

Meeting Minutes of Fifth Multi-Stakeholders Group held in Mani Yadanar Hall at Myanmar Gems Entrepreneurs Association, Nay Pyi Taw from (09:00 a.m.) to (04:00 p.m.) on 28-7-2017

Aim and Objective

The meeting was held with the following aim and objective such as to review and coordinate the future work plan decided in the fourth MSG meeting for the performance of the Myanmar EITI process, to coordinate the data collected, time table and difficulties being encountered in the discussion with the ministries for the scoping study to be adopted by the Moore Stephens (Independent Administrator) in order for the report covering two years for second and third time to be produced, to amend and approve the MEITI Implementation Manual and government financial guidance, to discuss and coordinate the selected firms decided by the Selection Committee for hiring the consultants for the Mining Cadaster and Beneficial Ownership (BO), to discuss to approve the flyers and IEC materials decided by the Communication and Outreach Sub-Committee and to approve the list of participants for the Mongolian Study Visit to be visited within September sponsored by NRGi.

Participants

The meeting attendants are as follows: a total of (36) representatives consists of (15) representatives from the government, (9) representatives from private sector, (9) representatives from civil society organizations, (1) representative from the World Bank and (2) observers. The list of meeting attendants is described in Annex (a).

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

H.E. U Maung Maung Win, Deputy Minister for the Ministry of Planning and Finance, the Chairman of Multi-Stakeholders Group delivered the opening speech as follows:

I would like to extend my greetings, auspiciousness to you all “Mingalabar” to U Soe Win, National Coordinator for Myanmar EITI process and Executive Director of Renaissance Institute and members of Myanmar EITI Multi-Stakeholders Group.

The tasks in the work plan are being performed according to the discussion and resolutions of the fourth meeting of Multi-Stakeholders Group successfully held on 30-6-2017.

The first tasks we performed are on the date of 30-6-2017 on which the fourth meeting for MEITI-Multi-Stakeholders was held, the contract for US\$ 3.5 million with the World Bank was signed for Myanmar EITI process. The Memorandum of Understanding (MOU) between the National Coordination Secretariat, which shall be acting as

coordination in-charge for such grant, and the Ministry of Planning and Finance could also be signed at the second Myanmar EITI Working Committee held on 10-7-2017.

Similarly, the contract for the appointment of the Moore Stephens (Main Independent Administrator-Main IA) selected and appointed for the second and third Myanmar EITI report was also made by reciprocal signing through email on 21-7-2017 with Moore Stephens (Main IA).

Besides the matter relating to the systematic, compact and effective formation of Sub-National Coordination Units (SNU) first in the resource-rich Regions and States for the effective implementation of EITI process, the case regarding the formation of Sub-National Coordination Units in Rakhine State, Shan State, Sagaing Region, Tanintharyi Region, Magway Region and Mandalay Region is being presented to the State President's Office.

The figures and data for the scoping study to be conducted by the main IA including the data to be included in the 2017 MEITI Annual Progress Report from the government departments and companies were collected by the NCS and the Budget Department of the Ministry of Planning and Finance during 13 July and 14 July.

Regarding the recommendations contained in the Myanmar EITI first report produced by the Technical and Reporting Sub-Committee meeting held on 18-7-2017 which was sent to the respective reporting entities informing and the feedback shall be submitted back not later than 31-7-2017, it is being coordinated.

It is thankful to the entrepreneurs, responsible officials from the government departments/organizations and representatives from MATA for the provision of data after meeting the responsible personnel from the Moore Stephens who have arrived Myanmar since 24-7-2017 and also thankful to the responsible personnel from the NCS for performing together in this regard. He said the concerned entities are requested to continue to send the remaining data.

All the meetings for the Sub-Committees provided as decided in the fourth MSG meeting were successfully held so that he urges the members of MSG to timely continue to implement the activities as per workplan to be performed.

The important points to be decided by the MSG in this meeting are:

- (1). the matter relating to approve the salary and allowance of the staff of NSC Team.
- (2). the matter relating to write and approve the Support paragraph after discussing the Annual Progress Report update.

- (3). the matter relating to deciding whether the forestry sector should be included as supplementary or not in the second and third MEITI report.?
- (4). the matter relating to hiring and appointment of Beneficial Ownership Consultant and Mineral Cadaster Consultant.
- (5). the matter relating to the timely provision of remaining data requested by Moore Stephens.
- (6). to approve the Implementation Manual.

