



COMMUNICATION AND ENGAGEMENT SUB-COMMITTEE TERMS OF REFERENCE (ToRs)

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1.0 Introduction

The EITI in Malawi has been set up by the Multi-Stakeholder Group (MSG) to become an entry and anchor point of Malawi's strive to increase transparency and accountability in the extractive industry. The EITI Standard requires that the MSG should enhance transparency in the extractive industry by ensuring that the companies disclose their payments to Government, and the Government discloses its receipts.

With the figures reconciled and published in an EITI Report, the EITI Standard requires that the MSG should enhance accountability by ensuring that the EITI Report is comprehensible, actively promoted, be made publicly accessible and contributes to public dialogue and debate. In order to fulfil this requirement and promote the ease of access to the findings of annual reports and establish an effective platform for consistent public engagement, the MSG is required to set up a Communication and Engagement Sub-Committee.

Through the Communication and Engagement Sub-Committee, the MWEITI MSG will be able to disseminate its strategy and programme in relation to operations; and ensure timely provision of relevant and understandable information to all stakeholders. Embedded in this process is open consultative communication that will ensure dialogue and debate aimed at creating better implementation of the initiative and shape future management of the extractive sector.

2.0 Purpose of the Communication and Engagement Sub-Committee

The Sub-Committee shall be the implementing arm of the MSG on all matters pertaining to Communication and Engagement. It shall specifically undertake the following:

- 2.1 Identify MSG's communication needs and priorities through appropriate consultation
- 2.2 Provide direction on the communication strategy implementation process
- 2.3 Assess and evaluate the delivery of communications quarterly against the needs and expectations of the MSG
- 2.4 Develop and periodically update the communications strategic plan for MSG approval
- 2.5 Recommend communications initiatives to the MSG for approval, as appropriate
- 2.6 Ensure that appropriate and effective protocols are in place for the proper co-ordination of MWEITI communications
- 2.7 Provide oversight on the implementation of the internal and external communications programs of MWEITI
- 2.8 Provide advice to the MSG on communications matters as they arise
- 2.9 Identify the annual budgetary requirements related to the delivery of communications
- 2.10 Develop and propose policies and changes thereto in relation to communications for MSG approval

3.0 Appointment and Composition of the Communication and Engagement Sub-Committee

- 3.1 The Committee shall be called the Communication and Engagement Sub-Committee.
- 3.2 The Communication and Engagement Sub-Committee shall consist of five (5) members, and a quorum of at least two constituent representatives.
- 3.3 At its first meeting, the Committee shall elect its Chairperson and Vice Chairperson. The Chairperson shall preside over all meetings of the Sub-Committee. Where the Chairperson is not available for the meeting, an apology should be duly communicated, and the Vice Chairperson will preside over a particular meeting.
- 3.4 The Sub-Committee shall comprise three members. The membership shall come from each of the three constituencies of the MSG.
- 3.5 Chairpersonship of the Sub-Committee may be rotated on annual basis.
- 3.6 The Communications and Engagement Specialist shall serve the Sub-Committee as its secretary and the National Technical Manager shall be an ex-official member of the Sub-Committee.
- 3.7 The Sub-Committee shall have discretion to co-opt any expert as it deems fit for the proper transaction of a particular task or tasks.

4.0 Tenure of Office

- 4.1 Members of the Sub-Committee shall serve a period of three (3) years upon appointment by MSG and they are eligible for reappointment by the MSG.

5.0 Accountability, Responsibility and Reporting

- 5.1 The Sub-Committee shall be responsible to the MSG, as the appointing authority, and shall in that regard be accountable and answerable to it through the Chairperson of the MSG.
- 5.2 The Sub-Committee Chairperson shall submit to the MSG quarterly reports on the progress being made by the Communication and Engagement Sub-Committee.
- 5.3 Meetings of the Sub-Committee shall be convened quarterly. The Sub-Committee may also hold extraordinary meetings when need arises. Documents may be approved by email or online forum.
- 5.4 The MSG may decide to demand progress of the Sub-Committee.