

LEITI MULTI-STAKEHOLDERS STEERING GROUP

MINUTES OF THE 37TH MEETING

4TH FLOOR, MINISTRY OF FINANCE BUILDING, MONROVIA

WEDNESDAY, JUNE 30, 2010 AT 12:00 NOON

<u>Attendance</u>	<u>Institution</u>	<u>Status</u>
<u>GOL</u>		
Elfrieda Stewart Tamba	MOF	Alternate
Gbehzohngar M. Findley	House of Senate	Member
Moses D. Wogbeh, Sr.	FDA	Member
Carlton S. Miller	MLME	Alternate
E. Ekema A. Witherspoon	MIA	Alternate
Oliver N. Rogers	MOF	MOF Focus Staff
<u>CSO</u>		
Philip A. Sandi	PWYP	Alternate
<u>Private Sector</u>		
Roosevelt K. Forh	AmLib	Member
Betty Mends-Cole	BHP Billiton	Alternate
Eric Swen	ArcelorMittal	Alternate
Esiaka B. Konneh	Miners and Brokers Association	Member
<u>LEITI Secretariat</u>		
Edward R.A Smith	LEITI Secretariat	Staff
Hnede L. Berrian	LEITI Secretariat	Staff
<u>Others:</u>		
Peter Kluczny	GTZ	Observer

1) **Confirmation of a quorum to hold the meeting**

The meeting was chaired by Mrs. Elfrieda Stewart Tamba, Acting Minister of Finance, beginning with a request for quorum to hold the meeting. The Acting Head of Secretariat informed the body that there was a representative from every sector (GOL, CSO and the private sector) to hold the meeting.

2) **Adoption of the Agenda**

Calls for the adoption of the draft agenda were made and there were no corrections. It was subsequently moved by Mr. Roosevelt K. Forh of AmLib and seconded by Honorable Moses Wogbeh of FDA that the agenda be used as a tool to guide the meeting.

3) **Draft Minutes of the 36th Meeting: corrections, adoption and matters arising:**

The draft minute of the 36th meeting was reviewed page by page and it was suggested by Minister Tamba that the attendance listing on the minutes be sorted by group (Government, Civil Society, and Private Sector) to show clarity. Matters arising from the minutes were simultaneously discussed as the minutes were reviewed.

Issue of the resolution of unresolved discrepancies in the LEITI First Report: The Report of unresolved discrepancies submitted by MGI-Monbo & Company was challenged by the Ministry of Finance and a rebuttal was submitted by mail to Monbo & Company and a copy forwarded to the Acting Head of Secretariat. The Secretariat was mandated to share the email with members of the MSG. Briefing the MSG on behalf of the Ministry of Finance, the Deputy Commissioner for Internal Revenue, Mr. Oliver N. Rogers, stated that ArcelorMittal admitted that they understated their payment data submitted to the reconcilers for the preparation of the first report and that the MOF revenue data submitted were accurate. The MSG discussed and agreed that ArcelorMittal should submit to the LEITI a report of the actual amount paid for the period along with all supporting documents.

LEITI 2010-2011 Budget: The Acting Head of Secretariat reported that the draft budget was submitted to the Budget Committee, but due to other engagements, the committee chair, Mrs. Marie Leigh-Parker could not attend the meeting. It was agreed that the committee will report during the next meeting of the MSG.

- 4) **List of Nominees for NEW MSG:** Mr. Smith reported that the letter has been submitted to the Office of the President. A remainder mail was also forwarded, but up to the time of the meeting, no response was received. The Secretariat will continue to follow up on the matter.

Following the discussion of the minutes, it was moved by Honorable Moses Wogbeh of FDA and seconded by Senator Gbehzohngar Findley that the minutes, with the corrections made, be accepted to form part of the Secretariat Achieves.

- 5) **31st Secretariat Report**

The Acting Head of Secretariat, Mr. Edward R. A. Smith, submitted the 31st Report of the LEITI Secretariat. The report highlighted major activities of the Secretariat and financial matters for the period May 24, 2010 to June 25, 2010.

Discussion of Report

EITI Summer Course on Governance of Oil, Gas and Mining Revenues: The Secretariat reported that GTZ through its Regional Resource Governance Program in Liberia is organizing an EITI summer course from July 12-23, 2010 in Accra, Ghana. The Program agreed to sponsor two staff of the LEITI Secretariat, therefore the incoming Head of Secretariat Mr. Sayon Henry Yaidoo and Ms. Hnede L. Berrian, Administrative Manager were nominated to attend the seminar.

