



JAMAICA OPEN GOVERNMENT PARTNERSHIP (OGP) MULTI-STAKEHOLDER FORUM (MSF) MEETING MINUTES

Date: Thursday, August 26, 2021

Time: 2:00 pm

Venue: Zoom meeting hosted by the Ministry of Finance and the Public Service

Attendees:

MSF GOJ Members

- Mr. Richard Lumsden (GOJ Alternate Co-Chair) - Director, Economic Reform Monitoring Unit, MOFPS
- Ms. Monique Gibbs - Senior Director, Strategic Planning, Performance Monitoring, Evaluation and Modernization, Ministry of Housing, Urban Renewal, Environment and Climate Change
- Mr. Gary Campbell - Director of Technology, Ministry of Science, Energy and Technology (MSET)
- Mrs. Stacey Clarke-Callum (Alternate) - Programme Director, Civil Registration and Migration Policy, Planning Institute of Jamaica (PIOJ)

MSF Civil Society Members

- Ms. Dahvia Hylton - Policy and Research Lead, Jamaica Climate Change Youth Council (JCCYC)
- Ms. Tamisha Lee - President, Jamaica Network of Rural Women Producers
- Mr. Oshane Bailey - Co-Founder/Full Stack Engineer, Osoobe Ltd.

MOFPS Technical Support

- Mr. Othneil Hemans - Project Manager, Strategic Public Sector Transformation Project (SPSTP), MOFPS
- Mr. Gayrol Taylor - Monitoring & Evaluation Specialist, SPSTP
- Mr. Andre Walsh - Project Management Officer, SPSTP
- Ms. Karelle Samuda - Office of the Minister, MOFPS

Apologies for Absence

- Mrs. Lorris Jarrett (GOJ Co-Chair) - DFS, Public Expenditure Division, MOFPS
- Mrs. Danielle Jones Cox - Senior Director (Acting), Modernization Programme Implementation, Cabinet Office
- Mr. Easton Williams - Planning Institute of Jamaica (PIOJ)
- Mr. Matthew McNaughton - Principal, SlashRoots Foundation
- Mr. Jason Scott - Deputy President, Jamaica Technology and Digital Alliance

Absent

- Mrs. Sherricca Brandford - Coordinator, Criminal Justice Reform, Ministry of Justice
- Ms. Thoneisa Jarrett (Youth Representative)

Documents Sent Beforehand:

1. Agenda for OGP MSF Meeting - August 26, 2021 (Draft)
2. Draft Minutes of OGP MSF Meeting - August 12, 2021



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Documents/Information Delivered At The Meeting:

1. OGP MSF Framework Document and TOR (Draft) (August 2021)
2. Slides on Proposed OGP NAP Co-Creation Process and Commitments (August 2021)

AGENDA

Discussion (Main Points Made By Participants):

1. **Welcome and Opening Remarks** - Mr. Richard Lumsden, GOJ Alternate Co-Chair, MOFPS, officially called the meeting to order at 2:15 pm, and welcomed all the members present at the meeting. He communicated that based on the current attendance there was not a quorum of MSF members present.
2. **Adoption of the Agenda** - The agenda for the meeting was adopted by the MSF members present.
3. **Confirmation of the Minutes** - The Minutes of the first meeting of the MSF, held on August 12, 2021 were read. Mrs. Danielle Jones Cox noted that in the first item under Questions/Concerns, “Ms. Monique Gibbs” should be replaced by “Mrs. Danielle Jones Cox”. Mr. Oshane Bailey noted that in the fifth item under Questions/Concerns, “Discord” should be replaced by “Discourse”. Subject to these corrections being made, Ms. Tamisha Lee moved for confirmation of the Minutes, which was seconded by Ms. Monique Gibbs.

4. Review/updates on Action Items from previous meeting:

Previous Actions	Updates
i. MSF civil society members to choose their Co-Chair by their own process	The selection of the Civil Society Co-Chair has not been completed. The civil society members promised to have the matter settled by the week of August 30, 2021.
ii. A mechanism to be provided for the shared review and comments on the draft Framework Document and TOR by MSF members	The document was shared via Google Docs by MOFPS on August 23, 2021.
iii. Documents/information delivered at the MSF meeting to be shared with MSF members	Slides on Proposed OGP NAP Co-Creation Process and Commitments (August 2021) was shared on August 12, 2021.
iv. Uploading of documentation for first meeting of the MSF to the OGP document repository on the MOFPS website	The documents were shared with the MOFPS Information Service Unit (ISU) for upload. The link to the document repository on the MOFPS website will be re-shared with MSF members.
v. Date and time of the next meeting of the MSF to be determined in consultation with the MSF members	The date for the second meeting of the MSF was scheduled for August 26, 2021. This will not be brought forward as an action item because it is now a standard activity on the agenda.