He concluded his opening speech by saying that we should discuss and decide on the above matters.

3. Discussion and presentation by U Soe Win, National Coordinator, National Coordination Secretariat Office.

The details of the points discussed, explained and presented by U Soe Win are as follows:

“Good morning H.E. the Chairman, Deputy Minister of the Ministry, Vice Chairman and departmental senior officials members of Multi-Stakeholders Group and observers from respective organization who are presence at this fifth Multi-Stakeholders Group meeting”

First of all, it reaches further the Myanmar EITI process have been raising its momentum during July after the fourth Multi-Stakeholders Group meeting. In addition to the resolutions decided in that meeting, the tasks consecutively to be performed have been carried out in timely manner. Especially as presented, second government working committee meeting was successfully held, respective sub-committee meetings were held as prescribed, the one day awareness raising workshop of MEITI process with the Forestry Department and Myanma Timber Enterprise in order for the submission of the report, the letter presented to the President’s Office to issue notification for the formation of Region and State wide Sub-National Coordination Units (SNU), sending official letter to request data to be provided to respective departments for the inclusion in the Annual Progress Report in order for the progressive performance on the recommendations coming out from the first report, the contract was signed with Moore Stephens (Independent Administrator) and meeting with members of EITI working committees from respective departments and responsible persons for scoping study and seek information, ect. it was successfully performed.

According to the first report for 2013-2014 published in 2015 in the past, as Myanmar is resource rich country, 6% of the whole country’s GDP was produced from the extractive industries and the total export value of natural gas and jade was 38.5% of the Gross

National Product and it stands for 23.6% contribution to the total State's income. It was clearly found that the volume in terms of proportion from the natural resources contributes enormously to Myanmar's economy.

Although on the other hand as the resource rich countries facing conditions in measuring with international governance methods, the international index showing Myanmar resource governance condition was not in good condition which was visibly described. For example, in the Corruption Perception Index annually published by the Transparency International, out of 168 countries Myanmar stood at the position no.148 and if compared with ASEAN countries, Myanmar stood at the last. Besides, in the Doing Business Index annually evaluated by the World Bank, Myanmar stood at the position no. 170 out of 190. In the Governance Index studied in 58 countries by Natural Resource Governance Institute (NRGI), Myanmar stood at position no. 58 the last. Especially, in gems sector, only 27 scores were gained out of 100 scores and out of 89 cases studied it gained and stood only at position no. 83. In oil and natural gas, only 31 scores were gained out of 100 scores and out of 89 cases studied it gained and stood at only position 77.

In studying so, the strength of legislative and legal institutions, condition of transparent disclosure to the public, evaluation of the pre-prevention, systematic performance and creation of enabling environment in the extractive processes are included. Although standing in the last positions, after the publishing of the first report, it is undeniable fact that the indexes used in the measurement are improved. Therefore the main points to measure for the indexes such as the laws not appropriate for the era are newly drawn and amended for the strength of rule of law and new law enactment like EITI Bill in line with standard for sustainable process, better methods for obtaining information in transparent manner, methods of improving easy access by anybody, in understandable methods by the public, it is needed to coordinate, draw and implement by the government department wide and inclusion of all the stakeholders. During the period of drawing the strategy, the country's image and dignity can be enhanced by performing energetically and enthusiastically the following tasks: rapid disclosure of the information in timely manner in cooperation with concerned partners, drawing and implementing preventing measures with the better improved methods in the extractive processes, creating enabling environment for the stakeholders especially civil society organizations and practical implementation of the country's commitment in the EITI Standard, not only for the better result shall be gained in the next indexes but also the actual proof shall be shown about the reforms committed by the Government of the Republic of the Union of Myanmar.

It was plainly determined that in the section (21) of the activities provided for the effective implementation on the (12) country's economic policies adopted by the Ministry of Planning and Finance, "continuing to perform to become a compliant country of

Extractive Industries Transparency Initiative (EITI)". Consecutively, we all believe that the production of MEITI report and disseminate the report to the public is contributing and aiding the extensive appearance of natural resource governance reforms. This year report therefore is deeply needed timely production, accurate and quality information which is the life of the report, as the international EITI shall evaluate the performance by conducting validation process as becoming a compliant country and for the enhancement of the country's image and dignity. He urges and encourages therefore that in order to produce a good report to enhance the image and dignity of the country, the respective concerned entities are kindly requested to cooperate and collaborate in this regard by providing the timely and quality information.

