

1 [Uganda]

Stakeholder engagement – template for EITI data collection

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Period under review: [August 2020 – when Uganda joined EITI - to September 2023).
(However, MSG constitution and meetings predate Uganda’s admission to EITI, hence the difference in period for the section on MSG membership.)

Validation team:

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|---------------------|--|
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Deadline for submission: 1st October 2023

Introduction

The EITI requires effective multi-stakeholder oversight, including a functioning multi-stakeholder group that involves the government, companies, and the full, independent, active and effective participation of civil society.

The key requirements related to multi-stakeholder oversight include: (1.1) government engagement; (1.2) industry engagement; (1.3) civil society engagement, including [EITI Protocol: Participation of civil society](#), and (1.4) the establishment and functioning of a multi-stakeholder group.

The purpose of this template is to collect information from MSG members about the implementation of these provisions. Parts I to IV of this template should be completed and submitted to the International Secretariat by the commencement of Validation.

Part I: MSG oversight addresses Requirement 1.4.b and should be approved by the MSG before submission to the International Secretariat.

Parts II to IV should be completed by each constituency and submitted to the International Secretariat. These should be shared with the MSG for information.

The Validation team will undertake virtual or in-person consultations to gather additional information. Ahead of the Validation, a public call for stakeholder views will be launched by the International Secretariat.

Part I: MSG oversight

This section is to be filled out by the national secretariat or an MSG working group and should be approved by the MSG before submission to the International Secretariat.

1. MSG members and attendance

1. Current MSG members. Please fill out the table below. Add rows when necessary.

| Constituency | Full/ altern ate mem ber | Member since (MM/YY) | Name | Position | Organization | Gen der | Meetings attended (2019 to 31 st Aug 2022) |
|-------------------|--------------------------------------|----------------------------|----------------------------|---|---|------------|--|
| Government | Full | March 2019 | Mr. Moses Kaggwa | Director Economic Affairs | Ministry of Finance, Planning and Economic Development | M | 21 |
| | Full | May 2019 | Mr. Robert Tugume | Assistant Commissioner, Development and Production | Ministry of Energy and Mineral Development | M | 22 |
| | Full | July 2020 | Mr. David Sebagala | Senior Inspector of Mines | Ministry of Energy and Mineral Development | M | 9 |
| | Full | March 2019 | Ms. Allen Bucyana | Assistant Commissioner, Litigation | Ministry of Justice and Constitutional Affairs | F | 16 |
| | Full | March 2019 | Ms. Gloria T Akaturhira | Supervisor, Legal Affairs | Uganda Revenue Authority | F | 16 |
| | Full | Aug 2020 | Ms. Sandra Kaitare | Assistant Commissioner, Petroleum and Mining | Uganda Revenue Authority | F | 2 |
| | Full | March 2019 | Eng. Timothy Tibesigwa | Assistant Commissioner – Mechanical Engineering | Ministry of Works and Transport | M | 21 |

| | | | | Service (Operations) | | | |
|--------------------------|-------|-------------------|------------------------------|---|---|---|----|
| | Full | March 2019 | Mr. Philip Andrew Wabulya | Executive Director, Petroleum Fund | Bank of Uganda | M | 18 |
| | Full | March 2019 | Mr. Jonan Kandwanaho | Senior Planner, Chemical Industry | National Planning Authority | M | 19 |
| | Full | March 2019 | Mr. Clovice Bright Iumba | Director Exploration | Petroleum Authority Uganda | M | 19 |
| | Full | March 2019 | Mr. Isaac Ntujju | Principal Environment Inspector Oil and Gas | National Environment Management Authority | M | 3 |
| | Full | March 2019 | Dr. Callist Tindimugaya | Commissioner, Water Resources, Planning and Regulations | Ministry of Water and Environment | M | 1 |
| | Full | June 2022 | Mr. Anthony Okello | Principal Economist | Ministry of Finance, Planning and Economic Development | M | 6 |
| Proxies of Government | Proxy | August 2020 | Ms. Sarah Aijuka | Regional Manager | National Environment Management Authority | F | 16 |
| | Proxy | Decemb er 2019 | Mr. Francis Elungat | Coordinator Oil and Gas | Ministry of Energy and Mineral Development | M | 11 |
| | Proxy | August 2022 | Mr. Joseph Kyeyune | Ag. Manager Natural Resource Management | Uganda Revenue Authority | M | 10 |

