

**MINUTES OF THE VIRTUAL OPEN GOVERNMENT PARTNERSHIP STEERING
COMMITTEE (OGP-SC) MEETING HELD ON TUESDAY, 21ST DECEMEBR, 2021 AT
THE CONFERENCE ROOM OF THE OFFICE OF THE SENIOR PRESIDENTIAL
ADVISOR AT 3:30 PM**

MEMBERS PRESENT

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| 1. Hon. Yaw Osafo-Mafo | Senior Presidential Advisor (Chairman) |
| 2. Mr. Robert K. Poku Kyei | Technical Advisor, OSPA |
| 3. Mrs. Thelma Ohene-Asiamah | Director, F&A and OGP PoC, PSRS |
| 4. Hon. Emmanuel Bedzrah | Member of Parliament, Ho West Constituency |
| 5. Dr. Steve Manteaw | Co-Chair, GHEITI |
| 6. Ms. Domtie Sarpong | Principal State Attorney, RGD |
| 7. Ms. Mary A. Addah | Programmes Manager, GII |
| 8. Ms. Regina O. Amanfo | Senior Programmes Officer, CDD-Ghana |
| 9. Ms Mina Mensah | Director, CHRI, Africa Office |
| 10. Ms. Nafi Chinery | West Africa Regional Manager, NRG |
| 11. Mr. Mawuli Segbefia | Ministry of Information |
| 12. Mr Isaac Aidoo | OGP PoC, STMA |

ABSENT WITH APOLOGIES

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| 1. Mrs. Halima S. Yakubu | Chief Director, PSRS |
| 2. Linda Ofori-Kwafo | Executive Director, GII |
| 3. Dr. Kwesi Jonah | Senior Research Fellow, IDEG |
| 4. Nana Antwi | Deputy Executive Director, EOCO |
| 5. Mr Richard Ebo Amuah | Chief Budget Analyst, MoF |
| 6. Hon. Ama Pomaa Boateng | Member of Parliament, Juaben Constituency |
| 7. Ms. Kathy Addy | Deputy Chair, NCCE |
| 8. Ms. Esther Ahulu | Programmes Manager, CHRI/RTI Coalition |

IN ATTENDANCE

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| 1. Mr. Michael Adu-Gyamfi | Deputy Director, PSRS |
| 2. Ms. Annette O. Boateng | IT/IM Officer , PSRS |
| 3. Mr. Ato K. Bessa-Simons | Assistant Programme Officer, PSRS |
| 4. Mr. Nana Kwabena Nketiah | Assistant Programmer, PSRS |

NO.	SUBJECT	ACTION BY
1.0	<p>OPENING</p> <p>The meeting was called to order at 4:02 pm with a prayer by Ms. Annette O. Boateng, IT/IM Officer.</p> <p>The meeting was chaired by Hon. Yaw Osafo-Mafo, Senior Presidential Advisor and Chairman of the Open Government Partnership (OGP) National Steering Committee.</p>	
1.1	<p>Opening Remarks by Chairman</p> <p>The Chairman, Hon. Yaw Osafo-Mafo welcomed all members to the virtual meeting and remarked that the meeting was the last OGP Steering Committee meeting for the year 2021. He congratulated members for their immense contribution in ensuring that implementation of OGP succeeds in Ghana. He further thanked Mr. Robert K. Poku Kyei, Technical Advisor, Office of the Senior Presidential Advisor (OSPA) and OGP Point of Contact, Mrs. Thelma Ohene-Asiamah for successfully coordinating the previous OGP Steering Committee meeting.</p> <p>He indicated that a few Steering Committee members were no longer at post in their respective Ministries and therefore had to be replaced. He tasked the OGP Point of Contact to take the necessary steps to get the replacement so that the OGP Steering Committee meeting would be properly composed.</p> <p>He advised that members who were no longer on the Steering Committee due to circumstances beyond their control should be retained as observers to help provide useful input for the successful implementation of OGP in Ghana.</p>	OGP Point of Contact
2.0	<p>CORRECTION AND ADOPTION OF PREVIOUS MINUTES</p> <p>The minutes of the previous meeting was read, and the following corrections made:</p> <p>Page 1: Under members present, the designation used for Mr. Robert K. Poku Kyei, “Technical Advisor, OSPA” was corrected to read “Technical Advisor, OSPA (Ag. Chairman)”.</p>	

