

MINUTES OF THE EMERGENCY CALL MEETING OF THE LEITI MULTI-STAKEHOLDERS STEERING GROUP

LEITI CONFERENCE ROOM • OLD BUREAU OF THE BUDGET BUILDING • REDEMPTION ROAD, MONROVIA
TUESDAY, DECEMBER 13, 2011 AT 12:00 NOON

PRESENT

GOL

Roosevelt G. Jayjay	Co-chairperson LEITI MSG
Samuel J. Askie	Proxy for the Minister of Internal Affairs
Edwards S. Kamara	Forestry Development Authority
Fulton D. Reeves	Proxy for the President of NOCAL
Tamba Boakai	Proxy for the Minister, Ministry of Agriculture
Chief Zanzan Karwor	National Traditional Council of Liberia

CSO

Morgana M. May-Cole	GODIMWUL
Prince M. Korvah	Federation of Liberian Youth (FLY)

Private Sector

Betty Mends-Cole	BHP Billiton
John S. Deah	Liberia Timber Association

IN ATTENDANCE

International Partners/Observers

Elizabeth Wewerka	U.S. Embassy
Paolo Nastasi	UNMIL Civil Affairs
Kofi A. Ireland	UNMIL Civil Affairs
Max George-Wagner	GIZ
Peter Kluczny	GIZ

Others

Dr. W. Kpangbala Sengbe, Sr.	MOF
Atty. Peter Y. Kerkula	Ministry of Lands, Mines & Energy
Masita D. Jawteh	GODIMWUL
Lamie K. Gaie	NOCAL

LEITI Secretariat

Samson Tokpah	LEITI
Konah D. Karmo	LEITI
Hnedé L. Berrian	LEITI

1. Welcome and Self Introduction

The Co-chairperson of the LEITI MSG, Hon. Roosevelt G. Jayjay who also served as presiding officer, welcomed all MSG members followed by self introduction.

He later welcomed and introduced the new Head of Secretariat, Mr. Samson S. Tokpah and thanked Mr. Karmo for acting as Head of Secretariat prior to the coming of Mr. Tokpah.

2. Adoption of Agenda

The draft agenda was adopted as presented

- Reading and corrections of minutes

The minutes of the last emergency meeting held on Wednesday, November 23, 2011 was read and corrections made on page two count-4b. The position of Mr. Karmo was changed to Acting Head of Secretariat, the position he occupied at that time.

With this correction made, the minute was opened for discussion.

- Matters arising

There were no matters arising. It was moved and seconded that the minutes form part of the Secretariat's archives.

3. Discussions:

A. Status of preparation for the launch of the LEITI 3rd Report and Incentivizing Report:

- The Deputy Head of Secretariat, Mr. Konah D. Karmo reported that the Committee appointed by the MSG to work with the Secretariat for the launch of the 3rd Report did not engage the Secretariat as planned.
- Accordingly, the Secretariat began preparations for the successful holding of the Launching Program.
- A draft of the program and the letter to the Vice President to serve as chief Launcher along with a draft speech were submitted to the Office of the Vice President.
- Venue has been arranged and confirmed (P.A's Rib House) while a Media Coordinator has been hired to ensure the requisite publicity.

Decision:

- The Secretariat was commended for a job well done and asked to submit copies of the Reports (3rd Report and Incentivizing Report) to members of the MSG prior to the launching program.
- Copies of the Report should also be sent to the Office of the Vice President prior to the program.

B. Preparations and plans to organize an LEITI MSG Retreat to review and conclude a three-year strategic plan for the implementation of the LEITI process:

- Members of the MSG agreed to the holding of an MSG Retreat to review and conclude a three-year strategic plan for the implementation of the LEITI process.
- GIZ agreed to sponsor two(2) MSG Retreats (January – September,2012).
- GIZ informed the MSG that all requests for finance should be submitted by the Secretariat two weeks prior to the date of the retreat to enable them adequately prepare to sponsor the retreat.

Decisions:

- It was agreed that the retreat be planned for the 1st week of February
- Secretariat to decide on a suitable date, time and venue to hold the retreat and present to MSG members during the next MSG meeting.
- Secretariat should also decide on Facilitators for the Retreat.
- These information will enhance the decision of the MSG during the next meeting.

C. GIZ proposal to establish a Resource Center at the LEITI

- MSG agreed for the establishment of a Resource Center at the LEITI Secretariat.
- A Memorandum of Understanding (MOU) has been drafted that states responsible parties.
- Purpose of the Resource Center is to create access to information on the natural resource sectors.

- Similar center will be set up at the University of Liberia.
- It was suggested that the Resource Center also include all legislations of Liberia's forest, oil, mining and agriculture sectors.
- Due to spacing and other issues, the Secretariat is proposing a Reading Room instead of a Resource Center.
- Senator Findley appealed to the GIZ to add one more person to manage the resource center after the first year.

Decisions:

- Secretariat to work with GIZ on the issue of spacing.

4. Summary of Decision Points

- Launching of LEITI Report, Friday, December 16, 2011 - Secretariat to send copies of Reports to all MSG Members and the Vice President prior to the launching of the program
- Outreach Program - Secretariat to develop a draft plan for dissemination of Report
- MSG Retreat - Secretariat to decide on a suitable date, time and venue for the holding of the Retreat and present to MSG members during the next MSG meeting; work with GIZ on a two week notice; Retreat should be held three weeks prior to the date of commencement
- Resource Center - Secretariat to work with GIZ on spacing and other issues

5. AOB

A. LEITI Registrar

- The Representative of the US Embassy to the LEITI MSG informed all that she had read the LEITI announcement calling on companies to register with the LEITI, but wonder how else did the LEITI intend to get this information if some companies do not adhere to the registration exercise.
- The MSG was informed that both electronic and hard copies of the registration form were sent out and follow up will be made. The Secretariat will also ensure that the LEITI Registration process be a component for registration at the Liberia Business Association.

B. Responsibilities of Government representatives on the MSG

- It was noted by some MSG members that representatives of Government Agencies and Ministries on the LEITI MSG were not taking responsibilities in providing the Secretariat with adequate information for its Report. They noted that the presence of high-ranking Government Officials on the MSG should make it easy for the Secretariat to acquire needed information to enhance its reporting processes. The statement was made after the Secretariat explained the difficulties in getting information on the actual number of operating companies from the line agency and Ministries of Government in support of the preparation of its annual reports. A situation which is consistently highlighted by the Reconcilers.

6. Date and time of next MSG Meeting

The date and time for the next meeting was set for Wednesday, January 25, 2012.

There being no other business, the meeting was adjourned