| | | | | | | | |
|---------------------------|-------|----------------|---------------------------|---|---|---|----|
| | Proxy | July 2020 | Mr. John Kennedy Okewling | Senior Mining Engineer | Ministry of Energy and Mineral Development | M | 15 |
| | Proxy | August 2020 | Mr. Peter Rumanzi | Assistant Director, Petroleum Fund | Bank Of Uganda | M | 6 |
| | Proxy | August 2020 | Mr. Albert Orijabo | Assistant Commissioner, Directorate of Water Resources Management | Ministry of Water and Environment | M | 1 |
| | Proxy | September 2022 | Mr. James Musherure | Senior National Content Officer | Petroleum Authority of Uganda | M | 4 |
| | Proxy | September 2020 | Eng. Abraham Muwanguzi | Manager-Science Planning Department | National Planning Authority | M | - |
| Civil society | Full | May 2019 | Mr. Onesmus Mugenyi | Deputy Executive Director | Advocates Coalition for Environment and Development | M | 16 |
| | Full | May 2019 | Ms. Winfred Ngabiirwe | Executive Director | Global Rights Alert | F | 18 |
| | Full | May 2019 | Mr. Magara Siragi | Energy and Extractive Industries' Coordinator | Oxfam Uganda | M | 19 |
| | Full | May 2019 | Ms. Lomonyang Margaret | Executive Director | Karamoja Women Umbrella Organization | F | 14 |
| | Full | May 2019 | Mr. Gard Benda | Country Director | World Voices Uganda | M | 14 |
| Proxies for Civil society | Proxy | April 2021 | Mr. Henry Bazira | Executive Director | Water Governance Institute | M | 6 |

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|-----------------|-------|----------------|----------------------|--|---|---|----|
| | Proxy | April 2021 | Ms. Regina Navuga | Programme Co-ordinator, Financing for Development Programme | Southern and Eastern Africa Trade, Information and Negotiations Institute (SEATINI) | F | 8 |
| | Proxy | April 2021 | Mr. Paul Twebaze | Executive Director | Pro-Biodiversity Conservationist in Uganda | M | 11 |
| | Proxy | April 2021 | Mr. Paul Mulindwa | Coordinator | Kitara Civil Society Organizations' Network | M | 5 |
| | Proxy | April 2021 | Mr. Sam Mucunguzi | Coordinator | Citizens' Concern Africa | M | 15 |
| Industry | Full | September 2021 | Mr. Jean Gavalda | Business Development and Corporate Affairs Director | TotalEnergies | M | 1 |
| | Full | June 2021 | Mr. John Bosco Bukya | Chairman | Uganda Association of Artisanal & Small-Scale Miners Limited | M | 10 |
| | Full | March 2019 | Mr. Obad Noah | Country Representative | Oranto Petroleum Uganda | M | 23 |
| | Full | March 2019 | Dr. Tom Buringuriza | Country Manager | Armour Energy Uganda | M | 17 |
| | Full | March 2019 | Mr. Emmanuel Mugagga | Chief Financial Officer | Uganda National Oil Company | M | 0 |
| | Full | March 2020 | Dr. Jennifer Hinton | Country Head Jervois Mining | Uganda Chamber of Mines and Petroleum | F | 5 |

| | | | | | | | |
|----------------------|-------|------------|-------------------------|---|--|---|----|
| | Full | March 2019 | Dr. Elly Karuhanga | Board Chairperson | Uganda Chamber of Mines and Petroleum | M | 3 |
| Proxies for Industry | Proxy | July 2020 | Mr. Faustine Mugisha | Joint Ventures Commercial Manager | Total Energies | M | 18 |
| | Proxy | March 2020 | Ms. Sandra Mwesigye | Legal Advisor | China National Offshore Oil Company | F | 13 |
| | Proxy | March 2020 | Ms. Muhanguzi T. Ingrid | Legal Advisor | China National Offshore Oil Company | F | 10 |
| | Proxy | July 2020 | Mr. Aggrey Ashaba | Advisory Board member | Uganda Chamber of Mines and Petroleum | M | 1 |
| | Proxy | July 2020 | Mr. Humphrey Asiimwe | Chief Executive Officer | Uganda Chamber of Mines and Petroleum | M | 1 |
| | Proxy | July 2020 | Ms. Emily Nakamya | Business Planning and Performance Manager | Uganda National Oil Company | F | 21 |
| | Proxy | June 2021 | Mr. Emmanuel Kibirige | National Coordinator | Uganda Association of Artisanal & Small-Scale Miners Limited | M | 9 |

