

Meeting Minutes of the Fourth Meeting of Myanmar EITI Multi-Stakeholders Group held at Meeting Hall of Wood-based Technological Training School, Dagon-North Township, Yangon from 09:15 a.m. to 06:00 p.m. on 30-6-2017

Aims and Objectives

1. The meeting was held with the following aims and objectives: approving the workplan and budget to be performed during forthcoming 1 year for continuing implementation of Myanmar EITI processes; selecting and approving the proposal of Moore Stephens (Independent Administrator) for producing the second report; approving the selection report prepared by the Selection Committee for the Independent Administrator for the forestry sector; approving the Information and Communication Strategy and Plan; giving finishing touch on the draft on presentation and performing condition for Region/State wide Sub-National Units (Multi-Stakeholders Groups); discussing and approving the current financial difficulties being encountered and standing position of MEITI Secretariat; current status of the signing of the Memorandum of Understanding (MOU); the matters to be performed and explaining the signing status of Grant Agreement with the World Bank.

Participants

2. A total of (50) number of attendants such as (11) representatives from the government, (8?) representatives from Civil Society Organizations, (7) representatives from the private sector, (2) representatives from the World Bank, (7) representatives from NCS, (4) representative from the Budget Department of MOPF as members from MSG and (2) representatives from NRGI, (2) from US Embassy, (2) from Australian Embassy, (1) from USAID, (1) from SPECTRUM, (1) from DFID, (2) from Pyoe Pin as observers attended the meeting. The list of attendants is described in Annex (1).

The Opening Speech delivered by H.E. U Maung Maung Win, the Chairman of Myanmar EITI Multi-Stakeholders Group

3. The following opening speech was delivered by U Maung Maung Win, the Chairman of Myanmar EITI Multi-Stakeholders Group.

(a) an approval is to be given for the Communication Strategy and Plan approved by the Communication and Outreach Sub-Committee meeting held on 26th of June 2017.

(b) discussion and decision is to be made on the Technical and Financial Proposal submitted after selecting Moore Stephens as an Independent Administrator by the Selection Committee held on 27th 2017 for timely production of second and third report and an approval is to be given for the selection of Moore Stephens as Independent Administrator for the report of forestry sector.

(c) nominating the names of participants who are going to attend the EITI Board meeting and Capacity Enhancement Training for Multi-Stakeholders Groups to be held in Manila, Philippines to the International EITI Secretariat not later than 14th July, he discussed.

(d) for the new revision from US\$ 2 million to US\$ 3.5 million made among NCS Office, the Budget Department of MOPF and the World Bank, it is going to be performed the MOU after signing the Grant Agreement.

(e) there is to give the approval the budget and workplan drawn for a year covering 2016-2017.

(f) to fix the date for the meetings to be held during July 2017.

In conclusion, he concluded that besides the State has been moving for smooth and quick performance of the tasks of making contracts and providing guides and supports to perform the EITI processes in timely manner and with full quality by holding the meetings.

Adjustment of Meeting Agendas, and Drawing and Agreement on Basic Rules

4. Then Daw Tar Yar Maung, in making the readjustment and approval of the meeting agenda and presenting the details of the agenda already sent, the Civil Society Organizations are requested in the meeting agenda to discuss the role of the World Bank, it was presented and proposed that such discussion wish to be conducted at 10: 30 a.m. in the first part of the meeting instead of afternoon session put prior in the meeting agenda so that the meeting discussion was agreed to change as proposed and commenced the meeting. The meeting was commenced with the agreement of all attendants on the basic rules to be followed by the meeting attendants during the meeting that to switch off their hand phones during the course of the meeting and if somebody from the technical professional teams, interested persons and donors who attended the meeting as observers want to discuss during the course of meeting, permission needs to be first asked to the Chairman and to discuss if the permission is granted.

Presentations on the process activities performed by Daw Khin Khin Lwin from the Budget Department of MOPF

5. Daw Khin Khin Lwin, the Director from the Budget Department of MOPF explained and discussed the resolutions of the third Multi-Stakeholders Group Meeting and the works already performed.

Explanation and Presentations on Financial/Funding Condition and Staff Appointment Status by Daw Tar Yar Maung

Daw Tar Yar Maung, Technical Advisor from MEITI Secretariat explained and presented as follows:

(a). The MEITI Secretariat is running the business with our own personal money and borrowed money without receiving any financial aid since last two months;

(b). The contract for the funding of US\$ 8,300 from the Open Society Foundation (OSF) through RI for the MEITI-NCS was signed in the last part of this month. But this is big organization and it was not done from Myanmar in transferring the fund and it was done directly from financial institution from abroad so that the expenditure for the month of May shall be obtained earlier in the third week of July.

(c) Because of no fund is available for the financial spending for the month of June 2017, the demand request was made and sent to the organization namely “Thar-the-myay” and such

organization has also committed US\$ 10,250 for us. Therefore, the formulation and submission of proposal needs to be started to perform and arrangement is being made to continue to perform.

(d) For the next July, it cannot be seen the way to obtain fund easily from any organization, the World Bank does not accept the discussion on the issuance of the reimbursement after signing the Grant Agreement and MOU as committed for the month of July and replied not to do like this so that the fund gap was happened for about three weeks.

(e) There are difficulties being encountered in running the works due to lack of office and office equipment; the staffs appointed have less experiences and qualification. Currently (7) staffs have been appointed and (3) staffs are needed to be further appointed.

(f) The members attended this Multi-Stakeholders Group are kindly requested to help in this regard because the matters related to the MOU and Grant Agreement to be continued to perform at present with the World Bank, MOPF and NCS shall take the earliest about three weeks' time and may last for from three months to unknown time period, she presented and discussed.

