

**Minutes of the Third Meeting
of Second Myanmar EITI-Multi-Stakeholders Group (MSG)
held at the Meeting Hall of Hotel Royal Ace in Nay Pyi Taw
at 09:00 a.m. on 09.05.2017**

Aims and Objectives

1. The meeting was held with the following aim and object: approving the work programme to be performed in next eight months for the continuing implementation of Myanmar EITI processes, selecting the Independent Administrator Firm for the production of second report, stipulating the duties and responsibilities of National Coordination Secretariat (NCS), to form Selection Committee for NCS, to approve ToR for IA for the forestry sector, to approve MEITI implementation manual, to discuss and approve method of performing, roadmap and ToR proposed for mineral cadaster, to discuss the duties and responsibilities of the Beneficial Ownership Consultant, to discuss the formation of Sub-National Communication Units in Regions and States and to discuss convening of the Communication and Strategy Workshop.

Participants

2. The meeting was attended by a total of (43) representatives such as (9) representatives from the government, (9) representatives from the Civil Society Organizations, (8) representatives from the private sector, (8) representatives from Renaissance Institute, (2) representatives from the World Bank, (2) representatives from NRGI, (5) representatives from the MOPF-MEITI Secretariat Office. The list of meeting attendants is described in the Annex (a).

The opening remarks delivered by the Vice Chairman of Myanmar EITI-Multi-Stakeholders Group (MSG)

3. U Win Htein, Vice Chairman of Myanmar EITI-Multi-Stakeholders Group delivered his opening remarks as follows:

- (a) This meeting was convened as decided by the second meeting of second Myanmar EITI-Multi-Stakeholders Group.
- (b) need to implement the processes as fixed for the timely production of the second report of Myanmar EITI.
- (c) today meeting is to discuss and approve the matters needed for obtaining approval and resolutions to be made by the Myanmar Multi-Stakeholders Group (MSG) as programmed in today meeting, he spoke.

Discussions of U Soe Win, National Coordinator from National Coordination Secretariat Office

4. U Soe Win, National Coordinator from National Coordination Secretariat Office discussed as follows:

- (a) It is found that the processes have been doing fast in implementation of Myanmar EITI processes.

- (b) Such doing fast is because of the cooperative and coordinated efforts made by the family members of the MEITI-MSG.
- (c) discuss in unison the matters needed for discussion and approval also in this meeting being held today, he spoke.

Discussions of the representatives from the Civil Society Organizations

5. The representatives from the Civil Society Organizations discussed as follows:

- (a) the MEITI-MSG shall be accountable regarding the Budget fairness and transparency so that clear discussion should be made. It is thought that out of activities, section 2.1.1 activities are important, the capacity enhancement training, technical training for the responsible persons from the government are important as for the responsible persons for the provision of long term services. The section 1.2.4. is assumed that the expenditures to be spent by MOPF-BD. It is thought that details of spending programme need to be differentially described.
- (b) Regarding the recruitment and appointment of NCS staff, appointment needs to be made to select the suitable staff. It is needed that the staff who can be able to do data handling and thus he/she can help the departments and need to perform abreast international standards.
- (c) It is thought that it should be prepared to firmly explain the basic selection criteria if the organizations which could not win in the competition in the selection of IA hiring ask for explanation.
- (d) it is assumed that the assignment is given to the IA Selection Committee for the Selection Committee for NCS which shall be appropriate.
- (e) need to fix the scoping area exactly to be included in the report for the forestry sector.
- (f) It is thought that the expenditure should be paid to MSG alternates. Such representatives are performing to sustain the processes. Such matter should be discussed with the World Bank.
- (g) It is thought that it will be convenient to work with Myanmar technical professionals in doing Mining Cadastre Phase II. There are technical professionals in the Mining Department it is therefore suggested that the work should be done with the departmental personnel and thus the staff personnel at home can be able to perform with high capacity in the long run. Need to consider again the budget provision as the cost of mining cadastre is high, it is assumed.
- (h) Advance study needs for the matter relating to the ToR for Beneficial Ownership so that approval need to be obtained through the email distributed among the members of MSG. For the matters for approval and decision and the documents need to be distributed among the members of MSG before two weeks in advance of the commencing of the MSG meeting.