In a nutshell, as he mentioned above, let me urge and encourage attempting and performing to raise the country's image and dignity and individual citizen's image and dignity by making good natural governance reforms in the natural resources with transparency and accountability. Thus it is believed that a good and sustainable system can be left for posterity with clear soul/spirit and without repentance. Therefore let me conclude by saying again that all the departmental officials and family members of MSG working together with us are kindly requested to cooperate, contribute and support energetically and enthusiastically in all above mentioned works, he extensively explained and presented.

4. Presentations and explanations by Daw Khin Khin Lwin (the Budget Department of the Ministry of Planning and Finance)

Daw Khin Khin Lwin, Director of the Budget Department of MOPF explained and presented the summary of the resolutions and the actions performed and being performed after the conclusion of the third Multi-Stakeholders Group meeting as follows: (Please see the detail of presentation in Annex)

5. Then Daw Tar Yar Maung read out the draft of the meeting agenda and approval was then obtained after discussion with the representatives for any addition and amendment and the meeting was continuing convened as the agenda readjusted. (Please see the detail of meeting agenda in Annex)

6. Presentation and discussion on the NCS Update Structure and Operation Plan

Daw Tar Yar Maung said she is thankful to sayar U Soe Win for introduction to NCS team and staff members, it is ready as the NCS team has been filled with full strength of staff members and the volunteers are also in place to continue to march ahead vigorously. Besides both MEITI offices located in Nay Pyi Taw and Yangon have been opened. As the offices in Nay Pyi Taw and Yangon have been opened, the sub-committee meetings except Multi-Stakeholders Group meeting are arranged to be held in these NCS offices in the future, she discussed.

7. Introductory speech regarding the permission to use meeting hall delivered by U Zaw Bo Khant who allowed using the meeting hall.

U Zaw Bo Khant from the Myanmar Gems Entrepreneurs Federation spoke that he was so delighted and be honored to have the chance to hold the fifth Multi-Stakeholders Group meeting at the Mani Yadanar Jade Hall and he presented and explained the historical background of Mani Yadanar Jade Hall owned by the Myanmar Gems Entrepreneurs Federation and he wishes to invite to use the meeting venue if MSG wishes to use the meeting venue for future meetings, he introduced and spoke.

8. Approval on the evaluation report on the selecting and hiring of Beneficiary Ownership (BO) Consultant

U Sun Win (the Budget Department of MOPF) discussed that evaluation was conducted on the summary profile and qualifications of BO Consultant applicants by the selection committee members at the Selection Committee meeting held on 21st July and after scoring, out of such (4) applicants the Tim & Law Firm got the highest scores and the evaluation report was completed so that the completion report was submitted to the MSG members for approval. The Multi-Stakeholders Group agreed and approved the evaluation report of the selection committee. (Please see the evaluation report in Annex).

9. Updating on the formation of State/Region wide Sub-National Coordination Units and sending letter to the President's Office, presenting and discussing on the meeting with the General Administration Department.

U Sun Win, explained again and presented that the letter was sent to the President's Office for the formation of Sub-National Units and we have been waiting for the issuance of directive by notification.

Daw Tar Yar Maung explained about the meeting and discussion with the General Administration Department on 26th July 2016 at the meeting hall of the Ministry of Home Affairs in Nay Pyi Taw as follows:

The purposes of the meeting and discussion were as follows: to inform and present the progress of Myanmar EITI process, to nominate the names of attendants from GAD to attend the related meetings regarding the EITI process, to lead and help when the Sub-National Coordination Units are formed in Regions and States, to find solution by holding coordination and discussion regarding the difficulties being encountered within Shan State and Kayah State presented by Myanmar Accountability and Transparency Alliance (MATA), the civil society organization. She presented and explained that all the Deputy Director-General, Directors and high ranking responsible officials attended the meeting and discussed such matters that although the Director-General was invited to

attend the related meetings of Myanmar EITI in the past, the present Director-General has taken joint responsibility as Permanent Secretary cum Director-General so that they shall send representatives to attend these meetings, in sending representatives, official letter shall be sent and acknowledged to the GAD. Regarding the formation of Sub-National Coordination Units in the Regions and States, a copy of letter shall be sent to their office when the notification from the President's Office comes out and thus their office shall coordinate by issuing directive to get cooperation by the Regions and States wide. The occurrences happened in some areas in Shan State and Kayah State presented by MATA are not instructed by the Headquarters of GAD and it is concerned with the respective Region and State Government Cabinet. The Region and State General Administration Departments under the Ministry of Home Affairs follow the instruction from the Ministry as well as the Region and State Government Cabinet. Because of that it was found in the letter that it was due to the description of the instructions of respective region. Besides it was described that prior acknowledgement is needed according to the Ward and Village Tract Administration Law newly enacted, they discussed and explained.

