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## PWYP and PWYP EU Joint BOARD MEETING

8 December 2022, Zoom Webinar

### Attendees

#### **PWYP UK Board Members**

Alan Detheridge (AD), Treasurer  
Ali Idrissa (AI)  
Athayde Motta (AM)  
Carlo Merla (CM), Chair  
Saswati Swetlena, (SS) GC/Board Liaison  
Susan Hazledine (SH)  
Victoria Ibezim-Ohaeri (VO)

#### **PWYP EU Board Members**

Carlo Merla (CM)  
Elisabeth Caesens (EC), Chair  
Ali Idrissa (AI)  
Susan Hazledine (SH)

### Secretariat

Edwin Ikhuoria, Executive Director (EI)  
Rami Hassouna, Director of Finance and Operations (RH)  
Stephanie Rochford, Director of Member Engagement (SR)  
Joseph Bardwell, Director of Communications and Campaigns (JB)  
Nyree Woolston, Operations Manager (NW)

## PWYP MEETING MINUTES

### Decisions

- Approval of the PWYP Secretariat 2023 programme of work
- Approval of the PWYP Secretariat 2023 budget
- Approval of the PWYP sabbatical policy and employee benefits revisions

Action	By who	By when
Re-share the gender policy	Secretariat	December 2022
Gender champions: share thoughts and expressions of interest	Board members	End of February 2023

### Welcome and Introduction

CM welcomed the participants and the board adopted the agenda. The objective of the meeting is to:

- review the 2022 programmatic highlights and fiscal position
- adopt the PWYP Secretariat's 2023 programme of work and budget

No conflicts of interest were declared or noted. The board reviewed the actions from the last meeting and confirmed progress made against them. The minutes from the last meeting were accepted and approved.

### ED Introduction

The newly appointed Executive Director introduced himself and shared his work experience and skills. The Board are delighted to welcome EI to PWYP and wish him every success in his new role.



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### **Report from the Finance Subcommittee**

AH provided an overview of the recent Finance Sub-Committee meeting which took place on 17 November 2022 and recommended the approval of:

- the PWYP Sabbatical policy
- the updates to PWYP benefits offering

A motion was proposed by CM to adopt the new policies, all in favour.

### **Risk Register**

RH presented a risk register for the Board to review. The risk register identifies risks across five categories: governance, operational, financial, external and legal. One risk has been reclassified down from 'red' to 'amber' due to successful risk mitigation measures, and another risk has been added to the register as identified during discussions at the recent Finance Subcommittee meeting. Higher-level risks continue to be monitored regularly.

### **Review of the 2022 Work-plan & Budget**

SR summarised PWYP's performance in advancing the 2022 annual work plan and milestones. The report highlighted key achievements, contextual issues and challenges that impacted the secretariat's work, as well as learning opportunities during the reporting period. Key highlights included the successful delivery of the first ever virtual PWYP Global Assembly, bringing together more than 400 members and partners over four days to celebrate PWYP's 20th anniversary and to elect a new Global Council. Progress was also highlighted on the #DiscloseTheDeal campaign, recruitment of key roles and fundraising efforts. PWYP drafted initial policy recommendations on transition minerals, to inform a joint statement on COP 27 and a delegation attended COP 27 in Egypt. A comprehensive mid-strategy review process was finalised, the recommendations from which inform the 2023 to 2024 Operational plan (OP). When reflecting on the past 12 months, there were opportunities identified for learning which include supporting global leadership and campaigns leadership as well as the capacity to manage restricted funds.

### **2022 Finance Overview**

RH provided an overview of the 2022 financial position. Forecasted income will end in a higher position than originally budgeted, whereas expenditure is as anticipated, resulting in a surplus for the year. This is attributed partly to accounting adjustments and partly to significantly improved fundraising performance. There was a discussion regarding how to leverage sub-granting to maximise strategic impact

### **2023 Work-plan & Operational-plan**

JB shared that in 2023, PWYP will embark on the second phase of implementation of the Vision 2025 strategy, under new leadership at the international Secretariat and on the Global Council. The work-plan for 2023 is designed to respond to both the opportunities presented by new leadership and open borders, as well as to the threats of political instability and economic uncertainty, while navigating a transition away from fossil fuels. PWYP's 2023 work-plan is centred around 12 milestones: three organisational milestones, which will be delivered collaboratively; and nine departmental/project milestones which will be delivered primarily by the relevant teams. The first organisational milestone is focused on financial resilience. Time and resources will be invested into consolidating relationships with donors and developing a sub-granting software, the aim being to utilise this strategic tool for even greater impact in raising and deploying funds. The second organisational milestone focuses on the opportunities presented by new leadership at the Secretariat and the Global Council. We will prioritise engagement by the new Executive Director with the Secretariat team as well as members at the PWYP Africa Conference, EITI international board



