Part 1: Context and Definitions

1.1 Context:

The Afghanistan Extractive Industries Transparency Initiative (AEITI) is an initiative charged with developing and implementing a framework for transparent data disclosures, and facilitating enhanced accountability in the mining, oil and gas (extractives) sector in Afghanistan. The main duties of AEITI include facilitating transparent disclosures pertaining to (i) the legal, fiscal and regulatory framework pertaining to the extractives sector, (ii) license allocations, contracts, and information on their corresponding beneficial owners, (iii) reconciled revenue data submitted by the government, and corresponding payment data submitted by extractive companies, (iv) data on State Owned Enterprises (SoEs) operating in the sector, and (iv) data on production, exports, and the economic and social contribution extractives sector to Afghanistan.

The AEITI has been a signatory to the Extractives Industry Transparency Initiative (EITI) Global Standard since 2010. The AEITI implements the EITI Standard through a Multi Stakeholder Group (MSG) comprised of representatives from civil society, the private sector and government ministries. The MSG is responsible for steering the AEITI process, including with regard to establishing data reporting templates, establishing an annual workplan for AEITI, and aligning the work of AEITI with national priorities. The AEITI Secretariat, housed within the Ministry of Mines and Petroleum (MoMP), is an agency that provides administrative and operational leadership for the implementation of AEITI.

Aligned with international best practice, AEITI was established to help promote the efficient and effective management of extractive resources in the country. It operates in accordance with the EITI principles and criteria, such as transparency, inclusiveness and openness in the management of extractive resources, which are viewed as engines for sustainable growth and national development.

1.2 Definitions:

- **AEITI Multi Stakeholder Group (AEITI MSG)**: means the steering body of the AEITI, established and broadly governed under the Terms of Reference for the MSG (MSG ToRs), dated 20th March 2019.
- **Business**: means the activities of the AEITI
- **Chair**: means the chair of the AEITI MSG
- **Co-Chair**: means the deputy chair of the AEITI MSG
- **EITI Standard**: means the global EITI Standard 2016, or if applicable, a more recent version of the EITI Standard in effect internationally
- **National AEITI Secretariat**: means the department housed in the Ministry of Mines and Petroleum (MoMP), Government of Afghanistan, that is operating under the Terms of Reference for the National AEITI Secretariat (National AEITI Secretariat ToRs) dated 20th March 20119.
- **National Coordinator**: The operational head of the National AEITI Secretariat
- **Members**: members of the AEITI MSG, including observing members, permanent members and their alternates / back-ups.
Part 2. Scope and Applicability

2.1. This SOP details the procedures to be adopted by the AEITI MSG in its day-to-day operation, governance, and decision-making process. It applies to the AEITI MSG, the AEITI National Secretariat, and any MSG working committees, and sub-committees that may be established as provided herein.

2.2. This SOP is to be read in context of the MSG ToRs, the National AEITI Secretariat ToRs, and the EITI Standard.

2.3. This SOP details the processes that the Multi Stakeholder Group (MSG) will follow to:

(a) to ensure transparency and accountability in the AEITI decision-making process
(b) ensure that all MSG meetings, and meetings of sub-committees and working groups are productive and efficient
(c) enshrine the participation of CSOs, private sector, and government (through their representatives of their broader constituencies at the MSG) in the AEITI decision making process
(d) ensure that templates, minutes of meetings, resolutions, and other documents, are standardized as far as possible across the various organs of AEITI

Part 3. Meetings of the MSG

3.1. Meetings of the MSG shall be chaired by the Chair of EITI, or an appropriate delegate nominated by the said Chair as and when needed.

3.2. The MSG will meet a minimum of, but not limited to, once every quarter year through ‘Standard Meetings’. ‘Additional Meetings’ or ‘Urgent Meetings’ of the MSG may also be held as required, organized by the National AEITI Coordinator acting upon the advice of the AEITI Chair, or upon the decision of the AEITI MSG which is arrived at as per section 4 of this document.

3.3. The Standard Meetings, as well as ‘Additional Meetings’ shall be held only upon an advance notice of at least 7 days. The invitations shall be communicated to the Members via email, followed up by telephone calls (subject to three attempts).