10. Presentation and explanation on the discussions of Communication and Outreach Sub-Committee and seeking approval.

Discussion was made to rewrite natural resources instead of extractive resources used in the MEITI flyer decided and approved by the Communication and Outreach Sub-Committee and approval was made for the design and words. Approval was made and agreed for the design for T-Shirt and Sport-Shirt and to produce only white color out of two colors i.e. black and white provided. Discussion and approval was made on regulations and updates such as procedures and do's and don'ts to be followed in using Facebook. Then it was discussed that kindly approve the correct webpage link that should be put in the respective link for Myanmar EITI website development and email setup and the approval of MSG alternative members list shall be officially sent and asked for, it was discussed and presented. (Please see in Annex).

11. Presentation and discussion by Moore Stephens (Independent Administrator)

Moore Stephens (Independent Administrator) presented and discussed on the matters relating to the updating of work schedule, meeting schedule for the second and third Myanmar EITI report and meeting and discussion, figures and data collection and the last conditions performed with cooperating departments and the difficulties, challenges and anxieties and worries as follows: In presenting so, the departments so far met, data and accounts and the proposed work schedule to write and produce the report to be

continuing to perform are presented in power point slides (please power points slides in the Annex). In presenting the challenges being encountered such as departments are delayed to provide the data and accounts, the condition of difficult facing departments to get the data, the data obtained are in Myanmar language and all are requested to solve and find solutions and decide collectively, it was discussed. Then the following points were presented in order to provide decision and approval by the Multi-Stakeholders Group. Whether the pearl sector should be included in this year report or not? and the matter relating to the approval of the definition for the inclusion as written in the TOR of Independent Administrator for Beneficial Ownership. And to resend back the standard chosen and fixed and approval provided such as sector, location, company in order to perform the activities as described in the TOR for the field site visits in the validation process.

12. Discussion on Myanmar EITI Implementation Manual

According to the agenda, Daw Phyo Thuzar Aung , Finance Officer, NCS Office presented and discussed the Implementation Manual and Finance Guidelines summary and she presented the difficulties being encountered at present in the finance matter, budget spending, expenditure clarification as follows;

She presented the budget request, audit requirements etc. and the expenditure for the meetings relating to MEITI process was prepared by the NCS Office and it was presented and requested to the Budget Department of MOPF, the Budget Department of the MOPF then further presented such request to the World Bank for No Objection Letter and permission and the NCS take responsibility to clear it to the representatives. Then the account of expenditures spent was cleared and the balance was deposited back to the Budget Department of MOPF, she presented. Main expenditures for the MEITI Project are the expenditures for the representatives attended the meetings and there are (4) main expenditures heads such as 1) per diem, 2) travelling allowance, 3) accommodation allowance, and 4) expenditure for meetings. Reasonable expenditure needs to spend for per diem. Per diem provided in the Implementation Manual is Kyats (2000) (Two Thousand) for breakfast, Kyats (4000) (Four Thousand) for lunch and Kyats (4000) (Four Thousand) for dinner so that the rate of a total of Kyats (10000) (Ten Thousand) was provided and it is being reviewed by the World Bank and the Budget Department of MOPF and there was some points of variance at present and no approval has been reached yet, she discussed and presented.

