

MSG MEETING MINUTES

Meeting minutes of the Multi-Stakeholder Steering Group (MSG) of the Liberia Extractive Industries Transparency Initiative (LEITI) held on December 3, 2019 at 11:00am in the conference room of the LEITI, Old Budget Bureau Building.

Present in Attendance were:

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| 1 T. Ojuku Nyenpan | MFD |
| 2 Edward S. Kamara | FDA |
| 3 Atty: Robert E. Cooper | MOJ |

CSO

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| 1. Winston W. Wreh | LLC |
| 2. Fallah B. Kamara | MICSOL |
| 3. Saylor Wahtoson | PWYP |

Private Sector

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| 1. Clarence Tay | Atlantic Resource Ltd. |
| 2. Ekema Witherspoon | LIBTA |
| 3. Eric Swen | Arcelor Mittal-Liberia |
| 4. Esiaka B. Konneh | Broker & Diamond |

Observer

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| 1 Roosevelt Tule | USAID |
| 2 Samuel Summerville | GIZ |

LEITI

1. Jeffery N. Yates

Preliminaries: The regular meeting of the Multi- Stakeholders Steering Group (MSG) of the Liberia Extractive Industries Transparency Initiative (LEITI) was held on Tuesday December 3, 2019 in the LEITI Conference Room.

Commencing at 12: 45 pm, the meeting was called to order by Hon. T. Ojuku Nyenpan. This was followed by self-introduction of members of the MSG, Observers and LEITI's Secretariat staff present.

Hon. T. Ojuku Nyenpan did the welcome remarks. He welcomed all in attendance and stated that they are the governing body of the LEITI and that they should all work together to ensure the success of the EITI process in Liberia. In a short statement, he also welcomed everyone on behalf of the Chairman and Co-Chairman. He emphasized that LEITI is a transparency framework that seeks to promote the accountable management of the country's natural resources. He stated that the practice of transparent resource management prevents conflict and promotes stability of the state. He urged his fellow MSG members to put Liberia's interest first despite our diverse political and religious views. He encouraged all to build relationship and mutual respect for progress.

Reading of the Agenda

Hon. Nyenpan, asked Mr. Jeffrey Yates of the Secretariat to read the agenda. The agenda was read as requested. Following the reading of the agenda, the Presiding presented the agenda and requested the will of the body towards the agenda. It was moved by Mr. Eric Swen and seconded by Mr. Winston Wreh that the agenda be used as a working tool to guide the meeting.

Silent prayer was offered by members, followed by the discussions below:

Reading of the Last Meeting Minutes

The Presiding asked Mr. Yates of the Secretariat to read the last meeting minutes. Mr. Yates read the minutes as requested by the Presiding.

Issues Arising from the Reading of the last Meeting's Minutes

Following the reading of the last meeting's minutes, the Presiding asked members of the MSG whether anyone had any issue with the minutes as read. In response to the Presiding question, Mr. Robert Cooper requested correction of his misspelled name by the Secretariat; and Mr. Ekema A. Witherspoon suggested the following:

- That MSG meeting minutes should be prepared and sent to members of the MSG for inputs/ corrections one day after the meeting;
- Afterwards, the Secretariat should incorporate all inputs and print final copies for adoption by members of the Board at the next meeting, and
- That going forward, meeting minutes and secretariat update should be signed by the Secretariat and approved by either the Chair or Co- Chair of the Board

After the observations and corrections exercise, the Presiding requested a motion for adoption of the last meeting's minutes. It was moved by Mr. Ekema A. Witherspoon and seconded by Mr. Winston Wreh.

Update from the Secretariat

The Secretariat's update was done by Mr. Yates. The following updates were provided:

Mr. Yates informed the MSG of the following:

- That the 10th and 11th EITI Reports for Liberia are in progress;
- That data collection is ongoing;
- That most government ministries, agencies, commissions and companies were lacking behind in the submission of information requested by the Independent Administrator;
- That DFID through its implementing partner MFGAP has approved 106,847 to LEITI for the production of the 10th & 11th EITI Reports and printing of the initial 150 copies;
- That the Secretariat has not received the remaining \$136,000 or 50% of the \$273,746.00 requested in the urgent support from the MFDP to address critical EITI implementation challenges in Liberia

Major Decision Points from the December 3, 2019 Emergency Meeting of the MSG

- The MSG agreed that the Secretariat should ensure going forward, each Secretariat Update is approved by the Secretariat;
- The MSG agreed that the Secretariat should include the One Hundred Fifty Thousand intended for dissemination into the revised budget and send it to members of the MSG
- The MSG agreed that the Governance and Ethics Committee will work with the Secretariat to ensure that all governance issues are addressed immediately;
- The MSG agreed that the Finance and Administration Committee will work with the Secretariat to ensure that personnel issues at the LEITI Secretariat are addressed immediately;
- The MSG agreed that the Secretariat should send a list of MSG members that have submitted their Letters of Appointment from the Office of the President to the Secretariat as was agreed in the November 8, 2019 MSG Meeting;
- The MSG agreed that the Secretariat should also send a list of MSG Members that are yet to submit their Letters of Appointment from the Office of the President as was agreed in the November 8, 2019 MSG Meeting;
- The MSG agreed that the Secretariat should send to members the full list of institutions and individuals appointed by the President of the Republic of Liberia to serve on the MSG of the LEITI;
- The MSG agreed that members should submit a copy of the letter nominating he/she to represent an institution on the MSG of the LEITI;
- The MSG agreed to use the Materiality Thresholds proposed by the Independent Administrator in the Scoping Study for the completion of the 10th & 11th EITI Reports;
- Going forward, the MSG instructed staff of the Secretariat to use their technical abilities to summarize all Scoping Study and other reports, and suggest ways forward to MSG members for quick decision at meeting;
- Mr. Tokpah suggested that there is a need to reconstitute the entire MSG before Liberia's next validation earlier next year;
- The MSG agreed that the Secretariat should resend/ forward to members of the Finance and Administration Committee the earlier email submitting the draft workplan;

- It was agreed by the MSG that before a decision from a meeting of the MSG is revised, an emergency meeting should be called and decision taken. This is so important as Liberia goes towards validation;
- It was agreed by the MSG that the Governance and Ethics Committee along with the Finance and Administration Committee will visit the Secretariat next to begin the process of looking into governance issues, and issues surrounding personnel at the Secretariat;
- Minister Nyenpan promised to enforce outstanding data collection with various line Ministries, Agencies and Commissions;
- Government Institutions that do not have some of the Non- Financial Information being requested by the Independent Administrator should reply to the Independent Administrators and inform them about unfolding instead of waiting.

Finally, the MSG meeting was adjourned at 2:30pm and the closing prayer was offered by Mr. Jeffrey N. Yates, Officer In-Charge.

Prepared by:

LEITI SECRETARIAT