- (i) The case of formation of Sub-National Coordination Units is presented to the Union Government Cabinet and if it is granted the acknowledgement letter of the grant needs to be distributed not only State and Region Chief Ministers but also the respective head of departments. It is also needed that the MSG has to convene direct discussion/meetings with the in-charges of the States and Regions for the formation of Sub-National Coordination Units and need to make provision in the Workplan and the continuing discussion of such matters should be conducted in the respective sub-committee separately.
- (j) If provisional budget in the workplan for the workshop for reviewing and redrawing the communication strategy and plan to be convened in Nyaung Shwe, Inlay region is not sufficient, the MATA is going to spend a part of needed money.

Discussions of MOPF-BD Office

6. The MOPF-BD Office discussed as follows:

- (a) The MOPF-BD Office, in their discussion, in hiring IA, the selection from the selection committee of IA for the Oil and Gas, Gems and Jade sector and ToR for hiring IA for the forestry sector shall be continuing presented. As advised by the Task Team Leader of the World Bank, review and discussion is to be made for the expenditure for the meetings for the work programmes for (8) months newly recalculated.
- (b) Preparation is being made to redraw the Budget programmes once in three months. For the budget expenditure for MOPF-BD it shall be described in the expenditure to be re-drawn in once in three months. Disbursement shall be made for the expenditure for alternate members attended on behalf of the original members of MSG to the MSG meeting.
- (c) In selecting the IA, out of 4 firms proposed and applied, the Parad Firm is not included in the evaluation due to their late application after the deadline and out of three firms the Moore Stephens is selected. Such firm is not only experienced in producing the first report but also describing their experience in the forestry sector which needs to be included in the second report, it is found.
- (d) Need to perform to appoint a committee already assigned for the IA Selection Committee (or) to appoint a new committee by the MSG in order to form a Selection Committee for the NCS by means of single source selection.
- (e) Want to present the Forestry IA Timeline to hire the IA for the forestry sector. The MSG has to decide and approve the forestry IA's ToR and MSG has to approve and decide, after doing advertisement of proposal, selecting the Selection Committee according to the timeline, in the next MSG meeting to be held.
- (f) discuss in supplement the necessities of work implementation manual regarding MEITI which can be used in the auditing work to be conducted by the Union Auditor General Office.

- (g) it shall be acknowledged after discussing on the discussions of the Union Auditor General Office with the Financial Consultant of the World Bank.
- (h) regarding the mining cadastre, the conditions of the performance shall be distributed among the members of MSG by email.
- (i) the approval shall be obtained regarding the ToR for Beneficial Ownership Consultancy the documents shall be distributed among the members of MSG by email according to the resolution of MSG.
- (j) there are evidences to obtain approval from the Union Government Cabinet if the Sub-National Coordination Units in the States and Regions are going to be formed.

Discussions of representatives from the private sector

7. The representatives from the private sector discussed as follows:

- (a) it is thought that the budget drawing is important matter so that it needs to be presented to the MSG.
- (b) it will be more effective if the departments at home cooperate in the matters relating to mining cadastre.
- (c) the MFMA shall contribute the money needed if the expenditure for the Communication and Strategy and Plan Workshop to be held in Inlay region is not sufficient.

Discussions of representatives from the Government

8. The representatives from the Government discussed as follows:

- (a) it is better to prepare, review and discuss the Budget drawing once in three months.
- (b) The Union Auditor General Office should cancel the words such as “the effectiveness of the project’s overall control environment and systems of internal control” contained in the description of the Audit Report in the Implementation Manual. Because our opinion is put only in our management letter. The acknowledgement letter shall be sent to complete the audit before 30th June in order to timely inform to the World Bank to meet 30th September.
- (c) the advantages such as providing information to the public by the government, accumulate and consolidate the information by transformation from the present manual system to computerized system can be obtained. There are two phases for Mining Cadastre such as Phase I and Phase II to be performed separately; attempts and efforts shall be performed in coordination and consultation with the technical professionals within the department in performing the step Phase II.