3.4. Non-conformity with Section 3.3 above would mean the Standard Meeting and Additional Meeting are invalid from the start (void ab initio), except where the Chair determines that exceptional ‘Urgent Meetings’ shall be held (upon an advance notice of 48 hours), based on urgent Business needs. Such meetings should be flagged ‘Urgent’ in the email body (first sentence).

3.5. Members unable to attend Standard, Additional or Urgent Meetings, shall nominate an alternate to attend such meetings.

3.6. Members take sole responsibility for such alternate’s attendance at the Standard, Additional or Urgent Meetings, and Section 3.7 of the MSG TORs (‘Termination of MSG Membership in case of absence in two consecutive meetings’) as well H. E. President’s Order number 1852 (“Termination and Replacement of Membership in case of absence for a total of more than two meeting during the Membership tenure”) shall apply to the Member if the alternate and/or the respective Member, are absent without prior notification and legitimate reasons.

Part 4. Agenda and decision-making by the MSG

4.1. The agenda for the Standard and Additional Meetings will be finalized in accordance with Section 4.1 of the MSG ToRs with the addition that the Secretariat shall share all of the documents (including the final agenda) at lest 48 hours before the Urgent Meetings. These are clarified as follows:
(a) The MSG has sole authority over the agenda and exercises this through the Chair;

(b) The agenda shall be finalized by the National Coordinator in consultation with the Chair, and shared with the Members at least 48 hours prior to the Standard, Additional or Urgent Meeting;

(c) Any Member may request the addition of an item to the agenda, either before or during Standard, Additional or Urgent Meeting, or by communication to the National Coordinator via email or (if not possible) telephone, at least 3 days prior to the Standard or Additional meeting and 24 hours prior to the Urgent Meeting;

(d) Notwithstanding 4.1 (b) and 4.1 (c) above, additional items may also be added to the agenda of a Standard, Additional or Urgent Meeting due to urgent Business need by either the Chair or upon vote of Members as per section 4.2 below, anytime during or prior to the applicable meeting. Such changes should be reflected in the minutes of the meeting by the secretariat.

4.2. The MSG, under the leadership of the Chair, shall endeavour to arrive at consensus-based decisions. Where such consensus is not possible, decisions shall be arrived at through a voting process by raising of hands. The minimum quorum requirement for undertaking a vote shall be half of the total MSG (eg; 9 out of 18) members present at the Meetings. The winning vote shall be in favour of the majority of Members present and voting, eg; at least 5 permanent members or their alternates or back-ups. In case both Permanent Members and their Alternate / Back-up are present, only one shall vote. Observing Members will not have voting right but are encouraged to express their opinion to support effective and efficient choice/s.

4.3. Decision-making, as provided for in Section 4.2 above, shall be only upon items in the agenda for the Standard or Additional Meetings which are established in terms of Section 4.1 above. However, if the Chair considers that a matter arising from the discussions of the meeting or elsewise conveyed to the Chair is urgent can be discussed and voted upon if no consensus agreement is reached among the permanent members or their alternates/back-ups.

4.4. Resolutions of the AEITI MSG shall be subsequent to applicable decision-making process referred to in Section 4 of the MSG TOR and Section 4 of this SOP (this section).

Part 5. Establishment and Functioning of Working Groups

5.1. Working Groups of the AEITI MSG will be formed only when it is efficient or necessary to facilitate efficient decision-making. The establishment of a future Working Group or Committees, or modification of an existing Working Group, shall be decided by the Chair (to be announced in the relevant meeting) as and when need arises. The secretariat shall record the decision and relevant tasks in the meeting minutes.

5.2. The authority conferred on a Working Groups or Committees will not derogate from the authority delegated to the National Coordinator. The National Coordinator shall provide logistical and administrative support to the Working Groups or Committees, according to the provisions of the National AEITI Secretariat ToRs.

5.3. Working Groups will observe the same rules as provided herein (this section), or as the MSG determines and communicates otherwise.