2. Changes in membership in the period under review and the reason behind each change. (i.e., if there are people who have been members in the period under review but no longer are.) Please fill out the table below. Add rows when necessary.

| Constituency | Name of former member | End of MSG membership (MM/YY) | Reason for membership ending | Replaced by |
|--------------|-----------------------|-------------------------------|------------------------------|-------------|
|--------------|-----------------------|-------------------------------|------------------------------|-------------|

| | | | | |
|----------------------|------------------------------|--------------|--------------------|----------------------------|
| Government (MoFA) | Mr. Allan Ndagije Mugarura | October 2019 | Transferred abroad | Ms. Juliet Magala Nakawuma |
| Government | Ms. Juliet Magala Nakawuma | Dec 2020 | Transferred abroad | Mr. Jesse Musinguzi |
| Government | Mr. Jesse Musinguzi | April 2021 | Transferred abroad | No replacement |
| Government (URA) | Mr. Silaji Kanyesigye Baguma | August 2020 | Left Institution | Ms. Sandra Kaitare |
| Government (URA) | Mr. Evans Mwesigye | August 2022 | Left institution | Mr. Joseph Kyeyune |
| Government | Mr. Albert Orijabo | March 2023 | Dormant membership | Ms. Sophie Luwano |
| Industry | Ms. Catherine Wabomba | March 2023 | Left institution | Mr. Humphrey Asiimwe |
| Government | Mr. Kosia Kasibayo | August 2022 | Left institution | Mr. James Musherure |
| Industry | Ms. Janet Nayebele | July 2020 | Left institution | Not yet replaced |
| Industry | Mr. Nathan Morgan | August 2021 | Left institution | Mr. Jean Gavalda |
| Industry | Ms. Yuping Song | July 2023 | Returned to HQ | Manager Legal Department |

| | | | | |
|----------|---------------------------|---|---|--------------|
| Industry | Ms. Mariam Nampeera Mbowe | Country Manager Tullow Oil Uganda | Tullow Oil closed its operation in Uganda in October 2020 | Not replaced |
| Industry | Ms. Susan Busingye | Tullow Oil Uganda Joint Venture Co-ordinator Sep 2020 | Tullow Oil closed its operation in Uganda in October 2020 | Not replaced |

3. MSG working groups and technical committees. If the MSG has established working groups or committees, please describe briefly their mandate and membership.

The MSG has seven committees and five report production working groups.

The committees are the following:

I. The Scope and Materiality of Revenue Streams Committee.

This was formed at the 9th MSG Meeting held on 10th December 2020. Its function is to take lead in determining the Scope and Materiality of Revenues Streams for the production of the EITI Report and advise the MSG on revenues matters. The members are Ms. Emilly Nakamya (Government), Mr. Joseph Kyeyune (Government), Mr. John K. Okewling (Government) and Siragi Magara (CSO).

II. Committee on Contract Disclosure and Legal Affairs

Its function is to take lead on implementing activities in the work plan regarding contract disclosure and advise the MSG on legal affairs.

a) Contracts Disclosure Committee

It was formed at the 8th MSG Meeting held on 25th September 2020. It is composed of Ms. Winfred Ngabiirwe (CSO), Mr. Siragi Magara (CSO), Mr. David Sebagala (Government), Robert Tugume (Government), Mr. Clovice Bright Irumba (Government) and Dr. Tom Buringuriza (Industry).

b) Legal Affairs Committee

It was formed at the 10th MSG Meeting held on 18th February 2021. It is composed of Ms. Sandra Mwesigye (Industry), Ms. Gloria T. Akatuhurira (Government), Mr. Onesmus Mugenyi (CSO) and Ms. Allen Bucyana (Government).

Note: The Contract and Legal Affairs committees were merged at the 13th MSG meeting held on 9th September 2021 to form one committee, the Committee on Contract Disclosure and Legal Affairs.