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meetings and global conference as well as regional convenings on the energy transition. The third organisational milestone emphasises our commitment to positioning PWYP as an important actor on the energy transition, with a specific focus on driving the formulation of actionable advocacy goals across countries with transition minerals. In addition to the organisational milestones, key areas of work include the delivery of the Africa Conference, revisions to the EITI standard and the introduction of a new finance system among others.

The Board shared top level feedback and collectively debated how to navigate divergent views and positions on specific issues in consideration of a just energy transition. It is a strategic priority to increase the profile of PWYP by sharing stories of impact and change throughout 2023.

### **2023 Budget**

RH presented the draft 2023 budget and headline figures including an opening balance and reserves that will be brought forward. In terms of risk profile, 73% of funding for 2023 is secured with the remaining identified. A surplus has been consistently posted since 2020 and funds will be spent down, allowing the organisation to be resilient while making strategic impact. RH noted that the surplus made in 2022 will be equivalent to the deficit budgeted in 2023. Expenditure has increased by 3% in comparison to 2022.

### **2023 Fundraising Overview**

JB summarised how the 2023 budget is linked to the 2023 fundraising plans. Having successfully secured funding for 100% of our budget in 2022, we start 2023 in a strong position; it is anticipated that the remaining 27% of funding for 2023 will be secured in Q1. Given the changing fundraising landscape, fundraising is an organisation-wide priority during 2023 and will include securing new core funding for 2024 onwards, continuing to build relationships around climate and energy transition as well as developing regional level relationships and enhancing strategic sub-granting systems.

The Board discussed the funding plans and projections and were encouraged by the financial position. With the right strategies in place the Secretariat are confident that the plans are achievable. When considering investment through sub-granting, strategies will be developed to support the collective aspirations of the network while taking into account restrictive funding challenges.

There being no objections, CM moved to approve the 2023 budget and 2023 work plan which was seconded by AD and approved, all in favour.

### **PWYP Gender Policy**

SR shared that the purpose of the PWYP gender policy is to provide a coordinated approach to the promotion of gender justice and how this intersects with the extractive sector. The policy applies to all members of PWYP governing bodies as well as National PWYP coalitions and their member organisations around the world. One target in the policy is to have gender champions on all the PWYP governing bodies. SR invited the board to share thoughts on this role as well as any expressions of interest.

### **AOB**

There being no further business, the group moved to the EU Board meeting agenda.



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## PWYP EU MEETING MINUTES

Action	By who	By when
Consider if a regionally focused PWYP EU strategy is required	Secretariat	Next meeting

### Welcome and Introduction

EC welcomed participants and the board adopted the agenda. There being no amendments and objections, the minutes from the last meeting were approved.

### Updates

#### *PWYP EU*

RH shared a progress report for the PWYP EU entity in Brussels and that all legal and operational steps are complete. The first PWYP staff member has been employed and we have subsequently established an employment mechanism across the Schengen zone. The Secretariat is following advocacy efforts and providing communications to support members working on the EU Corporate Sustainability Reporting Directive, EU Corporate Sustainability Due Diligence and Critical Raw Materials Act. Scoping of EU funding for 2024 and beyond, as part of a wider exercise, is also underway. This work isn't limited to the EU entity and is integrated into PWYP's annual work-plan as with the work undertaken in other regions.

The board noted that the principal purpose of PWYP EU is to facilitate PWYP's work in pushing forward PWYP's global agenda. Further consideration will be given to determine if a separate EU strategy needs to be developed, beyond the work already contained in PWYP's 2023-2024 Operational Plan. The board noted that no other region specific strategies exist outside of the PWYP Operational Plan and global strategy, with the exception of LAC which is an entirely new region for much of PWYP's work since 2021.

### AOB & Closing

There being no other business the meeting was adjourned.

Thereafter the board held an executive session at which minutes were not taken.

The meeting closed at 16.00.