



PNG EXTRACTIVE INDUSTRIES
TRANSPARENCY INITIATIVE
NATIONAL SECRETARIAT



PNG EXTRACTIVE INDUSTRY TRANSPARENCY INITIATIVE

COMMUNICATIONS POLICY

Prepared for the PNGEITI MSG Communications Sub- Group Committee

*""Promoting Transparency and Accountability of Revenue from the
PNG Mining and Petroleum Sector""*

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**PAPUA NEW GUINEA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE
MULTI-STAKEHOLDER GROUP
COMMUNICATIONS POLICY**

Policy drawn up with reference to:

- PNGEITI MSG Memorandum of Understanding 2013
- PNG Oil and Gas Act
- PNG Mining Act

Reference made to the following sources and other guidance:

- PNGEITI SCOPING STUDY FOR FIRST EITI REPORT 2015 Deloitte Touche Tohmatsu
- PNG EITI MSG MoU 1 November 2013
- PAPUA NEW GUINEA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE REPORT 2013 12 FEBRUARY 2016
- THE EITI STANDARD 2016- EITI International Secretariat 15 February 2016
- EITI GRAPHIC STYLEMANUAL- Guidelines for graphic design in EITI's external communication, Updated with revised colours, June 2015
- TALKING TRANSPARENCY-A GUIDE FOR COMMUNICATING THE EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE © EITI 2008

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1. Statement of Intent

- 1.1. This policy covers both PNGEITI Secretariat, the PNGEITI Multi-Stakeholder Group and the PNGEITI Communications Sub-Group as per MSG endorsement in meeting 02/2016- they will be referred to in this policy as PNGEITI Multi-Stakeholder Group or PNGEITI MSG.
- 1.2. We aim to establish the PNGEITI Communications Sub-Group for the purpose of implementing an integrated and sustainable communication channel for the mutual benefit of our organisations and the PNGEITI MSG as per the PNGEITI MSG MoU 2013/2016.
- 1.3. We aim to conduct our affairs in an open and transparent manner and make information publicly available unless there are justifiable reasons for withholding it.
- 1.4. We aim to co-brand, share public information and images through print, radio, television and multimedia (website), social media and public events.
- 1.5. The purpose of this policy is to:
 - 1.5.1. Ensure PNGEITI MSG communication activities are implemented in accordance with the communication strategy and PNGEITI work plan.
 - 1.5.2. Ensure all PNGEITI external communications are shared and effectively co-branded; and that public information through text, audio and visual images are shared and not limited to print, radio, television and multimedia (website), social media and public workshops, events and educational purposes.
 - 1.5.3. Ensure effective dialogue is facilitated within the PNGEITI MSG members.
 - 1.5.4. Provide guidance and recommendation to PNGEITI MSG on matters relating to communication.
 - 1.5.5. Maximise the use of opinion makers as an effective communication channel.
 - 1.5.6. Promote and enhance the PNGEITI MSG position and profile on transparency and accountability.
 - 1.5.7. Promote and encourage wider stakeholder participation through relevant boundary spanning.
 - 1.5.8. Explain our approach to being open and transparent organisation while recognising the importance of ensuring confidentiality where appropriate.
 - 1.5.9. Acknowledge accountability to our stakeholders
- 1.6. In line with our commitment to promoting transparency and accountability, this policy can be made available in a variety of formats, including large print, translated into another language or other media.
- 1.7. We are committed to the principles of good governance and sustainability and will endeavour to develop fair and consistent policies, procedures and practices.

2. Confidentiality

- 2.1. Staff, consultants, contractors and members of our PNGMSG will be made aware of the need to treat certain information gained through their relationship with PNGEITI as confidential and should not disclose any information which may be of a sensitive nature to any unauthorised person.
- 2.2. Staff and the PNGEITI MSG members will be advised of the need for confidentiality as part of any induction process as per the PNGEITI MSG MoU 2013, and 2016.