Air ticket and bus ticket must be presented for the expenditure for travelling and the main requirement is boarding pass for travelling by air and original ticket for travelling by bus and its invoice. The cooperation from the participants has been received at present

and she wishes to receive the cooperation and help from the representatives in the future meetings, she discussed. There are two types of transportation. There are some representatives using rental car and the rental fees is not allowed in the MEITI Project but up to Kyats 50000 for the round trip as fuel/petrol cost for actual cost can be used and the original voucher of filling petrol must be presented, she discussed. Regarding the taxi fare, description on where from and to (for example from home to the venue of event) and it is not feasible to get the voucher actually and the Budget Department of MOPF demanded to attach a voucher according to financial regulations so that the Makeup Voucher presented now or any vouchers which is intended to use and wishes to discuss such matter by the members of MSG and whether to use the voucher issuing taxi such as Uber, Oway and Grab or which form/type shall be used. At present, the expenditure spending in the past could not be cleared yet because the original vouchers were not presented yet though the accounts were presented with copies attached so that the Budget Department of MOPF does not clear up yet and she presented that there is difficulty in drawing the money spending to continue. The representatives from the MATA discussed and asked that whether the voucher was received when the staff from the Budget Department of MOPF uses taxi, whether the staff has the right to ride taxi, whether it is convenient to use plain voucher. Daw Khin Khin Lwin from the Budget Department of MOPF answered that every expense must have voucher according to the financial regulations and the plain voucher signed by the users can be used as Myanmar has no taxi issuing voucher. The MATA representatives discussed that whether the plain voucher is convenient as said by sayarma from the Budget Department where and when the taxi voucher is not available, the taxi fares cannot be the same from one person to another so that the fares should not be fixed and small elasticity shall be more convenient and the Budget Department of MOPF answered and discussed that the small gap is convenient as Myanmar has no exact price in this regard and it is convenient if the passenger himself/herself signs on the voucher or receipt given by the bank. The representative from the Union Auditor General Office also add and answered that the format agreed and approved by all representatives could be presented if the original vouchers cannot be received. Then such taxi fares are only proposed and presented by the MSG in order to amend the Implementation Manual. It was decided that the detail discussion and approval shall be made in the next Workplan and Governance Sub-Committee meeting and it shall be approved by the next Multi-Stakeholders Group meeting. Besides the first point “to attach the receipt voucher written and approved by the rider himself/herself” approved that “the taxi vouchers must be written and presented by the users” from MSG members.

Regarding the matter relating to the disbursement of travelling allowance, the members of MSG discussed that the travelling allowance can be cleared up by sending through Viber, Email by representatives within 24 hours and the original tickets of such soft copies presented such as original air ticket, original boarding pass, original bus ticket,

original petrol voucher, original hotel voucher must be submitted in the forthcoming meeting and if not submitted originals by representatives, the travelling allowance must be repaid back, it was agreed and decided by the MSG representatives attended the meeting and the Budget Department of MOPF.

13. Then the consultant brought by Spectrum explained and presented the summary of and workplan for future activities and time table performed regarding the International Finance Corporation (IFC)'s Strategic Environmental Impact Assessment on Hydro-power report. Besides he discussed and presented his wishes to invite to attend the public dialogue to be held in Nay Pyi Taw and the members of Multi-Stakeholders Group asked and discussed reciprocally what they want to know in this respect.

14. Although U Sun Win from the Budget Department of MOPF presented the hiring of consultant for Beneficial Ownership, the discussion and decision was not made. The dates for next meetings and related meetings were fixed. Besides the participants to visit Mongolia sponsored by the NRCI was selected and approved. Finally, the salaries of the staff of the MEITI Coordination Office were explained and presented and request approval from the Multi-Stakeholders Group and the meeting was concluded in the evening 04:15 p.m.

15. Discussion on sending of recommendation letter for the first MEITI Report to respective departments

Daw Tar Yar Maung presented that the recommendation letter of the first MEITI Report was sent to the Ministry and 31st was provided to send back. Then the data shall be recollected on 31st. Regarding the recommendation letter, there are two important points. The first point is feedback on reconciliation report shall be given back. It is important for the Annual Progress Report too. Regarding the CSR reform, the recommendation from the private sector should be sent by 31st, she requested. The points sent by stakeholders shall all be put up.

Then Daw Tar Yar Maung presented that the civil society organizations have already sent. Regarding the CSR, any progresses so far made by our side any activities, processes, researches, reports, cooperation with other organizations, reform processes etc. for the achievement of and impact on the aim and object of Myanmar EITI shall be revealed. She spoke that such points shall be included and described in the report. The question on "is the summary given enough?" arisen and they presented that they do not know what shall be given because they do not know what they want. Therefore, Daw Tar Yar Maung presented that the list to be sent shall be asked for by official letter and the entrepreneurs are requested to send not later than 31st. Besides the question relating to the point regarding "should the suggestions to the armed-forces owned

economic organizations such as Myanmar Holdings Ltd back up by the armed forces (Tatmadaw) be sent by Multi-Stakeholders Group?”, the NCS, MEITI Coordination Office will prepare the draft and the draft shall be reviewed in the next MSG meeting, it was discussed.

