

**MINUTES REGULAR LEITI MULTI-STAKEHOLDERS STEERING GROUP  
MEETING HELD IN THE CONFERENCE ROOM OF THE LEITI, OLD BUDGET BUREAU  
BUILDING, REDEMPTION ROAD, MONROVIA, LIBERIA  
Friday, MARCH 7, 2025**

Present in Attendance were:

**GOL**

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|----------------------|-------|
| 1. Wilmot J. M. Paye | MME   |
| 2. Sam P. Jallah     | HoS   |
| 3. Rufus Scott       | LPRA  |
| 4. Kwame Ross        | HoS   |
| 5. Anthony Myers     | MFDP  |
| 6. Yekeh Gayflor     | NOCAL |

**CSO**

- |                     |        |
|---------------------|--------|
| 1. Abraham Gappie   | MCSCCL |
| 2. Cecelia Danuweli | PWYP   |
| 3. Winston Wreh     | LLC    |
| 4. George Kingsley  | NCSCCL |

**Private Sector**

- |                          |       |
|--------------------------|-------|
| 1. Elvis Morris          | GVL   |
| 2. Eliza D. J. Kronyanh  | LibTA |
| 3. James Strother        | LIBA  |
| 4. Cllr. Michael V. Suah | LCM   |

**Observer**

1. Samuel J. Summerville

**LEITI**

1. Jeffery N. Yates/HoS
2. Zaza Y. Quaqua/DHOS
3. McDonald S. Kerl Sr.- Technical Officer
4. Cedrick Kpadeh/Communications

**Others**

- |                         |        |
|-------------------------|--------|
| 1. Gesler E. Murray Jr. | LPRA   |
| 2. Abraham Freeman      | MCSCCL |
| 3. Samuel N. JIaka      | LIBA   |
| 4. James W. Doryen      | NCSCCL |

**Preliminaries:** The first quarter meeting of the LEITI Multi-Stakeholder Steering Group (MSG) for 2025 was held on Friday, March 7, 2025, in the LEITI Conference Room. The meeting commenced at 13:25 GMT and was called to order by the MSG Chairman, Wilmot Paye, Minister of Mines and Energy (MME). After confirming a quorum, the Chairman directed the Head of Secretariat (HoS) to present the agenda for adoption. The HoS outlined a six-item agenda, which was subsequently motioned for approval by Cllr. Michael Suah of the Liberia Chamber of Mines, and seconded by Madam Eliza D. J. Kroyanh of the Liberia Timber Association (LibTA). The agenda was then adopted as presented.

1. **Opening Prayer:** A Silent prayer observed for religious tolerance
2. **Welcome Remarks:** The Chairman, referred to as the Presiding, urged his colleagues to adopt a robust and proactive approach in implementing the EITI process to ensure the country's best interests are served. He emphasized that the extractive sector faces existential challenges, particularly corruption, threatening transparency, accountability, and equitable resource distribution. He reminded his colleagues that the responsibility lies with the current Multi-Stakeholder Group (MSG) to drive meaningful change, strengthen oversight, and uphold the principles of good governance. By taking decisive action, fostering collaboration among key stakeholders, and reinforcing mechanisms for accountability, the MSG can ensure that the nation's natural resources benefit all citizens rather than a privileged few. He called on his colleagues to embrace their role with urgency and commitment, recognizing that their efforts today will shape the future of the extractive sector and contribute to sustainable national development.
3. **Secretariat Update:** The HoS presented the Secretariat update covering October 2024 to February 2025. See the annex for details.
4. **Discussion of the update:** Two issues took center stage during the discussion of the update:

Here's a strengthened version of your write-up with improved coherence and clarity:

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## **LEITI Obligations and Key Decisions**

### **I.. LEITI's Rent Obligation**

The Liberia Extractive Industries Transparency Initiative (LEITI) and LRRRC currently owe one hundred fifty thousand United States dollars (USD 150,000) in unpaid rent for the building they occupy. Recently, the building owner took legal action against LEITI for failing to pay three years' rent despite prior notices to vacate the premises.

In response, the Multi-Stakeholder Group (MSG) deliberated on the matter and reached the following decisions:

- A. The MSG Chairperson will collaborate with the Secretariat and the Ministry of Justice to formulate a legal response and provide representation regarding the writ of summons.
- B. LEITI will incorporate a plan for constructing its headquarters into the ongoing strategic plan review.
- C. The Secretariat will proceed with relocation plans, ensuring that all necessary procedures are appropriately followed.

## **II. Resignation and Consultancy of Communications Officer**

The **Head of Secretariat (HoS)** emphasized the strategic importance of retaining **Cedrick Kpadeh**, the outgoing Communications Officer, in a consultancy role as **Liberia approaches EITI validation**. He noted that Cedrick's extensive knowledge of the EITI process makes him a valuable asset to LEITI, even as he relocates to the United States to join his family.

