

MINUTES

REGULAR LEITI MULTI-STAKEHOLDERS STEERING GROUP MEETING
HELD IN THE CONFERENCE ROOM OF THE MAMBA POINT HOTEL
MAMBA POINT, MONROVIA, LIBERIA
WEDNESDAY DECEMBER 10, 2014

PRESENT

GOL

Stephen B. Dorbor	Proxy for the Minister of MLME
Florence Chenoweth	Minister of Agriculture
Chea B. Garley	Proxy for the Minister of MOA
S. Tobias Wesseh	Proxy for the CEO of NOCAL
B. Al-Dennis	Proxy for the Director of LRA
Edward Kamara	Proxy for the Managing Director FDA
Elvin C. A. Frank	Proxy for the Minister of MIA

CSO

Cecelia T. M. Danuweli	PWYP/WANEP
James Yarsiah	Rights & Rice Foundation
Marpue M. Speare	WONGOSOL
Ezekiel Johnson	GODIMWUL

Private Sector

Ansu Konneh	Proxy for the Director of Western Cluster Ltd.
Esiaka B. Konneh	Brokers & Dealers Association
Henri Harmon	Golden Veroleum Liberia
Nathaniel Jallah	ExxonMobil
Debar Allen	Aureus Gold

IN ATTENDANCE

Partners/Observers

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

OTHERS

Darlingston Y. Talery	Proxy for the Director of LRA
Arthur Fumbah	Baker Tilly
Cassandra Hampton	MLME

LEITI Secretariat

Konah D. Karmo	LEITI
Hnede Berrian-Sillah	LEITI
Sarnyenneh M. Dickson	LEITI
Maureen J. Mason	LEITI

I. Welcome - The Regular Monthly meeting of the LEITI Multi-stakeholders Steering Group (MSG) was held on Wednesday, December 10, 2014 in the LEITI Conference Room, Old Budget Bureau Building, Redemption Road, Monrovia. The newly appointed Head of Secretariat, Mr. Konah D. Karmo welcomed everyone to the meeting since its suspension in July due to the Ebola Virus Disease Outbreak in July. He also welcomed the newly appointed MSG members and recognized the presence of the old members. Mr.

Karmo informed the body of the appointment of the Minister of Lands, Mines & Energy as the new Chairperson and the Minister of Finance & Development Planning as the Co-chair. Through a formal communication signed by the Minister of Lands, Mines and Energy, Minister Stephen B. Dorbor has been named as the permanent representative of the Chairperson to the MSG.

Hon. Dorbor, who also chair the meeting, also welcomed everyone and expressed sympathy for all those who lost their lives due to the EVD and caution others who are alive to continue to play safe and stay alive.

II. Adoption of Agenda: The draft agenda was presented for adoption. A member of the MSG suggested that the request to approve the “5th LEITI Report” be removed from the agenda item. Since the report had already approved and dissemination had already begun, but the Secretariat corrected that it was the 4th Report and not the 5th Report which had just been approved. The Secretariat furthered that the request for approval was for the summary report which is used for wider dissemination across the country. With this interjection made, it was moved and seconded that the draft agenda be used as the tool to guide the meeting.

- ***Self-Introduction*** – This meeting been the first meeting for the newly appointed MSG members, the Chair suggested and it was agreed that self-introduction be made beginning with Mr. Yeanay from the African Development Bank.

III. Draft Minutes:

- ***Corrections: May 28 and June 19, 2014 Meeting Minutes:*** A page by page review was conducted on both minutes and the only correction made was a correction to the spelling of Mr. Alex Yeanay name on the first page of both minutes.
- ***Adoption:*** With these corrections made, it was moved and seconded that the minutes as corrected form part of the Secretariat’s archives.

IV. Matters Arising:

- ***May 28, 2014 Minutes*** - There were no matters arising from the May 28, minutes.
- ***June 19, 2014 Minutes*** - Mr. James Yarsiah from Rights and Rice Foundation was concern of the motivating factors behind the increase in the number of reporting companies for the LEITI 5th report relative to the decrease reported during the 4th Report. The Secretariat named a number of factors that trigger this increase beginning with an aggressive approach in engaging reporting companies and the company own willingness to submit and comply with the EITI process. Mr. Edward Kamara from FDA also mentioned that the increase from the forestry sector was due to the increase number of forestry companies that register during the period under review. Some of the aggressive measures by the Secretariat ranged from actively engaging companies to submit its report to the regime of sanctions, naming and shaming of non-compliant companies, etc.

V. Secretariat Update: An update from the Secretariat covering the periods July - November 2014 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, dissemination of the 4th LEITI report, which was suspended due to the wide spread of the EVD in July and preparation for the dissemination of the 5th LEITI report with CSO taking the lead, setting up of an Online Data Repository, Scoping Study on the mining sector sponsored by USAID, the MSG Policy Manual, Center of Excellence on Resource Governance, Contract Matrix as well as other administrative matters. Concluding, the LEITI Head of Secretariat reported on the suspension of several of its activities due to the EVD. A copy of the report is attached for our review.

