

MINUTES

REGULAR LEITI MULTI-STAKEHOLDERS STEERING GROUP

LEITI CONFERENCE ROOM • OLD BUREAU OF THE BUDGET BUILDING • REDEMPTION ROAD, MONROVIA

WEDNESDAY, NOVEMBER 28, 2012 AT 12:00 NOON

PRESENT

GOL

Hon. Chea B. Garley	Proxy for the Minister, Ministry of Agriculture
Edward S. Kamara	Proxy for the Managing Director FDA
Augustus M. Zayzay	Proxy for the Chairperson LEITI MSG & Minister of Finance
E. Ekema A. Witherspoon	Proxy for the Minister of Internal Affairs
Edward R. A. Smith	Proxy for the President of NOCAL
Emmanuel E. Taylor	Ministry of Lands, Mines and Energy
James S. Koon	FDA
Samuel Z. Joe	MOF

CSO

Morgana M. May-Cole	GODIMWUL
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Private Sector

John S. Deah	Liberia Timber Association
Monique Cooper	BHP Billiton
Eric Swen	ArcelorMittal
Esiaka B. Konneh	Miners & Brokers Association of Liberia

IN ATTENDANCE

Partners/Observers

Jariya Hoffman	World Bank
Alexander Deline	IMF
Stanley Kamara	UNDP
Paolo Nastasi	UNMIL
Mark Mattner	GIZ
Juliane Weymann	GIZ
Sebastian Sahla	GIZ
Leo Platvoet	NDI

LEITI Secretariat

Roosevelt G. Jayjay	LEITI Board Representative
Samson Tokpah	LEITI
Konah D. Karmo	LEITI
Hnede L. Berrian	LEITI

I. Welcome

The meeting was chaired by the President of the Liberia Timber Association, Mr. John S. Deah who later welcomed everyone to the meeting and called for adoption of the draft agenda.

II. Adoption of Agenda

Having reviewed the draft agenda, it was moved and seconded that the draft agenda be adopted as a guiding tool for the meeting as presented.

III. Draft Minutes of September 26 and October 17, 2012 meeting

a. Corrections

Minutes of both meetings were reviewed page by page with correction made to the name of a representative from the World Bank; Mr. Errol Giaham. The MSG also requested that the Secretariat revisit the listing of names under “Regular MSG Members” and “Others” to ensure constancy.

b. Adoption

Following these review and corrections, it was moved and seconded that the minutes be adopted as corrected to form part of the Secretariat’s archives.

IV. Matters Arising

- Status of approval of ADB US\$400k – Minister Zayzay informed MSG members that he met with the Head of the Project Financial Management Unit (PFMU) who acknowledged that the US\$400k is available, but that the Ministry of Finance has to sign the ADB grant agreement followed by a communication under the signature of the Minister of Finance for the release of the fund to the LEITI. Due to the Minister’s travel Minister Zayzay is in discussion with the Acting Minister to prepare the formal communication.

The Secretariat was asked to make follow up with the Ministry of Finance.

- House of Representatives and PWYP representation on the MSG – it was agreed that there has been no clear decision on the attendance of the representatives from these two institutions on the LEITI MSG, therefore, the Secretariat was advise to work with the Chairperson of the MSG and Speaker of the House of Representatives.

V. Secretariat Update

The Secretariat provided a brief update of its activities for the period October 17 – November 27, 2012. The Update was presented by the LEITI Head of Secretariat, Mr. Samson S. Tokpah. Mr. Tokpah provided highlights on the status of the preparation of LEITI 4th Report including the provision of logistical support to the Ministry of Lands, Mines, & Energy, the Ministry Finance and the National Port Authority to facilitate the preparation of their reports. The Secretariat also reported on the ongoing Post Audit Award Process Audit and the Secretariat’s Press Release providing a definite position on the outcome of the report and the idea of preempting findings of the process audit. The Report also highlighted the issue of the status of non-compliant reporting companies, recruitment at the Secretariat, meetings, LEITI invitation to the 6th Global Conference in Australia, ongoing renovation work at the Secretariat, procurement, etc.