	<p>In the absence of any further corrections, Ms. Mary A. Addah Programmes Manager, GII moved for the adoption of the minutes and was seconded by Hon. Emmanuel Bedzrah, Member of Parliament, Ho West Constituency.</p>	
3.0	MATTERS ARISING	
3.1	<p>Update on the 4th OGP National Action Plan (NAP) and Discussion about next steps</p> <p>The OGP Point of Contact indicated that she had completed work on her assigned task of ensuring that all necessary sections of the OGP commitments template sent by the OGP Support Unit were duly populated as well as providing explanatory footnotes at areas where data could not be provided.</p> <p>She further informed members that, timelines had also been assigned to the milestones section by Dr. Kwesi Jonah, Senior Research Fellow, Institute of Democratic Governance (DEG).</p> <p>According to her, letters had been written to all heads of Implementing Agencies and Institutions informing them of their commitment and role in the OGP NAP-4 as well as advising them to include in their 2022 budget the OGP Commitments.</p> <p>She added that together with Ms. Mary A. Addah, Programmes Manager, GII and Dr. Steve Manteaw Co-Chair, Ghana Extractive Industry Transparency Initiative (GHEITI) they had held bilateral engagements with some Lead Implementing Agencies and Institutions to sensitize them on the NAP-4 after it had been finalised and submitted to the OGP Support Unit.</p> <p>She added that in the interim, a google drive had been created to help share information on OGP which had in a way helped in making information accessible for public consumption.</p>	
3.2	<p>Engagement with Parliament on OGP Activities</p> <p>The OGP Point of Contact briefed members that a letter was written to the Rt. Hon. Speaker of Parliament introducing Open Government Partnership Initiative to the Eight (8th) Parliament and to request the Rt. Hon. Speaker to nominate two (2) Members of Parliament to serve on the National Steering Committee of the Open Government Partnership</p>	

	<p>(OGP). In response to that, Hon. Emmanuel Bedzrah, Member of Parliament, Ho West Constituency and Hon. Ama Pomaa Boateng, Member of Parliament, Juaben Constituency had been re-nominated by the Rt. Hon. Speaker to serve on the National Steering Committee of the Open Government Partnership (OGP).</p> <p>The Chairman congratulated them on their re-nomination and urged them to bring their experience to bear on the work of the Steering Committee.</p>	
4.0	MAIN BUSINESS	
4.1	<p>Update on Sensitization of Lead Implementing Agencies on the 4th OGP NAP</p> <p>Ms. Mary A. Addah Programmes Manager, GII briefed members on the sensitization with the Lead Implementing Agencies. She indicated that the OGP Point of Contact developed a very good schedule which enabled them to engage key Ministries, Departments and Agencies (MDAs) and State-Owned Enterprises to bring them up to date on what OGP had been able to do since its inception in 2011.</p> <p>She further informed members that the sensitization was to inform the Lead Implementing MDAs about the new Action Plan, their specific commitment and the role they were expected to play.</p> <p>She added that most scheduled dates for the sensitization had been confirmed by the Institutions and currently six (6) institutions had been sensitized. These were Ministry of Information (MoI), Office of the Attorney General and Ministry of Justice (OAGMJ), State Interests and Governance Authority (SIGA), Financial Intelligence Centre (FIC), Internal Audit Agency (IAA) and Ministry of Communications and Digitalisation (MoCD).</p> <p>She again informed the meeting that the engagement with some Institutions had been rescheduled since most of these institutions were going to Parliament to justify their budgets. The remaining meetings had been postponed to 2022. She opined that the visits were very informative and insightful and urged that such visits should be done periodically.</p> <p>The OGP Point of Contact, Mrs. Thelma Ohene-Asiamah added that Institutions such as SIGA, FIC and MoCD had captured their OGP activities in their budget.</p> <p>She further stated that the MoCD had sourced for funding and had engaged the Office of the Vice President to enable them implement some of their commitments.</p>	

