

LEITI MULTI-STAKEHOLDERS STEERING GROUP

MINUTES OF THE 45TH MEETING

LEITI CONFERENCE ROOM • OLD BUREAU OF THE BUDGET BUILDING • REDEMPTION ROAD, MONROVIA
WEDNESDAY, FEBRUARY 23, 2011 AT 12:00 NOON

PRESENT

GOL

Augustine Kpehe Ngafuan	Minister, Ministry of Finance/Chairperson
Roosevelt G. Jayjay	Minister, Ministry of Lands Mines & Energy/Co-chairperson
Gbehzohngar M. Findley	Liberian Senate
Moses Wogbeh	Managing Director, Forestry Development Authority
Albert B. Cassell	Proxy for the President, National Oil Company of Liberia
E. Ekema A. Witherspoon	proxy for the Minister of Internal Affairs
Chief Zanzan Karwor	Chairman, National Traditional Council of Liberia

CSO

Alfred L. Brownell	Chairman, Green Advocates & PWYP representative
Augustus M. Zayzay, Jr	Federation of Liberian Youth
Morgana M. May-Cole	Gold & Diamond Miners and Workers Union of Liberia
Helena Jackson-Thornes	Gold & Diamond Miners and Workers Union of Liberia

Private Sector

Mark A. Richard	BHP Billiton
Russ Depp	Chevron Liberia
Princess J. Dimagiba	ArcelorMittal Liberia
John S. Deah	Liberia Timber Association

IN ATTENDANCE

International Partners/Observer

Jan Rabantek	United Nations Mission in Liberia
Peter Kluczny	GIZ Liberia

Others

Edward S. Kamara	Forestry Development Authority
Juanita Bropleh	Ministry of Finance
Jomaxim P. Jolo	Ministry of Finance/Large Tax Division
Tharam Z. Quaye	Green Advocates
Shadrach Y. Wisner	Gold & Diamond Miners and Workers Union of Liberia
Winston Wreh	Gold & Diamond Miners and Workers Union of Liberia
Momo A. Baina	Gold & Diamond Miners and Workers Union of Liberia
Philip A. Sandi	Publish What You Pay Coalition
Tharam Z. Quaye	Publish What You Pay Coalition
Varmuyan L. Kanneh	Gold & Diamond Dealers & Brokers Association
Matthew G. Joe	National Traditional Council of Liberia

LEITI Secretariat

Sayon Henry Yaidoo	LEITI
Edward R.A Smith	LEITI
Hnede L. Berrian	LEITI

The 45th meeting of the LEITI Multi-stakeholders Steering Group was held on Wednesday, February 23, 2011 at 12:00 noon and was chaired by the LEITI Chairperson and Minister of Finance, Honorable Augustine Kpehe Ngafuan.

1. ADOPTION OF AGENDA

- Agenda adopted

2. INTRODUCTION

- Self introduction was made by everyone

3. DRAFT MINUTES OF THE 44TH MSG MEETING: CORRECTION, ADOPTION

- Minutes reviewed page by page
- Correction was made on the title of Minister Jayjay's actual position at the time of the meeting. It was changed from "Minister" to "Acting Minister" of MLME
- The spelling of the acronym of the Gold and Diamond Miners & Workers Union of Liberia was corrected to read "GODIMWUL"
- With the above corrections made to the draft minutes, a motion was made and seconded for the minutes be adopted and opened for discussion.

