

**THE LEITI MULTI-STAKEHOLDERS STEERING GROUP**  
**MINUTES OF THE 39<sup>TH</sup> MEETING**  
**FARMER'S PARADISE, CAREYSBURG, MONTSERRADO COUNTY/LIBERIA**  
**SATURDAY, AUGUST 28, 2010**

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**Attendance**

<b><u>GOL</u></b>	<b><u>Institution</u></b>	<b><u>Status</u></b>
Eugene H. Shannon	MLME	Member
Moses D. Wogbeh, Sr.	FDA	Member
E. Ekema A. Witherspoon	MIA	Member
Chief Zanzan Karwor	NTCL	Member
Fulton D. Reeves	NOCAL	Alternate
Juanita Bropleh	MOF	MOF Focal Staff
<b><u>CSO</u></b>		
Atty. Alfred L. Brownell	Green Advocates	Member
Philip A. Sandi	PWYP	Alternate
Helena Jackson Thornes	GODIWOL	Alternate
<b><u>Private Sector</u></b>		
Marcus S. Wleh	ArcelorMittal	Member
Esiaka B. Konneh	Miners & Brokers Association	Member
Matenneh Rose L. Dunbar	ORANTO Petroleum	Member
Mark A. Richards	BHP Billiton	Alternate
John S. Deah	LTA	Member
<b><u>LEITI Secretariat</u></b>		
Sayon Henry Yaidoo	LEITI	Head of Secretariat
Edward R.A Smith	LEITI	Deputy Head of Secretariat
Kona D. Karmo	LEITI	Project Accountant
Hnede L. Berrian	LEITI	Admin. Manager
<b><u>Others:</u></b>		
T. Negbalee Warner	Pierre, Tweh & Associates	LEITI Consultant
Peter Kluczny	GTZ	Observer
Monique Cooper	UNDP	Observer

**1. Overview of the Retreat**

The HOS, Mr. Sayon Henry Yaidoo presented an overview of the 3<sup>rd</sup> MSG Retreat. His synopsis of activities that transpired included a summary of the Chairperson and Minister of Finance, Honorable Augustine Kpehe Ngafuan remark and key issues and challenges raised by the three presenters Dr. Eugene H. Shannon, Cllr. T. Negbalee Warner, and Atty. Alfred L. Brownell.

**2. Adoption of Agenda**

The 39<sup>th</sup> meeting of the LEITI Multi-stakeholders Steering Group was held on Saturday, August 28, 2010 following the 3<sup>rd</sup> MSG Retreat. The meeting was chaired by Honorable Eugene H. Shannon, Minister of Lands, Mines & Energy and Co-chairperson of the LEITI MSG.

Calls were made for the correction or amendment to the draft agenda. With no corrections or additions made, it was moved by Honorable Moses D. Wogbeh of the Forestry Development Authority and seconded by Mr. John S. Deah of the Liberia Timber Association that the draft agenda be adopted as a working tool to guide the meeting.

**3. Draft Minutes of the 38<sup>th</sup> MSG Meeting: correction, adoption and matters arising**

The minutes the 38<sup>th</sup> MSG meeting was reviewed page by page and there were no corrections made. It was therefore moved by Honorable E. Ekema Witherspoon of the Ministry of Internal Affairs and seconded by Honorable Moses D. Wogbeh of the Forestry Development Authority that the minutes form part of the LEITI's archives for future references.

**4. 32<sup>nd</sup> LEITI Secretariat Report**

The 32<sup>nd</sup> Report of the LEITI Secretariat was presented by the Head of Secretariat, Mr. Sayon Henry Yaidoo. In his presentation, Mr. Yaidoo highlighted major activities of the Secretariat as well as the financial report of the Secretariat for the period June 25 to July 28, 2010. During his presentation, the following issues were highlighted:

**a) Preparation of LEITI 3<sup>rd</sup> Report:** The Head of Secretariat reported that all matters related to the preparation of the 3<sup>rd</sup> Report are on course.