III. The Environment Committee

This was formed at the 11th MSG Meeting held on 29th April 2021. Its function is to take lead on implementing activities in the work plan regarding environment. The members are Mr. Isaac Ntujju (Government), Ms. Sarah Aijuka (Government), Ms. Jennifer Hinton (Industry), Mr. Sam Mucunguzi (CSO), Mr. Jesse Musinguzi (Government) and Dominasio Owor (Government).

IV. Local Content Committee

This was formed at the 11th MSG Meeting held on 29th April 2021. Its function is to take lead in overseeing Local Content provisions for the EITI report. The members are Mr. Brian Kabalega (Government), Mr. Gard Benda (CSO), Ms. Jessica Kyeyune (Industry), Ms. Kyomugisha Rosette (Industry), Mr. Mathew Kyaligonza (Industry) Mr. James Musherure (Government), Mr. Kenneth Babihemaiso (Government) Mr. Jonan Kandwanaho (Government) and Mr. Timothy Tibesigwa (Government).

V. Communications Committee

Its function is to oversee the communication activities in the Work Plan. This was formed at the 12th MSG Meeting held from 28th June - 2nd July 2021. It is composed of Mr. Francis Elungat (Government), Mr. Peter Rumanzi (Government), Mr. Jesse Musinguzi (Government), Mr. Siragi Magara (CSO), Mr. Gard Benda (CSO), Mr. Faustine Mugisha (Industry), Mr. Obad Noah (Industry) and Mr. George Lugalambi (Consultant).

VI. Work Plan Committee

The first work plan committee was formed on the 13th January 2020, before Uganda joined EITI to lead the preparation of Uganda's first EITI work plan which was a condition for joining EITI. Its members were Ms. Gloria T. Akatuhurira (Government), Mr. Faustin Mugisha (Industry) and Mr. Siraji Magara (CSO).

A second work plan committee was formed at the 28th MSG Meeting held on 27th July 2023 to finalise the development of the current work plan. It is composed of Mr. Robert Tugume (Government), Mr. Siragi Magara (CSO) and Kenneth Asimwe (Industry).

VII. UGEITI Report Committee

Its functions are to review the Report during its preparation. It was formed at the 23rd MSG Meeting held on 1st December 2022.

It is composed of Ms. Gloria T. Akatuhurira (Government), Mr. Paul Twebaze (CSO), Mr. Henry Bazira (CSO), Mr. Faustin Mugisha (Industry), Mr. Emmanuel Kibirige (Industry).

The UGEITI Report production working groups are the following:

Its functions are to provide input to different sections in the Contextual part of the report. They were formed at the 26th MSG Meeting held on 16th June 2023.

- a) Local Content

Mr. James Musherure (Government), Ms. Emilly Nakamya (Industry), Mr. Obad Noah (Industry), Ms. Victoria Kinobe Nakatudde (Government), Mr. Clovice Bright Irumba (Government) and Mr. Dan Denis Agaba (Secretariat).

b) Gender

Ms. Winfred Ngabiirwe (CSO), Ms. Emilly Nakamya (Industry), Mr. Clovice Bright Irumba (Government) and Ms. Bronia Arinda (Secretariat).

c) Environment

Ms. Sarah Aijuka (Government), Ms. Sophie Luwano (Government), Mr. Timothy Tibesigwa (Government), Mr. Mathias Ssenkaali (Industry) and Mr. Edwin Kanakulya Kavuma (Secretariat).

d) Revenue

Mr. Joseph Kyeyune (Government), Ms. Regina Navuga (CSO), Ms. Gloria T. Akatuhurira (Government), Mr. John Kennedy Okewling (Government), The OAG Team and Mr. Edgar Mutungi (Secretariat).

e) Mining

Mr. John Kennedy Okewling (Government), Mr. John Bosco Bukya (Industry), Mr. Emmanuel Kibirige (Industry), Mr. Paul Lokol (Government) and Mr. Francis Garvin Okello (Secretariat).

Validation Working Group

In preparation for Validation, a working group was formed at the 24th MSG Meeting held on 23rd February 2023 to oversee the Validation process.

It is composed of Ms. Winfred Ngabiirwe (CSO), Mr. Sam Mucunguzi (CSO), Ms. Emilly Nakamya (Industry), Ms. Jennifer Hinton (Industry), Mr. Joseph Kyeyune (Government) and Engineer David Sebagala (Government).

National Beneficial Ownership Committee

This is not an MSG committee but its formation and activities were facilitated by the MSG.

