TL-EITI MSG Members

Members of the TL-EITI MSG shall be appointed for an initial term of two (2) years with the possibility of reappointments consistent with practices adopted by the TL-EITI MSG. Whilst the nature of the constituencies must be maintained at all times (i.e. governments, Industries and Civil Society, per the terms of this TOR, the constituencies may agree at any point in time to change, add or reduce the number of Members, provided a balanced MSG representation is ensured. Each representative stakeholder shall have the right to independently select and replace its members on the TL-EITI MSG.

In the appointments of TL EITI MSG Members, its shall be consider Gender, Equality, Disability and Social Inclusive (GEDSI).

9. TL-EITI MSG Meetings

The TL-EITI MSG shall determine the frequency of its meetings at such times and places as it deems necessary but not less than four (4) meetings in a year. The TL-EITI National Secretariat, in consultation with the MSG Chairman will set the agenda for all MSG meetings. The meeting announcement, agenda and meeting documents shall be circulated to MSG Members at least one (1) week in advance of the meeting date. The TL-EITI National Secretariat will be responsible for planning and calling MSG meetings in consultation with the MSG Chairman.

The National Secretariat shall undertake all coordination and administrative functions necessary for MSG meetings to be conducted. Any urgent matters or issues to be discussed and that requires MSG members to meet should require the National Secretariat to call for an extraordinary (special) meeting.



To ensure the accessibility for all platform EITI's document, efficiency time in prepared intervention and effectiveness their participation and contribution at all EITI implementation in the country, it is requested to facilitate MSG (except MSG representatives from Industry Constituency) members with provide their communication, transportations, accommodation, and per Diem based on their present at the MSG meeting or others, except for the meeting held in Dili Municipality. Any others service fee will be subject to government regulation and scope of TOR.

The Chairman will apply to meeting discussions to be kept by the TL-EITI National Secretariat. Minutes of meetings (respecting the Chatman Rules) will be circulated to the TL-EITI MSG and will be made publicly available after agreement among the members and signed off by the Chairman.

Consistent with TL-EITI MSG Term of Reference, all MSG members and observers shall respect and not discuss outside of MSG meetings any confidential, propriety or commercially sensitive information that may become available at any point in time, and will sign confidentiality agreements accordingly.

All instances of failure to adhere with this confidentiality agreement would be reviewed by the MSG and may result in dismissal from any further participation in the TL-EITI MSG meetings. For any MSG Meeting the following also needs to be observed:

- The TL-EITI MSG meeting shall have a quorum to commence when at least two (2) members from each of the stakeholder group is present; In accordance with requirement 1.3(e) (iv) of the EITI standard, any member of the TL-EITI MSG has the right to table an issue for discussion and deliberation;
- The minutes of the meetings should be signed by the Chairman, MSG and circulated at least one (1) week prior to the conduct of the next MSG Meeting;
- Apart from the formal MSG Meetings, the TL-EITI MSG may conduct its business electronically to secure MSG resolutions, agreements or voting through electronic circular for circumstances rendered necessary and urgent to meet deadlines and consensus, agreements or resolutions reached through such correspondences should be official decisions by the MSG for record purposes;



- The National Secretariat shall give at least one (1) week advance notice to all TL-EITI MSG members and any relevant observer groups for the next MSG Meeting; and
- The place and venue for the MSG meetings should be determined by the National Secretariat in consultation with the MSG Chair from time to time See Chatham house Rules at <http://www.chathamhouse.org/about-us/chathamhouseule>.

10. DECISION-MAKING/ VOTING

The TL-EITI MSG will strive to make decisions on the basis of consensus. Where consensus is not possible, the decision-making principles and voting rules will be applied. The Decision-Making Protocol for the TL-EITI MSG is set out in Schedule 1.

This Protocol identifies:

1. How decisions will be made, including consensus requirements and a tired decision-making hierarchy that applies, if consensus cannot be reached.
2. How members can be represented in decision-making if they are not able to be present at a meeting.

Other option the EITI secretariat can facilitated MSG thought Virtual Meeting in the same time in person meeting that conducting at the EITI office if it is requested vote for approval, if want to delegate other constituency members the MSG members have to send official email to EITI secretariat minimum in 3 days before MSG members meeting and other option is the approval also can be endorse via email.

3. How abstentions will be managed.

The Working Group shall strive to reach resolution on matters by Consensus. However, where consensus is not possible, then final decisions of the Working Group shall be taken by vote. The vote must be taken at least two thirds of the quorum, inclusive of each pillar. A resolution can pass with 50%+1 in support of resolution.



