



Liberia Extractive Industries Transparency Initiative

Old Budget Burea. Behind The Executive Mansion

MINUTES OF MEETING HELD BY SENIOR STAFF OF THE LEITI SECRETARIAT ON WEDNESDAY JANUARY 22, 2025 IN THE CONFERENCE ROOM OF THE LEITI SECRETARIAT @ 4:00 PM

On January 22, 2025, at 2:00 PM, Staff of the Liberia Extractive Industries Transparency Initiatives (LEITI) met in the Secretariat's Conference Room to review and adopt the Service Delivery Charter (SDC) developed by LEITI-PMCS Focal persons.

The LEITI SDC developed was projected and cross-examined by a cross-section of Heads of Departments, including the Deputy and Head of the Secretariat, respectively.

Inputs and corrections were made to the draft SDC developed by LEITI-PMCS Focal Persons, and the final document was unanimously adopted for printing and publication. The meeting ended at 5:00 P.M.

Those in attendance of the meeting were:

NAME:	POSITION
1. Jeffrey N. Yates	(Head of Secretariat)
2. Zaza Y, Quauqua	(Deputy Head of Secretariat)
3. George N. Dennis	(Controller)
4. Francis S. Kettor, II	(Procurement Officer)
5. McDonald S. Kerl, Sr.	(Technical Officer)
6. Cederick W. Kpadeh	(Communication & Outreach Officer)
7. Emmanuel K. White	(Actg. Administrative Manager)



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INTER- OFFICE MEMO

TO : Jeffrey N. Yates
HEAD OF SECRETARIAT

Through: Zaza Y. Quaqua
Deputy Head of Secretariat

FROM : Francis S. Kettor, II / Procurement Officer
Procurement Department

SUBJECT: REQUEST TO CONVENE SDC REVIEW MEETING

DATE: January 21, 2025

Over the past couple of months, the LEITI-PMCS Focal Persons, McDonald S. Kerl, Sr (Technical Head); George N. Dennis (Controller); and Francis S. Kettor, II (Procurement Officer), have been working on developing the entity's Service Delivery Charter(SDC) and have now produced a draft for Senior Staff Review, input, and correction, where necessary.

We kindly request that you convene a Senior Staff Meeting on January 22, 2025, in the LEITI conference Room to review, make inputs and corrections where applicable, and adopt a working SDC for printing and publication.

Please see the attached draft of the Service Delivery Charter.

Regards.

File:

CC:

SDC REVIEW MEETING DRAFT AGENDA

1. Opening Prayer.....Volunteer
2. Welcome Remarks..... Head of Secretariat
3. Update of SDC Review Meeting..... Procurement Officer
4. Projection, Review, Inputs and Corrections of Draft SDC..... Senior Staff Members
5. Decisions. Adoption /Actions To Be Taken
6. AOB
7. Closing Prayer