

# 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 FEBRUARY 26, 2014 AT 12:00 NOON

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## PRESENT

### GOL

Hon. Angela Cassell Bush	Proxy for the Minister of Finance - MSG Chair
Stephen B. Dorbor	Proxy for Co-Chair Person Ministry of Lands & Mines
Edward Kamara	Proxy for the Managing Director FDA
Samuel Askie	Proxy for the Minister of Internal Affairs
Anderson S. Chea	Proxy for the President of NOCAL
Chea B. Garley	Proxy for the Minister of Agriculture
Augustine N. Doe	Representing Hon. Adolph Lawrence

### CSO

Cecelia T. M. Danuweli	PWYP/WANEP
Mohammed Nasser	FLY
Ezekiel S. Johnson	Gold Diamond and Mines Workers Union
Paul W. Boe	NTCL

### Private Sector

John S. Deah	LTA
Monique Cooper	BHP Billiton Liberia

### Others

Joseph J. Tally	FDA
Isaac K. Kipi	FDA
J. Mark Brown	NTCL

## IN ATTENDANCE

### Partners/Observers

Kofi Ireland	UNMIL
Julianne Weymann	GIZ
Myer Saye	UNDP
Alex S. Yeanay	ADB
Frances R. Deigh Greaves	National Civil Society Council

### LEITI Secretariat

Samson S. Tokpah	LEITI
Konah D. Karmo	LEITI
Hnede Berrian-Sillah	LEITI
Sianah Nalika DeShield	LEITI

- I. Welcome Remark and Adoption of Agenda:** The regular monthly MSG meeting was held on Wednesday, February 26, 2014 in the Conference Room of the LEITI, Old Budget Bureau Building, Redemption Road, adjacent the Executive Mansion. The meeting was chaired by the Proxy Chairperson, Hon. Angela Cassell-Bush who welcomed all to the meeting and called for the adoption of the draft agenda. With no amendments made, it was moved and seconded the agenda be used as a working tool to guide the meeting.

Self-introduction was later made beginning with the Chaired.

## II. **Draft Minutes (January 29, 2014):**

**Corrections** - A page by page review of the draft minutes of January 29, 2014 was presented by the meeting Chair, Hon. Cassell-Bush. Two corrections were made on page one to remove “Acting” from the position of FDA Managing Director and remove Gold & Diamond from under Private Sector to be recorded under the list of the Civil Society Organization.

**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** – The body was informed that the two issues that came up under matters arising (1) letter to the President sent to Hon. Konneh and (2) the former Finance Director complain, would be addressed under the Secretariat Update. The Head of Secretariat was therefore asked to present the Secretariat Update.

IV. **Secretariat Update**: A brief update from the Secretariat for the period January 28, 2014 –February 25, 2014 was presented by the LEITI Head of Secretariat, Mr. Samson S. Tokpah. The secretariat highlighted the status of the 5<sup>th</sup> Report; contract Matrix, dissemination of the 4<sup>th</sup> Reconciliation Report, Post Award Process Audit, LEITI newsletter and introduction of the new Sector Analyst Mr. Sarnyenneh Dickson and Communication Intern Mr. Jewel Lomax Jones. He also elaborated on the process of Staff contracts and Funding from the Government of Liberia, GIZ, African Development Bank, World Bank, and USAID. On the issue of the former Finance Director, Mr. Tokpah asked that the Internal Audit Secretariat review all financial documents to inform his decision and report by the next MSG Meeting. Mr. Sampson S. Tokpah told Members of the MSG that the resource center was now been used by the Admin Department therefore, it was agreed upon by GIZ and PWYP that the resource center be relocated to the PWYP Office. The HOS also reported that the Staff Retreat held at Libassa Eco Lodge in Margibi County on February 20 -21 2014 was a success and the purpose of the retreat was to present and assist staff of the Secretariat to fully understand and implement the approved Operations Manual, promote team building amongst staff, and develop skills in dealing with diversity in the office environment. Lastly Mr. Samson Tokpah congratulated Mr. Myers Saye on his marriage.

The meeting Chair thanked the Secretariat for the report and opened it for discussion.

## V. **Discussions on Secretariat Update**:

**Funding** – the UNDP representative to the MSG, Mr. Myers Saye stated that he did not see UNDP support to the LEITI under funding, but Mr. Tokpah explained that because UNDP budget had not been approved he could not add it to the current secretariat update he assured him that UNDP support will be listed under funding in the next Secretariat Update.

**EITI Tanzania Trip** – a member of the MSG wanted to know of the component of MSG members forming part of the Tanzania trip. Mr. Tokpah explained that two (2) MSG members, one from civil society-represented by Mrs. Cecelia Danuweli and the other from the Private Sector represented by Mr. John Deah will form part of the trip. The Co -chair Mr. Stephen Dorbor should have also form part of the delegation but explained that due to a regional organizational workshop for mining sector which is scheduled around the same time he could not be part of the delegation to Tanzania. Mr. Samson Tokpah will also form part of the trip.

**Letter to the President (Process Audit Report)** - Mr. Kofi Ireland wanted to know why the process audit letter has not been delivered to the office of the President, but Mrs. Angela Cassell Bush assured all that every effort will be exerted during the week to have the chair sign the letter for onward submission to the office of the President.