Its functions are to:

- study the legal and institutional framework (Gap assessment) for beneficial ownership disclosure for development of a beneficial ownership legal and institutional reform plan.
- identify or create links between beneficial ownership transparency and national reform priorities and, draft a definition for beneficial ownership and Politically Exposed Persons (PEPs) for Uganda's case etc.

The members are: Mr. T. Kamugaba Musinguzi (Government), Ms. Patrica Opoka (Government), Ms. Allen Bucyana (Government), and Ms. Brenda Mahoro (FIA).

2. MSG Terms of Reference and practices

4. Link(s) to publicly available MSG Terms of Reference and/or other documents containing the provisions of Requirement 1.4.b.

<https://www.ugeiti.org/msg-terms-of-reference/>

5. Date of MSG approval of its latest Terms of Reference or similar document containing the provisions under EITI Requirement 1.4.b.

The ToRs were approved at the 4th meeting of the MSG held on 13th September 2019, and revised at the 6th MSG Meeting held on the 20/02/2020.

6. MSG's policies and practices. Please fill out the table below.

| Elements of MSG Terms of Reference (1.4.b) | | |
|---|---|--|
| | <i>Where is the policy documented?</i> | <i>Briefly describe practices in the period under review. Please explain any discrepancies between the ToR and the practice.</i> |
| The role, responsibilities and rights of the MSG | | |
| Definition of the role, responsibilities and rights of the MSG and its members. a) The role of the MSG. b) The responsibilities of the MSG. | <i>[e.g. "MSG ToR, section 3" or "Presidential Decree n 100"]</i> MSG ToR Section 3 MSG ToR Section 4 | <i>[Have the roles, responsibilities and rights been respected in practice?]</i> Yes The various MSG Committees and Working Groups as stated in Section 3 (MSG Working groups and Technical Committees) above carry out their roles which complement the role, responsibilities and rights of the MSG as defined in Section 4 a - m of the ToRs. The minutes of the Committee meetings are appended to this section. |
| Adherence to the EITI Association code of conduct, including | MSG ToR Schedule One MSG Code of Conduct | <i>[Has the code of conduct been adhered to in practice? If conflicts of interest have</i> |

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| addressing conflicts of interest. | | <p><i>emerged, how have these been addressed?]</i></p> <p>Yes, no conflicts have emerged so far among members. All members have adhered to the code of conduct since the country started implementing EITI.</p> |
| Approval of work plans and oversight of implementation | | |
| Approval of annual work plans. | <p><i>[e.g. “MSG ToR, section 3” or “Presidential Decree n 100”]</i></p> <p>MSG ToR Section 4e</p> | <p><i>[Did the MSG approve the latest work plan? If yes, when?]</i></p> <p>Yes, it was approved on 31st August 2023 at the 28th MSG meeting, after the following discussions –</p> <ul style="list-style-type: none"> i. First Pre-Validation Training held from 30th May – 2nd June 2023. ii. The MSG Work Plan Committee meeting held on 2nd August 2023 <p>https://www.ugeiti.org/wp-content/uploads/2023/09/Work-Plan-Committee-Meeting-Minutes-2nd-August-2023.pdf</p> <ul style="list-style-type: none"> ii. Second Pre-validation training held from 26th – 27th July 2023. Emails were sent out to individual constituencies requesting members to consult widely. <p>At the 28th MSG Meeting held on 31st August 2023, it was discussed and approved subject to amendments. It was published on 6th September 2023 on the UGEITI Website.</p> <p>https://www.ugeiti.org/wp-content/uploads/2023/09/UGEITI-Work-Plan-2023-2024.pdf</p> |

