

**MINUTES**  
**MEETING OF THE MULTI-STAKEHOLDER STEERING GROUP (MSG) OF THE LIBERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (LEITI) HELD IN THE CONFERENCE ROOM OF THE LEITI, OLD BUDGET BUREAU BUILDING.**  
**• MONDAY OCTOBER 12, 2020**

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**PRESENT IN ATTENDANCE**

**GOL**

Hon. C. Mike Doryen      FDA  
Hon. Carlton S. Miller      MME  
Hon. Lester Z Tenny      NOCAL

**CSO**

Mr. Winston W. Wreh      LLC  
Mr. Fallah B. Kamara      MICSOL  
Madam Cecelia T. Danuweli      PWYP  
Mr. Daniel Nyankonah      PUL

**Private Sector**

Mr. Ekema Witherspoon      LTA  
Mr. Marcus Wreh      Arcelor Mittal

**Partners/Observers**

N/A

**Others**

N/A

**LEITI Secretariat**

Jeffery N. Yates/ Officer In-Charge  
J. Kennedy Kolubah Communication Officer

**1. PRELIMINARIES:** The regular meeting of the Multi- Stakeholders Steering Group (MSG) of the Liberia Extractive Industries Transparency Initiative (LEITI) was held on Monday, October 12, 2020, in the conference room of the LEITI Secretariat.

Beginning at 2: 30 pm, the meeting was called to order by the Chairman of the MSG, Hon. C.Mike Doryen. He welcomed his colleagues and reminded them about the importance of the LEITI in the country's governance process. He admonished them to build relationships of mutual respect for the progress of the EITI process in Liberia.

**2. READING OF THE AGENDA**

He asked the Officer-In-Charge of the Secretariat to read the agenda. The agenda was read as requested and subsequently presented to the body by the Chairman for a motion of adoption. It was then moved and seconded that the agenda be used as a working tool to guide the meeting.

**3. UPDATE FROM THE SECRETARIAT**

The Secretariat's update was done by the Officer-In-Charge, Jeffery Yates. In his update, he provided the following: See annex 1 for details of the Secretariat update. Following the presentation by the Officer-In-Charge (OIC), the presiding then opened it for discussion.

The below-listed issues took for MSG discussion:

- **Gap Analysis**- Relative to the Gap Analysis and Annual Activity Reports, the MSG commended the Secretariat for its steadfastness and admonished Jeffery and his team to remain engaged with the processes leading to the successful completion of these reports. The Secretariat was also instructed to circulate the APR report to the MSG for review and inputs.
- **Validation**-After a series of questions and answers between MSG members and the OIC, the MSG unanimously instructed the Secretariat to follow up with the International Secretariat on the final date for Liberia's validation. Meanwhile, the MSG informed the LEITI Secretariat to work as though the schedule is not changed.
- **Staff**- the OIC informed the MSG that two staff members at the LEITI Secretariat have resigned. They're Joan Mendee (Procurement Officer) and Emmanuel Dormeyan (Office Assistant/ Driver). The presiding put the situation to the body, and it was agreed that the OIC begins the immediate recruitment and replacement of staff who have resigned. This was predicated on the fact that a procurement officer was urgently needed at the Secretariat.
- **Report from the recruitment of HOS and DHOS**- Mr. Carlton Miller of the Shortlisting Committee informed the body that the shortlisting process had stalled due to a request from NOCAL to re-advertise the TOR. NOCAL argued that due to the pandemic, many persons were unable to take advantage of the process.

After a series of discussions, NOCAL, through its representative, Mr. Lester Z. Tenny, informed the body that NOCAL had dropped its concerns and that the process should proceed. The MSG then mandated the shortlisting committee to complete the shortlisting of candidates and submit the names to the Interview Committee on or before the close of the business day, Thursday, October 15, 2020. Given the same, the MSG also mandated the Finance and Administration Committee to complete the entire recruitment process for the HOS and DHOS by Wednesday, October 21, 2020.

In line with the recruitment process, Madam Cecelia Daneweli raised an issue that contravenes the MSG Policy Manual. She pointed out that Mr. Ekema Witherspoon, a sitting member of the MSG Finance and Administration Committee, had applied for the position of HOS without relinquishing his status on the MSG and the Finance and Administration Committee. She pointed out that this is equivalent to a conflict of interest. Following her complaint, the presiding asked Jeffery Yates and Ekema Witherspoon to recuse themselves from the meeting to allow the body to decide on the matter.

Discussions ensued after consulting the MSG Policy Manual as to what constitutes a Conflict of Interest. According to some members of the MSG, the Manual was vague on the issue of Conflict of Interest. However, Fallah Kamara argued that Mr. Witherspoon was part of the Finance and Administration Committee that drafted the TOR for the post. Hence, he may have plotted to his advantage the TOR since he already had in mind to

apply. With that argument from Mr. Kamara, the presiding called for a decision on the issue. The MSG took a unanimous decision to exclude Mr. Witherspoon.

**4. AOB-** Nothing was discussed under this session of the agenda.

**5. Closing Prayer-** The meeting was adjourned with a word of prayer said by Madam Cecelia Daneweli at 4:30 PM

**OTHER KEY DECISIONS REACHED BY THE MSG:**

- The MSG **by a consensus agreed** that the Secretariat would sign the contract with the winner for the 12<sup>th</sup> EITI Report for Liberia.
- The MSG mandated the OIC to find the amount of \$2500USD to purchase a new transformer from LEC.
- The MSG mandated the OIC to follow up with LITELCO to purchase an internet package for the Secretariat.

Eleven (11) persons attended the meeting.