**VI. Report from Administration and Finance Committee:** based on the decision of the last MSG meeting mandating the Finance and Administration Committee to complete the process of contract negotiations with the Head and Deputy Head of Secretariat, the Head of the Committee FLY President Mr. Mohammed Nasser, submitted a report showing percentage increment in salaries for the Head and Deputy Head of Secretariat in comparison with other anti-graft institutions (General Auditing Commission, Liberia Anti-corruption Commission, Governance Commission, etc) In the country. He further explained that for the Head of Secretariat, 1<sup>st</sup> year will be 11.3%, 2<sup>nd</sup> year will be 5.9%, and the 3<sup>rd</sup> year will be 9.9%. For the Deputy Head of Secretariat the 1<sup>st</sup> year will be 15%, the 2<sup>nd</sup> year will be 10%, and the 3<sup>rd</sup> year will be 11.3%. For the Finance Director, the 1<sup>st</sup> year will be 15% the 2<sup>nd</sup> year will be 20% and the 3<sup>rd</sup> year will be 4.9%. For every other staff there will be 20% increment for the 1<sup>st</sup> year. The Committee further reported that comparing the salaries of staff at the LEITI with other EITI countries, LEITI staffs were not receiving any other benefits except their salaries even with the increased workload. Following this analysis, the report was presented for discussion.

**Discussions and Decisions on the Report:**

While some MSG members were of the opinion that the report was a bit confusing and did not present a clear picture as to the justifications for these increments, some averred that a quantitative analysis should be attached to the report taking into consideration the recent downward trend of GOL allotments in order to make appropriation for the extra cost associated with these increments.

**Decision:** After much discussion, members of the MSG asked the Committee to go back and review its report and provide detail justifications and salary range for the Head and Deputy Head of Secretariat. This updated report should be provided during the next MSG meeting (March 26, 2014).

**VII. Review discussion and approval of the TOR of Beneficial Ownership:** The Secretariat reported that there has been funding received from UNDP to implement the Beneficial Ownership as approve in the LEITI work plan. The idea behind Beneficial Ownership is to ensure that Liberians benefit fully from the oil, mining, logging, and agriculture companies operating in Liberia and that those amount paid by concessionaires is mandated by law. The document was revised based on inputs from MSG members and presented for approval.

**Decision:** The MSG agreed that there should be a background research on the mining history of individuals owning or claiming licenses for extractive companies. It was discussed that if a person does not have any history of mining, that company must designate a particular person who knowledgeable of that company's mining history to take responsibility of actions in the near future. Copies of the document of Beneficial Ownership were distributed.

**VIII. MSG Composition:** The LEITI Head of Secretariat presented a one page document on the status of the MSG Composition. The document revealed that nine (9) permanent members (Ministry of Finance, Ministry of Lands, Mines & Energy, Forestry Development Authority, Ministry of Agriculture, Ministry of Internal Affairs, National Oil Company of Liberia, Publish What You Pay Coalition, House of Senate, and the House of Representative) will form part of the next MSG. He further named Exxon Mobil, Golden Veroleum, Western Cluster, and the Gold and Diamond Workers Union as representatives of the Private Sector. Two representatives from the Civil Society Organization and one representative from the mining sector are still in the process of submitting their representatives.

The Secretariat concluded by requesting the submission of the Liberia Timber Association and the Diamond Dealers and Brokers Association to the President since the LEITI Act was not clear on whether the representation of these two institutions were by organization or individual.

**Decision:** this was approved by the MSG and the Secretariat was requested to have a complete listing of the composition of MSG members during the next meeting.

**IX. AOB:**

*UNDP Human Development Report* – the representative of UNDP on the LEITI MSG, Mr. Myers Saye informed the body that UNDP is supporting the Government of Liberia to develop a Human Development Report with focus on the Extractive Sector. He said that the LEITI will serve on the Technical Committee and was therefore calling on the support of the MSG and the LEITI in order to make the program a success.

*Opening of LEITI Liberian Dollar Checking Account* – the Proxy Co-chairperson of the MSG, Hon. Dorbor said that he had received a communication from the LEITI Head of Secretariat requesting to change the Liberian Dollar LEITI Allotment Check to United States Dollars. When asked, the MSG was informed by the Secretariat that it does not have a Liberian Dollar Account and so every time an allotment is written for the LEITI, that check has to be changed to United States Dollars at a charge to the institution. The Secretariat was asked to open a Liberian Dollar Account.

*Change in the status of Alex S. Yeanay of ADB* – Mr. Alex S. Yeanay, ADB's designated representative to the LEITI MSG informed the body that he had been promoted to the status of permanent staff of the ADB after serving as a contractual staff over some period. The MSG thanked Mr. Yeanay for the hard work and admonished him to continue to do more.

*Resignation of LEITI Head of Secretariat* – The LEITI Head of Secretariat, Mr. Samson S. Tokpah, elaborated on the gains made by EITI Liberia since his ascendancy to the position of Head of Secretariat. He later informed the MSG that he has been awarded and accepted a new position at the International EITI Secretariat as Regional Director for Anglophone countries and will be assigned in Oslo, Norway. His resignation will take effect as of April 2014. This came as a shock to most MSG members and staff of the Secretariat, but the MSG thanked and accepted Mr. Tokpah's resignation and expressed the hope that an appropriate replacement would be found before his departure.

**X. Date and time of next MSG Meeting:** The next MSG meeting was scheduled for Wednesday, March 26, 2014

**Meeting Adjourned.**