7. Discussions

7.1. Discussion of the representatives from Civil Society Organization

The representatives from the Civil Society Organizations discussed as follows:

- (a) The procurement policy of the World Bank is not convenient for the MEITI. The World Bank should clearly present about how to follow the procurement policy process. The funding process of the World Bank takes long time. All attendants wish to be discussed on the role of the donor, the World Bank whether are they included in the implementation? The meeting minutes were not timely come out. If NCS is not totally moving, Myanmar EITI would not be appeared, the barriers can be overcome if the capacity of NCS is sufficient.
- (b) In the discussion of the role of the World Bank it seems that they have been involving in the implementation. For example, while the format presented and discussed at the Workplan and Governance Sub-committee meeting held on 29th July 2017 was accepted and discussed by all members, the World Bank interfered to discuss their proposed format in the meeting. By taking that, we, the members of the MSG attended the meeting felt that such interference of the World Bank disrespected and insulted all of us.

7.2. Discussion of the representatives from the private sector

U Zaw Bo Khant from the private sector discussed as follows:

- (a). the meeting venue (Hall) can be provided for six months in Nay Pyi Taw. The required money for the MEITI, money can be borne out temporarily if it can be paid back. The meeting hall can be used if needed, he discussed.

7.3. Discussion of the representatives from the government

7.3.1. Daw Khin Khin Lwin discussed as follows:

- (a) Grant Agreement shall be made prior to the signing of the MOU.
- (b) The World Bank's original Grant Agreement was US\$ 2.5 million and additional Grant Agreement to be increased was US\$ 3.5 million. The No Objection Letter (NOL) is needed from the World Bank for the signing of the MOU, she discussed.

7.3.2. U Win Htein discussed as follows:

- (a). regarding the financial matters, the World Bank should help in this regard. If difficulty encountered in finding space of office, arrangement can be made for the success of the MEITI process. There has been full budget provided by the World Bank. However if there is no fund available from the World Bank, the works shall be performed with the available strength and available fund.

7.3.3. U Kyaw Thet discussed as follows:

- (a). There were surprises felt in my own regarding the calling of tender for mining cadaster. I myself am not also clear that the World Bank has as a donor played not only the donor role but also implementation role.
- (b) Communication strategy is also needed among the members of the MSG. In sending the meeting invitation letter, besides sending through email, the follow-up should be made by phone.

7.3.4. U Sun Win discussed as follows:

- (a) The ToR of hiring the Consultant for mining cadaster phase I was approved and in performing the cadaster phase II, if the technical professionals within the department can be used the long term benefits can be gained so that the approval for the matters relating to the study and review for working with the professionals from respective department was obtained from REOI on 21.6.2017 and the approval for the ToR was received from International EITI, the World Bank and MOPF.
- (b). If there is no fund available, NCS does not convenient. There is difficulty regarding the office space for NCS. The discussion should be revisited on the matter relating to no fund available due to not signing.

7.4. National Coordination Secretariat discussed as follows:

- (a). U Soe Win, The National Coordinator of Myanmar EITI from NCS discussed that although I have never known everything because I have never attended the meetings held in the past, according to the meeting attendants who attended the meetings held in the past retold that the donors as well as the observers have no right to interfere and discuss during the course of discussion in the meeting. It is needed to rely only on the members of the MSG who attended the meeting as the members/representatives of the MSG have the right to discuss and decide. Such interference can be meant as wrong volitional activity and the MSG and CSOs are requested to understand and from now onwards I myself shall not involve in discussing and the World Bank is also kindly requested not to interfere in such situation.

7.5. H.E. U Maung Maung Win, the Chairman of the Myanmar EITI-Multi-Stakeholders Group coordinated and discussed as follows:

(a) The Chairman of the Myanmar EITI-Multi-Stakeholders Group spoke that although he does not know details of the prevailing condition, he has had vast experiences of loans and grants to aid to Myanmar from the World Bank. In helping so, there have been aid such as financial spending policy, guidance, procurement guidance etc. and technical assistance. But there was no interference likes instructing “to do this”, “not to do that” in the implementation in the past. I myself have been performing as Project Manager for the PFM and I received only the help from beside. Therefore, it is kindly requested not to make such kind of interference in the future.

The meeting was halted for about 20 minutes for coffee break and continuing to discuss

8. Approving the Communication Strategy

U Pyay Thar Kyaw, Information Technology Officer, in obtaining approval of the strategy discussed and decided at the Communication Strategy Workshop held in Inle from 8th to 9th July and the discussions and decisions made in the Communication and Outreach Sub-committee Meeting held in Yangon on 26th July, the members of Multi-Stakeholders Group approved the followings:

Goal (Communication)

To have established good and enabling communication channel having reciprocal understanding among civil society organizations, government and entrepreneurs participated in the MEITI process and to create opportunities to get easy access and obtain up to date information by the public and not only the stakeholders but also the public can have reciprocal understanding and make debates.

Aim and Objective (Communication)

1. To present the information to the public in understandable means and to receive/obtain information timely and easily.
2. To have received opportunities for making debate among the stakeholders and the public.
3. To increase understanding by the public on the impacts affected in producing resources.
4. To disseminate the information in accordance with the International Standard, indicators, policies and guidance.

Policy (Communication)

The policies and programmes regarding the MEITI communication should be linked with the aim and object of the implementation and capacity enhancement of the stakeholders of the MEITI.

- We shall
- (a) conduct professionally in communication sector
 - (b) encourage the responses and performances of stakeholders as much as we can.
 - (c) perform the updates of the website and social media.
 - (d) review constantly the communication programmes.
 - (e) perform continuously the changes in communication behavior.
 - (f) programme and perform appropriate information and trainings for the members of Multi-Stakeholders Group to dutifully play their role.

