

LEITI Constituency Feedback Mechanism Principles and Practice

The MSG agrees that the feedback to each member’s wider constituency remains an integral part of their work, and is equally a significant part of the “public debate” which LEITI hopes to achieve.

In that respect, MSG members agree to all of the following principles. They also agree to employ the practicalities set out in this document. Special emphasis will be placed on an annual consultation workshop to receive constituency feedback regarding the update of LEITI’s Annual work plan, as required by the EITI Standard (Requirement 1.5).

Principles for an effective constituent feedback mechanism include:

- *Accessible* - MSG members regularly and proactively engage with their constituents
- *Reliable* - MSG members beforehand communicate an MSG’s meeting agenda and collectively agree on positions affecting them
- *Transparent* - wider constituents know how their representatives made decisions and why
- *Accountable* - MSG members attend all MSG meetings, receive inputs from constituency members before meetings and promptly provide updates about meetings attended, through the applicable information sharing mechanism established.
- *Openness / Culture of dialogue* - proposals are respectfully treated and acted upon within the constituency.
- *Transfer of knowledge* - MSG members agree to handover their portfolio to incoming MSG members through handover notes with a thorough background briefing and extensive question and answer session.

In line with the EITI Standard’s Requirements regarding MSG members (Requirement 1.4b.iii), the MSG should implement these criteria to allow better constituent representation and to ensure an inclusive LEITI process.

By adopting these principles and agreeing on concrete and practical measures for liaising with their constituencies, the MSG responds to the need to improve compliance with EITI Requirements 1.4b and 1.5, as revealed through the 2017 Validation process.

The MSG agrees to use the ways outlined below as its Constituency Feedback Mechanism. Some elements intended to simply distribute, some intended to solicit feedback:

Practicalities to accompany these principles include:

Tool	Inform	Consult	Advan/Disadvan
Dedicated email distribution list established per constituency (private sector, CSO sector, government sector) or for each sector (forestry, agricultural, mining, oil and gas) to disseminate key outcomes from MSG proceedings on a monthly basis	Yes (proactively)	No	Quick and easy, but no consultation
Dedicated email address per constituency (especially civil society & private sector): emails sent to this address are automatically forwarded to the MSG members representing this sector (and the secretariat in cc to ensure documentation)	Yes (reactively)	Yes	Allows flexibility in communications, but MSG member must action comments and incorporate into positions.
Introduction of monthly MSG member “office hour” (one hour ONLY) for the general public (walk-in and/or call-in on dedicated and publicized phone number. Phone hour can be rotational between MSG members)	Yes	Yes	Good, but contingent on access / available time

Tool	Inform	Consult	Advan/Disadvan
Wider constituency meeting on a quarterly basis per sector: chaired by MSG members of that sector, assisted and facilitated by the Secretariat	Yes	Yes	Excellent opportunity to inform and solicit input
Template (PDF/html/word document) for documenting inputs from wider constituencies made at quarterly constituency meetings, office hours, etc.	Yes	Yes	Quick and easy
Annual Progress Review and Consultation Meeting to gather input to Annual Work Plan: MSG + invitation to wider constituency	Yes	Yes	
LEITI Secretariat monthly "office hours" (one hour only) for the general public (walk-in and/or call-in on dedicated and publicized phone number)	Yes	Yes	Good, but contingent on access / available time

Beyond that, LEITI will explore ways to increasingly exploit social media, Skype, fb messenger, or Whatsapp for interacting and communicating with its constituencies.

More timely communications to assist, *not replace*, constituency feedback

Currently, LEITI's meeting minutes are approved up to four weeks after each meeting. This delay is a loss of time and momentum. Streamlining the process to include draft minutes for approval within five working days (through no objection), the minutes themselves could assist MSG members in feeding back to constituencies, but also to the wider public. Posted on the website and easy to find, the minutes would significantly increase information sharing.

With the recent inclusion of sector updates as a standard agenda item for MSG meetings, key streams of information are being shared around. With the passing of 2-3 MSG meetings, there may be a "critical mass" of information to warrant a newsletter. Such a newsletter would have updates from ministries and how they are addressing gaps in EITI Reporting, any issues affected civil society and the private sector, as well as the profiles of MSG members, to allow other constituents know who their point of contact is and be in touch, as necessary. The upcoming MSG schedule and potential events (i.e. "Open Dialogues" with the Kofi Annan Institute) could be listed, so that the LEITI process becomes partially about the past, but also more importantly about the present and the future.

The principles for constituency feedback and agreed upon mandatory elements for constituency feedback should be incorporated into the MSG Policy Manual.

Template for MSG Constituency Feedback (quarterly meetings)

<u>MSG members present:</u>	Date	Location
Other constituency members present:		
MSG Agenda (cut and paste):		
Main Points concerning the constituency from previous MSG meetings, including actions required from the wider constituency:		
Feedback from wider constituency: to be communicated at next MSG meeting		
Important Dates to remember:		
Comment on meeting / atmosphere:		
Next Meeting:	Other:	

Comments/concerns three days BEFORE the next meeting at the following email address:

[put in dedicated constituency feedback address here]