First MSG Meeting Decision

Sr. No.	Description	Action taken by	Status
1	To use the old version of the ToR of MSG in this meeting and amend in the next meeting as necessary		On going
2	To fix/stipulate B.O. Template		On going
3	To hire IA after fixing the Scoping and ToR for IA		Done
4	To include forestry and gems in the Oil and Gas sector		On going
5	The IA goes and discusses the respective ministries to include forestry and electricity sector in the feasibility study.		Done
6	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	Done
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		On going

	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	
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Third MSG Meeting Decision

Sr. No.	Description	Action taken by	Status
1	To perform to appoint Moore Stephens as main IA Firm selected and approved by the IA Selection Committee.	MOPF-BD, NCS	Done
2	To perform as the ToR of IA for the forestry sector is already approved.	MOPF-BD, NCS	On going
3	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
4	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	On going
5	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
6	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
7	To distribute the acknowledgement letter	MOPF-BD, NCS	On going

	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.		
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Fourth MSG Meeting Decision

Sr. No.	Description	Action Taken By	Time	Status
1	To swiftly perform to find appropriate way to obtain the fund needed for NCS (to do quick process to get the money to be spending for July)	The Workplan and Governance Sub-Committee of MEITI-MSG and the World Bank	7 th July 2017 Yangon	Done
2	To explain and discuss the Procurement Guideline of the World Bank clearly.	NCS and the Budget Department of MOPF		Done
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	Not yet
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		Done
5	Approved the following under the Communication Strategy <ul style="list-style-type: none"> -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	Communication Team –NCS	Within one week	Done

	for NCS and (1) email account for the Budget Department of MOPF.			
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	Done
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 Myanmar language “Transparency & Accountability”	Communication Team-NCS	20 th July 2017	Done
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	Done
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	Done
10	Agreed and decide the Technical and Financial Proposal of the main IA. To swiftly coordinate and perform the following regarding the proposal presented. -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	The Budget Department of MOPF and NCS Selection Committee	4 th July 2017	Done

	and PDF file To obtain the technical assistance from the World Bank by email for the coordination work.			
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 July 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)	Done
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 convene the Myanmar EITI Working Committee Meeting. To form new SNU as letter presented according to this resolution abolishing the previous SNUs formed in the past.	NCS Office and the Budget Department of MOPF	10 th July 2017 Union Minister's Office Nay Pyi Taw Office No. 26	Done
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	On going

14	<p>Provisions for the meetings to be held in the next month.</p> <p>Workplan and Governance Meeting to be held on 7th July 2017 (Yangon)</p> <p>MEITI Working Committee Meeting to be held on 10th July 2017 (Nay Pyi Taw)</p> <p>EITI Awareness Raising Workshop with the working team built at the Forestry and Myanma Timber Enterprise to be held on 10th July 2017 (Yangon)</p> <p>Technical and Reporting Sub-Committee Meeting to be held on 18th July 2017 (Yangon)</p> <p>Communication and Outreach Sub-Committee Meeting to be held on 20th July 2017 (Yangon)</p> <p>Selection Committee for Beneficiary Ownership and Mining Cadastre Meeting to be held on 21st July 2017 (Yangon)</p> <p>Mining Cadastre Meeting to be held on 21st July 2017 (Yangon)</p> <p>Fifth Multi-Stakeholders Group Meeting to be held on 28th July 2017 (Nay Pyi Taw)</p>	NCS and the Budget department of MOPF	Nay Pyi Taw and Yangon	Done
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	To decide at 5 MSG Meeting
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 Report not yet received.	NCS-Communication Team	Within one week (7 th July 2017)	Done
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</p>			<p>Done</p> <p>Done</p>

	<p>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>			<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>It will present at today 5 MSG Meeting</p>
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Meeting Resolutions of the Fifth MEITI-MSG Meeting (28th July 2017)