MATTERS ARISING

- **There were no matter arising from the minutes**

4. 39TH SECRETARIAT REPORT

The 39th Report of the LEITI Secretariat was presented by the Head of Secretariat (HOS), Mr. Sayon Henry Yaidoo. In his presentation, Mr. Yaidoo highlighted activities of the Secretariat as well as the financial report for the period under review. During his presentation the HOS made specific reference to two key issues: (1) missing source documents for the December, 2010 Petty Cash source documents; and (2) the resignation of the Deputy Head of Secretariat, Mr. Edward R. A. Smith. On these two issues, the following were raised and discussed:

- **Missing Petty Cash Receipts:**
 - The HOS explained that all receipts and source documents for Petty Cash for the period December 2010 got missing after the reconciliation/recording of the documents was done
 - The amount for Petty Cash on a monthly basis is US\$200.00
 - Each staff (Administrative Manager, Accountant and Office Assistant) involved in handling the report was asked to submit a report on their involvement with the report
 - This was done and attached to the reconciliation page and filed

- MSG proposed that an internal procedure of documents be setup to avoid such reoccurrence
- **Resignation of Mr. Edward R. A. Smith, Deputy Head of Secretariat:**
 - The letter submitted by Mr. Smith was read
 - Chair said that the resignation of the Deputy Head is a serious issue and creates a vacuum of discontinuity in the Secretariat
 - HOS explained that he had responded to Mr. Smith letter, thanking him for his services over the years and proposed an exist interview and turn-over notes
 - Following suggestions by MSG members on the way forward, a small committee headed by Chief Zanzan Karwor was set up to speak with Mr. Smith and find out what influence his resignation. The MSG wants to be sure that Mr. Smith decision was not based on other factors. Other members of the committee included Atty. Brownell of Green Advocates and Mr. Deah of the Liberia Timber Association.
 - The team is expected to meet with Mr. Smith and report to the MSG via email on Friday, February 25, 2011

5. DRAFT 3RD LEITI REPORT

- The HOS presented a draft summary of the 3rd LEITI Report
- One of the key issue raised was the number of reporting companies failing to have their templates attested to by an external auditor
- The HOS said that one of the main reasons for the non-attestation of some company's template was the financial burden on small companies.
- Several issues were raised on this matter: (1) setting a threshold against the materiality of the reporting company; (2) establishing the materiality for payments by reporting companies, etc
- LEITI Report becoming a tool for budgeting process, an analysis should be made on setting of threshold
- Atty. Brownell to review what is the EITI standard on audit attestation and materiality and report to the MSG
- Civil Society stressed its disappointment in the way the Secretariat presented the 3rd Report to the MSG. Atty. Brownell said that the practice has been that the Secretariat forward both hard and soft copies of the report to the MSG along with a summary of key issues to be addressed, this he said was not done with the 3rd Report
- He also spoke about the review of the Reconciler's TOR to ascertain whether all components were adhered to as there should have been a column for amount paid and amount due on the template

- The HOS said that the issue of amount due was addressed in part-2 of the reconciler's instruction notes.
- Following much discussions, the Secretariat was asked to prepare bullet points of key issues of the 3rd Report and forward to the MSG

6. 5TH EITI GLOBAL CONFERENCE

- The Head of Secretariat made a brief presentation on the status of issues surrounding LEITI attendance at the 5th EITI Global Conference
- Visa: All members of the delegation requiring visa would get their visa by Friday, February 25, 2011
- The Co-chair and Minister of Lands Mines & Energy registered his concern that the MLME was not included on the delegation, but said that he was working our modalities to acquire the necessary visa so as to enable him attend the conference
- The Chair also registered concerned about Liberia's participation at the conference. He said that Liberia should not only be concern about attending the conference, but should be also concern with the part it would play at the conference taking into consideration it's lead role in EITI implementation
- The HOS explained that Liberia's participation at the conference was in twofold: (1) the LEITI exhibition stand; and (2) presentation on incentivizing EITI compliant countries. The EITI Secretariat had suggested we consider that the presentation be made by a member of Parliament (Senator Findley) – as it would be another first for Liberia at the EITI conference
- The MSG to review the report on "incentivizing EITI compliant countries
- Atty. Brownell informed all that he will also be making a presentation of lessons from Liberia the good, the bad, the ugly during the conference

7. TIME AND DATE OF NEXT MEETING

- Wednesday March 30, 2011.

8. ADJOURNMENT

- There being no other business the meeting was adjourned.