To ensure continuity, the MSG carefully considered various suggestions and unanimously resolved that:

- A. The Secretariat should seek appropriate advice from the Civil Service Agency on possibly offering Cedrick Kpadeh consultancy.
- B. The Secretariat should **immediately recruit a new Communications and Outreach Officer**.

Following these decisions, **Cllr. Michael Suah** from the Liberia Chamber of Mines moved for the update to be **approved and archived**, seconded by **George Kingsley of the National Civil Society Council**. The motion was duly carried.

**Review, discussion, and approval of key documents (MSG's response to IA's inception report, compliance investigation TOR, and updating the LEITI's simplified contract matrix TOR):** During the session, the Head of Secretariat (HoS) presented the Independent Administrator's (IA) Inception Report for Liberia's 16th EITI Report. The Secretariat identified and categorized 14 key propositions from the IA's report, which required input and decisions from the Multi-Stakeholder Group (MSG). Following the presentation, the Presiding opened the floor for discussion, allowing the Body to analyze each outlined proposition in detail.

After thorough deliberation, the Presiding called for a motion to adopt and approve the report. Before the motion, Mr. Kwame Ross (Chief of Staff in the Office of Senator Abraham Dillon) proposed that the MSG strengthen and tighten Regulation 001 to ensure full compliance with data collection and the overall EITI process. The Body unanimously concurred, with the Presiding emphasizing that as a living document, Regulation 001 could be improved gradually. Subsequently, the Presiding sought a motion to approve the report, which Cllr. Michael Suah moved, and it was seconded by Madam Cecelia Danuweli of Publish What You Pay (PWYP).

Additionally, the Body reviewed and approved two Terms of Reference (ToRs) presented by the Secretariat.

1. **Compliance Investigation ToR:** After the presentation of the ToR, Mr. Elvis Morris of Golden Veroleum Liberia (GVL) raised a concern, cautioning that MSG must be prudent in commissioning compliance investigations, as companies might react unfavourably if LEITI lacked the legal authority for such actions. He recommended that LEITI collaborate with the National Bureau of Concessions (NBC) to conduct these investigations. In response, the Presiding clarified that all companies operating under Liberian law were legally obligated to provide the required information, reinforcing LEITI's mandate to seek such disclosures.
2. **Matrix ToR:** The Body agreed to approve the ToR with the condition that no content be removed from the previous version—only additions would be permitted. This decision came after the HoS suggested removing the Putu Mineral Development Agreement (MDA) from the Matrix and replacing it with new agreements. The Presiding intervened, noting that although the Putu MDA is currently dormant, it remains a valid agreement within its specified duration.

Following these discussions, the Presiding called for a motion to approve both ToRs with the agreed-upon amendments. Mr. James Strother of the Liberia Business Association made the motion, which Madam Cecelia Danuweli of PWYP seconded. With the necessary changes incorporated, the ToRs were approved accordingly.

5. **AOB:** Two things were briefly discussed under AOB. The presiding officer reminded colleagues that Asset Declaration forms were ready for pick up and that the Secretariat stands ready to receive and deliver filled-out copies to the Liberia Anti-Corruption Commission (LACC).

**Secondly, the Board set up the Chair and Co-Chair of its working committees to enhance its operations.** With suggestions from the HoS, the following Chairs and Co-Chairs were set up as follows:

No	committee	Who to chair	Who to co-chair	members
1	Governance	LIBA	HoR	TBD
2	Finance	MFDP	PWYP	TBD
3	Reporting	NCSCCL	LACA	TBD

The presiding set up the above institutions as chairs and co-chairs of the various committees, but yielded to a suggestion from Mr. Elvis Morris that individual members should be given the leverage to decide which committee can suit their various qualifications and interests. It was unanimously agreed that members would declare their interests via email. The Presiding also reminded the HoS to ensure all institutions nominate their alternates soon. Third, a motion was sought for adjournment. Hon. Sam P. Jallah of the National Legislature motioned for adjournment, and all discussions were documented and emailed to all present members. Thus, the meeting was adjourned at 14:43 GMT.

**Summary of key decisions:**

- MSG approved the IA's inception report along with two ToRs
- Mandated Secretariat to remind member institutions to nominate an alternate
- Approves consultancy for Cedrick, but the secretariat does it through the Civil Service Agency
- Approved the recruitments of a new communications and outreach officer and an Administrative Manager
- 19 persons in attendance-17 males, two females
- Constitute various committees with chairs and co-chairs, and members to decide which committees to serve
- The Chair and the Secretariat are to liaise with the Ministry of Justice to respond to the court's writ of summons regarding the rental.
- Approves LEITI request to relocate, but that it should follow laydown procedures