In discussing the policy approved mentioned above, when extensively discussing the matter relating to the Facebook regarding the social media contained in the number (c), the discussion had debates and arguments on the validity of the information, when it shall be used? Who shall use? Whether it should be used officially or not? etc. Then it was agreed and decided that the communication team from the MEITI Secretariat should draw a policy regarding the matter relating to the Facebook such as rules, procedures, security systems, the information to be presented, methods to be applied when using the Facebook and discuss and approve it at the next Communication and Outreach Sub-committee meeting. It was also agreed that Myanmar EITI does not use the Facebook during such period.

Then it was presented and agreed that the information on Internal Communication Plan, Outreach Communication Plan and Stakeholders Analysis discussed and approved stage by stage was already distributed to the meeting attendants. The details were described as Annex - (b). In discussing these matters U Kyaw Thet, representative from the government indicated and discussed the fact that it was found that the representatives who are actual meeting attendants were not invited, especially from entrepreneurs of the private sector and it was found that some could come and attend the meeting when I rang up to them during the coffee break/interval and some could not come and attend. Therefore the better and correct arrangement should be made carefully even in the internal communication.

Besides, from the civil society organizations, the matter we want to indicate is that the meeting minutes were not received timely and up till now some meeting minutes were not yet received and also in the invitation to the meeting, it was found uncertainty that it was always changes from one time to another. The meeting preparation was so weak such as the meeting agendas were also sent very close to the meeting, time changes have been made in a short time, the invitation was made many changes not less than twice, the facts/documents to be read in advance were not sent and sent these documents in a very short time etc. so that it was of inconvenience and it makes the meeting attendants inconvenient. It was not known which invitation letter is correct and our time was waste we came early as described in the invitation letter in the last meeting. By presenting this, they indicated and spoke about the inconveniences occurred in the meeting invitation of the National Coordination Secretariat Office.

U Win Tin from the entrepreneurs of private sector discussed and indicated that some emails are reached me and some are not and it was found that they sent my emails to wrong email address. Although amendments of right email address were made several times the right emails were reached sometimes and still wrong email address was being used throughout. Thus he wishes to amend the right email address and would like to demand not to use the wrong email address again and besides the actual listed representative of Multi-Stakeholders Group is

foreigner and he attended the meeting only on his behalf. Thus the invitation letter should be written in English and addressed and sent to that foreigner who is the actual member of Multi-Stakeholders Group in inviting the meeting.

Daw Tar Yar Maung tenders her apology on behalf of the National Coordination Secretariat Office for the matters relating to disorder of meeting invitation, meeting agendas, sending the facts/documents in advance, delay in sending the meeting minutes after the meeting and in order not to happen such difficulties in the next meetings, it shall be continuing to perform according to the internal communication plan under the Communication Strategy being drawn now and if the Multi-Stakeholders Group gives approval on it. It shall be convenient and easy in future. As discussed and advised it shall be performed to address the name of each representative and to send the invitation letter through the official way in inviting to the forthcoming meetings. She discussed that they shall use email, royal express and fax and the follow up will be made through phone and as demanded according to the requirement of each representative, sent through the Viber and Facebook. Besides she discussed that there shall not happen such mistakes in the future as the National Coordination Secretariat Office has now assigned the staff to collect the details of the contact information of representatives according to the notification of the government and the representatives are also kindly requested to help to fill up the details when it is collected. In collecting the data, to help filling up the nomination of the names of two alternatives who shall attend the meeting on his/her behalf if and when the representative is not free/busy and the details of the contact address of such persons, she discussed.

In coordinating and discussing the matters relating to the communication, it was agreed to continuing to perform the works described in a nutshell of the Internal Communication programme as mentioned below according to the Internal Communication Plan as the full strength of the staff in the positions sanctioned have been appointed in the Communication Team under the National Coordination Secretariat-NCS.

Particulars	Time Period	Remark
1). MSG Meeting Invitation.	The invitation letter shall be sent two weeks in advance before the date of the meeting.	To address and send to the name of each member. To send the invitation letter to the foreigner member in English version.
2). Sending meeting agenda and the information to be read in advance to the members of the MSG.	To send one week in advance before the date of the meeting	
3). Sending the MSG meeting minutes.	The draft meeting minutes shall be sent within one week after the meeting. Within two weeks, the approval shall	To get approval of the meeting resolution for each day in the last period of

	be sent/obtained from the meeting attendants. The final and approved meeting minutes shall be sent back within one week after getting approval.	time during the course of the meeting being held.
4). Calling Sub-Committees' meetings	The invitation attached with the draft agenda shall be sent one week in advance before the meeting.	To send the invitation letter to address the name of each member. To send the invitation letter in English to the foreigner representative.
5) Sending Sub-Committee meeting minutes.	The draft meeting minutes shall be sent within one week after the meeting. The meeting attendants shall send their approval back within one week. The final and approved meeting minutes shall be sent back within one week after getting approval.	
6) Invitation of government working committee.	The invitation letter attached with the draft agenda shall be sent one week in advance before the meeting.	To address and send the invitation letter to each member of the government working committee.
7) Sending the meeting minutes of government working committee.	The draft meeting minutes shall be sent within one week after the meeting. The approval shall be sent back by the meeting attendants within one week. The final and approved meeting minutes shall be sent back within one week after getting the approval.	

In continuing to present the matter relating to website, the facts collected for quotation were explained as follows with their strengths and weaknesses.

