

Terms of Reference for Standing Committees

General Guidelines

- No Committee of the MSG shall have any authority to execute;
- Decisions of a Committee shall take effect only after approval by the MSG;
- Each Committee will observe the same rules of conduct and procedures as the MSG, unless otherwise stated by the MSG in writing;
- Committees shall provide formal quarterly report back to the MSG or at every scheduled MSG meeting; and
- The composition of each Committee shall be consistent with the EITI tri-partite process including at least one representative from civil society, the private sector and Government.
- .Each Committee shall consider any other matters referred to it by the MSG.

Governance, Membership & Ethics Committee

- Advise the MSG on procedures & policies designed to improve and guide the decision making, selection, participation, responsibilities, conduct, and activities of MSG members regarding (voting, participation, attendance, honorarium, etc);
- Advise on constituency feedback mechanisms for the MSG;
- Advise on (non) compliance with legal and regulatory requirements, including disclosure controls and procedures;
- Advise on implementation of the LEITI Act and all relevant EITI Requirements; and
- Advise on all conditions and strategies for a successful Validation.

Finance & Administration Committee

- Advise the MSG on the integrity and internal financial and operational control systems;
- Advise on the LEITI financial reports, annual budget, and workplan;
- Advise in areas of risk assessment and management;
- Advise on any and all financial matters;
- Advise on sustainable funding arrangement;
- Advise on the appointment, recruitment, disciplines, remuneration and other related matters regarding the Head and Deputy Head of Secretariat;
- Advise on the approval of LEITI's staff plans and human resources strategies developed by the Head of Secretariat; and
- Advise on strategies to strengthen capacity of LEITI Secretariat.

Reporting & Communication Committee

- Advise the MSG on the design for all LEITI reports including timelines/deadlines;
- Advise on the processes to streamline reporting (i.e. electronic data collection, database of reporting companies, etc), and end-user capacity;
- Advise on the methodologies/strategies to automate and improve reports quality;
- Advise on the Recruitment and compensation of LEITI's independent reconciler
- Advise on all communication matters;
- Facilitate interface between the MSG and communication stakeholders; and
- Advise on strategies to enhance awareness of the LEITI brand.