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| <p>Oversight of the EITI reporting process and engagement in Validation, including approval of Independent Administrator ToRs and EITI Reports.</p> | <p>Section 6 (b)</p> | <p><i>[Is the MSG providing effective oversight of implementation? Has the MSG approved ToRs and EITI Reports? If yes, when?]</i></p> <p>The ToRs of the IA for production of the first report were approved at the 13th MSG Meeting held on 29th April, 2021.</p> <p>A steering committee for report oversight was constituted at the 16th MSG meeting on 7th December 2021. The members were Mr. Henry Bazira (CSO), Ms. Gloria Akatuhurira (Government) and Mr. Emmanuel Kibirige (industry). The OAG, who are official observer members of the MSG were also on the steering committee. This committee oversaw the work of the IA and the production of the first report.</p> <p>The first EITI Report was approved at the 19th MSG Meeting held on 10th and 12th May 2022, and published on 16th May 2022. https://www.ugeiti.org/wp-content/uploads/2023/03/UG-EITI-Report-FY-2019-2020.pdf</p> <p>The ToRs of the IA for production of the second Report were approved at the 22nd MSG Meeting held on the 17th November 2022.</p> <p>The members on the oversight committee for the production of the second Report were nominated at the 23rd MSG Meeting held on 1st December 2022. The members were Mr. Paul Twebaze (CSO) and Ms. Gillian Mercy Lawino (Government).</p> |
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| | | <p>The second EITI Report was approved at the 27th MSG Meeting held on 29th June 2023. It was published on 30th June 2023. https://www.ugeiti.org/wp-content/uploads/2023/09/UG-EITI-Report-FY-2020-2021.pdf</p> <p>Validation Working Group</p> <p>Its functions are to oversee the Validation process. It was formed at the 24th MSG Meeting held on 23rd February 2023.</p> <p>It is composed of Ms. Winfred Ngabiirwe (CSO), Mr. Sam Mucunguzi (CSO), Ms. Emilly Nakamya (Industry), Ms. Jennifer Hinton (Industry), Mr. Joseph Kyeyune (Government) and Engineer David Sebagala (Government).</p> |
| Internal governance rules and procedures | | |
| <p>Inclusive decision-making process throughout implementation, with each constituency being treated as a partner and with the right to table issues.</p> | <p><i>[e.g. “MSG ToR, section 3” or “Presidential Decree n 100”]</i></p> <p>MSG ToR, Section 6 (c)</p> <p>All members on the MSG have equal rights and freely express their views for discussion without any hindrance.</p> | <p><i>[Have all MSG members been able to table issues for discussion in practice?]</i></p> <p>Yes, all MSG members have been able to table issues for discussion. This is well documented in all the minutes recorded to date (Section 3: MSG meetings and minutes below).</p> |
| <p>Procedures for nominating and changing multi-stakeholder group representatives, incl. alternates</p> | <p>MSG ToR, Section 5.1 & 5.2</p> <p>Each constituency has the right to nominate its own members through the procedures that they choose taking into consideration the need to ensure that procedures are transparent, open and representative.</p> | <p><i>[Indicate the practice in Part I and in constituency-specific questionnaires.]</i></p> <p>MSG members are appointed by the Chairperson in consultation with the relevant institutions for the Government and Industry constituencies. The CSO constituency has its unique</p> |

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| | | documented methodology for appointment of members. |
| Decision-making procedures, e.g. rules for voting and quorum | <p>MSG ToR, Section 7</p> <p>If a vote is required, resolutions are adopted by a majority requiring the support of at least two thirds of the total votes cast. For the avoidance of doubt, each constituency shall have one vote.</p> <p>The quorum of an MSG meeting shall be a minimum of half the MSG members and must include at least one third of the MSG members from each constituency.</p> | <p><i>[Have the decision-making procedures been followed in practices? Has the MSG taken any decisions by vote?]</i></p> <p>All decision-making procedures have been followed as documented in the ToRs.</p> <p>Yes. The MSG has voted on</p> <ol style="list-style-type: none"> 1) revenue materiality thresholds for EITI reporting, at the 15th MSG meeting, 17th November 2021. 2) Choice of languages for report translation, at the 21st MSG meeting, 8th Sep 2022. 3) Number of mining companies to be included in the reconciliation scope of the 2nd EITI report, at the 23rd MSG meeting, 1st December 2022. |
| Duration of the MSG's mandate | <p>MSG ToR, Section 5.2</p> <p>Members shall be appointed for an initial term of three (3) years, renewable once.</p> | <p><i>[Have provisions regarding the duration of the MSG's mandated been respected in practice?]</i></p> <p>The provisions regarding the duration of the MSG's mandate have been respected in practice as documented in the ToRs.</p> |
| Per diems | <p>MSG ToR, Schedule One,</p> <p>MSG Code of Conduct, 8(b)</p> | <p><i>[Were per diems for MSG meetings paid out in the period under review? If yes, what was the per diem per meeting and how much was paid out in total?]</i></p> |

