

# 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, OCTOBER 30, 2013 AT 12:00 NOON

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## PRESENT

### GOL

Hon. Angela Cassell Bush	Proxy for the Minister of Finance - MSG Chair
Hon. E. Ekema A. Witherspoon	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
Edward S. Kamara	Proxy for the Managing Director of FDA

### CSO

Cecelia T. M. Danwuli	PWYP/WANEP
Roosevelt L. Gould	PWYP/JPC
Mohammed Nasser	FLY

### Private Sector

Karl Cottrell	Chevron
Monique Cooper	BHP Billiton
Marcus S. Wleh	ArcelorMittal
Esiaka B. Konneh	Miners & Brokers Association

## IN ATTENDANCE

### Partners/Observers

Kofi Ireland	UNMIL
Pauline Upla	UNMIL
Alexander Deline	IMF
Juliane Weymann	GIZ
Caroline Dow	U.S. Embassy
Alex S. Yeanay	AFDB
Alain Mbonampeka	AFDB

### LEITI Secretariat

Samson S. Tokpah	LEITI
Konah D. Karmo	LEITI
Emmanuel E. Peterson	LEITI
Hnede Berrian-Sillah	LEITI
Philimena Jeppoe	Intern

## I. Adoption of Agenda

The regular monthly MSG meeting was held on Wednesday, October 30, 2013 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 presented the Draft Agenda for adoption. It was agreed that agenda item number six and seven be swiped so that the report from the MSG finance and administration committee is completed before the review and recommendation on the process audit report. With these changes made, the draft agenda was accepted as a tool to guide the meeting.

## II. Draft Minutes

### a. Corrections

Page by page review of the September 25, 2013 Minutes was made. Caroline Dow of the US Embassy asked that the minutes be rewritten on page five (5) to read that she had issues with the content of the report and not the form as it was carried. The Head of Secretariat also emphasized the point that for budget items not funded by the Government, the donor decides what to fund and not the Secretariat.

**b. 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** - There were no matters arising

**IV. Secretariat Update**

A brief update from the Secretariat for the period of September 23-October 29, 2013 was presented by the LEITI Head of Secretariat, Mr. Samson S. Tokpah. The Secretariat highlighted the status of supplementary report, preparations for the 5<sup>th</sup> report, status of the sanction process, standing committees, MSG tenure, communications and outreach activities, training and capacity building, funding issues amongst others.

Commenting on the status of the supplementary report, the Secretariat was seeking approval from the MSG to produce the report since there were no further comments received on the final draft copy on "amount due". A two-day technical workshop to jumpstart the data collection process for the 5<sup>th</sup> Report was scheduled to be held on October 31 and November 1, 2013 respectively at the Liberia Baptist Seminary on the Robertsfield Highway. On the other hand the Secretariat reported that the MSG Reports Committee could not meet to review and report on the Materiality Threshold and that the Secretariat would arrange another meeting during which time the Threshold will be reviewed.

The Secretariat reported that it had forwarded a list of members and observers wishing to form part of any MSG Committee. GIZ and the World Bank both have requested membership to the Finance and Administrative committee. The African Development Bank is a founding member of this committee. The Secretariat also submitted a request from USAID seeking observer status on the MSG.

On the tenure of members of the MSG, the Secretariat was seeking guidance on how to proceed in liaising with all constituency blocks on their representation to the MSG for subsequent recommendation to the EITI Champion as 2014 approaches. The current MSG was appointed in February 2011 and expires in January 2014. On the other hand, the Secretariat announced that the Gold and Diamond Workers and Miners Union have submitted the name of its current President to represent them on the MSG replacing Madam Morgana May-Cole.

The Secretariat also reported on the draft communications strategy, the e-club visit to Salala Rubber Corporation, training and capacity building and funding. On the communications strategy, the Secretariat reported that the document has been updated with inputs from MSG members and is ready for approval, but based on the MSG decision to limit the agenda item, the Secretariat would present the strategy for approval at the November's meeting.

Hon. Angela Cassell Bush thanked the Secretariat for the report and presented the document for discussions.

**V. Decisions on Secretariat Update**

- Communications Strategy – The Secretariat was requested to email the Communications Strategy to all MSG members for "No Objection".
- Supplementary Report – Chevron representative suggested that the report should not be approved based on issues that needs to be resolved. The Secretariat was therefore asked to confirm whether issues raised in the report were resolved and forward to the MSG.