	Information Matrix	MSpiral
Development Cost	\$ 1000	\$ 2000
Bilingual	\$ 50	\$50
Timeline	6 Weeks + 2 Weeks for Design Approval	6 Weeks + 2 weeks for Design Approval
Hosting	10 GB (\$ 300) per year	20 GB (\$500) per year
Domain	\$ 15 per year	\$ 15 per year
Maintenance	1 st Month Free (\$ 500 per Year)	2 hours Free (\$ 20 per hour)
Training	5 Users + Manual Book	1 Session
	1 st Year- 1365	1 st Year- 2565
	2 nd Year onwards- 365	2 nd Year-565

In the presentations, in coordinating and discussing with two companies, the company led by foreigner and the company led by Myanmar citizen, it was discussed exactly that the debt remained company being performed can provide full services for 24 hours. Therefore the Multi-

Stakeholders Group selected to continue to use the information matrix led by the Myanmar citizen.

Slogan

In the presentation and discussion of the design on the slogan decided and approved by the current discussion and meeting, the most of the members of Multi-Stakeholders Group did not like and discussion was continued to discover and it was agreed and decide to use the slogan as follows:

Transparency & Accountability

(in Myanmar language “Pwint-lin Myin-thar Tar-wun Yu-par”)

Then it was presented about the opening of (6) official email accounts in communication, it will cost US\$ 60 per annum at US\$ 5 per month rate for one email account and therefore a total cost of US\$ 360 shall be incurred and it was discussed, agreed and decided as follows:

It was decided that (5) accounts from the National Coordination Secretariat Office, (1) (1) account for National Coordination Secretariat Office, (2) (1) account for Technical Advisory Team, (3) (3) accounts for 3 positions of Communication Team and (1) account for the Budget Department of the MOPF, a total of (6) accounts to be opened.

Lastly, in presenting the titles and designs done for the Myanmar EITI flyer, because of the flyer was teeming/ clustered with words and the picture was not convenient, it was decided that necessary amendment should be made and to check and discuss in details at the next Communication and Outreach Sub-committee meeting.

The particulars and titles to be out in the flyer are approved as follows:

- What is EITI
- Background of the MEITI
- MEITI Standard and Principles
- Objective, Aim and Object, Goal
- Publication Links
- Contact Us
- EITI Process
- Usefulness of EITI
- Steps to be performed in line with EITI Standard

Besides it was discussed and directed to present about three draft designs by collecting the sample of the flyers produced in the past and the above-mentioned titles should be contained and the design should be made simplest and accurate information of what we wish should be put in various ways such as with cartoons, info-graphic, genuine photos. In presenting the photos, the draft design should be drawn with the photos representing all sectors, not showing only one sector.

Then in presenting and discussing for the designs of T-Shirt and Sport-Shirt drawn, it was decided that to produce (700) nos. of T-Shirt with white background and good and smooth

texture and (300) nos. of good textured Sport-Shirt and to use the budget/money granted for in the approved workplan for one year (one-year approved workplan against budget) within the framework as the earmarked budget of US\$ 5000.

Discussion on Stakeholders Mapping

- (a). It is heartened that the cooperation and performance of the very important departments for the EITI report has been reaching high. The EITI has no prevailing law. If the law is enacted and enforced, it is needed to collaborate with Hluttaw which used to enact the law. The meeting minutes and meeting invitation letters were sent through email, fax, and royal express. The discussion is wished to make which is more convenient to send these documents. In the last meeting minutes, the matter of website was remained to discuss and decision is to be made in this meeting. It is needed to assign a spoke person in media engagement. It is needed to train the spoke person if it is assigned.
- (b) Presentation details on the meeting invitation from the last meeting minutes. The invitation letter in both Myanmar and English shall be sent only to the MSG members and if not available to attend, the acknowledgement shall be replied who is the alternative member.
- (c) Explanation and discussion in details about Annual Progress Report and it is needed to choose which version out of two versions: the old version and new version of Workplan.

The meeting was halted about one hour for lunch and the meeting was then continued

9. Obtaining approval for the 9 months budget from July 2017 up to end of March 2018

Sayar U Sun Win presented and discussed that the budget revision was made for one year from July 2017 to March 2018 and for the 9 months budget drawn by the Workplan and Governance Sub-committee on 29th of July 2017 and the approved budget for (8) months was (145,700), the operating cost for NCS was (15,000), the payment for Moore Stephens was provided (280,000) instead of (260,000) for one year etc. and asked for the approval. The members of Multi-Stakeholders Group attended the meeting discussed by making increase and decrease in the budget lines, especially additional budget for IECs to be produced under Communication Activity is increased with a slight increase of a total of US\$ 3,500 in the budget total drawn and approved by the Workplan and Governance Sub-committee, and it was decided a grand total of US\$ 1,227,800 for one-year budget. It had been approved for 8 months back behind and now according to Myanmar financial year which is fixed to March 2018, it will be submitted to World Bank again as it is counted for 9 months from July.

10. Approving the Main Independent Administrator and the Forestry Independent Administrator.

Sayar U Sun Win explained and presented the matters relating to the selection of independent administrator for the forestry sector discussed and approved at the Selection Committee and the technological and financial proposals sent by the Moore Stephens firm selected for main MEITI report. Regarding the selection of independent administrator for forestry sector, the

representatives attended the meeting agreed Moore Stephens and the MEITI-Budget Department and National Coordination Secretariat Office shall continue to perform to ask for the No Objection Letter from the World Bank and the demand for the proposal. H.E. U Maung Maung Win asked that whether the unselected IA firms/companies were acknowledged or not? and U Sun Win answered that “it was not acknowledged but the selected firm was officially described in the website”.