The Proxy Chairperson of the MSG thanked the Secretariat for the update and presented the document for discussions.

- **Discussion of the Secretariat update:**

- **Scoping Study (Mining Sector)** - Mr. Edward Kamara, proxy for the Managing Director of FDA welcomed the idea of the scoping study in the mining sector but stressed the need for similar study to be conducted in the forestry sector with pitsawyers. The Secretariat thanked Mr. Kamara for the information but said that the concerns was now directed to artisanal mining in the mining sector, which is donor funded. He further that similar study was conducted in the forestry sector previously but that the Secretariat would consider this in the future.
- **Dissemination of LEITI 4th Report** - Madame Marpue M. Speare of WONGOSOL wanted to know the five remaining counties for dissemination. The Secretariat named the counties as: Gbarpolu, Grand Cape Mount, Bomi, Margibi, and Montserrado. Mr. Yarsiah thanked the Secretariat for the dissemination exercise and pledged his organization's commitment in helping in the dissemination exercise, which the Secretariat welcome stressing that it had always collaborated with CSOs including Rights and Rice Foundation.

VI. Approval Request:

- **Draft ToR for the mining sector scoping study:**

The Secretariat presented a draft ToR, on the scoping study focusing on the mining sector, to the MSG for approval. The study is aimed at assessing Liberia mineral sector – believed to be dominated by large, artisanal and small-scale mining (metalliferous minerals – gold, diamond) and quarrels operations (granite and sand), -- to consider the possibilities of including all payments and revenue from the sector into the EITI reporting process in Liberia. The study is being supported through a grant from USAID.

The MSG received the draft TOR and urged the Secretariat to consider the possibility of incorporating small scale and artisanal mining under the EITI report as well as the environmental impact of artisanal mining on various communities. With these discussions, the Secretariat was instructed to procure the Consultant to undertake the study.

- **Approval of the 5th LEITI Summary Report:** it was moved and seconded by the MSG that the 5th LEITI summary be approved without reservation since it was a summary of the actual report which had already been approved. The purpose of the summary report is to facilitate wider dissemination throughout the fifteen counties of Liberia.
- **LEITI 2014/2015 Work Plan:** The LEITI 2014/2015 Work Plan was presented by the Head of Secretariat. Mr. Karmo informed the MSG that the budget is a balance budget since it only reflects on what has been allocated to the Secretariat by the Government of Liberia and Donor Partners for the year. He then turned over the budget to the MSG Finance and Administration Committee for submission. The Chair of the Committee, Mrs. Cecelia T. M. Danuweli of PWYP/WANEP, informed the MSG that the Committee met in a session to review and amend the budget as necessary. Some of the key areas where corrections were made were validation, contract matrix, scoping study, etc.

Since members of the MSG Finance & Administration Committee are part of the MSG with some members having accounting knowledge, the MSG unanimously approved the work plan without reservation via consensus.

- **LEITI Beneficial Ownership Disclosure Threshold & template:** a background on reason for the request for approval was presented by the HOS. Mr. Karmo explained that initially, the Secretariat proposed the threshold of 10%, but after careful study and analysis by the Secretariat a proposal to reduce the percentage to 5% has been presented for all sector excluding the forestry sector and narrowing it down to only those holding TSCs and FMCs because it is not a million dollar sector.

The Secretariat concluded that 5% to a million dollar company was material. The MSG welcomed the proposal by the Secretariat but asked that the Secretariat consider any laws that could affect such disclosure, and collaborate with the Liberia Revenue Authority (LRA) which already have such information. The Secretariat assured the MSG of collaborating with the LRA and further that any of such disclosure clauses were removed prior to the enactment of the LEITI by the Liberian Legislature.

A representative from the firm recruited to prepare the report, Baker Tilly made a passionate appeal to members of the MSG who are direct representatives of the line agencies and ministries of government to fully comply and assist the team in carrying out its work in order to speed up the process as they were facing challenges in acquiring the necessary data from these line agencies and ministries of government. The Chair also appealed to the representatives to assist the consultants with their work in order to speed up the process.

The new threshold and the template were approved as presented.

