



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

Date: Thursday, August 12, 2021

Time: 2:00 pm

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

Attendees:

MSF GOJ Members

- Mrs. Lorris Jarrett (GOJ Co-Chair) - Deputy Financial Secretary, Public Expenditure Division, Ministry of Finance and the Public Service (MOFPS)
- Mrs. Sherricca Brandford - Coordinator, Criminal Justice Reform, Ministry of Justice
- 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. Danielle Jones Cox - Senior Director (Acting), Modernization Programme Implementation, Cabinet Office
- Mrs. Stacey Clarke-Callum (Alternate) - Programme Director, Civil Registration and Migration Policy, Planning Institute of Jamaica (PIOJ)

MSF Civil Society Members

- Mr. Matthew McNaughton - Principal, SlashRoots Foundation
- Ms. Dahvia Hylton - Policy and Research Lead, Jamaica Climate Change Youth Council (JCCYC)
- Ms. Tamisha Lee - President, Jamaica Network of Rural Women Producers
- Mr. Jason Scott - Deputy President, Jamaica Technology and Digital Alliance
- Mr. Oshane Bailey - Co-Founder/Full Stack Engineer, Osoobe Ltd.
- Ms. Thoneisa Jarrett (Youth Representative)

MOFPS Technical Support

- Mr. Richard Lumsden - Director, Economic Reform Monitoring Unit, MOFPS
- 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. Paula-Ann Johnson - Project Administrative Officer, SPSTP
- Ms. Karelle Samuda - Office of the Minister, MOFPS
- Ms. Camille Sinclair - Social Media Specialist, MOFPS
- Mr. Daniel Passley - Public Relations Manager, MOFPS

OGP

- Ms. María Baron - OGP Steering Committee Lead Civil Society Co-Chair
- Mr. Alonso Cerdan - OGP Deputy Director and Regional Lead, Americas
- Mr. Pepe Garcia - OGP Senior Regional Coordinator, Americas
- Mr. Jason Perez Escotto - OGP



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

Documents Sent Beforehand:

1. Agenda for First OGP MSF Meeting - August 12, 2021 (Revised Draft)
2. Summary Presentation on OGP Process in Jamaica (July 2021)
3. OGP MSF Framework Document and TOR (Draft) (August 2021)
4. List of Members of Multi-Stakeholder Forum - OGP Jamaica (July 2021)
5. OGP - Schedule of Timelines (September 2020 - November 2021) (Revised Draft)
6. OGP Handbook Rules and Guidance
7. OGP Participation and Co-Creation Standards
8. OGP Multistakeholder Forum Handbook

Documents/Information Delivered At The Meeting:

1. Summary Presentation on OGP Process in Jamaica (August 2021)
2. Slides on Proposed OGP NAP Co-Creation Process and Commitments (August 2021)

AGENDA

Discussion (Main Points Made By Participants):

1. Mrs. Lorris Jarrett, GOJ Co-Chair, MOFPS, officially called the meeting to order at 2:05 pm, who also welcomed all the members of the MSF to the inaugural meeting. She thanked them for their commitment and provided an overview of the context for the OGP process and the role of the MSF. She advised that Mr. Richard Lumsden, MOFPS, would serve as the alternate GOJ Co-Chair of the MSF.
2. Ms. María Baron, OGP, congratulated the MSF on achieving this milestone. She spoke on the importance of the OGP process to participating countries, and noted the three (3) main themes of the current global OGP Call to Action: i) Civic engagement in policy-making for COVID response and recovery; ii) Anti-corruption; iii) Digital innovation. She stressed the importance of collaboration between the government and civil society in the OGP co-creation process.
3. The GOJ and civil society members of the MSF then introduced themselves, giving a summary of their current positions and priority interests. An apology for absence was offered for Mr. Easton Williams, PIOJ, who was being represented by his alternate, Mrs. Clarke-Callum, PIOJ.
4. The agenda for the inaugural meeting of the MSF was adopted on a motion by Mr. Gary Campbell and seconded by Mr. Jason Scott.
5. Mr. Richard Lumsden, MOFPS, gave a summary presentation on the OGP process in Jamaica and the role of the MSF in preparing Jamaica's first National Action Plan (NAP) under the OGP.
6. The process for electing the Civil Society Co-Chair of the MSF was discussed, and the MSF members agreed that the civil society members would choose their Co-Chair by their own process by the next meeting of the MSF. The Civil Society Co-Chair could nominate other civil society members to serve as Co-Chair in the event of their absence. One of the functions of the GOJ and Civil Society Co-Chairs is to jointly set the agenda for each MSF meeting.