Sr. No.	Resolutions	Period	Person to perform	Remarks
1	To review and redraw the general definition of the Beneficial Ownership (BO) and draft roadmap presented for the inclusion in the Myanmar EITI-2 years report.	29 th August 2017 (MEITI Coordination Office, Yangon)	Technical and Reporting Sub-Committee (the Budget Department of MOPF and NCS Technical Team)	To describe Beneficial Ownership (BO) as initial trial attached in Annex in the present report. To disclose and perform only appropriate for Myanmar after conducting a study after appointing the BO international consultant
2	To meet, discuss and write for the selection of sector, location and company with the clear standard for the field site visit to be conducted in preparing the Myanmar EITI-2 years report.	29 th August 2017 (MEITI Coordination Office, Yangon)	Technical and R Reporting Sub-Committee (the Budget Department of MOPF and NCS Technical Team)	

Meeting Resolutions of the Fifth MEITI-MSG Meeting (28th July 2017)

Sr. No.	Resolutions	Period	Person to perform	Remarks
3	To coordinate and discuss the pearl sector for the inclusion only as initial study in Annex in the scoping study not to affect the original report for the preparation of Myanmar EITI-2 years report and to send official letter to the Ministry by the National Coordination Secretariat Office.	31 st July 2017 (Office No. 19, Nay Pyi Taw)	MEITI NCS Team)	To include Myanmar Pearl as Pilot/Annex
4	To collect with official letter the information resent back from all the departments on the follow up letter on the recommendations of the first MEITI report to the Ministries and respective departments.	14 th August 2017	MEITI-the Budget Department and NCS Team	To receive back the replies on the recommendations not later than 14-8-2017 by the Ministry of Planning and Finance.
5	To receive the remaining data in collecting required data in the scoping study for the preparation of Myanmar EITI-(2) years report, to meet again for the detail coordination for the data submitted and to perform continuing meeting and discussion with required departments.	1 st Week (1 to 7) August 2017 Nay Pyi Taw	NCS- Technical Team 1. Union Auditor General Office 2. Myanma Pearl Enterprise 3. The Departments under the Ministry of Planning and Finance. 4. The Departments and State-owned Enterprises under the Ministry of Natural Resources and Environmental Conservation. 5. The Ministry of Electricity and Energy and State-owned Enterprises.	To cooperate with relevant departments and organizations.

Meeting Resolutions of the Fifth MEITI-MSG Meeting (28th July 2017)

Sr. No.	Resolutions	Period	Person to perform	Remarks
6	<p>1. Approve the design of MEITI flyer by amending a few words.</p> <p>2. Approve to produce white colour T-Shirt and Sport-Shirt and to continue to perform the design.</p> <p>3. To approve by sending the letter to respective relevant organizations by the NCS-Communication Team whether the website and webpage link are correct or not and launching and implementation of MEITI website.</p> <p>4. Approve the works done for the official Email set up.</p>		MEITI-NCS-Communication Team	(To use continually the word natural resource instead of the word extractive resource used in the design of MEITI-Flyer).
7	<p>To get approval by sending official letter to members of Multi-Stakeholders Group, alternative representatives of the members of MSG, representatives for respective working committees and their representatives by the NCS-Communication Team to check whether the contact address, contact phone number are correct or not.</p>	August	MEITI-NCS-Communication Team	

Meeting Resolutions of the Fifth MEITI-MSG Meeting (28th July 2017)

Sr. No.	Resolutions	Period	Person to perform	Remarks
8	Agreed to amend, include and write the words presented by the Budget Department regarding the right to ride airplane by government officials in the Implementation Manual.	August	MEITI-the Budget Department	Please see the detail in Annex.
9	Approve to include, amend and write the proposed price by the representatives of MSG regarding the taxi ride in the Implementation Manual. Approve accepting receipt vouchers written and approved by the passenger/taxi rider himself/herself in clearing the travelling allowance if original voucher is not available.	August	MEITI- the Budget Department and NCS Team and relevant representatives	Please see detail in Annex.

Meeting Resolutions of the Fifth MEITI-MSG Meeting (28th July 2017)

Sr. No.	Resolutions	Period	Person to perform	Remarks
10	<p>To approve and clear the travelling expenses by sending Viber, Messenger and Email to the Budget Department before the original vouchers could not be sent.</p> <p>To attach and send by collecting original vouchers within one month by the MEITI-NCS Finance Team.</p> <p>Decide and approve to resend back the original vouchers within two weeks by the respective persons and to repay the money back if the original vouchers could not be resent.</p>		MEITI- the Budget Department and NCS- Finance Team	To commence practicing from this month by sending the resolution together with meeting minutes to decision makers by the Budget Department.
11	To present again and get approval regarding per diem rate during travelling after discussing details in working committee meeting.	31 st August 2017 (MEITI Coordination Office, Yangon)	MEITI-the Budget Department and NCS Finance Team, Workplan and Governance Sub-Committee.	