**b) Discrepancies:** Mr. Yaidoo reported that the final report on the resolution of discrepancies in the First LEITI Report is still being reconciled by Monbo & Company. He explained that UFC Regnal has completed the audit process with auditors. Commenting on the discrepancies in the 2<sup>nd</sup> report, Mr. Yaidoo informed the meeting that the discrepancy in the Second LEITI Report involving The Liberian Company (Cocopa) and the Ministry of Finance is being investigated. The reconciliation committee informed the Secretariat that of the total amount of US\$95,253.00, only US\$900.00 comprising two receipts is pending for investigation by the Government of Liberia through the Ministry of Finance.

The LEITI MSG raised the matter of a fine imposed on Cocopa in the amount of US\$1,000 for not providing supporting documents during the preparation of the 2<sup>nd</sup> LEITI report which lead to the only discrepancy in the report. It was also explained that the Chairperson of the MSG asked the Secretariat to hold on to the fine until an issue between Cocopa and the Government of Liberia is resolved. The MSG agreed that the LEITI Head of Secretariat follow up with the Chairperson on the status of the fine during the week. (HOS to act).

**c) Relocation of the Secretariat:** Mr. Yaidoo reported that the MOF had turn over the keys to the BOB office to the Secretariat and that the Secretariat is expected to move by Friday of the following week.

**d) Appointment of New MSG:** The Head of Secretariat explained that it was the understanding of the Secretariat that there was a query from the President/President's office on the number of nominees recommended by the MSG. The Secretariat revisited the matter and discovered that alternatives were included in the letter of recommendation to the President. A revised letter reflecting the corrections has been signed by the Chairperson and the hard copy delivered to the President.

**5. Draft Integrated LEITI Operational Manual**

The Head of Secretariat, Mr. Sayon Henry Yaidoo requested, and the MSG agreed, to give him additional time up to the next meeting to finalize comments on the Manual.

## **6. Draft Work Plan & Budget 2010/2011**

Mr. Fulton Reeves presented the draft budget/work plan on behalf of the Budget Committee. Mr. E. Ekema Witherspoon asked the committee and the Secretariat to provide clarity on the budget line “MSG Operational Cost”-Retreat and venue. Mr. Witherspoon said that this budget line item should have some explanation at the bottom of the page. The LEITI Secretariat explained that the amount represented the cost of renting a conference hall in the case where the MSG has a large attendance and the current MOF Conference Room cannot accommodate the large number.

Another issue raised was the shortfall in the budget. Mr. Reeves explained that a huge amount of the difference will be covered when the GOL Budget is passed and the amount allocated for the Secretariat is approved, but other members of the MSG differed with Mr. Reeves. They said that since a budget is a projection, GOL allocation should also be cover since it is a known fact that the LEITI is captured in the GOL Annual Fiscal Budget.

The issue of accessing funding from the private sector was also discussed and the Secretariat was asked to pursue all alternatives. Marcus Wleh of ArcelorMittal informed the body that there are no transparency implications if the LEITI decides to seek funding from the Private Sector. He explained that ArcelorMittal is supporting the international EITI and would not hesitate to do so for the LEITI. He maintained that the EITI process is critical to the corporate social responsibility of ArcelorMittal and other organizations.

With these discussions held, it was moved by Honorable E. Ekema Witherspoon of the Ministry of Internal Affairs and seconded by Honorable Moses D. Wogbeh of the Forestry Development Authority that the budget and the addendum to the work plan proposed by the HOS be accepted and approved with the provision of a mid-term review by the MSG.

## **7. Any Other Business (AOB)**

Chief Zanzan Karwor of the National Traditional Council of Liberia appealed to the MSG to: (1) be punctual when it comes to the holding of the MSG meetings and retreats; (2) that staffs of the LEITI be present at whatever venue is decided to hold MSG meetings or retreats before the arrival of MSG members; and (3) that adequate provision is made for attendance of MSG members at meetings and retreats.

## **8. Time and date of next meeting**

At the close of the meeting, the LEITI Co-chairperson, thanked the Secretariat for organizing the retreat and also thanked the MSG members for taking time off their busy schedules to attend the retreat. He called on MSG members to keep up the good work and continued to contribute to the improvement of the LEITI process.

The next MSG meeting was scheduled for Wednesday, September 29, 2010.