5.4. Working Groups will only speak or act for the AEITI MSG when so authorized.

5.5. The MSG currently has four existing Working Groups, namely:

(a) Validation & Reconciliation Working Group (G-1), which assists in, directs and oversees the production of the Reconciliation reports; provides feedback, inputs and support to the Validation Report; as well as assignments related to resolving discrepancies.
Communications Working Group (G-2), which assists in, directs and oversees the dissemination of information to stakeholders and the wider public from relevant AEITI documents. In addition, it oversees the AEITI website (www.aeiti.af), its contents, display methods and outline. The group will also hold outreach events and workshops on findings of the validation, reconciliation, studies and assessment reports in coordination with G-1.

Financial Working Group (G-3), which maintains oversight of financial reports provided by the companies, receipt of taxes by the government and financial transactions by the SOEs and that their audits are compliant to the laws of Afghanistan. This Working Group will also be responsible to trace the financial gaps with the SAO or relevant audit entity.

Technical Working Group (G-4), which will work together with all the relevant government, SOEs and private sector companies in order to facilitate compliance with the EITI Standard. This Working Group will also verify and provide inputs on how best recommendations from previous AEITI Reports, and Validation reports, can be addressed.

5.6. Each of the above Working Groups G-1 to G-4, shall be headed by a ‘Working Group Chair’, who will report on the activities of the respective Working Group to the MSG at each Standard or Additional Meeting. The Working Group Chair is also responsible for holding meetings and ensuring active participation by all members of the Working Group.

5.7. The Working Group Chair shall be nominated by the Chair of AEITI. Advice of the National Coordinator and Members may be considered during this process.

5.8. Working Groups will meet based on the requirements of the work plan, or as deemed necessary by the Chair of the Group. The Chair of the Group will decide to hold either participatory or online meeting. All participatory meetings (pursuant to clause 5.2 above and subject to the Chairs decision) shall be held at AEITI Secretariat where the group will have necessary logistics, databases, files, and dedicated computers. The provisions of Part 4 hereinabove are not directly applicable with regard to such notices and communications, unless so expressly agreed between the parties involved. The Chair of the Group shall invite meetings on minimum of 3 days’ notice and may require specific assistance from AEITI Secretariat (through a written request, at least 24 hours in advance of the meeting).

5.9. Decisions by each Working Group, where required, shall be made by consensus, or by a majority (more than half of the group) members present and voting through show of hands.

5.10. Each Working Groups may adopt simplified procedures for the publication of the minutes of Working Group meetings based on the attached template in Annex-4.

5.11. The Chair of the Working Groups shall be free to authorize either the National Coordinator or relevant member of the group to act on behalf of the Chair in case s/he is unable to attend the meeting due to exceptional circumstances.

5.12. AEITI Secretariat should make available at least one staff for assisting the Group in setting up equipment (computer, projector, etc) and taking and circulating minutes of the meetings. The mentioned staff will be focal point for the members to support them in accessing the relevant documents, materials and facilitating their visits to the meeting venues.

Part 6. Documents prior to meetings, and publication procedures for Minutes of Meetings:

6.1. Documents relevant to a Standard or Additional Meeting of the MSG will be prepared and circulated by the AEITI Secretariat to all Members one week prior to such meeting. This is in exception of the documents and agenda for the Urgent Meeting as described in clause 4.1 A and B above.
6.2. Full Minutes of Standard, Additional or Urgent Meetings of the MSG (attendance, summarized statements and action points) will be prepared by the AEITI Secretariat, and published on the AEITI’s website.

6.3. While publishing the Minutes as provided for in Section 6.2 herein above, the following procedures shall be followed:

(a) the AEITI Secretariat will communicate a draft set of Minutes for review by the members within three working days of the applicable meeting, excluding the day of the meeting;

(d) Members will be given one week to share their inputs on the draft Minutes received;

(e) The National Coordinator (or if deemed necessary, the Chair) will consider the responses of the Members on publishing a final set of Minutes. The final minutes will be circulated to the MSG members and published on the AEITI Website within one week of the meeting data in all applicable languages.

6.5. The Final Minutes cannot be changed, but if made a part of the agenda as provided in Section 4 herein above, may be tabled at the next Standard/Additional Meeting for discussion of the Members.

6.6. The minutes of Working Groups (Decisions and Action Points) shall be recorded by AEITI Secretariat with the inputs of the Working Group. The Working Group Minutes will be shared with relevant members within 48 hours of the meeting and members will be allowed 48 hours to share their inputs. The Secretariat will publish the minutes within 3 working days of the receipt of the final comment / set deadline in all of the applicable languages.

