

# 1GHEITI 2014-2015 WORKPLAN

SECTION A: SOCIAL IMPACT, EMPLOYMENT AND LOCAL CONTENT									
OBJECTIVE 1: ENSURE THAT GHEITI REPORTS COMPREHENSIVELY REPORT ON LOCAL AND EXPATRIATE EMPLOYMENT IN LINE WITH LOCAL CONTENT REGULATION									
No	Activity	Actions	Responsibility	Timeline	Expected output	Expected Outcome	Cost (\$)	Funding Source	Status
1	Undertake a net employment study in the extractive sector for mining and oil/Gas	Study conducted	MSG/GHEITI Sec	2015	data	Increased Awareness		GIZ/GHEITI	
OBJECTIVE 2: ENHANCE CITIZEN PARTICIPATION IN DECISIONS AROUND RESOURCE EXTRACTION ALONG THE EXTRACTIVE INDUSTRY (EI) VALUE CHAIN									
2	Produce quarterly newsletters on GHEITI	GHEITI Quarterly Newsletters	GHEITI SEC	Jan 2014-Dec 2014	News Letters	Increase Access to GHEITI information	50,000	GoG/GIZ	
3	Initiate the processes leading to recruiting consultants (Administrator) for 2012 GHEITI Audit reports for Mining and Oil/Gas	GHEITI 2012 Audit Reports for Mining and Oil/Gas	GHEITI Sec	May 2014- Dec 2014	GHEITI Mining and Oil/Gas Reports	Increase Access to GHEITI information	350,000	NREG TA GRANT	
4	Organize MSG/ GIZ/ RWI meeting to discuss revised GHEITI 2014 Work Plan	Meeting	GHEITI Sec	Jan 2014-end Jan 2014	Revised Workplan	Increase Awareness	3,000	GoG	
5	Undertake a scoping study to include ASM into GHEITI	Scoping Study	GHEITI/MSG	Jan 2014- June 2014		Scoping Report	70,000	GoG	
6	Organise an official Launch for the 2012 EITI Report for relevant stakeholders for the press, CSO, Traditional Rulers, Govt Inst and Companies	Report Launched	GHEITI SEC	June 2014-Dec 2014	Media attention	Increase Access to GHEITI information	20,000	GoG	
7	Organise 5 stakeholders workshop in Greater Accra, Ashanti, Brong Ahafo, Western Region and Eastern Regions on GHEITI 2012 audit reports	Workshops	GHEITI Sec	2015	Workshop Reports	Increase Awareness	200,000	GoG/NREG TA GRANT	

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8	Include FPIC sensitizations in GHEITI dissemination workshop for communities affected by Mining and Oil/Gas by collaborating with regulators and District Assemblies to deliver the sessions.	GHEITI Workshops in Communities affected by Mining, Oil/Gas	GHEITI Sec/ MSG	Jan 2014-Dec 2014	Reports on meetings	Increased Awareness			
9	Organize a 4 paralegal training in selected communities affected by activities of natural resource extraction on citizens' rights/ obligation/ and opportunities.	Paralegal Training in 4 selected communities	CEPIL/MSG/GHEITI Sec	Jan 2014-Dec 2014	Training Reports	Informed Communities	100,000	GIZ/GHEITI	
10	Engage a Consultant to review draft GHEITI Bill by consolidate existing bill with, New Standards, Comments from Oil/Gas Companies, Comments from Mining Comings, and Comments from CSO	Accra Round Table	GHEITI Sec/Consultant	Jan 2014-July 2014	Meeting report that address all concerns raised in draft bill	GHEITI ACT	15,000	GHEITI/GIZ	
11	Hold bi-lateral meetings on the draft GHEITI Bill with to agree on way forward on their comments for Oil/Gas Companies, Mining Companies and CSO	Technical Round Table	GHEITI SEC/ Consultant	Jan 2014- May 2014	Meeting report that address all concerns raised in draft bill	GHEITI ACT	10,000	GHEITI/GIZ	
12	Consultative group meeting on draft GHEITI Bill for Gov't, CSO , extractive companies, media, Think -Tanks and academia	Accra consultative meeting	GHEITI/MSG	Jan 2014- May 2014	Meeting report	GHEITI ACT	80,000	GHEITI/GIZ	
13	Technical roundtable & Sensitization discussion on the Draft Bill with Parliament	Outside Accra Meeting with Relevant Select Committee	GHEITI/MSG	Jan 2014- May 2014	Meeting report	GHEITI ACT	40,000	GHEITI/GIZ	
14	Liaise with AG's department to draft GHEITI Bill	Periodic Team Meetings	GHEITI/MSG/	March 2014-July 2014		GHEITI ACT	6,000	GHEITI/GoG	
14	Ensure Ghana's Participation in key EITI conference/workshops and meetings , Undertake capacity building in EITI New standards in Dar es Salaam for some members of MSG	Provide Logistics	GHEITI SEC	Jan 2014- Dec 2014	Participation Reports	Improves Ghana's International Image and share National Best Practices	50,000	GHEITI/ GIZ	

