

# EITI CANDIDACY APPLICATION FORM

## CONTENTS:

<b>Introduction</b> .....	<b>#</b>
<b>Applicant Country Information</b> .....	<b>#</b>
<b>EITI Sign-up Requirements</b> .....	<b>#</b>
<b>Information about the Multi-Stakeholder Group</b> .....	<b>#</b>
<b>Annexes</b> .....	<b>#</b>

# APPLICANT COUNTRY INFORMATION

---

**Applicant**

**Contact Point**

**Date of Application**

DRAFT

# REQUIREMENT 1

## PUBLIC STATEMENT OF INTENTION TO IMPLEMENT EITI

The government is required to issue an unequivocal public statement of its intention to implement the EITI.

- a) The statement should be made by the head of state or government or an appropriately delegated government representative.
- b) Public statements can be made at a formal launch event, publicized through the national media, placed on dedicated EITI website.
- c) Beyond endorsement of the EITI, the statement should also indicate the measures and actions the government intends to take to meet the EITI Criteria, including ensuring sustained high-level political support.
- d) A copy of the statement should be sent to the EITI International Secretariat.

<p><b>STATEMENT ENDORSING EITI:</b></p> <p><b>ADDRESSING PREVIOUS BARRIERS TO EITI IMPLEMENTATION:</b></p> <p><b>MEETING EITI'S CRITERIA:</b></p> <p>(List and attach supporting documentation as appropriate)</p>
--

# REQUIREMENT 2

## COMMIT TO WORKING WITH CIVIL SOCIETY AND COMPANIES ON IMPLEMENTATION OF EITI

The government is required to commit to work with civil society and companies on implementation of the EITI.

- a) EITI implementation requires a sustained commitment to multi-stakeholder dialogue and collaboration. Companies and civil society organisations must be substantively engaged in the design, implementation, monitoring and evaluation of the EITI process, contributing to public debate.
- b) The government must ensure there are no obstacles to civil society and company participation in the process.
- c) The government must ensure that there is an enabling framework for civil society organisations and companies, with regard to relevant laws, regulations, and administrative rules as well as actual practice in implementation of the EITI.
- d) The government must refrain from actions which result in narrowing or restricting public debate in relation to the implementation of the EITI.
- e) Civil society and company representatives can speak freely on transparency and natural resource governance issues.
- f) Civil society and company representatives who are substantively engaged in the EITI process, including but not limited to members of the multi-stakeholder group, have the right to communicate and cooperate with each other.

**STATEMENT OF COMMITMENT TO WORKING WITH CIVIL SOCIETY AND COMPANIES ON IMPLEMENTATION OF EITI:**

**WORK PERFORMED SO FAR:**

(List and attach supporting documentation as appropriate)

## REQUIREMENT 3

### APPOINT A SENIOR INDIVIDUAL TO LEAD THE IMPLEMENTATION OF EITI

The government is required to appoint a senior individual to lead on the implementation of the EITI.

- a) It is recommended that this appointment is publicly announced.
- b) The individual leading on EITI implementation should have the confidence of all stakeholders and be situated in relevant ministries or agencies.
- c) The appointee should have the authority and freedom to coordinate action on EITI across relevant ministries and agencies and be able to mobilise resources for country implementation.

**STATEMENT OF APPOINTMENT OF A SENIOR INDIVIDUAL TO LEAD THE EITI IMPLEMENTATION:**

(List and attach supporting documentation as appropriate)

# REQUIREMENT 4

## ESTABLISH A MULTI-STAKEHOLDER GROUP TO OVERSEE THE IMPLEMENTATION OF EITI

The government is required to establish a multi-stakeholder group to oversee the implementation of EITI.

- a) It is a requirement that implementation of the EITI is overseen by a multi-stakeholder group comprising appropriate stakeholders, including—but not limited to—the private sector, civil society (including independent civil society groups and other civil society, such as the media and parliamentarians) and relevant government ministries (including government leads).
  - b) EITI implementation requires an inclusive decision-making process throughout implementation, with each constituency being treated as a partner.
  - c) Each stakeholder group should have the right to appoint their own representatives, bearing in mind the desirability of pluralistic and diverse representation.
  - d) Civil society groups involved in the EITI as members of the multi-stakeholder group must be operational, and, in policy terms, independent of government and/or companies.
  - e) Members of the multi-stakeholder group should be able to operate freely without restraint or coercion, including by liaising with their constituency groups.
  - f) Members of the multi-stakeholder group should have the capacity to carry out their duties.
  - g) The multi-stakeholder group is required to agree clear public Terms of Reference (TORs) and keep written records of their discussions and decisions. These TORs should, at a minimum, include provisions on the endorsement of the Country Work Plan and allow for revisions to the Country Work Plan following comments by the MSG, as well as procedures for choosing an organization to undertake the reconciliation. Once the group has been formed, members should agree internal governance rules and procedures. This might include voting procedures.
  - h) In establishing the multi-stakeholder group the government should:
    - i. Ensure that senior government officials are represented on the multi-stakeholder group
    - ii. Ensure that the invitation to participate in the group was open and transparent
    - iii. Ensure that stakeholders are adequately represented (this does not mean that they need to be equally represented)
    - iv. Ensure that there is a process for changing group members which does not include any suggestion of coercion or attempts to include members who will not challenge the status quo.
- The government may also wish to:
- v. Undertake a stakeholder assessment
  - vi. Establish the legal basis for the group