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1. The Draft Framework Document and Terms of Reference (TOR) for the MSF was reviewed, with focus on the provisions for alternates for members, quorum, decision-making rules, documentation, OGP Standards, duties, roles and responsibilities of MSF members.
2. Feedback made by Mr. McNaughton on the 'tenure of membership' in the OGP Framework Document and Terms of Reference shared via Google Docs was discussed. He recommended that the Civil Society members serve the full two (2) years tenure first and then half would be eligible for a second term of one year and the other half would be eligible for a second term of two years. Mr. Lumsden explained that the tenure for GOJ members was slightly different and asked the stakeholders to review the section carefully and provide any feedback or suggestions via track changes and comments.
3. The responsibilities and authorities of the MSF were also reviewed and discussed. Mr. Lumsden advised that the development of the Communication Plan for the OGP co-creation process has not started.
4. It was advised that the OGP documents listed in Appendix 2 of the Draft Framework Document and Terms of Reference (TOR) will be shared via email and were also available on the MOFPS document repository.
5. The following changes to the Draft Framework Document and TOR were proposed and discussed during the MSF meeting: Item 8: Change the number of consecutive meetings that an alternate may attend from two (2) to three (3) due to the increase in meeting frequency; Item 9 line 1: Meetings will be held on a quarterly basis should read 'Meetings will be held at a minimum on a quarterly basis; Item 10: Change the requested number for the quorum from eight (8) to seven (7). Mr. Lumsden communicated that the suggested changes will be made to the Draft Framework Document and Terms of Reference (TOR) and shared via Google Docs and email. Mr. Oshane Bailey suggested that all MSF working documents could be shared in the Google drive.
6. The schedule of timelines and methodology for the co-creation of the NAP remains the same. Mr. Lumsden referred to the proposals made at the first MSF meeting for the three (3) proactive commitments for the NAP, along with suggested thematic areas for four (4) additional co-created commitments, based on the results of voting by civil society stakeholders on the ranking of the priority focus areas. He requested the feedback from the MSF members present and asked if there were any review from those absent. The Civil Society Members advised that there was no feedback received from their team members not in attendance because they had been unable to meet, in part because of the disruption caused by the impact of Tropical Storm Grace. However, they promised to provide responses via email by the week of August 30, 2021.
7. Mr. Gary Campbell explained that there were significant challenges in trying to get updated data to populate the Open Data Portal. Mr. Lumsden advised that to upgrade the Open Data Portal some consultation meetings will have to be held with the relevant stakeholders in government and civil society.



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8. If the proactive commitments and the thematic areas are agreed the stakeholder consultation groups will have to be established for the four (4) thematic areas for the co-created commitments. The MOFPS will share a draft list of stakeholders for the four stakeholder groups with the MSF members by August 30, 2021 for their feedback. The MOFPS will also share the proposed methodology for the stakeholder consultation groups to develop the co-created commitments.

Conclusion: The Zoom meeting concluded at approximately 3:45 pm.

Actions To Be Taken:	Responsible Person(s)	Timelines
Due to the lack of a quorum present, the absent MSF members will be asked to approve three provisional decisions taken at the meeting by round-robin, which will be circulated by MOFPS to MSF members on August 30, 2021. The three provisional decisions are listed as the next three action items.	MOFPS/MSF Members	Monday, August 30, 2021
Agree that the operations of the MSF will be governed by the provisions of the draft OGP MSF Framework Document and TOR until the final TOR is completed and approved.	MSF Members	By Wednesday, September 1, 2021
Agree that the meetings of the MSF shall be held as a standing virtual meeting every two weeks on Thursdays at 2:00pm, commencing on Thursday, September 9, 2021 at 2:00pm, and shall continue to be held on this meeting schedule until amended by the MSF Co-Chairs.	MSF Members	By Wednesday, September 1, 2021
Review and provide feedback on the draft lists of stakeholders to be invited to participate in the consultations to prepare proposed commitments for the OGP National Action Plan in the 4 proposed thematic areas.	MSF Members	By Wednesday, September 1, 2021
Re-share link to OGP document repository on MOFPS website.	MOFPS Technical Support	By August 30, 2021
Select Civil Society co-chair.	MSF Civil Society Members	By September 3, 2021
Share the proposed methodology for the stakeholder consultation groups to develop the co-created commitments with MSF members for review and feedback.	MOFPS/MSF Members	By September 3, 2021



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ADDITIONAL INFORMATION

Notes: During the MSF meeting a number of specific questions or concerns were raised and discussed, as summarized below:

Questions/Concerns	Discussion/Responses
What is the mechanism in place for nominating a GOJ alternate?	The MOFPS explained that the GOJ decision maker who appointed the GOJ member to the committee will be responsible for selecting the alternate.
Was information provided on the voting rights of alternates?	The MOFPS advised that the voting rights of alternates required further clarification. However, the intent was that if an alternate is representing a member, the alternate can cast the member's vote on his/her behalf.
How will the vote of the Co-Chairs affect decision-making?	In terms of the Co-Chairs, they are casting their vote solely for themselves as a member, they cannot cast a vote on behalf of other members. The draft MSF TOR proposes that in the event of equal numbers of votes, the tie-breaking vote will be cast by the GOJ Co-Chair.
What is the minimum number of attendees for a decision at an MSF meeting to be valid?	The MOFPS advised that a quorum has to be present for decisions to be valid.
Will MSF members have access to the meeting recordings?	The MOFPS explained that while the Minutes of the MSF meetings and other documents relating to the meetings will be made public, the intent was not to have the meeting recordings open to the public. So there would have to be some protocols developed so that access to the meeting recordings can be confined to the MSF members.