

MINUTES
REGULAR LEITI MULTI-STAKEHOLDERS STEERING GROUP MEETING
HELD IN THE CONFERENCE ROOM OF THE LEITI, OLD BUDGET BUREAU BUILDING •REDEMPTION
ROAD, MONROVIA, LIBERIA •WEDNESDAY APRIL 30, 2014 AT 12:00 NOON

PRESENT

GOL

Stephen B. Dorbor	Proxy for Co-Chair Minister of Lands & Mines
Edward Kamara	Proxy for the Managing Director FDA
Elvin C.A Frank	Proxy for the Minister of Internal Affairs
Chea B. Garley	Proxy for the Minister of Agriculture
Florence Chenowett	Ministry of Agriculture
Gbezhongar M. Findley	House of Senate
Anderson Chea	NOCAL

CSO

Cecelia T. M. Danuweli	PWYP/WANEP
Mohammed Nasser	FLY
Chief Zanzan Karwor	Liberia Traditional Council (LTC)

Private Sector

John S. Deah	Liberia Timber Association
Monique Cooper	BHP Billiton Liberia
Eric Swen	Arcelor Mittal
Karl Cottrell	Chevron Liberia LTD
Esiaka B. Konneh	Brokers and Dealers Association
Roosevelt Jayjay	Observer

IN ATTENDANCE

Partners/Observers

Kofi Ireland	UNMIL
Mark Mattner	GIZ
Juliane Weymann	GIZ
Alexander Deline	IMF

LEITI Secretariat

Samson S. Tokpah	LEITI
Konah D. Karmo	LEITI
Sianah Nalika DeShield	LEITI

I. **Adoption of Agenda:** The regular monthly MSG meeting was held on Wednesday, April 30, 2014 in the Conference Room of the LEITI, Old Budget Bureau Building, Redemption Road, adjacent the Executive Mansion.

II. **Draft Minutes: Corrections**

March 26, 2014 Minutes: for the March 26, 2014 MSG Meeting, it was corrected that Mr. Kamara should be referred to as proxy for the Managing Director OF FDA instead of Acting Managing Director FDA.

Adoption: With these corrections made, it was moved and seconded that the Minutes be adopted and form part of the Secretariat's archives.

III. **Matters Arising:** There was no Matters Arising.

IV. **Secretariat Update:** A brief update from the Secretariat for the period of March 24 – April 29, 2014 was presented by the LEITI Head of Secretariat Mr. Samson S. Tokpah. The Secretariat highlighted the status of the 5th Reconciliation Report, the Status of the Draft TOR for the 6th Report, the Contract Matrix, the Beneficial Ownership Disclosure, the Scoping Study on the Mining Sector, the MSG recommendation on the GOL- Post Award Process Audit, the December 2013 newsletter , Annual Activity Report and the 4th Report Dissemination. He also elaborated on the EITI Photo Competition. He was pleased to announce that LEITI was one of the winners of the EITI 2014 Photo Competition. This award comes with a cash prize of \$1,000.00 USD but, the secretariat recommends a camera since LEITI do not have a camera to aid the Communications Department. He also talked about the vacancy announcement of the HOS Position that was placed in the local dailies and the LEITI sites. Notwithstanding the Head of Secretariat has worked with the Deputy Head of Secretariat to ensure that there is a smooth transition of responsibilities.

The Chair thanked the Secretariat for the update.

V. **Discussion on Secretariat Update:** Chief Zanzan Karwor suggested that the recruitment of the new Head of Secretariat should be someone who knows the workings of the Extractive Industries and how LEITI works instead of someone who is going to learn on the job. Mr. Kofi Ireland Quickly suggested that the MSG instructs the Deputy Head of Secretariat to Act as Head of Secretariat while the recruitment of the Head of Secretariat is in progress, instead of assuming that because he is Deputy Head of Secretariat therefore he should be assumed to be acting as Head of Secretariat.

A motion was adopted that the Deputy Head of Secretariat, Mr. Konah D. Karmo act as Head of Secretariat until a new Head of Secretariat is recruited.

VI. **Report from the Finance & Administration Committee:** Following the successful evaluation of the Head and Deputy Head of Secretariat, the Administration and Finance Committee was mandated by the Multi-Stakeholder Steering Group to conduct contract negotiations. Considering the need to expand the discussion to include all the staff of the Secretariat the committee recommends the following:

1. That the increment in staff members' salaries be suspended for this contract year which effectively runs into the next fiscal year;

2. That similar exercise be conducted in the second year of the contract to determine the need for salary increment;
3. That in the event where the salary structures identified by the CSA following its harmonization process is more than what is being paid by the LEITI, immediate adjustments must be made to bring them on par.

The MSG adopted all the recommendations, except the third recommendation relating to the Civil Service harmonization for reason that the LEITI was a special arrangement and not like the ordinary civil servants; therefore, outcome of the pending salary and benefit realignment exercise being considered by the Civil Service Agency (CSA) could not affect the LEITI. Hence any information gathered by the Finance and Administration Committee during its fact finding visit to the CSA was purely for information purposes.

The MSG then instructed the Finance & Administration Committee to complete the three years contract for the Deputy Head and ensure that it was signed by the Chairperson of the MSG.

5th LEITI Report

The First draft of the 5th LEITI report was discussed by the MSG after the Reporting and Communications Committee presented its feedback from the review of the draft report. The Committee recommended among other things that since the LEITI was not currently in the position to validate amounts reported by companies as in-kind contributions, all other information, except the dollar amount, should be disclosed.

The MSG approved all the observations and recommendations made by the Committee from the review of the first draft report submitted by the Reconciler – Ernst & Young / MGI-Monbo & Company.

- VII. **Recruitment for the HOS Position:** The finance & Administration Committee informed the MSG that the Secretariat was still in the process of receiving application for the position of the Head of Secretariat. Meanwhile, it was suggested that the Committee formulate a schedule of implementation to guide the process. The Committee was encouraged to expedite the shortlisting process after which the MSG will constitute another committee to conduct the interview.
- VIII. **State of Secretariat and Turnover:** The outgoing Head of Secretariat, Mr. Samson S. Tokpah thanked Members of the MSG for the opportunity to serve. He provided update on the state of the LEITI, and acknowledged the Deputy Head of Secretariat, Mr. Konah D. Karmo, for being a great team member.
- IX. **AOB:** There was no AOB.
- X. **Date and time of next MSG Meeting:** The next MSG meeting was scheduled for Wednesday, May 28, 2014

Meeting Adjourned.