6.7. The document templates detailed in Annexes shall be followed, as far as possible, with regard to the agenda for meetings, Minutes (Dari, Pashto & English), and action items.

**Part 7. Document Review**

7.1. The relevant AEITI documents to be reviewed by the Members shall be circulated to the Members by the National Coordinator. In cases where such documents are to be discussed in Standard or Additional meetings, these shall be circulated along with the notice of such meetings circulated under Part 3.3 hereinabove. The documents shall be communicated at least one week (e.g., Monday to Monday) prior to the date of the Standard or Additional meetings, and in any case of Urgent meeting, at least 48 hours – along with invitation and final agenda.

7.2. Notwithstanding anything contained in part 7.1. hereinabove, the National Coordinator, while attempting to adhere to the expressed timelines in good faith, may require shorter timelines for Members’ feedback on AEITI related documents that do not include final drafts of: Terms of Reference for annual AEITI Reports, Annual AEITI Reports, Annual AEITI Progress Report and Annual AEITI Work Plan. A notice of at least 7 days shall be adhered to for providing comments on such documents, which are materially vital for the implementation of AEITI. However, if the relevant documents are channelled from the external sources, the deadline for providing comments by the MSG members will be shortened by the AEITI Secretariat to the extent that the Secretariat will have enough (official working) time to collect, assess, and consolidate comments and share them with the relevant parties within the given deadlines. These, for example, can include deadlines of EITI Circulars, donor / stakeholder’s correspondence requiring MSG inputs / comments, sub-AEITI (scoping, inception) reports with specified deadlines to enable the IA and AEITI meet deadlines for publication of the AEITI reports, briefings and reports to higher governmental agencies and/or parliament requiring MSG inputs and clarifications within specified deadline, etc, etc.

**Part 8. Outreach and Communication**

8.1. Members, representing their respective constituencies of government, industry and civil society, shall perform outreach, communication, and data dissemination activities with their broader...
constituencies. Such functions shall be governed by the Annual AEITI Workplans, Communication Strategies, Corrective Action Plans, and/or any other documents adopted by the MSG from time to time. Outreach and Communication activities will also focus on enhancing the impact of AEITI in enhancing the sustainable development of the extractive industries sector in Afghanistan.

8.2. Focal points of Private Sector and Civil Society Constituencies will be responsible for engaging with the broader constituencies and providing reports on the activities and achievements to the AEITI Secretariat for the relevant documents such as AEITI Annual (or Quarterly) Progress Report, benchmark reports to donors / stakeholders, briefings and reports to higher governmental authorities, parliament and stakeholders.

8.2. Chair of the Communication Working Group (G-2) will be responsible to coordinate with CSOs and AEITI Secretariat on implementation of Communication Strategy, Outreach Programs, and planning / initiating additional outreach activities conducted by the relevant constituencies (especially CSOs through joint workshops with AEITI Secretariat and AEITI Secretariat through online outreach initiatives & campaigns).
# Agenda

## Standard, Meeting # 01

**Date:** 1\textsuperscript{st} January / 2000 – **Time:** 1:00 to 4:00 PM  
**Venue:**

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Annex-2  Agenda Template (Working Group Meeting)

Agenda

G-1, Meeting # 01

Venue

Date: 1\textsuperscript{st} January / 2000 – Time: 1:00 to 4:00 PM

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MSG Meeting Minutes
Standard, Meeting # 01
Venue
01 January 2000 - 01:00-04:00 Hours

Summary

1. **Opening Remarks:**
2. **Review – Previous Meeting Decisions:**

Details

3. **Discussions on Main Agenda Items:**
   a. A
   b. B
   c. C
   d. D

4. **Discussions on Any Other Business (AOB):**
   a. A;
   b. B;

**Meeting Decisions:**

1. A
2. B
3. C

End of the Minutes.
# Minutes of Meeting (Standard, Additional, Urgent)

**G-1 Meeting # 01**  
**Venue**  
01 January 2000 - 01:00-04:00 Hours

## Summary

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## Decisions

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## Action Points

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