Then Moore Stephens explained that the provision was made for the contract making in the mid of July regarding the proposal for main independent administrator, scoping study is to be made from mid of July up to end of August. Two weeks in September shall be provided for training and revisited to templates. There are a total of (8) staff members in Moore Stephens; (6) foreigners and (2) locals. The members of Multi-Stakeholders Group proposed to adjust as follows:

1. the per-diem rate shall be 150 instead of 250 proposed.
2. to reduce the involvement of foreigners and to use more time of local staff for the performing of sustainable process.
3. to complete the work two months earlier of the time for the report to be submitted. To perform completely in 28 weeks instead of 36 weeks proposed in order for the work to be completed in the end of January.
4. to discuss and readjust with the works to be done in the field operation as described in the ToR.
5. to send the final report both in Word file and PDF file.

It was agreed that an email is to be sent to get the help from the World Bank if the technical assistance is needed. The continuing coordination works shall be undertaken by MEITI-Budget Department and National Coordination Secretariat Office.

11. Presentation of the country's Annual Progress Report to be submitted to the International EITI Secretariat

Daw Tar Yar Maung explained that the last date for submission of Myanmar Annual Progress Report covering from July 2016 to June 2017 to be sent annually to the International EITI Secretariat was due on 1st July 2017. But the writing was not finished yet. She tries her best to read the information and meeting minutes given to her and in coordinating such matter with International EITI Secretariat, the draft report can be submitted in the 1st July first and the final fair copy of the report can be submitted within three months, she presented. Besides she explained the summary in each part contained in the report and in writing one of the parts of the report regarding the process progress, she discussed that it needs to decide which workplan should be chosen for the report because there were three workplans found. It was agreed by all (members of MSG) that the workplan for three years which was drawn since two years ago should be chosen for writing and sending the report. Then Daw Tar Yar Maung explained that actually the report is to be sent after reading and getting approval from the Multi-Stakeholders Group with the contribution of the suggestions of the respective representatives. At present due to the time limit and nobody can thoroughly read the draft so that how shall we do, she asked

and it was agreed and approved that all members agreed the draft report written, and to be sent to meet the deadline, and the contributions and discussion shall exactly and thoroughly be made during the period of the writing of the final fair report within three months.

12. Selection and Approval of Attendants to attend International EITI Board Meeting and Capacity Enhancement Training of the members of Multi-Stakeholders Group

U Sun Win proposed the matters that the meeting has to select and approve the attendants to attend the 38th International EITI Board meeting and the training for the members of Multi-Stakeholders Groups in the Southeast Asia and the Pacific (from 25 to 27 October). It was discussed and decided as follows.

1. U Win Htein (Government)
2. U Zaw Bo Khant (Entrepreneur)
3. U Saw Mi Bwe Doh Htun (Civil Society Organization)
4. U Soe Win (NCS)
5. Daw Khin Khin Lwin (Budget Department-MOPF)

Then, in discussing the timetable for convening meetings in the next month for the Multi-Stakeholders Group and working committees, it was approved to convene the meetings at Nay Pyi Taw and Yangon as follows:

1. Workplan and Governance Meeting to be held on 7th July 2017 (Yangon)
2. MEITI Working Committee Meeting to be held on 10th July 2017 (Nay Pyi Taw)
3. EITI Awareness Raising Workshop with the working team built at the Forestry and Myanmar Timber Enterprise to be held on 10th July 2017 (Yangon)
4. Technical and Reporting Sub-Committee Meeting to be held on 18th July 2017 (Yangon)
5. Communication and Outreach Sub-Committee Meeting to be held on 20th July 2017 (Yangon)
6. Selection Committee for Beneficiary Ownership and Mining Cadastre Meeting to be held on 21st July 2017 (Yangon)
7. Mining Cadastre Meeting to be held on 21st July 2017 (Yangon)
8. Fifth Multi-Stakeholders Group Meeting to be held on 28th July 2017 (Nay Pyi Taw)

Daw Tar Yar Maung then seek/ demanded that as MEITI National Coordination Secretariat Office designed a format and re-prepare the list of the members of the Multi-Stakeholders Group, members of Working Committee and their representatives for approval and the changes of representatives for approval so that the respective representatives are requested to approve their concerned respectively.

12. Formation of Region and State wide Sub-National Units (Multi-Stakeholders Groups)

It was presented and discussed that to continue to perform the draft prepared to be presented to the Union Minister for the formation of Region and State wide Sub-National Units (Multi-Stakeholders Groups) after obtaining the approval from the Multi-Stakeholders Group. In the past, the formation in 4 Regions and States was done and these are already abolished. Therefore it was explained and presented that for the continuing performing of the formation of the Sub-National Units (Multi-Stakeholders Groups) in all 14 areas including these abolished areas and the respective remaining areas, this matter is being prepared to submit to the President's Office through the Union Minister in order for the matter that can officially be recognized by issuing the notification by the President's Office. The representatives from the government, entrepreneurs and civil society organizations therefore revised and added the words needed and agreed to continue to present and perform such matter.

Besides it was discussed and approved to call and convene the Government Working Committee Meeting in order to quickly implement that matters. It was directed and agreed to continue to perform these matters by collaborating and working together with MEITI-Budget Department of MOPF and MEITI-NCS.

12. General Discussions

In conclusion, in discussing the general discussions U Sun Win presented and discussed the following points:

1. About the visit of the responsible officials from the World Bank from 7 to 14 August.
2. About the collaboration and working together with the MEITI National Coordination Secretariat Office and the Budget Department of MOPF to meet and discuss with respective departmental representatives and working teams under the relevant ministry in order to discuss and coordinate the advice on the first report and to coordinate the points to be prepared for the second/third reports.
3. About the works being performed to meet, coordinate and discuss with the General Administration Department.
4. About the arrangement being made for one day Awareness Raising Workshop with the Forestry Department and Myanma Timber Enterprise for the preparation to be made because the forestry sector is included in the MEITI.
5. Presentation on the summary of meeting convened this morning by the NCS and the explanation and presentation on the future workplan. Besides
6. The last date for Beneficiary Ownership and Mining Cadastre Consultant Process-EOI is 12th July and the preparation of appointing international consultants and the need to swiftly appoint the local technical professionals by the NCS, it was discussed.