Discussions of National Coordination Secretariat Office

9. National Coordination Secretariat Office discussed as follows:

- (a) regarding the NCS staff appointments it shall be presented to the MSG. The appointing of IT technician who can perform as needed is under way.
- (b) as NCS arrangement is being made to present the proposal as fast as possible to perform among the members of Selection Committee.

Discussions of the World Bank

10. The World Bank discussed as follows:

- (a) regarding the expenditure for the MSG alternates it should be performed to submit proposal with the strong recommendation of MSG to ask No Objection Letter (NOL).
- (b) need to approve and decide by the MSG as the matter relating to the Beneficial Ownership Consultancy ToR is the matter to be timely performed to meet the timeline.
- (c) The World Bank has no objection on the distribution of the copy of the Grant Agreement made in between the World Bank and the MOPF among the members of MSG.

First MSG Meeting Decision

Sr. No.	Description	Action taken by	Status
1	There are 4 alternatives from the civil society organizations in the representatives and to declare officially the number of alternatives from the government and private sector		On going
2	To use the old version of the ToR of MSG in this meeting and amend in the next meeting as necessary		On going
3	To fix/stipulate B.O. Template		On going
4	To hire IA after fixing the Scoping and ToR for IA		On going
5	To include forestry and gems in the Oil and Gas sector		On going
6	The IA goes and discusses the respective ministries to include forestry and electricity sector in the feasibility study.		On going
7	To simultaneously perform hiring of IA and inclusion of forestry sector		On going

Second MSG Meeting Decision

Sr. No.	Description	Action taken by	Status
1	To record describing the MSG original member and alternate member in the list of MEITI-MSG meeting attendance and sign on it.	MEITI-MSG	Done
2	In hiring IA, to perform hiring separately the IA for Oil and Gas, Gems and Jades, Mining and the IA for the forestry.	MEITI Office and National Coordination Secretariat	On going
3	For hiring IA for the forestry, to perform after two weeks interval from the timeline of hiring original IA.	MEITI Office and National Coordination Secretariat	On going
4	To form Selection Committee for 2 contracts of IAs as shown in Annex (b).	MEITI Office and National Coordination Secretariat	Done
5	To form as shown in Annex (c) the list of the names of representatives of (3) sub-committees re-formed.	MEITI Office and National Coordination Secretariat	Done
6	To continuing perform the necessities as the Beneficial Ownership Roadmap (Final) produced from the Beneficial Ownership Workshop held on 23.3.2017 and 24.3.2017 which was already approved by the representatives from MEITI-MSG.	MEITI Office and National Coordination Secretariat	On going
7	To revise if needed, as the basic facts have been entered in the Work plan and Budget which was approved and agreed by the representatives of Myanmar EITI-MSG, with the agreement of the MSG.	MEITI Office, National Coordination Secretariat and Work plan and Governance Sub-committee	Done

Third MSG Meeting Decision

Sr. No.	Description	Action taken by	Remark
1	To continuing perform as fixed in the revised Workplan and Budget for eight months that is approved as revised.	MOPF-BD,NCS	
2	To present and approve the more accurate Budget Plan at the nearest MSG meeting having redrawn in the respective sub-committee meetings within three months.	MOPF-BD,NCS	
3	To continuing perform to appoint Moore Stephens as main IA Firm selected and approved by the IA Selection Committee.	MOPF-BD, NCS	
4	To prepare to firmly explain the matter regarding the selection that was based on which selection criteria if the Firms not won in the competition demand the explanation.	IA Selection Committee, NCS	
5	To distribute the details of budget provision and the cause of spending of the NCS/MOPF-BD to members of MSG by email.	MOPF-BD, NCS	
6	To continuing perform the necessities as the ToR for NCS as presented is approved.	MOPF-BD, NCS	
7	To continuing perform to appoint NCS staff to assign the IA Selection Committee already formed by the MSG.	IA Selection Committee	
8	To continuing perform as the ToR of IA for the forestry sector is already approved.	MOPF-BD, NCS	
9	To continuing perform the ToR of IA for the forestry that is already approved in this meeting as the dates scheduled and to approve the IA Firm selected at the next MEITI-MSG Multi-Stakeholders Group meeting.	MOPF-BD, NCS, IA Selection Committee, MSG	
10	To ask for the No Objection Letter (NOL) from the World Bank by sending the resolution of the MSG for the spending of the expense for the MSG alternates to attend together with MSG members and the expense to hold the meeting at the hotel. Except such resolution, to approve the Implementation Manual as revised.	MOPF-BD, NCS	