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| | | Yes, the per diems for MSG meetings were paid out in the period under review. Each member that attended received UGX 90,000 (USD 24.3) per meeting. The total amount paid out (from the 1 st to the 25 th MSG was 83,840,000 UGX (22,660 USD). |
| Frequency of meetings | MSG ToR, Section 6(a) At least one meeting per quarter | <i>[How often did the MSG meet in the period under review?]</i> MSG meeting schedule is appended to this section. |
| Advance notice of meetings and timely circulation of documents | MSG ToRs, Section 6(e) Notice of an upcoming MSG meeting and agenda and accompanying reading materials will be circulated by the UGEITI National Secretariat at least five (5) days in advance. | <i>[How much advance notice was given for MSG meetings? How much ahead of meetings were documents circulated?]</i> A document detailing notice of meetings and time between meeting and notice is attached as Appendix One. Requests are always sent to members seeking for confirmations of attendance. The confirmations are sent through email or WhatsApp. |
| Record-keeping | MSG ToRs, Section 10(g) All the minutes of MSG meetings are available on the website https://www.ugeiti.org/publications-reports/#minutes Hard copies of all documents are also stored in the Secretariat's archives. It is expected that with time all Uganda EITI documents will be published online. | <i>[Were written records kept of MSG discussions in the period under review?]</i> Yes, the minutes of all MSG meetings are documented and published on the UGEITI WEBSITE https://www.ugeiti.org/publications-reports/#minutes The links to all MSG meeting minutes are also provided in Section 7 of this template, including the dates when meetings were held. |

| Other aspects covered in the ToR that the MSG wishes to highlight | | |
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3. MSG meetings and minutes

7. Please provide the dates and a link to the published minutes of MSG meetings that have taken place in the period under review or provide any unpublished minutes as an attachment.

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|------------|---|
| 22/03/2019 | https://www.ugeiti.org/wp-content/uploads/2021/09/1st-MSG-meeting-minutes.pdf |
| 30/05/2019 | https://www.ugeiti.org/wp-content/uploads/2021/09/2nd-MSG-meeting-minutes.pdf |
| 10/06/2019 | https://www.ugeiti.org/wp-content/uploads/2021/09/3rd-MSG-meeting-minutes.pdf |
| 13/09/2023 | https://www.ugeiti.org/wp-content/uploads/2021/09/4th-MSG-meeting-minutes.pdf |
| 05/12/2019 | https://www.ugeiti.org/wp-content/uploads/2021/09/5th-MSG-meeting-minutes.pdf |
| 20/02/2020 | https://www.ugeiti.org/wp-content/uploads/2021/09/6th-MSG-meeting-minutes.pdf |
| 02/07/2020 | https://www.ugeiti.org/wp-content/uploads/2021/09/7th-MSG-meeting-minutes.pdf |
| 25/09/2020 | https://www.ugeiti.org/wp-content/uploads/2021/09/8th-MSG-meeting-minutes.pdf |
| 10/12/2020 | https://www.ugeiti.org/wp-content/uploads/2021/09/9th-MSG-meeting-minutes.pdf |
| 18/02/2021 | https://www.ugeiti.org/wp-content/uploads/2021/09/10TH-MSG-meeting-minutes.pdf |
| 29/04/2021 | https://www.ugeiti.org/wp-content/uploads/2021/10/11th-MSG-Meeting-29th-April-2021-Minutes.pdf |
| 28/06/2021 | https://www.ugeiti.org/wp-content/uploads/2021/10/12th-MSG-Meeting-24th-June-2021-Minutes.pdf |

02/07/2021 <https://www.ugeiti.org/wp-content/uploads/2021/10/12th-MSG-Meeting-24th-June-2021-Minutes.pdf>

09/09/2021 <https://www.ugeiti.org/wp-content/uploads/2021/11/13TH-MSG-MEETING..pdf>

07/10/2021 <https://www.ugeiti.org/wp-content/uploads/2022/01/14th-MSG-Meeting-7th-october-2021.pdf>

17/11/2021 <https://www.ugeiti.org/wp-content/uploads/2022/01/15th-MSG-Meeting-17th-November-2021.pdf>

07/12/2021 <https://www.ugeiti.org/wp-content/uploads/2022/03/16th-MSG-Meeting-7th-December-2021.pdf>

