

Terms of Reference D-EITI Secretariat

10 March 2015

The Federal Government established the D-EITI National Secretariat, based in Berlin, in order to ensure the effective implementation of EITI in Germany.

The D-EITI Secretariat is conceived of as an **impartial service provider to the multi-stakeholder group (MSG)**, the governance body for the EITI in Germany. It is equally dedicated to all three stakeholder groups which make up the MSG, in correspondence with the principle of equal participation on which the multi-stakeholder character of EITI is based.

The Secretariat will report directly to [Uwe Beckmeyer](#), Parliamentary State Secretary at the German Federal Ministry for Economic Affairs and Energy (BMWi) and special representative for D-EITI (EITI Champion).

The Secretariat will be hosted by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, which has a wealth of relevant experience based on almost 10 years of supporting EITI processes in dozens of countries worldwide.

- The Secretariat will be responsible for the D-EITI's day-to-day business, and is intended to ensure that the work of the MSG and its task forces proceeds smoothly.
- The Secretariat will provide organisational support to the MSG, in order to ensure that decisions are implemented on schedule.
- The Secretariat will assist the MSG in maintaining a dialogue with stakeholder groups, as well as the general public.

The **Secretariat's Terms of Reference** are the result both of best practices adopted from the international EITI International Secretariat in Oslo and the more than fifty national EITI secretariats, as well as the particular demands of implementing EITI in Germany.

1. As a 'Secretariat' in the traditional sense of the word, it will

- be responsible for **organising MSG sessions**;
- provide MSG members with all necessary paperwork in a timely manner;
- keep the minutes during these sessions;
- manage the D-EITI archive;
- store the MSG member register and statutes, as well as modifications and amendments made thereto.

2. The MSG may task the Secretariat with the **preparation of necessary paperwork**, which is then to be provided to group members for debate and consultation.

- This documents may include the Rules of Procedure, , fully costed work plans , scoping studies, the Annual Activity Reports and the Terms of Reference for the independent Administrator.
- On specific issues the preparation of documentation may proceed in collaboration with MSG working groups.
- If necessary, the Secretariat will support the independent Administrator in compiling context and background information for EITI reports.

3. The D-EITI secretariat will be the EITI International Secretariat's contact point in respect of **validation of the EITI process** in Germany.

4. Dozens of countries have gained valuable experiences with EITI implementation in recent years. The Secretariat will act as **clearing house for all information and best practices** which may be of benefit to MSG members and stakeholder groups with an interest in EITI implementation in Germany.

- The D-EITI Secretariat thus will maintain contact with the EITI International Secretariat and other national EITI processes in order to collect and share relevant experience and innovative approaches.
- In this sense the secretariat will also ensure that the D-EITI process is constantly

monitored and evaluated, elaborating suggestions for improvement in the process.

5. The EITI is a constant learning process; in this sense the Secretariat will offer all MSG members and, when possible, further stakeholder groups **training opportunities** and will assist in **coordinating exchange with EITI stakeholders in other countries.**, thus enabling them to require the expertise necessary for participation in MSG discussions and decision-making.

6. In a broader sense the Secretariat will be responsible for the **MSG's public relations activities**, and undertake broad efforts to raise public awareness of the EITI. This includes the distribution of EITI reports in an accessible and comprehensible form.

7. The Secretariat will organise **conferences and informational events**, and furthermore provide organisational support to MSG members attending international EITI meetings.

The D-EITI Secretariat will consist of the Head of the Secretariat and two staff members. The secretariat is based in 10963 Berlin, Köthener Straße 2-3, Germany.