**STATEMENT OF ESTABLISHING A MULTI-STAKEHOLDER GROUP TO OVERSEE THE EITI IMPLEMENTATION:**

(List and attach supporting documentation as appropriate)

## REQUIREMENT 5

### **MULTI-STAKEHOLDER GROUP AND KEY STAKEHOLDERS AGREE TO PUBLISH A FULLY COSTED WORKPLAN**

The multi-stakeholder group, in consultation with key EITI stakeholders, should agree and publish a fully costed work plan, containing measurable targets and a timetable for implementation and incorporating an assessment of capacity constraints.

- a) The work plan is the foundation for the implementation of the EITI. The sixth EITI Criterion requires that a work plan be produced that is agreed with key EITI stakeholders, including government, extractive companies and civil society. The MSG should endorse the work plan.
- b) The work plan must:
  - i. Be made widely available, for example, published on the national EITI website and/or other relevant ministries and agencies websites, in print media or in places that are easily accessible to the public
  - ii. Include measurable and time bound targets and objectives, and set out the specific actions that are required to meet these objectives
  - iii. Incorporate an assessment of any potential capacity constraints in government agencies, companies and civil society that may be an obstacle to effective EITI implementation and set out how these will be addressed (for instance through training)
  - iv. Establish the scope of EITI reporting and include a list of all operating oil, gas and mining companies. The multi-stakeholder group may wish to extend EITI reporting to other sectors.
- c) During this phase, due consideration should be paid to identifying domestic sources of funding for timely implementation of the agreed work plan. Sufficient funding for Validation should be budgeted. The government should also formulate strategies to access technical and financial assistance from donors and international partners. The MSG is encouraged to address this issue as soon as practicable and to take account of the administrative requirements and lead times in mobilising funding from external sources.
- d) In addition to the five sign-up requirements, governments should review the legal framework to identify any potential obstacles to EITI implementation. The EITI should fit comfortably within the legal framework alongside fiscal control mechanisms. The EITI should not involve extraordinary demands on the government. However, in some cases it may be necessary to incorporate EITI requirements within national legislation or regulation.
- e) Implementing countries are required to produce their first EITI Report within 18 months. Thereafter, implementing countries are required to produce EITI Reports annually. EITI Reports should cover data no older than the second to last complete accounting period (e.g., an EITI Report published in calendar/financial year 2010 should be based on data no later than calendar/ financial year 2008). Should the MSG wish to deviate from this norm, this should be clearly indicated in the EITI work plan and the reasons for this communicated to the EITI Board. Countries that have not produced a report for more than two years may be subject to the temporary suspension mechanism set out in Policy Note #5. In the event that EITI reporting is significantly delayed, the multi-stakeholder group should take steps to ensure that EITI Reports are issued for the intervening reporting periods so that every year in the series is subject to reporting.

- f) MSGs are encouraged to update the work plan on an annual basis. Implementing countries should inform the Board if there are any material changes to the scope of EITI implementation. Where it is manifestly clear that the EITI Principles and Criteria are not in a significant aspect adhered to and honoured by an implementing country, the EITI Board may temporarily suspend or delist that country.

**STATEMENT ABOUT THE MSG AND KEY STAKEHOLDERS AGREEING TO PUBLISH A FULLY COSTED WORKPLAN:**

(List and attach supporting documentation as appropriate)

DRAFT

# INFORMATION ABOUT THE MULTI-STAKEHOLDER GROUP

---

Provide a list of members from the national Multi-Stakeholder Group, their organizational affiliation and contact details. If appropriate, attach information regarding additional government, civil society, and private sector stakeholders involved in the sign-up process.

**GOVERNMENT SECTOR**

Name	Appt.	Organization	Contact Details

**INDUSTRY SECTOR**

Name	Appt. Type	Organization	Contact Details

**CIVIL SOCIETY SECTOR**

Name	Appt. Type	Organization	Contact Details

DRAFT