Then all agreed upon the Spectrum's demand on about half an hour presentation to the members of the Multi-Stakeholders Group about IFC's Strategic Environmental Impact Assessment on Hydro-power Report at the next fifth MSG Meeting.

In the last part of the meeting, Daw Tar Yar Maung from the MEITI National Coordination Secretariat Office officially inform that she will resign from the present post from 1st July 2017

and she presented that she will take responsibility to complete the tasks such as writing the MEITI Annual Progress Report, the workshop jointly organized with Forestry Department and Myanma Timber Enterprise and writing the Grant Proposal to be submitted to “Thar-The-Myay” organization. Then the meeting was concluded at 06:15 p.m. in the evening.

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		Done
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	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
2	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

3	To 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
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Third MSG Meeting Decision

Sr. No.	Description	Action taken by	Status
1	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	Done
2	To appoint Moore Stephens as main IA Firm selected and approved by the IA Selection Committee.	MOPF-BD, NCS	On going
3	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	Done
4	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	Done
5	To perform the necessities as the ToR for NCS as presented is approved.	MOPF-BD, NCS	Done
6	To perform to appoint NCS staff to assign the IA Selection Committee already formed by the MSG.	IA Selection Committee	Done
7	To perform as the ToR of IA for the forestry sector is already approved.	MOPF-BD, NCS	On going
8	To 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	On going
9	To ask for the No Objection Letter (NOL) from the World Bank by sending the	MOPF-BD, NCS	On going

	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.		
10	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	On going
11	To obtain approval of the Beneficial Ownership Consultant ToR distributed by email.	MOPF-BD, NCS	Done
12	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	On going
13	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	On going
14	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	Done
15	To convene the fourth MSG meeting on 19-6-2017 in Yangon.	MOPF-BD, NCS	Holding 4 MSG Meeting on 30 Jun 17 instead of 19 June 17.
16	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	Done

Fourth MSG Meeting Decision

Sr. No.	Description	Action Taken By	Time	Remark
1	To swiftly perform to find appropriate way	The Workplan and	7 th July	

	to obtain the fund needed for NCS (to do quick process to get the money to be spending for July)	Governance Sub-Committee of MEITI-MSG and the World Bank	2017 Yangon	
2	To explain and discuss the Procurement Guideline of the World Bank clearly.	NCS and the Budget Department of MOPF		
3	To meet and discuss separately with other interested donors for the fund needed additionally for the workplan.	The Workplan and Governance Sub-Committee of MSG and other interested donors	As soon as possible	
4	The implementation process of the MEITI shall be performed only by itself. The donors have no right to interfere and implement.	MSG members and NCS	On going	
5	Approved the following under the Communication Strategy -Goal, Objectives, Policy -Internal Communication Plan -Stakeholders Analysis -Outreach Activity Plan -Letterhead Design Approved to select the Information Matrix for Website To set up official Email. (5) Email accounts for NCS and (1) email account for the Budget Department of MOPF.	Communication Team –NCS	Within one week	
6	To obtain approval after holding the next Communication and Outreach Sub-Committee meeting discussing the MEITI Flyer and IEC Development. In making designs, prepare at least (3) kinds of design and to present and discuss. All titles/headings within the MEITI Flyer are agreed upon and to make design including cartoons, info-graphic, real pictures. To produce (300) Sport-Shirts and (700) T-Shirts.	NCS and Communication and Outreach Sub-Committee	20 th July 2017	
7	Approved the Slogan of Myanmar EITI. To make the design and give finishing touch at the Communication and Outreach Sub-Committee. “Pwint-lin Myin-thar Tar-wun Yu-par” in	Communication Team-NCS	20 th July 2017	

	Myanmar language "Transparency & Accountability"			
8	Approved the (9) months budget with a grand total of US\$ 1,227,000 for the workplan from July 2017 to March 2018	Communication team-NCS and Outreach Sub-Committee	To do during July	
9	Approved the selection report for Forestry IA. Decision is made for calling the Technical and Financial Proposal	The Budget Department of MOPF	As soon as possible	
10	Agreed and decide the Technical and Financial Proposal of the main IA. To swiftly coordinate and perform the following regarding the proposal presented. <ul style="list-style-type: none"> -per diem rate shall be 150 instead of 250 -to use more working time of local staff -to earlier complete the time of the submission of the report (to perform fully end of January) -to verify the points to be implemented in the field with the ToR -To send the last report in both Word file and PDF file To obtain the technical assistance from the World Bank by email for the coordination work.	The Budget Department of MOPF and NCS Selection Committee	4 th July 2017	
11	To write the MEITI Annual Progress Report, as the time to submit the report is quite close, using old format of the workplan presented since about two years ago. To submit the report on the last date 1 st of June 2017 according to the deadline and to keep the draft report as confidential, to coordinate with the International EITI Secretariat. To submit only draft report in consultation with the International EITI Secretariat and to give finishing touch within three months and to obtain the approval from the Multi-Stakeholders Group and to disclose the translated report to the public.	NCS Office	1 st July 2017 Within three months (July-September 2017)	
12	Approved to send the draft letter discussed and approved to Myanmar EITI Leading Committee for the formation of Regions and State wide Sub-National Units (Multi-Stakeholders Groups) and to	NCS Office and the Budget Department of MOPF	10 th July 2017 Union Minister's	