11	To approve the ToR of hiring Consultant for the Mining Cadastre Phase I and to study and review the deployment of technical professionals within the department in performing the Mining Cadastre Phase II for gaining the long term benefits.	DGSE and Department of Mines	
12	To obtain approval of the Beneficial Ownership Consultant ToR distributed by email.	MOPF-BD, NCS	
13	To present and obtain approval from the Union Government Cabinet for the reformation of Sub-National Coordination Units in the States and Regions.	MOPF-BD, NCS	
14	To distribute the acknowledgement letter regarding the granting of the formation of Sub-National Coordination Unit not only to the State and Region Chief Minister but also to the heads of the respective departments. To make provision in the workplan for holding of direct meetings with the in-charges of the States and Regions and members of MSG and to continuing discuss such matter at the respective sub-committees.	MOPF-BD, NCS	
15	To convene workshop for revision/revised drawing of Communication Strategy and Plan in Inlay region on (8 th) and (9 th) June. To aid the fund by MFMA and MATA if the budget in the workplan is not sufficient.	MOPF-BD, NCS, MFMA, MATA	
16	To convene the fourth MSG meeting on 19-6-2017 in Yangon.	MOPF-BD, NCS	
17	To send and distribute the matters to be approved and decided and documents two weeks in advance among the members of MSG before commencing the MEITI-MSG meeting.	MOPF-BD, NCS	

Annex (a) Meeting Attendance list

No	Name	Organization	Position	E-Mail	Ph No
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1	U Maung Maung Win	MOPF	Deputy Minister (MSG Chairman)		09-459080888
2	U Win Htaine	DOM	Advisor(Retire)(MSG Vice-Chairman)	deptmine@gmil.com	09-798500606
MSG Members					
3	U Than Htay Aung (Alternate)	MOGE	Advisor	thanhtay3000@gmail.com	09-49217823
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6	Daw Ei Nitar	IRD	Director	-	067-430025
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8	U Soe Yee	MTE	Assistant General Manager	soeyee.mte@gmail.com	09-5132242
9	U Win Myo Thu	ALARM	Executive Director	winmyothu@gmail.com	09-5132280
10	U Aung Phyo Kyaw (Alternate)	MATA	S.C member	caspa007@gmail.com	09-968366030
11	Daw Moe Moe Htun	MATA	-	moe2tun@gmil.com	09-5077640
12	Daw Su Hlaing Myint	MATA	-	seinthwe@sg@gmail.com	09-254032771
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18	U Saw Lahu Say Wah	MYCC	-	-	-
19	U Zaw Bo Khant	MGJEA	CEC	koboboo001@gmail.com	09-5527999
20	Dr.Sein Win	MFPMPF	chairman	drseinwin.sw@gmail.com	09-450015476
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Minister of Budget Department					
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24	Khin Pa Pa Khaing	MOBD	Assistant Director	-	-

25	Daw Shwe Yee Win	MOBD	Staff Officer	shweyiwin.mdy@gmail.com	09-444025348
26	Daw Myo Myat Khaing	MOBD	Deputy staff officer	myomyatkhing1@gmail.com	09-440702088
Development Partner					
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30	Ms.Khin Saw Htay	NRGI	Myanmar Associate	-	-
Civil Society					
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Renaissance Institute					
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34	U Soe Win	Renaissance Institute	Administrator	soewin.ri.mm@gmail.com	09-5120764
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12. The meeting was concluded in the evening at (16:00) hours.