11. REPORTING

The TL-EITI MSG through the National Secretariat shall publish annually a TL-EITI Report consisting of:

Status of EITI implementation in Timor-Leste full satisfactory;

Contextual information about the extractive industry as per requirement 3 of the EITI Standard:

- Payments made by the extractive industry to the Government of Timor-Leste;
- Corresponding revenues received by the Government of Timor-Leste from the extractive sector; and
- Other revenue streams as deemed appropriate and agreed to by the TL-EITI MSG. The TL-EITI MSG shall engage an Independent Administrator (auditor) who shall collate, analyze and reconcile revenues received by the Government of Timor-Leste for that financial year and the extractive industry submissions and report accordingly with subsequent recommendations.

The TL-EITI MSG shall, in consultation with the Independent Administrator, develop necessary reporting templates that should be forwarded to both Government of Timor-Leste and the extractive sector with instructions on how the templates should be completed and when and where the completed templates should be submitted. The TL-EITI MSG shall publish or authorize the publication of the TL-EITI Report including the Independent Administrator's findings and recommendations. The TL-EITI report shall be made publicly available in an accessible and comprehensible manner and the Report must be reviewed and unanimously endorsed by the TL-EITI MSG.

12. REVIEW OF GOVERNMENT STATEMENT (DECLARATION)

This statement has been reviewed every five (5) years as required by the TL-EITI MSG in accordance with the terms of this Statement. Any amendments proposed as a result of a review shall be incorporated upon agreement by the MSG in accordance with the terms of this ToR.



SCHEDULE 1

Decisions-Making Principles and Rules for the TL-EITI Multi-Stakeholder Group

1. Decision–Making Principles

- 1.1. The TL-EITI MSG is committed to operating in the true spirit of collaboration and cooperation with the aim of reaching general consensual agreement amongst all members on all decisions.
- 1.2. In cases where general agreement cannot be reached, a formal vote will be taken at the discretion of the Chairman and voting rules will be applied. While consensus sometimes is not possible, decision-making principles are designed to build the greatest possible consensus;
- 1.3. All TL-EITI MSG members will be represented in decision making.

2. Decision–Making Rules

- 2.1. Decision –making will occur by a three-tiered hierarchical system as follows:
 - 2.1.1. *Consensus*. The chairman will seek to achieve consensus for all decisions. If this is not achieved then absolute consensus will be sought.
 - 2.1.2. *Absolute Consensus*. Consists of a two thirds majority of exercised votes (i.e. minus abstentions) and includes a minimum of 2 representatives from each constituency.
 - 2.1.3. *Modified Consensus*. If *Consensus* or *Absolute Consensus* is not achieved, a working group will be formed comprising equal representation from each constituency, to discuss and negotiate a recommendation to proceed to the TL-EITI MSG. This may occur at the meeting; post meeting with the intention to provide a recommendation by the next TL-EITI MSG meeting); or be considered out of session. Once the sub-group has provided its recommendation, the TL-EITI MSG will seek to make a decision on the basis of consensus, absolute consensus or modified consensus.
- 2.2. One vote will be recorded per member, and abstentions will be recorded.
- 2.3. All TL-EITI MSG members will be represented for each vote. The number of votes



required to pass a motion will adjust according to any abstentions to maintain a two-thirds majority of participating votes.

2.4. The process of vote and approval base on the article number 10.2 in page 14 of this MSG TOR.

3. Proxy Arrangements

- 3.1. All TL-EITI MSG members will be counted for each motion. Where a member is unable to be present at a meeting, that member will appoint another person to act as proxy at that meeting, and advise the TL-EITI National Secretariat of the appointment in advance of the meeting.
- 3.2. All proxy appointees will be required to sign confidentiality and conflict of interest forms where necessary.
- 3.3. A TL-EITI MSG member may appoint any other person that is a member of the TL-EITI MSG as their proxy for a specific meeting.
- 3.4. No person may hold more than one proxy vote for TL-EITI MSG members at a time with the exception of the Chair.
- 3.5. In exceptional circumstances and at the Chairman's discretion, when no advice on a proxy has been given and a member is absent from a meeting, the proxy will default to the chair. The Chairman may allocate the vote, abstain or use the vote as he sees fit.
- 3.6. Should the Chairman hold a significant number of unallocated proxies they have the discretion to decide if votes are to be ratified out of sessions.