	convene the Myanmar EITI Working Committee Meeting. To form new SNUs as letter presented according to this resolution abolishing the previous SNUs formed in the past.		Office Nay Pyi Taw Office No. 26	
13	To send the following representatives to the International Board Meeting and proposed training 1. U Win Htein (the Government) 2. U Zaw Bo Khant (Entrepreneur) 3. U Saw Mi Bwe Doh Htun (Civil Society Organization) 4. U Soe Win (NCS) 5. Daw Khin Khin Lwin (The Budget Department of MOPF)	Representatives from the Multi-Stakeholders Group	25-27 October 2017	
14	Provisions for the meetings to be held in the next month. Workplan and Governance Meeting to be held on 7 th July 2017 (Yangon) MEITI Working Committee Meeting to be held on 10 th July 2017 (Nay Pyi Taw) EITI Awareness Raising Workshop with the working team built at the Forestry and Myanma Timber Enterprise to be held on 10 th July 2017 (Yangon) Technical and Reporting Sub-Committee Meeting to be held on 18 th July 2017 (Yangon) Communication and Outreach Sub-Committee Meeting to be held on 20 th July 2017 (Yangon) Selection Committee for Beneficiary Ownership and Mining Cadastre Meeting to be held on 21 st July 2017 (Yangon) Mining Cadastre Meeting to be held on 21 st July 2017 (Yangon) Fifth Multi-Stakeholders Group Meeting to be held on 28 th July 2017 (Nay Pyi Taw)	NCS and the Budget department of MOPF	Nay Pyi Taw and Yangon	
15	To postpone the agenda of the approval of Implementation Manual to the next meeting agenda.	NCS, the Budget Department of MOPF and MSG members	28 th July 2017 Naypyitaw	
16	To finalize/finish and send the meeting minutes undertaken by the Myanmar EITI (NCS Office) and to finalize and send the Communication Strategy Workshop	NCS- Communication Team	Within one week (7 th July 2017)	

	Report not yet received.			
17	<p>Other General Discussions</p> <p>1. The responsible officials from the World Bank shall be visiting Myanmar from 7th to 14th August.</p> <p>2. Meeting and discussing with respective departmental representatives and working teams under the relevant ministry in order to discuss and coordinate the advice on the first report and to coordinate the points to be prepared for the second/third reports.</p> <p>3. Meeting, coordinating and discussing with the General Administration Department.</p> <p>4. To convene one day Awareness Raising Workshop with the Forestry Department and Myanmar Timber Enterprise.</p> <p>5. Presentation on the summary of the meeting convened this morning by the NCS and the explanation and presentation on the future workplan.</p> <p>6. The last date for Beneficiary Ownership and Mining Cadastre Consultant Process-EOI shall be due on 12th July. To swiftly appoint the local technical professionals by the NCS.</p> <p>7. Agreed to present the IFC's Strategic Environmental Impact Assessment on Hydro-power Report to the members of Multi-Stakeholders Group at the next Multi-Stakeholders Meeting for about half an hour by the Spectrum.</p>			

Annex (1) MSG Meeting Attendance List

Annex (2) Meeting Agenda

Annex (1) Fourth MSG Meeting Attendance List

No	Name	Organization	Position	E-Mail	Ph No
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	Daw Mi Mi Win (Alternate)	GAD	Director	-	09-256088788
4	U Than Htay Aung (Alternate)	MOGE	Advisor	thanhtay3000@gmail.com	09-49217823
5	U Kyaw Thet	DOM	Director	kthet2011@gmail.com	09-420701206
6	U Myo Naing	MGE	Director	myonaingmge@gmail.com	09-400016741
7	U Nay Lin Soe	IRD	Director	-	067-430025
8	Daw Myat Phyu Pyar Kyi(Alternate)	OAG	Deputy Director	kkadec@gmail.com	067-430063
9	U Soe Yee	MTE	Assistant General Manager	soeyee.mte@gmail.com	09-5132242
10	U Khai Saboung(Alternate)	MATA	-	kzpau5@gmail.com	09-400312242
11	Daw Moe Moe Htun	MATA	-	moe2tun@gmil.com	09-5077640
12	Daw Su Hlaing Myint	MATA	-	seinthwe@sg@gmail.com	09-254032771
13	U Aung Kyaw Moe	MATA	-	kome.akm@gmail.com	09-5228446
14	U Saw Me Bway Doh Htun	MATA	-	mibwaydoh@gmail.com	09-425002451
15	Htoo Aung	MATA	Project coordinator	mata.comofficer@gmail.com	-
16	U Naing Lin Htut	MATA	S.C member	linlin751245@gmail.com	09-422500088
17	U Khin Maung Han	MFMA	chaiman	khinmghan@gmail.com	09-973008617
18	U Zaw Bo Khant	MGJEA	CEC	koboboo001@gmail.com	09-5527999
19	Dr.Sein Win	MFPMF	chaiman	drseinwin.sw@gmail.com	09-450015476
20	U Win Tin (Alternate)	TOTAL	Manager	u.win-tin@total.com	09-5151543