4.2	<p>She advised that going forward, sensitization should be done early to enable institutions capture their OGP activities in their budget to ensure smooth implementation of OGP activities.</p> <p>Mr. Robert K. Poku Kyei, Technical Advisor, OSPA asked whether the activities in the OGP NAP-4 could be reduced into a matrix and urged that there was the need to approach implementing agencies yearly to ensure that whatever they were to implement had been included in their budget and not wait until the end of the NAP implementation before reaching out to them.</p> <p>In response to this, the Chairman advised that the OGP Secretariat should engage institutions before they send their estimates to the Ministry of Finance. He also implored the OGP Secretariat to lobby the Ministry of Finance to favourably support those institution's implementing OGP activities.</p> <p>He congratulated Mr. Mawuli Segbefia, Ministry of Information for his nomination as a Steering Committee member and urged him to assist in disseminating information about OGP.</p> <p>Discussion on sourcing of funds for activities of the OGP Secretariat for implementation of the 4th OGP NAP</p> <p>The OGP Point of Contact informed the meeting that during the sensitization visits to the Implementing Agencies, the team promised the Agencies about organising quarterly or bi-annual feedback sessions on OGP activities. She indicated that organising the feedback sessions would have cost implications and therefore called on Steering Committee members to deliberate on the issue and come up with ways to source for funding.</p> <p>The Chairman emphasized that funding is critical for the successful implementation of OGP and asked all members who had ideas about how to source for funding outside the consolidated fund to submit proposals so he could engage Development Partners to solicit for funding outside the traditional sources.</p> <p>He added that, there were avenues for sourcing funds from some Development Partners since most of them were interested in funding programmes that ensures transparency in governance.</p> <p>The Chairman tasked the OGP Point of Contact, Mrs. Thelma Ohene-Asiamah and Mr. Robert K. Poku Kyei, Technical Advisor, OSPA to come up with a brief proposal to solicit for funding for implementation</p>	<p>OGP Point of Contact/Ms. Mary Addah, GII & Dr.</p>
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<p>4.3</p>	<p>of OGP activities. He further asked Dr. Steve Manteaw Co-Chair, GHEITI, Ms. Mary A. Addah Programmes Manager, GII, Ms Mina Mensah Director, CHRI, Africa Office to assist the OGP Secretariat to locate funding for OGP Activities.</p> <p>Monitoring of the Implementation of commitments in the 4th OGP NAP</p> <p>The OGP Point of Contact indicated that due to budgetary constraints, the OGP Secretariat had to develop a Monitoring and Evaluation (M&E) framework instead of procuring the services of a consultant. To this end, she called on committee members to endeavour to assist when they were called upon.</p> <p>Contributing to the discussion, Hon. Emmanuel Bedzrah, Member of Parliament for Ho West Constituency, indicated that the M&E framework is very critical to help track the implementation of OGP.</p> <p>He then suggested that before the start of OGP monitoring activities, Steering Committee members should be grouped around the thematic areas to assist.</p> <p>The Chairman urged members to create viable groups within the Steering Committee purposely for the monitoring exercise, not ruling out the profitable private sectors within Ghana interested in Open Government for source of funds. He added that if the right objectives were set, we should be able to attract some of them not only in cash but also in kind.</p> <p>Mr. Robert K. Poku Kyei, Technical Advisor, OSPA suggested the development of an M&E reporting format to guide and ensure uniformity in reporting.</p> <p>Ms. Mary A. Addah Programmes Manager, GII advised that the monitoring framework can be developed from the OGP Action Plan since most of the information needed is found there. According to her, this will ensure that the monitoring exercise of OGP is shaped according to what is being implemented.</p> <p>4.4 Discussion on the membership of the Steering Committee</p> <p>The Chairman reiterated that some Steering Committee members were no longer at post at their respective Ministries and therefore had to be replaced. He tasked the OGP Point of Contact to take the necessary steps to get them replaced so that the OGP Steering Committee will be properly composed.</p>	<p>Steve Manteaw, GHEITI/Ms. Mina Mensah, CHRI</p>
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	<p>The OGP Point of Contact informed members that one of the agencies the team met during the sensitization exercise was the Internal Audit Agency and during their meeting it came up strongly that they should be brought on board as a member of the Steering Committee.</p> <p>The Chairman on his part indicated that it was a step in the right direction since Auditors were important and try to always look out for the unseen. He then directed that contact is made with the Board Chairman of the Internal Audit Agency, Mr. Joseph Winful and Dr Eric Oduro Osae, Director General, Internal Audit Agency to help nominate a serving staff to be on the Steering Committee.</p>	<p>OGP Point of Contact</p>
<p>5.0</p>	<p>ANY OTHER MATTERS</p>	
<p>5.1</p>	<p>Call for Local Assemblies to Join OGP</p> <p>Mr. Isaac Aidoo, OGP Point of Contact, Sekondi-Takoradi Municipal Assembly informed members that the OGP Global Platform had been opened for Local Assemblies to join the OGP. He indicated that currently only Sekondi-Takoradi and Shama Municipal Assemblies were members of OGP at the local level. He entreated Steering Committee members to help ensure that other MMDAs join the OGP.</p> <p>The Chairman urged the OGP PoC, STMA to use his connections at the Local level to get other MMDAs to join.</p> <p>He tasked the OGP Point of Contact and Mr. Robert K. Poku Kyei, Technical Advisor, OSPA to consult with the Hon. Minister of Local Government, Decentralisation and Rural Development, Hon. Daniel Botwe and Dr. Nana Ato Arthur, Office of the Head of Local Government Service on the issue.</p>	<p>OGP Point of Contact & Technical Advisor, OSPA</p>
<p>5.2</p>	<p>Hosting of the 2022 OGP Regional Meeting</p> <p>The OGP Point of Contact informed members that the OGP Support Unit had called on Ghana to consider the possibility of hosting the 2022 OGP Regional Meeting.</p> <p>The Chairman was however of the view that before a firm decision could be made, the cost involved should be known and sources of funds identified. He then tasked the OGP Point of Contact, Mrs. Thelma Ohene-Asiamah to come up with a budget for hosting the meeting.</p> <p>Ms. Regina O. Amanfo Senior Programmes Officer, CDD-Ghana suggested that since Ghana had been approached to host the 2022</p>	

