

MINUTES

REGULAR LEITI MULTI-STAKEHOLDERS STEERING GROUP MEETING
HELD AT P. A. RIBS HOUSE
AIRFIELD, LAKPAZEE, MONROVIA, LIBERIA
WEDNESDAY JANUARY 28, 2015

PRESENT

GOL

Florence Chenoweth	Minister of Agriculture
Elfrieda Stewart Tamba	Commissioner General LRA
Harrison Karnwea	Managing Director FDA
James F. Kollie	Deputy Minister MFDP
Elvin C. A. Frank	Proxy for the Minister of MIA
S. Tobias Wesseh	Proxy for the CEO of NOCAL

CSO

Cecelia T. M. Danuweli	PWYP/WANEP
James Yarsiah	Rights & Rice Foundation
Marpue M. Speare	WONGOSOL
Zanzan Karwor	NTCL

Private Sector

Ansu Konneh	Western Cluster Ltd.
Henri Harmon	Golden Veroleum Liberia
Nathaniel Jallah	ExxonMobil
John S. Deah	LTA
Esiaka B. Konneh	Brokers & Dealers Association

IN ATTENDANCE

Partners/Observers

Kofi Ireland	UNMIL
Caroline Dow	US EMBASSY
Alex S. Yeanay	AFDB
Marcus Zarway	GIZ
Myer Saye	UNDP

OTHERS

Roosevelt K. Forh	Consultant – MSG Policy Manual
Tove Strauss	Consultant – Value Chain Analysis (ODI)
Mohammed Nasser	FLY
Roosevelt Tule	USAID
Edward Kamara	FDA
Eric Swen	ArcelorMittal
Johnny S. Tarkpah	NOCAL

LEITI Secretariat

Konah D. Karmo	LEITI
Hnede Berrian-Sillah	LEITI
Sarnyenneh M. Dickson	LEITI
Beneta Ackah	LEITI
Roosevelt Seedee	LEITI
Maureen J. Mason	LEITI

I. Welcome - The Regular Monthly meeting of the LEITI Multi-stakeholders Steering Group (MSG) was held on Wednesday, January 28, 2015 at P. A. Ribs House in Lakpazee, Airfield, Monrovia, Liberia. The LEITI Head of Secretariat, Mr. Konah D. Karmo welcomed members of the MSG to the second MSG meeting since the Ebola Virus Outbreak in Liberia. Mr. Karmo informed the body that due to other pressing engagements, the Proxy Chair, Hon. Stephen Dorbor could not be present at the meeting and had therefore designated Mr. John S. Deah of the Liberia Timber Association to chair the meeting.

Mr. Deah formally welcomed all MSG members to the meeting and presented the draft agenda for adoption.

II. Adoption of Agenda: With no amendments made to the draft agenda, it was moved and seconded that the agenda be used as the tool to guide the meeting.

III. Recognition of Former MSG Members: Four entities, namely: BHP Billiton, ArcelorMittal, FLY and Chevron were recognized, certificated and presented with LEITI souvenirs for their meaningful contributions to the implementation of the EITI process in Liberia during their tenure as members of the LEITI MSG. As you may be aware, members of the LEITI MSG are appointed by the President of Liberia to serve three (3) year tenure in accordance with the Act establishing the LEITI. Institutions are appointed on the tripartite basis (civil society, government and private sector) and the heads of these institutions represented on the MSG. Only representatives from FLY and ArcelorMittal were present to receive the awards on behalf of their respective institutions. It was therefore agreed that the Secretariat forward the certificates of Chevron and BHP Billiton to their offices under a cover letter.

IV. Draft Minutes:

- **Corrections**: A page by page review of the draft meeting minutes which was held on December 10, 2014 was conducted with no corrections made.
- **Adoption**: It was moved and seconded that the minutes, as presented, form part of the Secretariat's archives.
- **Matters Arising**: There were no matters arising.

V. Secretariat Update: An update from the Secretariat covering the periods December 19, 2014 to January 26, 2015 was presented by the Head of Secretariat Mr. Konah D. Karmo. The HoS highlighted several activities undertaken by the Secretariat to include preparations for the 6th Reconciliation Report, plans for the dissemination of LEITI 5th report, Sanctioning of delinquent/non-compliant companies, LEITI Decentralization plan, investigation of discrepancies in the LEITI 3rd and 4th reports, Center of Excellence and status of the Contract Matrix as well as other administrative matters.