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15	Train some 6 NSC members of GHEITI in courses relevant to natural resource management in Ghana in Oil/Gas Accounting/Finance and Contract	Training	GHEITI Sec	Jan 2014- Dec 2014	Participation Reports	Enhanced Capacities	50,000	GHEITI/ GIZ	
16	Organize an official Launch for the Final GHEITI 2012 Oil/Gas and Mining Audit Reports for relevant stakeholders from the press, CSO, Traditional Rulers, Gov. Inst and extractive Companies	Workshop	GHEITI Sec/ MSG	May 2014- Dec 2014	Media Publications	Increased Awareness	20,000	GoG/NREG TA GRANT	
17	Organize 5 stakeholders workshop in Greater Accra, Ashanti, Brong Ahafo, Western Region and Eastern Regions GHEITI on availability of Royalty utilization and corporate social responsibility guidelines	Workshop	GHEITI/MSG/ISOD EC	Jan 2014- Dec 2014	Workshop Reports	Increased Awareness	140,000	GoG/NREG TA GRANT	
18	Organize GHEITI sensitization in the 3 Northern to create GHEITI Awareness and increae coverage new regions Regions	workshops	GHEITI Sec/ ISODEC	Jan 2014- Dec 2014	Workshop Reports	GHEITI awareness creation	200,000	GoG/GIZ	
19	Organize a Capacity Building and sensitization session for media, Tink-Tanks and Research Groups on findings of the Final GHEITI 2012 reports for Oil/Gas and Mining	Workshop	GHEITI Sec/MSG	May 2014-Dec 2014	Workshop Reports	GHEITI awareness creation	50,000	GoG/NREG TA GRANT/GIZ	
20	Liaise with Media Foundation of Ghana by organizing periodic (6) workshops to train Journalist in EITI and GHEITI Reports	Capacity Building	GHEITI/Media Foundation	Jan 2014-Dec 2014	Training Reports	GHEITI awareness creation	120,000	GoG/GIZ	
21	Publication of analyzed 2012 GHEITI Audit reports in major News papers	Publish	GHEITI Sec	May 2014- Dec 2014	Publications	GHEITI awareness creation	4,000	GoG	
22	Train GHEITI stakeholders at the Districts in Web based reporting systems (SAP)	Training	GHEITI Sec/ IT Staff	Jan 2014- Dec 2014	Training Reports	Enhanced Capacities	40,000	GoG	
23	Train 2 IT Staff in Systems Administration of SAP software	Training	GHEITI Sec/ IT Staff	Jan 2014-Dec 2014	Training Reports	Enhanced Capacities	60,000	GoG/GIZ	