	<p>Regional Meeting, it would be a good opportunity to develop a proposal and approach development partners to source for funding. She gave the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) as an example of a Development Partner that could easily provide funding for OGP activities.</p> <p>Hon. Emmanuel Bedzrah, suggested that a small committee should be set up to come up with proposal and cost implications for the Conference. He was then tasked by the Chairman to lead the committee to be set up. He was to be assisted by Ms. Regina O. Amanfo Senior Programmes Officer, CDD-Ghana.</p>	<p>MP, Ho West Constituency & Senior Programmes Officer, CDD-Ghana</p>
5.3	<p>Update on the 2021 OGP Global Summit</p> <p>The OGP Point of Contact informed members about the just ended Global Summit, and indicated that the Chairman and a few Steering Committee members joined and participated in some of the sessions including the opening ceremony, the regional session for Africa and Middle East and the closing ceremony. She added that a video statement made by the Honourable Chairman had been placed on the OGP website.</p> <p>She again announced that Ghana placed third for the 2021 OGP Impact Awards for Africa and Middle East Region for implementing an Innovative, Impactful and Sustainable commitment- Ghana Open Data Initiative (GODI). A certificate had been sent to the Secretariat in respect of the award.</p>	
6.0	<p>CLOSING</p> <p>The Chairman thanked all members for their active participation and dedication towards the preparation of the 4th OGP National Action Plan and wished them a Merry Christmas and a prosperous new year.</p> <p>In the absence of any further deliberations the meeting came to a close at 5:15pm.</p>	