18/02/2022 <https://www.ugeiti.org/wp-content/uploads/2022/05/17th-MSG-Meeting-18th-February-2022.pdf>

21/04/2022 <https://www.ugeiti.org/wp-content/uploads/2022/05/18th-MSG-Meeting-21st-April-2022.pdf>

10/05/2022 <https://www.ugeiti.org/wp-content/uploads/2022/08/19th-MSG-Meeting-10th-May-2022.pdf>

21/07/2022 <https://www.ugeiti.org/wp-content/uploads/2022/12/20th-MSG-Meeting-21st-July-2022.pdf>

8/09/2022 <https://www.ugeiti.org/wp-content/uploads/2022/12/21st-MSG-Meeting-8th-September-2022.pdf>

17/11/2022 <https://www.ugeiti.org/wp-content/uploads/2023/03/22nd-MSG-Meeting-17th-November-2022.pdf>

1/12/2022 <https://www.ugeiti.org/wp-content/uploads/2023/03/23rd-MSG-Meeting-1st-December-2022.pdf>

23/02/2023 <https://www.ugeiti.org/wp-content/uploads/2023/05/24th-MSG-Meeting-23rd-February-2023.pdf>

1/04/2023 <https://www.ugeiti.org/wp-content/uploads/2023/06/25th-MSG-Meeting-13th-April-2023.pdf>

26th MSG <https://www.ugeiti.org/wp-content/uploads/2023/09/26th-MSG-Meeting-16th-June-2023.pdf>

The MSG emphasizes institutional representation, and attendance by members is shared between full member and proxy. There are instances where the proxy has consistently attended on behalf of the institution, and the full member's attendance has been minimal. The MSG considers this adequate, as long as the institution is represented in meetings.

There are also some institutions that were originally thought to be central to EITI implementation, but have since proved not to be crucial. Their lack of representation is therefore not considered detrimental, and their institutional representation will be gradually phased out.

4. MSG approval

8. Date of MSG approval of this submission.

28th September 2023 at the 29th Meeting of the MSG.

APPENDIX ONE. NOTICE OF INVITATION FOR MSG MEETINGS

| Meeting | Date of Email Invitation | Date meeting was held |
|----------------------|---|--|
| 1 st MSG | Meetings 1 – 4 were held before the Secretariat was formed. | 22 nd March 2019 |
| 2 nd MSG | | 30 th May 2019 |
| 3 rd MSG | | 10 th June 2019 |
| 4 th MSG | | 13 th September 2019 |
| 5 th MSG | 21 st November 2019 | 5 th December 2019 |
| 6 th MSG | 11 th February 2020 | 20 th February 2020 |
| 7 th MSG | 23 rd June 2020 | 2 nd July 2020 |
| 8 th MSG | 24 th September 2020 | 25 th September 2020 |
| 9 th MSG | 27 th November 2020 | 10 th December 2020 |
| 10 th MSG | 9 th February 2021 | 18 th February 2021 |
| 11 th MSG | 21 st April 2021 | 29 th April 2021 |
| 12 th MSG | 17 th June 2021 | 28 th June 2021 |
| 13 th MSG | 31 st August 2021 | 9 th September 2021 |
| 14 th MSG | 29 th September 2021 | 7 th October 2021 |
| 15 th MSG | 11 th November 2021 | 17 th November 2021 |
| 16 th MSG | 25 th November 2021 | 7 th December 2021 |
| 17 th MSG | 10 th February 2022 | 18 th February 2022 |
| 18 th MSG | 6 th April 2022 | 21 st April 2022 |
| 19 th MSG | 6 th May 2022 | 10 th and 12 th May 2022 |
| 20 th MSG | 20 th July 2022 | 21 st July 2022 |
| 21 st MSG | 1 st September 2022 | 8 th September 2022 |
| 22 nd MSG | 4 th November 2022 | 17 th November 2022 |
| 23 rd MSG | 25 th November 2022 | 1 st December 2022 |
| 24 th MSG | 21 st February 2023 | 23 rd February 2023 |
| 25 th MSG | 5 th April 2023 | 13 th April 2023 |
| 26 th MSG | 8 th June 2023 | 16 th June 2023 |
| 27 th MSG | 22 nd June 2023 | 29 th June 2023 |
| 28 th MSG | 21 st August 2023 | 31 st August 2023 |