

MINUTES
REGULAR LEITI MULTI-STAKEHOLDERS STEERING GROUP MEETING
HELD IN THE CONFERENCE ROOM OF THE LEITI, OLD BUDGET BUREAU BUILDING
●REDEMPTION
ROAD, MONROVIA, LIBERIA ● THURSDAY NOVEMBER, 10, 2016

PRESENT

GOL

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| Alieu Nyei | MFDP |
| Elvin Frank | MIA |

CSO

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| Cecelia T. M. Danuweli | PWYP/WANEP |
| Wynston Benda Henriens | Rights & Rice Foundation |
| Frances R. Deigh Greaves | NCSCCL |
| Finda Salay | WONGOSOL |
| Ezekiel Johnson | Liberia Labor Congress |

Private Sector

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| Laurentine H. Bass | ExxonMobil |
| Ansu Konneh | Western Cluster |
| K. Emmanuel Yarkpazuo | GVL |
| Esiaka B.Konneh | Gold &Diamond Brokers and Dealers Assoc. |

IN ATTENDANCE

Partners/Observers

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| Kofi Ireland | UNMIL |
| Christoph Buchberger | GIZ |
| Lilieth Whyte | US Embassy |

OTHERS

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| Sekou M.Sheriff | ExxonMobil |
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LEITI Secretariat

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| Konah D. Karmo | HOS/LEITI |
| Myer W. Saye | LEITI |
| Cedrick W. Kpadeh | LEITI |

Preliminaries - The Regular meeting of the LEITI Multi-stakeholders Steering Group (MSG) was held on Thursday, November 10, 2016 in the LEITI Conference Room. Commencing at 12:55pm, the meeting was called to order by the Head of Secretariat who welcomed the

participants and informed them that Hon. Stephen B. Dorbor/Proxy of the Chair/MLME could not be present due some pressing engagements in Buchanan, Grand Bassa. However, Mrs. Laurentine H. Bass of Exxon Mobil –a representation of the Companies on the MSG will preside consistent with the MSG manual.

This was followed by self-introduction.

Adoption of Agenda: HoS announced that the Secretariat has received as guest into the country a team of two females from the EITI and that they were in the country to conduct a workshop on Beneficial Ownership as well as discuss preliminary recommendations from previous validation fact finding mission back in August. After him, Christoph Buchberger of GIZ suggested that the eight item agenda be amended to allow for the Secretariat to brief other MSG members who were part of the BO workshop on November 9, 2016. Hos responded that that would be considered under the Secretariat update. With that a motion was made for the adoption of the agenda

Draft Minutes: The draft minutes of September 28 Regular Meeting was adopted by the body after the following changes were observed and made:

- Matt Karinen of GVL is replaced with Mr. Emmanuel Yarkpazuo under the private sector representation for proper scoring.
- Issue of the expansion of the E-club was raised by Ezekiel Johnson during the last meeting,
- Pages were not numbered as previously agreed in the last meeting

With these corrections and clarification, the minutes was adopted through a motion

- **Matters Arising:**

- There were no substantial matters arising from the minutes to be discussed.

Secretariat Update: The HoS presented the Secretariat update summarizing LEITI Secretariat's activities for the period September 29 to November 9, 2016 as follows:

EITI Validation

An EITI mission is in country from Norway, the mission, which comprises Madam Ines Marques and Madam Tove Strauss, has the following objectives: i) to conduct a follow-up workshop on the development of an LEITI beneficial ownership roadmap and ii) to provide initial updates on the works of the EITI validation fact finding team that visited Liberia between 22-26 August 2016. The mission will depart on tomorrow, 11 November, 2016.

Dissemination of the LEITI 7th & 8th Reconciliation Report

The Secretariat has received a transfer of fund from UNDP to be used for dissemination of the 7th and 8th EITI Reports on Liberia. Preparation to include procurement, movement schedule, CSOs involvement and media related issues are ongoing. The Secretariat intends to embark on a full-skilled dissemination of the reports by mid-November this year.

9th Report TOR

Beneficial Ownership Disclosure Roadmap

The Secretariat has drafted a BO Road map to lay the basis for MSG deliberation and additional consultation and approval for submission to the International Secretariat by January 1st, 2017. In this regards, the Secretariat will circulate the draft Road map to MSG members for additional input, comment before submitting it at the next MSG meeting for approval.

Meanwhile, the visiting International Secretariat conducted a one-day workshop on the BO Road Map development and discussed the current draft road with the MSG and other relevant GoL Agencies on November 9th & 10th, 2016.

Administration

During the period under review, the HOS, DHOS as well as other staff Members attended series of meetings to include the following: Talk Show on ELBC on September 29th; Validation Session at IREDD's office on September 30th, Multi-stakeholders Dialogue hosted by the Rights & Resource Initiative (Liberia) Coalition; PricewaterhouseCoopers - open house on October 13th; Press Workshop hosted by ExxonMobil on October 4th; Governance Commission - Open house on October 27th, etc.

On October 7, 2016, the Deputy Head of Secretariat was involved in a motor accident, thanks be to God he did not sustained any serious injury but the LEITI vehicle marked LEITI 3 which he was driving got damaged badly and is presently in the garage for repairs.

2nd Post- Award Process Audit

The Committee reviewed the Process Audit but was not ready for submission for approval because the Committee's findings had not been incorporated in the final draft received – the Secretariat request to submit it for approval at the December MSG meeting.