Meeting Resolutions of the Fifth MEITI-MSG Meeting (28th July 2017)

Sr. No.	Resolutions	Period	Person to perform	Remarks
12	<p>Approve the Mongolia Study Visit sponsored by NNGI within 24th and 30th September. The representatives to participate in the study visit were approved as follows:</p> <ol style="list-style-type: none"> 1.. H.E. U Maung Maung Win (Chairman) 2.. U Win Htein (Vice Chairman) 3.. U Aung Kyaw Moe (CSO) 4.. U Naing Lin Htut (CSO) 5.. U Khin Maung Han (Entrepreneur) 6.. Dr. Sein Win (Entrepreneur) 7.. U Kyaw Thet (Government) 8.. U Than Htay Aung (Government) 9.. U Soe Win (NCS) 10. To send the name of in-charge from the Budget Department of MOPF-EITI Branch on 4th August. 	August	MEITI-the Budget Department and NCS Team	
13	To send official letter to government representatives regarding the acknowledgement letter for the Mongolia Study Visit sponsored by NNGI and passport application.	31 st August 2017 (MEITI Coordination Office, Yangon)	MEITI-the Budget Department and NCS Team	

Meeting Resolutions of the Fifth MEITI-MSG Meeting (28th July 2017)

Sr. No.	Resolutions	Period	Person to perform	Remarks
14	Agreed and decide to hire translator for the translation of Implementation Manual and EITI Standard 2016.	August	MEITI-NCS Team	Calling three quotations and select and hire the translator.
15	The General Administration Department (Headquarters) shall send official acknowledgement letter of the list of representatives who are going to attend the respective meetings organized by the MEITI			
16	The dates of meetings to be held during August: 1. Selection Committee Meeting-28 August 2. Technical & Reporting Sub-Committee Meeting-29 August 3. Workplan and Governance Sub-Committee Meeting-30 August 4. Communication and Outreach Sub-Committee Meeting-31 August 5. Mining Cadastre Committee Meeting- 1 September 6. 6 th MSG Meeting- 8 September		MEITI-the Budget Department and NCS Team	All working committees Meetings shall be held at the MEITI Coordination Office, Yangon

Meeting Resolutions of the Fifth MEITI-MSG Meeting (28th July 2017)

Sr. No.	Resolutions	Period	Person to perform	Remarks
17	Approve the payment of US\$ 27,800 for the staff salary of NCS (for July and August 2017)	31 July 2017	The Budget Department of MOPF	To separately present the operation cost (NCS)
18	Approve Mr. Michael Barron and Mr. Tim Law presented with the evaluation report by the Beneficial Ownership (BO) Consultant Selection Committee.		The Budget Department of MOPF	To continue to perform the matters to be carried out.
19	Approve Enrique Ortega Girones presented with the evaluation report by the Mining Cadastre Consultant Selection Committee.		The Budget Department of MOPF	To continue to perform the matters to be carried out.
20	To review, add and amend the draft to be prepared by the National Coordination Secretariat Office for sending recommendations of first EITI report to the entrepreneurs back up by the Tatmadaw (Myanmar Armed Forces)		NCS	

Annex (a) Participants

Annex (a) MSG Meeting Participants 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
No	MSG Members				
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36	Eylis Kooli	Moorestephen	IA	eyliskooli@moorestephen.com	-
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39	Hosana Chay	NRGI	-	hchay@resourcegovernance.org	-
40	Ms.Khin Saw Htay	NRGI	Myanmar Associate	-	09-400424030
No	Government observers				
41	Daw Kyu Kyu Win	MGE	Deputy assistant Director	-	09-5090148
42	U Shwe Win	MGE	Deputy assistant Director	-	09-8633798
43	Daw Ei Ni Tar	IRD	Staff Officer	-	09-423698916
No	Private Observers				
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45	Dr.Aung Kyaw Hlaing	MFMA	E.C	aungkyawhlaing@gmail.com	09-2019173
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