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24	Undertake SAP site monitoring to configure and train data reporting personnel	Training	GHEITI Sec/IT Staff	Jan 2014- Dec 2014	Monitoring Report		50,000	GoG/GIZ	
25	Undertake GHEITI sensitization workshops for companies, CSO, Traditional Rulers, Govt Agencies and media in 4 Forest regions of Ghana (Eastern, Western, Ashanti, and Brong Aharfo)	Workshops	GHEITI/ISODEC	Jan 2014- Dec 2014	Workshop Reports	GHEITI awareness creation	160,000	GoG/WB NREG Grant	
26	Train of GHEITI Secretariat in Public Financial Management and World Bank Disbursement procedures Two (2) short Int. courses in Public Financial Management (PFM) & two short programs in WB Procedures (Procurement & Finance)	Training	GHEITI Sec	Jan 2014- Dec 2014	Training Reports	Enhanced Capacities	60,000	GoG/ WB- NREG Grant	
27	Train 2 GHEITI Secretariat Staff in critical areas of Oil/Gas or oil/Gas Fiscal Systems	Training	GHEITI Sec	Jan 2014- Dec 2014	Training Reports	Enhanced Capacities	37,020	GoG/ WB-TF/ GIZ	
28	Train 3 GHEITI members from Communication Team of NSC/Secretariat in Communication skills and advocacy	Training	GHEITI Sec	Jan 2014- Dec 2014	Training Reports	Enhanced Capacities	30,000	GoG/ GIZ	
29	Breakfast meeting with relevant select Committees in Parliament to discuss provisions in new EITI Standards	Meeting	GHEITI Sec/GIZ	Jan 2014-June 2014	Meeting Report	Enhanced Capacities	40,000	GoG/GIZ	
30	Organize GHEITI NSC Annual Retreat to take stock of preceding year's activities and plan for the next year Develop strategies and plans for GHEITI	Annual Retreat	GHEITI Sec	Dec 2014-Jan 2015	Report	Enhanced Capacities	25,000	GoG	
31	Some members of the NSC to undertake a study tour to Zambia to share experiences on utilization of mining revenues	Study Tour	GHEITI Sec	Sep-14	Tour Report	Enhanced Capacities	50,000	GoG/ GIZ	
32	7 members of GHEITI NSC will undertake a study tour to Liberia on implementing EITI in the forest sector	Study Tour	GHEITI Sec	Jan 2014- Dec 2014	Tour Report	Enhanced Capacities	30,000	GoG/NREG TA Grant	

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33	Providing overview of data available	Follow-up with NREG on data available	MSG/GHEITI Sec	2015	Available reports or documents	deepened knowledge on the resource base			
<b>OBJECTIVE 4: IMPROVE REVENUE COLLECTION</b>									
34	Ensure implementation of findings/recommendations from GHEITI Audit Reports by organizing periodic meetings with Heads of Selected Institutions on status of implementation	Operationalize key reforms	MSG/GHEITI Sec	Jan 2014 - Dec 2014	Action Points from Meeting	Inform Policy	40000	GOG	
35	Organize a Technical round table for relevant stakeholders (Min of Local Gov, MC, OASL, Rep of Parliament, CSO, &AG) on operationalizing developed guidelines	Round Table	GHEITI Sec/ MSG	Jan 2014- March 2014	Road Map	Good Governance	40,000	GoG/NREG TA GRANT	
36	Round table with decision makers (MoF, MLNR, MoE, Ags, Relevant CSO, think tank) on contract negotiation with respect to issues related to local communities e.g property rate, surface/ground rent )	Round Table	ISODEC/MSG	Jan 2014 - Dec 2014	Action Points from Meeting	Fair Contract and improved community relations	30,000	GHEITI / GIZ	
<b>SECTION B: ALLOCATION OF RIGHTS- LICENSE REGISTER, LICENSE ALLOCATION, BENEFICIAL OWNERSHIP, CONTRACT DISCLOSURE</b>									
<b>OBJECTIVE 5: TO ENSURE THAT INFORMATION CONCERNING A REGISTER OF LICENSES, LICENSE ALLOCATION AND BENEFICIAL OWNERSHIP IN THE GHEITI REPORT</b>									
37	Publish licence allocation process including criteria	Meeting	MSG/GHEITI Sec	Jan 2014-March 2014	Published Cretaria	increased transparency	5,000	GoG	Minerals Commission/ Petroleum Commission
<b>PRODUCTION DATA</b>									
<b>OBJECTIVE 6: REPORT ON ACCURATE PRODUCTION DATA AND PRODUCTION COSTS</b>									
38	Organize technical meeting with RWI, GIZ and some members of the MSG to incorporate provision of the new EITI standards (e.g Barter- agreements, transfers, projects, in-kind revenues, information from SOEsand Quasi-Fiscal Expenditure by SOC) into a new draft Reporting template for mining and Oil/Gas	Meeting	GHEITI SEC	Jan 2014-April 2014	Draft Templates for Mining and Oil/Gas	Improved reporting	2,000	GoG	