3. Media Contact

- 3.1. Members of the PNGEITI MSG are allowed speak to the media (press, radio television or multimedia) or post information through any social media such as/and not limited to Facebook or Twitter concerning announcements and implementation of the EITI in PNG.

- 3.2. Enquiries from the media should be directed to authorised members of the PNGEITI National Secretariat for vetting approved by the PNGEITI Secretariat Head of Secretariat or, in his absence, the PNGEITI Communications Specialist.
- 3.3. Members of the PNGEITI MSG may be asked to deal with enquiries with the approval of the PNGEITI Head of Secretariat, and the chair to the governing body.

4. MSG and Other Stakeholders

- 4.1. Our stakeholders are identified and not limited to those which have been identified in the signatories party to the the PNGEITI MSG MoU 2013 and 2016.
- 4.2. For the purposes of this policy, stakeholders are people or organisations with a direct involvement or interest in our operation and performance, including Government agencies and Statutory Owned Enterprises, Extractive Industries Operators, Civil Society Organisations, consultants, contractors and members of the PNGEITI MSG.

5. Accountability

- 5.1. We will be open and transparent with all our stakeholders.
- 5.2. We will provide information on our performance in all areas of our work and, where this information is not sensitive; make it available for scrutiny and comment.
- 5.3. This policy is linked to the objective of promoting accountability and transparency. We will therefore:
 - 5.3.1. Remain professional in our communications
 - 5.3.2. Encourage stakeholder feedback and act upon it where we can
 - 5.3.3. Ensure our website and social media sites are updated frequently
 - 5.3.4. Regularly review our communications plan so that it is current
 - 5.3.5. Be reactive to changes in communications practices
 - 5.3.6. Ensure staff and governing body members receive appropriate information and training to enable them to fulfil their role within the organisation

6. Channels of Communication

- 6.1. Internal and external communications will be detailed in the Communications Strategy and PNGEITI country work plan and will be reviewed regularly.
- 6.2. It is important that we communicate effectively with stakeholders and other stakeholders, this may be/ and not limited to:
 - 6.2.1. Verbally by face to face meetings, telephone, roadshows, exhibitions
 - 6.2.2. In writing by letter, newsletters and briefing notes
 - 6.2.3. Electronically through email and our website(s)
 - 6.2.4. By social media such/ and not limited to Facebook and Twitter

7. Stakeholder Participation

- 7.1. We realise the importance of ensuring effective communication with our wider stakeholders and of involving them in sharing information through the implementation of the global EITI standard in PNG.
- 7.2. To evidence our commitment, we will provide accurate, relevant and accessible information to ensure governing members are well equipped to participate.
- 7.3. We will use a range of methods to communicate with our members and seek their views, tailoring our methods of communication to accommodate any particular needs.

- 7.4. We will jointly implement the PNGEITI MSG calendar to communicate with our members and seek their views, tailoring our methods of communication to accommodate any particular needs.

8. Reporting and Monitoring

- 8.1. The EITI Global Secretariat sets the standards that all participating countries should aim to achieve when performing their in-country activities. PNGEITI MSG MoU 2013 and 2016 provides the mandate relevant to member roles and responsibility in communication and participation.
- 8.2. A PNGEITI communications strategy, PNGEITI Communications Work plan will be maintained to record and monitor the relevant activities implemented through this policy.
- 8.3. PNGEITI assesses and reports on how stakeholders are performing their duties as stipulated under the MoU MSG standards of governance. The PNGEITI will intervene to secure improvements where necessary. The PNGEITI was established under the NEC decision 90/2013 with one statutory objective: “to promote revenue transparency in the mining and petroleum sectors”.
- 8.4. The PNGEITI requires to be notified of any significant or exceptional issue, event or change within our organisation (a notifiable event) and how we intend to deal with it.

A link to the PNGEITI Website is stated:

<http://www.pngeiti.org.pg>