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

7. The Draft Framework Document and Terms of Reference (TOR) for the MSF was reviewed, with focus on the provisions for tenure of membership, alternates for members, quorum, decision-making rules, duties of the MSF, technical support, publication of documentation, and the provisions for amendment of the TOR. It was agreed that the draft Framework Document and TOR would be further reviewed and discussed at the next meeting of the MSF. A mechanism would be provided for the shared review and comments on the draft Framework Document and TOR by MSF members. Mrs. Jarrett also reminded the meeting that as an official government process, the OGP process in Jamaica would also have to comply with government policies and would be subject to audit by government agencies and the Parliament.
8. The timelines for the completion and submission of the NAP were reviewed, with particular reference to the completion of stakeholder consultations in September 2021, the preparation of the draft NAP in October 2021, and the approval and submission of the final NAP to the OGP in November 2021. He shared that if the NAP was not submitted to the OGP by the end of December 2021, the country could be possibly declared inactive by the OGP.
9. Mr. Lumsden introduced proposals for 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 for the OGP. It was agreed that the schedule of timelines and methodology for the co-creation of the NAP would be further reviewed and discussed at the next meeting of the MSF. It is intended that the process of stakeholder consultations for the NAP will begin in September 2021.
10. It was agreed that the next meeting of the MSF would be held in two weeks, at a date and time to be determined in consultation with the MSF members.

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

Actions To Be Taken:	Responsible Person(s)	Timelines
1. MSF civil society members to choose their Co-Chair by their own process	MSF Civil Society Members	By the next meeting of the MSF (week of August 23, 2021)
2. A mechanism to be provided for the shared review and comments on the draft Framework Document and TOR by MSF members	MOFPS Technical Support	By the week of August 16, 2021
3. Documents/information delivered at the MSF meeting to be shared with MSF members	MOFPS Technical Support	By the week of August 16, 2021
4. Uploading of documentation for first meeting of the MSF to the OGP document repository on the MOFPS website	MOFPS Technical Support	By the week of August 16, 2021



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

5. Date and time of the next meeting of the MSF to be determined in consultation with the MSF members	MOFPS Technical Support	By the week of August 16, 2021
---	-------------------------	--------------------------------

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
Mrs. Danielle Jones Cox asked why the Access to Information (ATI) Unit was not represented on the MSF, given that the role they play in the public sector is so relevant to the aims of open government.	The MOFPS explained that at the level of the MSF, the government representation is aiming for broad oversight of a range of relevant policy areas. Where the OGP consultations are relevant to access to information, then representatives from ATI Unit would be involved in the consultations. The membership of the MSF can also be reviewed in the next OGP planning cycle.
Mr. Matthew McNaughton asked about the status of an OGP website for the sharing of information.	The MOFPS responded that what is planned is an OGP webpage on the MOFPS website. It appears unlikely that the OGP webpage will be fully developed to serve over this co-creation cycle. The MSF will have to use the available channels to ensure that information on the OGP process is shared with the public, including social media and the existing OGP document repository on the MOFPS website.
MSF members asked whether the MSF would be able to establish working groups or sub-groups for the co-creation process.	The proposal that the TOR could include provisions for the establishment of sub-groups or working groups by the MSF was discussed and accepted.
Mr. McNaughton asked whether there will be any support from MOFPS for the keeping of the minutes of MSF meetings.	Mr. Lumsden confirmed that technical support for MSF meetings, including preparation of minutes, will be provided by the MOFPS, as included in the draft TOR for the MSF.
Mr. Oshane Bailey made suggestions on communication technologies such as Discourse that could be used for the MSF.	Mr. Lumsden responded that suggestions on potential technologies for use by the MSF were welcome, but would have to be reviewed within the framework of government policies and guidelines.