Concluding, the LEITI Head of Secretariat thanked staffs of the Secretariat for their support over the year, which significantly lead to the completion of task thus far.

Commenting on the report, MSG members thanked the Secretariat for a job well done and called on them to pay more attention to its visibility and outreach programs as well as the preparation of an orientation manual. This manual will help companies wanting to become EITI compliant on the steps to follow.

VI. EITI Global Conference

The MSG was informed of the invitation extended to the President of the Republic of Liberia, Ellen Johnson Sirleaf, to attend the 6th EITI Global Conference in Australia and to also serve as one of the conference speakers to which her office has tentatively agreed pending the preparation of the 2013 calendar of events for the Office of the President.

It was agreed that representatives from the Civil Society, Private Sector and Government would select/nominate those to attend the conference from amongst themselves since the EITI International has agreed to sponsor four (4) persons and support for the Secretariat is build in its budget.

The Secretariat was also asked to solicit additional funding support to sponsor additional persons to attend the conference.

VII. Sanction Recommendation

The Secretariat presented a separate report to the MSG on final actions to be taken against non-compliant reporting companies for the LEITI 3rd Report. In the Secretariat's Report, two (2) groups of company were categories. Category "A" listed companies whose licenses were either expired or the company was in some form of litigation. Fourteen (14) companies fell under this category and the Secretariat therefore recommended that a formal communication be written to the Ministry of Lands, Mines and Energy to refer these companies to the LEITI whenever they decide to renew their license or begin operations.

The other group of companies were seventeen (17) companies falling under Category "B" for which the Secretariat recommended that their names be dropped from the sanction list since they did not appear on the Ministry of Lands, Mines and Energy Database and as such could not established whether they were mining companies.

The MSG approved the Secretariat's recommendations as presented and asked that a formal communication be submitted to the Ministry of Lands, Mines & Energy to the effect of the fourteen companies.

VIII. Secretariat Operations

- a. TOR – Technical Officer – the Secretariat requested the MSG "No Objection" to have the terms of reference for the post of Technical Officer re-advertised and reworded from "Bachelor's degree in Mining Engineering or master's degree or additional qualification in any field directly related to extractive Industries operations" to read "Bachelor's degree in any of the following disciplines: Mining, Agriculture, Forestry, Economics, Business, and Accounting. A master's degree or additional qualification in any field directly related to Extractive Industry Operations is an added advantage". This request was made based on the low level of applications received for the post during the first period of advertisement.

The MSG approved the Secretariat request to have the terms of reference for the position reworded and the post re-advertised.

- b. Security – the Secretariat requested and the MSG approved the hiring of two (2) securities by the Secretariat. Allocation is made in the LEITI Budget for the hiring of one (1) security guard, who would have serve as a staff of the Secretariat, but the Secretariat informed the MSG that if the position was outsource, it could save the institution some money to hire another guard.
- c. Former Head of Secretariat Request for Compensation – the Head of Secretariat presented a communication from the former LEITI Head of Secretariat, Mr. Sayon Henry Yaidoo, in which Mr.

Yaidoo requested the settlement of a fifteen (15) days un-used annual leave. Request to settle this amount was disproved by members of the MSG stating that Mr. Yaidoo had received full compensation for the month of July 2011 even though his last day of work was July 15, 2011. This means that the additional compensation after July 15, 2011 was to account for his vacation time and that the decision to stay on up to the 31st of July was based on his own request for additional time to complete and turn over official report.

The Secretariat was therefore requested to formally communicate with Mr. Yaidoo informing him of the MSG decision.

IX. Observer Status – National Council of Civil Society

The Secretariat informed the MSG of its engagement with other Civil Society Organizations in an effort to identify the firm Development Consortium. One of such civil society organization is the National Council of Civil Society. The Secretariat informed the MSG of the National Council of Civil Society's desire to serve as Observer at MSG meetings.

The MSG agreed to have the representative for the National Council of Civil Society sit in MSG meetings as Observer as long as their intention is not to replace Development Consortium.

X. Date and time of next MSG Meeting—with no other business, the Report Committee was asked to work with the Secretariat until the next MSG meeting scheduled for Wednesday, January 30, 2013.