- Tenure of MSG – There were misunderstanding as to the tenure and composition of MSG members. Based on this issue, Mr. Roosevelt L. Gould of PWYP was asked to review the LEITI Act and come up with a clear understanding/report as to how to proceed with this. Timeline for submission of said report was set for Friday, November 1, 2013.
- USAID Observer Status on the MSG – members of the MSG raised issues as to the MSG Policy on accepting Observers to the Board. Some argue that USAID for example, has several projects regarding extractive sector such as the GEMs Project and if it would be appropriate for the GEMS Project Team Leader to sit on the MSG or USAID as the parent body? The Secretariat explained that a Consultant is expected to be hired to prepare a Policy Manual for the MSG. This manual will guide the body on a number of policy making issues. It was therefore agreed that this issue be held up pending the production of the Policy Manual by the Consultant which will be reviewed by the Membership Committee for the approval of the body.
- South-South Learning Exchange Program – the MSG requested the Secretariat to handle this and take every necessary decision accordingly.
- Approval to pay staff Unearned leave – this was unanimously agreed by the body that the Secretariat go ahead and pay the two staff affected.
- Visit to Nigeria EITI – the Secretariat was mandated to liaise with the reporting committee to come up with a nomination for the trip.

#### **VI. Contract for Deputy Head of Secretariat**

The Head of Secretariat reported that the evaluation report of the Deputy Head of Secretariat was completed and submitted to the MSG Finance and Administration Committee since August. Key recommendations following the evaluation were the renewal of the Deputy contract for a three (3) years term. The Head of Secretariat also presented the issue of incentive and/or remuneration raise for the Deputy. Some members of the MSG were concern whether the pay raise would be for the entire staff or only the Deputy Head, but the Head of Secretariat said that the case of the Deputy was a test case that would be used across the board for all employees of the Secretariat.

**Decision** - The MSG agreed to extend the contract of the Deputy Head of Secretariat for a three-year period under the same terms and conditions pending contract negotiations. The Head of Secretariat was mandated to enter into contract negotiations with the Deputy for approval by the MSG.

#### **VII. Contract for Head of Secretariat**

During the last MSG Meeting held on September 25, 2013, members of the MSG decided that there was a need for the Head of Secretariat to be present to clarify on the ethical and professional issues raised by him before moving forward with the evaluation process. It is against this background that the Head of Secretariat provided an extensive explanation on his view of the entire evaluation process which was been conducted by the than MSG Finance and Administration Committee. The Head of Secretariat maintained that he found it difficult for a candidate who strongly supported another candidate for the very position he now occupies to be objective for his evaluation. Amongst other issues, the Head of Secretariat further said that no invitation for his evaluation was extended to him from the committee and that these issues were raised before and not after the evaluation report. He concluded that some members of the Committee had signed/endorsed the report prior to getting feedback from him.

**Decision** – While Mr. Witherspoon continued to express shock over the Head of Secretariat’s assertion, the MSG decided that the two individuals (Atty. Alfred Brownell and Mr. Ekema Witherspoon) be replaced on the committee. The Committee was therefore reconstituted to include: Federation of Liberian Youth as the Chair, Publish What You Pay, Liberia Timber Association, US Embassy, UNMIL, African Development Bank and the Forestry Development Authority. The Committee was instructed to conclude the evaluation in two weeks and an emergency MSG meeting be convened to conclude on the evaluation.

**VIII. Approval of LEITI Work Plan and Budget**

Members of the MSG unanimously approved the Work Plan and Budget based on its initial review by the Finance and Administration Committee.

**IX. Review and Approval of Recommendation on the LEITI Process Audit Report- Oil & Agriculture Sectors**

The MSG agreed that this agenda item be postponed to the next meeting and that the Secretariat recheck the matrix provided as a noticeable amount of inconsistency across sectors were discovered. This was unanimously approved.

**X. Date and time of next MSG Meeting**

The MSG agreed that an emergency meeting will be held in two-weeks to discuss and finalize the evaluation report and contract of the Head of Secretariat. This will be the only agenda item for this emergency meeting. The emergency meeting was therefor set for November 15, 23013.

**Meeting Adjourned.**