Work Plan

The Work Plan has been reviewed by the Committee, but the Secretariat requested additional time to review and probably revise it against the expected EITI Validation assessment recommendation.

Finance Department

The Finance Department is coordinating with the GAC, PwC and PKF who are conducting the audits of Government of Liberia and Donors Funding to the LEITI's Secretariat.

The Finance Department has produced and submitted to the MSG the Operational Work plan for 2016/17 Fiscal Period.

The Finance Department completed the Budget for LAVI Grant for the dissemination of the Contract Matrix.

Communications Department

The On Campus Speaker series of the E-club is drawing to a successful close with few schools remaining. Eight of the schools have successfully completed with huge enthusiasms from students of the various schools on Natural Resource Management. The remaining seven schools will be concluded at the close of the Week.

Foreign Trips

The Head of Secretariat, Mr. Konah D. Karmo and Mr. Sarnyenneh Dickson traveled to Abuja, Nigeria on October 30, 2016 to participate in a 3-day working session aimed at strengthening EITI implementing countries' capacity in BOD road map preparation.

Discussion of Secretariat update: Following the update, the Presiding Mrs. Bass thanked the HoS and declared the update opened for discussions. Various comments, concerns and issues were raised in relation to the update as highlighted below:

Christoph-GIZ

Mr. Buchberger inquired about the next step in the Beneficial Ownership roadmap development.

HoS

The Hos said will be revised base on the inputs received during the workshop and then circulated to the MSG prior to the next meeting for inputs and comments. It will then be presented for approval at the December sitting before sending it to the International Secretariat.

Kofi Ireland-UNMIL

Mr. Ireland urged the Secretariat to do it utmost best to circulate the draft for timely inputs so that it can have enough time to prepare a second draft that incorporates all the inputs and comments for presentation in the December meeting.

On the TOR for the 9th report, he suggested that if there are no feedbacks received from the International Secretariat two weeks after, the local secretariat recirculates the comments generated so far for the MSG review and approval in December.

HOS

Beyond Kofi's suggestions the HoS noted that the BO Roadmap will include timelines to be implemented on or before January 1, 2020 at which time a register will be submitted to the International Secretariat.

Ezekiel Johnson

Mr. Johnson wanted to know about the cover page of the summary reports especially the design of the 7th and 8th reports-whether there are special designated designs.

HOS

The HOS stated that the Secretariat has always tried to present the cover in a way that it speaks to the report or the nature of work the LEITI does. He clarified that the cover page has been changing from report to report. He however welcomed suggestions and contributions from any MSG member regarding the outlook of the summary.

Kofi Ireland-UNMIL

Kofi extended invitation to the Secretariat to take advantage of UNMIL Radio for the spreading of dissemination messages prior to takeoff.

Communication and Reports committee (TOR for 9th report and Post award process audit)

The Chair of the Committee, Mr. Kofi Ireland told the gathering that his committee met twice before the October sitting to enable the committee complete its task. He thanked the GIZ for its extensive input to the documents. He furthered said that comments made have been compiled for presentation to the MSG but that committee could not make the presentation given that the visiting EITI delegation had brought for revision preliminary recommendations that could have bearings on the work. However, he stated that the committee was willing and ready to circulate the comments therein to other members of the MSG whilst they await the recommendations from the validation exercise to finalize a comprehensive report. According to him, the same applies to the Post award process audit report. He promised to present both reports at the next sitting.

With that the presiding thanked the committee and with no objection from the floor, it was

AOB:

Under AOB the HoS commented on earlier comments from Christoph regarding sanctioning of non-compliant companies. He said the issue of the sanctioning has not been discussed because there were no members on the governance committee that has that responsibility, hence he requested the MSG to constitute the committee on an ad hoc basis. He stated that the member was still open for voluntary membership. The following volunteers to be members

- Ansu Konneh-Western Cluster
- Emmanuel Yarkpazuo-GVL
- Elvin Frank-MIA
- Christoph Buchberger-GIZ
- Lilieth Whyte –US Embassy
- Ezekiel Johnson-LLC

It was agreed that the first three names be permanent members while the room remains open for those volunteering on an ad hoc basis to declare permanent their membership.

Also under AOB the Deputy Head of Secretariat Myer Saye briefed the MSG on happenings at the November 9, 2016 BO workshop. Key amongst his statement was that the recommendations from the EITI based on the validation fact finding that was carried out in August, was a preliminary and that there were two key recommendations:

That the LEITI reduces the frequency of meeting from monthly to quarterly or reduces the people from Ministers to middle level managers that will always attend meetings;

Set a second level of threshold so that certain amount of payment for every revenue stream becomes material.

Myer's presentation sparked a huge debate across the floor but it was quieted by the HoS comment that LEITI will have the time to respond to the recommendations when the time comes.

The HoS also added that it will be difficult for any country to pass validation given that country's progress were measured against the 2016 Standard that was released in February 2016.

The MSG also approved the objection for the printing of the 7th and 8th reports' summary.

Summary of Key Points

- There were several corrections made to the past minutes;
- Communications and Reporting committee requested for more time to report based on preliminary recommendations from EITI
- Governance Committee constituted

➤ 18 persons in attendance;

Date and time of next MSG meeting: The next MSG meeting was scheduled for Wednesday December 14, 2016.

Meeting was adjourned at 1:58 pm.