The meeting Chair thanked the Secretariat for the update and presented the document for discussions.

- **Discussion of the Secretariat update**:

- **Investigation of Discrepancy in 3rd and 4th Report** – members of the MSG inquired as to the timeline set aside for the completion of discrepancies in the 3rd and 4th Report with the 5th report being published pending dissemination. The HoS explained that by April 2015, the completed report will be submitted by the auditors and presented to the MSG.
- **Summary of LEITI Reports** – the Observer from UNMIL, Mr. Kofi Ireland informed the body that citizens in some of the counties had requested that the summary report be presented in a country specific format. They were of the view that this would further strengthen their understanding and enable them ask more specific questions relative to the operation of specific companies in their counties. The Secretariat said that the possibility of summarizing the report in this format could be considered in the future depending on funding availability.

- LEITI Center of Excellence – during the Secretariat update, it was reported that there has been delay in the commencement to undertake this activity due to series of bottle necks from UNDP in terms of releasing the initial funding to pay the consultant hired to produce the work. The Secretariat further explained that due to these bottle necks, it submitted a formal letter to the UNDP Head of Mission outlining these challenges. The Secretariat has also requested a “No Objection” from UNDP from UNDP to pre-finance but this was being withheld until the refinancing plan is approve from UNDP. Mr. Myer Saye, representing UNDP at the MSG tried to explain the UNDP’s own internal assessment rates and that the LEITI letter will be responded to urgently.
- LEITI Decentralization – a civil society representative inquired as to what was the reason(s) for the decentralization. The Secretariat explained that the LEITI decentralization (recruitment of focal persons) was due to feedback from various outreach programs, where citizens expressed concerns in getting back to LEITI with important information and facts. This is why the Secretariat made it clear in the announcement for the submission of applications that interested individuals must be residing in the county they wish to represent.
- MSG Feedback Mechanism - as a means of providing adequate feedback from representative on the MSG, members of the MSG requested that a space be allocated on the meeting agenda for representatives of the respective constituent to provide feedback to the body during MSG meetings. Some MSG were of the opinion that representatives from the line agency and ministries of government represented on the MSG be given similar funding/support for feedback or a space be given the representatives of these agencies and ministries in the sector specific funding support for feedback. The HoS said that the Secretariat will solicit funding to incorporate line agencies and ministries but that this aspect was already funded.

VI. Report from the MSG Finance & Administration Committee: The Chair of the MSG Finance & Administration Committee, Madame Cecelia Danuweli reported to the body that the position for the Deputy Head of Secretariat was advertised for two weeks in the local dailies, on the LEITI website, the Executive Mansion website amongst others. The Chair further reported that a total of sixty-nine (69) applications were received for the one position and was therefore appealing to the body to grant them additional time (two weeks) in order for them to adequately assess the entire applications and present a shortlisting during the next MSG meeting in February. Following much discussions on the way forward in fast tracking the shortlisting process, the MSG agreed to extend the time by two weeks to grant the Committee time to conclude the shortlisting process and report during the next MSG meeting.

VII. Approval Request:

- Inception Report - MSG Policy Manual: Mr. Roosevelt Forh, the consultant hired to produce the MSG Policy Manual presented a draft inception report of the manual. Due to the nature and volume of the document, members of the MSG agreed that inputs be solicited via the email to the Governance Committee for final review and report during the next meeting. This was unanimously agreed.
- Inception Report - Beneficial Ownership Disclosure: an overview of the draft inception report was provided by a representative of the Firm hired to produce the report. Mr. Arthur Fomba, the representative of the Firm Billy Tally & Associates highlighted major issues covered in the report as well as the high level of cordiality received from the companies and line agencies with the exception of NOCAL who came in very late. The consultant said that they were awaiting feedback from the MSG to conclude the report. The MSG agreed that the Secretariat provide a summary of key issues from the report to MSG members to enhance their feedback by February 6, 2015. A meeting be held

with companies to take a final look at the recommendations and the report should be back with the consultant by February 9, 2015.

VIII. EITI Value Chain Analysis: Madame Tove Strauss, the consultant hired to conduct the EITI Value Chain Analysis provided an overview of her mission and proposed a workshop with MSG members to acquire feedback and discuss her initial report.

IX. Date and time of next MSG meeting: The next MSG meeting was scheduled for Wednesday 25th February 2015.

Meeting adjourned.