21	U Myo Zaw Oo	MPRL	Team Leader	kyisinhninaung@mprlexp.com	09-794931009
Ministry of Budget Department					
22	Daw Khin Khin Lwin	MOBD	Director	-	09-785130416
23	U Sun Win	MOBD	Deputy director	-	-
24	Khin Pa Pa Khaing	MOBD	Assistant Director	-	-
25	Hnin Wai Aung	MOBD	Assistant Director	hiniwaiaung.budget@gmail.com	09-254239454
Development Partner					
26	Mr.David Accan	Spectrum	Director	olajallan7@gmail.com	09-43187244
27	Melaine Littlejohns	Australian Embassy	MS	-	-
28	Kirsty Madden	Australian Embassy	PM	-	-
29	Maureeb Sang Toung	USAID	Project Specialist	mstaung@usaid.gov	-
30	Kay Thi Khaing	US Embassy	Economic specialist	khaingkt@state.gov	09-251162235
31	Kathmoesson	US Embassy	Intern	olsonkeKE@state.gov	09-5419519
32	Ms.Yu Yu Naing	UKAID/DFID	Advisor	naing@dfid.gov.uk	01-370863,Ext-2233
33	Thinzar Htun	World Bank	cunsultant	thtun@workdbank.org	-
34	U Maw Htun Aung	NRGI	Myanmar Officer	maung@resourcegovernance.org	09-794843150
35	Hsona Chay	NRGI	Myanmar Associate	hehay@resourcegovernance.org	-
36	Salai CL Thung	Pyoe Pin	Adviser	-	09-450045564
37	Daw Tin Su Su Mar	Pyoe Pin	-	tinsusumar@gmail.com	09-975065991
Private					
38	U Aung Kyaw Hlaing	MFMA	-	aungkyawhlaing@gmail.com	09-2019173
39	Phyo Htet Aung	MFPTMA	program Assistant	phyohtetaung222@gmail.com	09-452418267

National Coordination Secretariat					
40	U Soe Win	NCS	National Coordinator	nationalcoordinator@myanmarareiti.org	097984373324
41	Ma Taryar Maung	NCS	Technical Adviser	taryarmaung@gmail.com	-
42	Pyay Thar Kyaw	NCS	IT Officer	pyaytk17@gmail.com	09-425847447
43	Nay Myo Aung	NCS	Communication Assistant	naymyoang1996kk@gmail.com	09-2520900751
44	Su Lae Yi	NCS	Intern	sulaeyidawei@gmail.com	09-780996913
45	Phyo Thuzar Aung	NCS	Finance Officer	phyothuzaraung2010@gmail.com	-
46	Kyaw Thin Maung	NCS	Program Assistant	kyawhinmaung@gmail.com	09-254840147
47	U Tat Htun Sai	NCS	Admin Assistant	tattunsai.ri.mm@gmail.com	09-254840147

Annex (2) Meeting Agenda

Meeting Agenda

09:15-09:30	Delivering Opening Speech	H.E. U Maung Maung Win, Deputy Minister
09:30-10:00	Presenting the meeting resolutions of third Multi-Stakeholders Group meeting and the activities performed	Daw Khin Khin Lwin
10:00-10:30	Presenting the NCS Office's present fund/financial condition, staff appointment, office preparation status. Presenting latest condition of signing Memorandum of Understanding between the RI and MOPF. Discussing matters relating to the financial support/aid from the World Bank, the roles currently played/involved in the MEITI.	Daw Tar Yar Maung Daw Khin Khin Lwin Members of Multi-Stakeholders Group
10:30-11:00	Coffee Break	
11:00-12:30	Presenting, discussing and obtaining approval of the discussions and resolutions from the Communication Strategy Workshop held from 8 th to 9 th June and Communication and Outreach Sub-Committee Meeting held on 26 th June 2017.	U Pyay Thar Kyaw
12:30-01:30	Lunch	
01:30-02:00	Obtaining the approval for the workplan and budget (financial spending estimates) newly redrawn for 2017-2018 fiscal year at the Workplan and	U Sun Win

	Governance Sub-Committee Meeting held on 29 th June 2017.	
02:00-02:30	Obtaining approval for the Independent Administrator selected for the forestry sector by the Selection Committee	U Sun Win
02:30-03:00	Review on the technical and financial proposal by Moore Stephens, Independent Administrator selected for the second and third EITI report for Myanmar and advising on the coordination and discussion for making contract.	U Sun Win
03:00-03:30	Coffee Break	
03:30-04:00	Presenting the draft country's Annual Progress Report to be submitted on 1 st July 2017 in the latest to the International EITI Secretariat and drawing timetable. Presenting and obtaining approval for coordination in submission of the report.	Daw Tar Yar Maung
04:00-04:30	Approving the timetable for the meetings to be held for Multi-Stakeholders Group and working committees in the next month and selecting and approving the attendants to attend the 38 th International EITI Board meeting and Capacity Enhancement Training for the MSG member representatives in the Southeast Asia and the Pacific (25 th to 27 th August) Discussing for the approval of the members of Multi-Stakeholders Group, members of working committees and their representatives.	Daw Tar Yar Maung U Sun Win
04:30-05:00	Approving the draft letter being presented to the Union Minister for the formation of Regions and State wide Sub-National Units (Multi-Stakeholders Groups). Obtaining approval for the calling of government working committee meeting.	Daw Tar Yar Maung
05:00-05:30	General Discussions 1. Presenting the visit of the World bank to Myanmar (7 th -14 th August) 2. Preparing to meet and discuss with the government departments for 2 years report. 3. Preparing for meeting with the General Administration Department	Daw Tar Yar Maung
	4. Presenting and explaining the programme of awareness raising workshop jointly organized with the Forestry Department and Myanma Timber enterprise. 5. Presenting and explaining the condition/status by the consultants currently applied for the posts of	

	<p>Beneficial Ownership and Mining Cadastre.</p> <p>6. Presenting and discussing current condition decided and the workplan to be performed.</p> <p>7. Discussing and deciding on the demand/seeking to present a summary of IFC's Strategic Environmental Impact Assessment on Hydro-power Result Report to the members of MSG in the next MSG meeting presented by David from Spectrum.</p>	
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