- **Recruitment of Deputy Head of Secretariat and Communication Assistants:** The MSG approved the recruitment of the Deputy Head of Secretariat and Communication Assistants by a motion which was seconded by the majority. For the Communication Assistants, the Secretariat was mandated to recruit the two staff while the MSG Finance and Administration Committee was mandated to follow all existing protocol to recruit the Deputy Head of Secretariat. The Committee asked that the Secretariat provide a draft of the TOR for the post of DHOS and submit to the Committee. It was finally agreed that a shortlisting of the top three (3) candidates would be submitted to the MSG during the January meeting in order to form another committee to conduct the interview process.
- **Retention of the Procurement Assistant:** the Secretariat requested the MSG to approve the retention of its Procurement Assistant (Ms. Joan N. Mendee) who was seconded by the Financial Management Training Program (FMTP) and has been working with the Secretariat for the past one year. This decision unanimously agreed.
- **Request to restore regular monthly MSG meetings:** the body agreed by consensus that the regular monthly MSG meetings be restored to its original date which is the last Wednesday of the month.

VII. **AOB:**

- **Postponement of the LEITI 6th Report and Validation Exercise:** by consensus, the MSG approved that (1) the Chairperson proceed and negotiate with the EITI International Secretariat to postpone the 6th report and Validation by six (6) months; and (2) the Secretariat prepare a communication to the International EITI for the signature of the Chairperson. The Secretariat explained that due to the Ebola Virus Disease outbreak, the Secretariat could not undertake majority of its activities leading to validation and the 6th report.
- **MSG Score card system:** The Secretariat also mentioned to the new MSG members, for information purposes, that there will be a continuation of the publication of the MSG scorecard reflecting attendance by MSG members over the period, therefore attendance was not only key but vital.

Appreciation of Old MSG members: Mr. Koffi Ireland of UNMIL suggested that old members of the LEITI MSG who were not retained on the MSG after the new appointment be appreciated during the next regular meeting. This was unanimously agreed by consensus.

VIII. **Date and time of next MSG meeting:** The next MSG meeting was scheduled for Wednesday 28th January 2014.

Meeting adjourned.

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GOL

John E. Deah	Liberia Timber Association
Elfrieda Stewart Tamba	Liberia Revenue Authority
James F. Kollie	Ministry of Finance and Development Planning
Florence Chenoweth	Ministry of Agriculture
Zanzan Kawor	National Traditional Council of Liberia
Johnny S. Tarkpah	Proxy National Oil Company of Liberia
Elvin C. A. Frank	Ministry of Internal Affairs

CSO

Cecelia T. M. Danuweli	PWYP/WANEP
James Yarsiah	Rights & Rice Foundation
Marpue M. Speare	WONGOSOL
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Mohammed Nasser	FLY

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Roosevelt Tule	USAID

OTHERS

Roosevelt Forh	Consultant
Arthur Fumbah	Baker Tilly
S. Tobias Wesseh	NOCAL

LEITI Secretariat

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Samson Z. Wonnah	LEITI
Beneta Ackah	LEITI
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II. **Adoption of Agenda:** The draft agenda was presented for adoption. It was adopted and no corrections or additions were made.

III. **Recognition of Former MSG Members:** The HoS along with the Chair person Mr. John E. Deah welcomed the recognized the presence of the former members of the MSG and called each out for certification of a cordial and understanding working relationship over the past times. Those organizations and entities were: BHP Billiton, Arcelor Mittal, Federation of Liberian Youth, Chevron Liberia, and

IV. **Draft Minutes: Review of the Draft Minutes from December 10, 2014 MSG Meeting-** the minutes were reviewed and there were no corrections made.

V. **Adoption:** With the point taken, it was moved and seconded that the minutes formed part of the MSG's files.

VI. Matters Arising:

Mr. Kofi Ireland made mention of the provision of the 5th Summary Report, and he was told that those reports would sent out as early as February 2, 2015 to members of the board.

VII. **Secretariat Update** – The HoS began firstly by mentioning the Secretariat's conversation with the President of Liberia about ongoing activities and updates within the extractive sector-LEITI to be specific.

Dissemination of reports- He also spoke about the completion of the dissemination of the 4th Report to the five (5) remaining counties, as well as the completed layout of the 5th Report Summary which pends completion of printing in order to be disseminated nation-wide as of March this year.

The Status of the 6th EITI Report for Liberia- also a topic under review in the Secretariat Update, the HoS informed the body that the LEITI requested for and received the required "No Objection" from the Public Procurement Concession Commission (PPCC) to proceed with the signing of contracts with successful firms, Parker & Associates / Moore Stephens LLP to serve as Independent Administrators for the preparation of the 6th Report for Liberia. The Secretariat meanwhile, has communicated with successful bidders and modalities for the signing of the contract and this should be concluded by the first week in February 2015.

LEITI request for extension

VIII. Discussion of the Secretariat update:

IX. **Scoping Study (Mining Sector)** - Mr. Edward Kamara, proxy for the Managing Director of FDA welcomed the idea of the scoping study in the mining sector but stressed the need for similar study to be conducted in the forestry sector with pitsawyers. The Secretariat thanked Mr. Kamara for the information but said that the concerns was now directed to artisanal mining in the mining sector, which is donor funded. He further that similar study was conducted in the forestry sector previously but that the Secretariat would consider this in the future.

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