4. Abstention

- 4.1 Where a member intentionally abstains from a decision-making process, their votes will not be counted for or against the decision. Their vote will be discounted from the number of eligible votes.
- 4.2 To ensure abstention by a member is intentional, a member will notify the National Secretariat of this intention, where possible in advance, and ensure that the abstention is recorded in the minutes of the meeting, or record of decisions for an out of session purpose.



4.3 Should the Chairman determine that a significant number of abstentions are being exercised they have the discretion to decide if votes needed to be ratified out of sessions.

5. TL-EITI MSG Membership List;

Timor-Leste MSG voting member is one person as primary and one person for alternate.

NO	NAME	INSTITUTION	POSITION	REMARKS
Government Representatives				
1	Apolinario Gouveia Leite	ANP	Stakeholder Engagement Manager	Core Member
2	Pedro Fraga		Manager Comercial Department	Alternate
3	Matilde Vilela		Revenue Management Officer	Alternate
4	Agostinho Gregorio Ramos	DNRPM- ATTIL-MoF	National Director for DNRPM- ATTIL	Core Member
5	Sandra Maria Fatima da Cruz		Head of Petroleum Department DNRPM-ATTIL	Alternate
6	Filipe Nery Bernardo	UPGFP-MoF	Coordinator, Unidade Politica Gestão Fundo Petrolifero -UPGFP	Core Member
7	Cosme D. C. Araujo			Alternate
8	Fernando Carvalho	Central Bank of Timor-Leste	Chief of Account	Core Member
9	Gustavo Soares	ANM	Executive Director of Marketing & Mineral Revenue Management	Core Member
10	Mekry Vong Seran		Manager Marketing and Mineral Royalty Assurance	Alternate
11	Anarela Lawa Menezes		Junior Quarry and Mine Marketing Revenue Management	Alternate
12	Pascoal da Costa Oliveira	SERVE	Técnico Relação Interna no Externa do SERVE, I.P.	Core member
13	Maria Fatima da Costa Carvalho		Técnico Relação Interna no Externa do SERVE, I.P.	Alternate
14	Rezedio A. M. Alves		ATAP	Alternate
SOE Representatives				
15	Francisco Alegria	TIMOR GAP, E.P.	PR and Adviser TIMOR GAP, E.P.	Core Member
16	José Manuel Maria da Conceição		Policy Analyst TIMOR GAP, E.P.	
17	Deolinda Sousa	TIMOR GAP, E.P.	Senior Finance Manager Unit TIMOR GAP, E.P.	Alternate
18	Emiliano Gusmão da Costa e Silva		Senior Officer Strategic Communication TIMOR GAP, E.P.	
19	Justina Aurea Belo	Murak Rai Timor, E.P.	Managing Director-Health, Safety, Environment and Sustainability	Core Member



20	Sandra F. L. Ribeiro		President Office Coordinator	Alternate
Company Representatives				
21	Angelina Branco	ENI	Country Representative	Core Member
22	Flavio ximenes		alternate	
23	Jose Lobato Gonçalves	SANTOS	Country Manager	Core Member
24	Dilma dos Reis de Araujo Fernandes		Local Content Officer	Alternate
25	Antonio dos Santos	WOODSIDE Petroleum	Country Representative	Core Member
26	Lizete da Silva Lucas		alternate	
27	Aziz Ul Haq	Timor Resources	Financial Controller	Core Member
28	Januario Carvalho	Sunda Gas Banda	General Manager	Core Member
29	Dino Gandara		General Manager	alternate
30	Luis Pereira	Finder Energy	Timor-Leste Country Manager	Core Member
31	Josefina Mendes		Administrative Assistant	alternate
CSO Representatives				
32	Estefanus Coli	FONGTIL/MDI	Director MDI	Core Member
33	Sabina Fernandes Seac	FONGTIL/SHC	Advisor SHC	
34	Janurio Amaral de Jesus	FONGTIL/ Plataforma Nasional Be'e	Diretor Plataforma Nacional Be'e, Saneamento no Ijiene Timor-Leste (PN-BESI-TL)	Alternate

6. References

- a. TOR International Secretariat
- b. EITI Standards
- c. Diploma Ministerial



7. Signature Page

TOR approved and signed by MSG Member:

(Name)

(Signature)

1. Government Representatives

Apoenario Leite

[Handwritten Signature]

2. Company Representatives

Antonio Os Santos

[Handwritten Signature]

3. CSO Representatives

Sabina Fernandes Seac

[Handwritten Signature]