(Unofficial Translation)

Republic of the Union Of Myanmar

Ministry of Planning and Finance (MOPF)

Union Minister Office

Letter No. – Sa Ba/ Baner – 5/2/1 (3295/2017)

Date – 13th December, 2017

To

Chief Minister, Rakhine State

Chief Minister, Shan State

Chief Minister, Saigaing Region

Chief Minister, Thaninthayi Region

Chief Minister, Magway Region

Chief Minister, Mandalay Region

Subject: **Formation of the Sub-National Coordination Unit (SNU)**

Reference: President Office, Economic Department’s letter no. 27 (15/1573) dated 27/9/2017

1. Myanmar Extractive Industries Transparency Initiative Multi-Stakeholder Group (MEITI-MSG) was formed with the following representatives from government sector, private companies and civil society organizations in order to become EITI compliant country in line with 2016 EITI standards, with notification letter no. 24/2017 dated on 28/2/2017.

2. In the 4th Myanmar Extractive Industries Transparency Initiative Multi-Stakeholder Group (MEITI-MSG), it was decided that previously formed SNU’s were dissolved and reformation of newly reformed SNU’s Terms of Reference (draft) was discussed and approved.
3. With submission of reference letter on formation of the Sub-National Coordination Unit to the President Office, the case was allowed to proceed.

4. So, in order to perform formation of the Sub-National Coordination Units in respective Regions and States with their cooperation, it is informed with the attached SNU’s Terms of Reference.

(Kyaw Win)
Union Minister

Copies:
Myanmar EITI National Coordination Secretariat Office
Office receipt
Myanmar Extractive Industries Transparency Initiative (MEITI)
Multi-Stakeholder Group (MEITI-MSG)
Sub-national Coordination Groups
Formation, Responsibility and Authority (Draft)

1. Introduction
In accordance with the decision form the meeting of the Myanmar Extractive Industries Transparency Initiative, Multi-Stakeholder Group’s (MEITI-MSG), the formation Sub-national Coordination Groups in the respective State and Division has been agreed. Accordingly, it is here by issue Sub-national Coordination Group’s Formation, Responsibility and Authority in order to implement the work plans successfully.

1.1 Vision
To collaborate from the respective entities in managing of the work plans in the respective State and Division, in order to have the least damage to the environment to sustain the socioeconomic development according to the international standard.

2. Missions
i. To support from the government, private and civil society organizations in raising awareness of EITI and implementing information about capacity building
ii. To accelerate the collaboration between the multi-stakeholder groups
iii. To find out ways to settle the disputes together, ways to handle the difficulties with collaboration where shall occur in implementing sub national level EITI tasks, and to collaborate in preventing the disputes
iv. To adhere and respect ethic and regulation of the national level Multi-Stakeholder Group.
v. To encourage the companies to be more transparent which have been operating in extractive industries in the state and divisions
3. Basic Principles

The Sub-coordination Group shall adhere Myanmar Extractive Industries Transparency Initiative, Multi-Stakeholder Group’s basic principles of role and responsibility mentioned in the paragraph (4). These groups shall be responsible and negotiate the consequences of the tasks, which has been discussed and agreed. If there occurs deviation form the tasks, which have been agreed from the discussions among the groups, individual person or representatives shall be responsible. Furthermore, it shall be informed in advance to the patron of the concerned state/ region (The Minister) coordination unit in implementation of the tasks, which have been agreed and discussed.

4. Formation

4.1 The Patron

A member of the government minister at the regional level, who are relevant with EITI process, appointed by the Prime Minister in the respective State and Division, shall be the patron of sub national coordination group; and shall support its group’s tasks in order be successful.

4.2 Government Representatives

In the formation, it shall be formed with each representative of the following ministries form the respective region.

i. State and Division Government Office (General Administration Department)

ii. Ministry of Electricity and Energy

iii. Ministry of Natural Resources and Environmental Conservation (Department of Environmental Conservation and Forestry, Department of Mining)

iv. Ministry of Agriculture, Livestock and Irrigation (Department of Agriculture Land Management and Statistics)
4.3 Representatives from Civil Society Organizations
It shall involve five members of representatives who are interested in the process of EITI, which have been agreed and selected from the MATA, the civil society organization from the region relating with the environment and the process of EITI.

4.4 Private Sector Representatives
As the accountability is important in the process of EITI, it shall involve five representatives in total from the respective region which have been agreed and selected from the private (sectors) association related to EITI in the region such as Myanmar Federation of Mining Association, Myanmar Gems & Jewellery Entrepreneurs Association, Myanmar Timber Merchants Association, MEPTMA and merchants from oil and natural gas sector.

4.5 The Secretary Group
The Secretary Group shall be appointed with each representative of the relevant group.

5. The Main Functions- (4) Tasks
Sub National Coordination Units shall implement the following four main tasks.

(i) Coordination
- The groups’ formation, roles and responsibilities, and work plans shall perform in accordance with the agreement of its members and representatives.
- To negotiate with MEITI in implementing the tasks of groups.
- The secretary office and MEITI-MSG shall negotiate and work together.
- It shall collaborate with the multi stakeholder group in implementing this group’s tasks.
(ii) **Task Management**
- Holding meeting (monthly meeting)
- Shall implement effectively in accordance with the regulations of holding a meeting
- To invite the meeting at least one week in advance via the secretary group.
- The secretary group shall propose the draft meetings agenda and take the confirmation from the attendance before the meeting.
- The draft meeting agenda shall publish within one day and shall take the advise within 3 days from those who have attended.
- The meeting shall be held at the place, which is convenient for all the representatives upon the agreement.
- If necessary, emergency meeting can be held and study to the field can be done.
- The meeting is accomplished if two third of the representatives (more than half of the representatives from each group) attended.
- The meeting shall be done in accordance with the MEITI-MSG’s TOR.
- The meeting decision shall be done regularly with the agreement of the representatives who attend the meeting. (When there is a conflict in making decision from those who attend the meeting, to negotiate between the representatives who attended)
- The meeting record shall be done from the secretary group and shall publish regularly with the agreement of the representatives.
- A work plan, which includes the expenses, shall be drawn.
- In order to implement this group work plans in a timely manner, monitoring and collecting the necessary information in the project areas in line with EITI standard if necessary, analyzing in the field visits, review and revise shall be implement effectively.
- Supervise and responsible to look for fundraising, spending and managing of this group’s tasks.

(iii) **Capacity Building**
This group shall implement the tasks of raising awareness, increasing the capacity and quality relating with EITI continuously and
effectively, in favor of the following people by engaging with the national level multi-stakeholder group.
- Respective organization’s representatives, accountable people, relevant authorities
- Local people from the respective regions
- Newsletters shall be published to give awareness and increase the capacity.

(iv) Networking and Communication
- This group shall implement practically in collecting and documenting the necessary information of EITI regularly and continuously; collecting the public opinions, replying (informing) and negotiating to the public.
- It shall support in building communication for the implementation communication strategy in order to receive the information widely relating with EITI.
- Monthly meeting records and annual report shall be send to the Patron and the Secretary of EITI negotiation office. It shall implement effectively according to the reviews.
- These implementations shall be carried out in accordance with the description of EITI 2016 standard.