Mr. Forh of AmLib raised the issue of the availability of Mr. Yaidoo to attend the training seminar. He further said that since Mr. Yaidoo has indicated that he was unable to take up official LEITI duties until August 2010 because of his schedule with his current employer, what excuse would he be using to travel to Ghana on official LEITI duties? Following much discussion on the matter, Mr. Forh suggested, and it was agreed by the MSG, that the current staff of the Secretariat benefit from the training. The MSG then decided that the Acting Head of Secretariat attend the training along with the Administrative Manager instead of the incoming Head of Secretariat.

The representative of Publish What You Pay (PWYP) Mr. Philip Sandi, defer with the decision of the Board not to allow the new Head of Secretariat to travel to Ghana on this training.

PWYP averred that the training could serve as an initial training opportunity for the new Head of Secretariat even though he had not started his official LEITI duties.

Dissemination of LEITI Reports: PWYP reported that it has not been officially notified of the LEITI Outreach activities, but the Acting Head of Secretariat said that the Secretariat usually sends emails to MSG members informing them of its outreach activities. He also said that the permanent representative of the PWYP, as listed on the LEITI mailing list, has always received the information on the Secretariat's outreach activities.

Relocation of the LEITI Secretariat: Mr. Smith reported that the issue of the Secretariat's relocation to the BOB Building is in progress, but a major issue has surfaced. He said that there is currently no electricity at the premises. When staff of the Secretariat visited the premises to inquire, they were informed by the generator maintenance officer that the Ministry told them that there is no fuel for the generator. The Financial Management Training Program of the Ministry of Finance, which is also being relocated to the building, agreed to syndicate with the LEITI for the provision of fuel upon the approval of the national budget.

Only one (1) generator supplies the entire building at the Bureau of Budget, making it difficult for the LEITI to want to take the initiative to supply fuel for the generator. The maintenance officer said that over 150 gallons of fuel is consumed on a weekly basis.

Based on the above, the MSG requested the Secretariat to prepare a short term and long term cost analysis covering major operations of the Secretariat at the BOB Building.

LEITI 2nd Report: Highlights from the LEITI 2nd Report were made and the issue of Cocopa Rubber Company was raised. Mr. Smith reported that the management of Cocopa did not submit their reports with the necessary supporting documents as requested by the Reconcilers, thereby causing a discrepancy in the LEITI 2nd Report. He said that after numerous reminders by the LEITI, reconcilers, and the MOF, Cocopa submitted the source documents long after the publication of the 2nd Report.

Based on the above, it was agreed by the MSG that Cocopa be fined the amount of US\$1,000 for noncompliance (sending supporting documents after the due period). A committee comprising of representatives from the civil society, Ministry of Finance and Cocopa was formed to reconcile the discrepancy between Cocopa and the Government of Liberia. This committee is expected to report to the MSG on or before the next MSG meeting (July 28, 2010).

Listing of extractive sector companies from line agencies and ministries: Mr. Smith reported that listing from every line agency and ministry of government has been received, but that the Ministry of Lands, Mines & Energy did not submit the listing of miners and brokers. Mr. Carlton Miller, Deputy Minister of Lands & Mines said that the letter the Secretariat submitted did not request for listing of miners and brokers. The Secretariat was then mandated to submit another letter to the Ministry of Lands, Mines & Energy requesting for the listing of miners and brokers.

LEITI Draft Integrated Operations Manual: The Committee submitted a report which consists mainly of corrections in the organizational chart. It was recommended that in keeping with good corporate governance, the Internal Auditor should report to the MSG and

advise the Head of Secretariat as stated on page 86 of the manual and that all financial matters of the LEITI are handled by and through the office the Finance Director. It was also recommended that the issue of LEITI auditing be assigned to Finance Department.

On the issue of Petty Cash disbursement, it was recommended that (a) the Project Accountant will review the petty cash request. He/she will prepare and sign the petty cash voucher, indicating that the claim for petty cash is legitimate; (2) the petty cash voucher will be submitted to the accountant for his/her approval indicating that cash is available; (3) the approved voucher is taken to the Head of LEITI for approval indicating the authorization for payment; and (4) the authorization voucher will be taken to the Petty Cash Custodian for payment.

The Secretariat was mandated to circulate the report of the Committee by mail to all MSG members to solicit their comments by or before the holding of the next 38th meeting.

6) **MSG Retreat:**

It was agreed by MSG Members that the Retreat be held in Careysburg at either Farmer's Paradise or Quelu's Farm. The date for the retreat was set for July 9 & 10, 2010 and the Secretariat was mandated to work out the necessary mechanism to hold the meeting.

7) **Time and date of next meeting**

It was agreed that the next (38th) Meeting of the MSG will be held on Wednesday, July 28, 2010 at 12:00 noon in the Conference Room of the LEITI.

Submitted by: _____

Hnede L. Berrian
Administrative Manager