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39	Organize key stakeholders to validate GHEITI draft reporting templates for Mining and Oil/Gas	Workshop	GHEITI/MSG	Jan 2014- April 2014	Revised Reporting Templates	Improved data	20,000	GoG	
40	Revise SAP reporting templates to include provisions in new standards	Workshop	GHEITI Sec/MSG	Jan 2014-May 2014	Revised SAP Reporting Template	Improved GHEITI data	20,000	GoG	
41	Organize Validation workshops for relevant stakeholders in Oil/Gas, Mining, Government and CSO on content of Draft Oil/Gas & mining 2012 Audit Reports	Workshop	GHEITI Sec/MSG	Jan 2014- Dec 2014	Workshop Report	Accurate Reports	30,000	GoG/NREG TA Grant	
<b>OBJECTIVE 10: CSR TO BENEFIT CITIZENS</b>									
42	Carry out mapping of what is mandatory and available regarding CSR			2015					
43	Dialogues with Parliamentarians			2015					
<b>OTHERS</b>									
45	Undertake an GHEITI evaluation to assess the impact of initiative over the past decade	Consultancy	GHEITI Sec/GIZ	Jan 2014- Dec 2014	Report	Promote Good Governance		GoG/GIZ	
46	Organize key stakeholders to discuss GHEITI Evaluation report including Parliament, DPs, CSO, Companies)	Workshop	GHEITI Sec/GIZ	Jan 2014- Dec 2014	Report	Promote Good Governance		GoG/GIZ	
47	Rent office space, furnish with logistics, equipment and provide for personnel to man the GHEITI Information centre to be established in Tarkwa and Obuasi	Rent/Procure	GHEITI/MC/GCM	Jan 2014- Dec 2014	Report	Promote Good Governance	250,000	GoG/GCM/GIZ	
	Procure a cross country vehicle for GHEITI	Procure	GHEITI Sec	Jan 2014-April 2014	Cross-Country Vehicle	Improve Access to community participation	80,000	GIZ	

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50	Provision to service NSC meetings Travel cost, communication, snacks etc	Procure	GHEITI Sec	Jan 2014- Dec 2014		Promote Good Governance	30,000		
51	Resource GHEITI Secretariat with logistics/ equipment's: computers, laptops, printers, wireless internet modems, scanners, projectors etc	Procure	GHEITI Sec	Jan 2014- Dec 2014		Promote Good Governance	50,000		

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## 15 - Action points for inception Meeting of 2012 GHEITI Audit Report

<b>No</b>	<b>Activity</b>	<b>Expected output</b>	<b>Responsibility</b>
1	Document inconsistencies/differences in the fiscal provision between existing agreements (corporate tax, capital allowance, royalty rate etc)	MSG to amend Administrator's assignment to include this activity at the First Inception Meeting for 2012 GHEITI Report	GHEITI Sec/MSG
	Provide official links to sources of data on local employment in mining and oil/Gas as part of the 2012 GHEITI Audit Report		
	Provide summary information in 2012 GHEITI report on the level of local content compliance by the industry company by company		
2	engage stakeholders (PC, MC, RG) in roundtable discussions to agree to publish the license register together with list of beneficial owners for the licenses		
3	Publish licence allocation process including criteria		
4	Definition of the level of exploration activities that should be included in the 2012 report, discuss within MSG and cross-check with relevant stakeholders whether definitions are consistent		
5	Include methodology for volume and value in 2012 report		

## 16 - Action points for inception Meeting of 2012 GHEITI Audit Report

6	Include more comprehensive information on production costs in 2012 report by Reconciling template figures on Production costs with Minerals / Petroleum Commission and Provide benchmark information on production costs (e.g. codification)	
7	Provide disaggregated figures by project by Agreeing on definition of "project" and - if necessary - revise requirement for level of disaggregation	
8	2012 report to make reference to PIAC and the MoF Annual Report on the Petroleum Fund	
9	Disclose information on revenue streams/utilisation, including percentage (e.g. percentage allocated to Consolidated Fund, MDF, etc)	