SLEITI Sierra Leone Extractive Industries Transparency Initiative
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OFFICE OF THE CHIEF OF STAFF
STATE HOUSE

Draft Minutes of SLEITI MSG 1st Quarter Meeting on Tuesday, 19th January 2016 at SLEITI Secretariat

Attendance:

Government	Civil Society
Saidu Conton Sesay , COS/Chair Hon. Sidie M. Tunis, Parliament Umaro Conteh , MMMR Lovetta Juanah, EPA-SL Mohamed Sallieu Bah, NMA Mohamed A. Salisu, MoFED Naim Merimeche, Mofed (Mckenue Johnson , Duke University, Visiting Researcher)	Mustapha O. Thomas (Dr.), FBC NACE Cecilia C. Mattia – NACE Joseph Rahall, Green Scenery/ NACE Abu A. Brima, NMJD/NACE Moses A. Kargbo, SLAJ/Media
Mining Companies	**Secretariat**
Neima Macfoy, SD Steel	Mina Horace Annie Lansana Mohamed F. Conteh

Apologies: Amadu Mansaray-Petroleum Directorate, Isatu Konneh – ONS,

Agenda:

1. Opening
2. Correction and Adoption of MSG minutes of 22nd October 2015, 3rdNovember 2015 & 17th December 2015
3. Matters Arising from MSG minutes of 22nd October 2015, 3rd November 2015 & 17th December 2015
4. 2013 SLEITI Report
5. 2012 SLEITI Report
6. Launch & Dissemination of SLEITI 2012 & 2013 Reports
7. MSG Retreat (SLEITI Next work plan)
8. Proposal for ADB Funds: Le 243, 434,875
9. SLEITI MSG Internal Rules
10. SLEITI Policy
11. Beneficial Ownership Study
12. 7th Global EITI Conference in Lima, Peru
13. EITI Board Nominations
14. SLEITI Farewell Message to Rt. Hon. Clare Short

15. Production of SLEITI 2014 & 2015 Report
16. AOB
17. Closing

1. Opening

Prior to the commencement of the meeting, members noted that Saticon Conteh and Ibrahim Sorie Kamara were no longer employees of the Timis and Octea Mining companies respectively leaving Neima Macfoy as the only companies' representative. Given the prevailing circumstance, members noted that it was not best practice to have a single representative of a constituency on the MSG. Following deliberations, the NC informed that the Secretariat had written to the President of the Chamber of Mines requesting him to nominate mining companies representatives, but was yet to respond to date in spite of several reminders. To this end, the Secretariat was requested to continue sending reminders to the Chamber of Mines until a positive response is received.

The Chief of Staff welcomed all and called the meeting to order. He apologized for his brief absence before admitting that his absence from some of the emergency meetings were due to his busy schedule. He informed the meeting that it will be difficult for him to attend meetings scheduled for Thursdays as it is mandatory for him to attend Presidential Recovery Priorities meetings held on Thursdays and chaired by His Excellency. He reminded and thanked members for their willingness to reschedule meetings to fit into his busy schedule. Chief also thanked the MSG for holding the fort and all those who had chaired meetings in his absence and expressed his delight that the group was functioning well. The Chief also thanked everyone for the successful Secretariat staff recruitment process that led to appointment of the incumbent National Coordinator and the Finance/Admin Manager.
The head of the Finance & Management committee informed that applications received in respect of the Technical & Research Analyst position were handed over to the National Coordinator for processing of the applications.

The Chief informed the group that his Office was also in the process of recruiting a Mining Legal Retainer and that the officer's services will be extended to support the SLEITI MSG. The Chief suggested that the MSG should find time to brief President Koroma on SLEITI implementation ahead of the 7th Global EITI Conference in Lima. To this end, the agenda was adopted for discussion as presented.

2. Correction and Adoption of Outstanding MSG minutes of 22nd October 2015, 3rd November 2015 & 17thDecember 2015.

In response to suggestion that the above mentioned outstanding minutes should be corrected and adopted at the proposed retreat, members discussed the issue and agreed that the minutes should be circulated for adoption. However, for confirmation that past decisions from meetings had been acted upon, the Secretariat is to accompany the minutes with a simple matrix outlining meeting dates, issues or decisions taken, and updates on actions taken.

Earlier, the NC informed that 7 outstanding minutes from 2015 are due to be endorsed while 4 minutes from 2014 are still awaiting signatures. The delay in signing of the minutes were as

a result of the unexpected removal from office of the former Chief of Staff and SLEITI Chair, Dr. Richard Konteh.

Following deliberations, the group agreed to endorse the outstanding minutes electronically after which the Secretariat will send them to the new Chair, Saidu Conton Sesay for signing. The MSG also agreed that draft minutes of MSG meetings are to be circulated within a week, from the last meeting, for corrections.

3. Matters Arising from MSG minutes of 22nd October 2015, 3rd November 2015 & 17th December 2015

The minutes of the meetings mentioned above were not read and as such the group did not discuss the matters arising from that meeting.

4. SLEITI 2013 Report

On the 2013 Report, the NC informed members that the letter of request to the EITI for a 3-month extension to publish the 2013 Report had been sent to the Hon. Clare Short. The International Secretariat had acknowledged receipt of the letter and at the same time were asking the SLEITI Secretariat to address some critical questions before submission of SLEITI's request to the Board.

In response, the group advised the Secretariat to liaise with key stakeholders in responding to the questions raised.

The Chief of Staff pointed out his observations in the process of reconciliation noting the challenges involved in receiving information from the reporting entities. In order to address some of the obstacles faced during reconciliation, especially in the area of delays in submission of data, the Chief suggested that SLEITI will save time by developing a checklist to capture periodic data from reporting MDAs throughout the year. Abu Tarawallie informed that the EIRT had similarly identified the need to develop a system that will address the main concern raised by the Chief of Staff. He also informed that the team will be producing quarterly updates on revenue collection from the NRA and other MDAs.

The NC complained that most of the reporting MDAs were responsible for the delays in data collection for failure to priorities the process. Following deliberations, the group requested the EIRT to swiftly develop the quarterly template in support of the reporting process.

Meanwhile, the NC gave following update on the status of the 2013 report after the extension date:

- ✓ The Independent Administrator was working on the final draft report
- ✓ Not all the outstanding companies took advantage of the report's extension. Only 1 company reported after the extension.
- ✓ Boas & Associates was looking forward to receiving his payment for the inception report.
- ✓ The IA had suggested making his presentation on the 26th of January, 2016

Following deliberations, the group agreed that the IA should present the report to members and later share report with key stakeholders for final input. The group also suggested that the IA should be convinced to accept Kingho's template.

5. 2012 SLEITI Report

After the 2012 report was tabled for discussion, the NC informed that BDO was to meet with a cross section of the Technical Committee members to discuss important matters bordering on the report's production.

Mr. Tarawallie updated members on their meeting with BDO. He informed that

- BDO's attention was drawn to a number of issues including the quality of the scoping study and the need for proper steps to be taken to arrive at the materiality threshold.
- BDO was advised to outsource part of their contract as it appeared they lacked capacity to adequately address the shortfalls in the report.
- The technical committee had also requested BDO to submit their revised timelines for completion of the assignment in line with the contract extension granted the latter.
- At the end of the meeting members requested Naim Merimeche and Abu Tarawallie to provide ongoing support to BDO to ensure the report met the required standard.

The Chief of Staff requested the Secretariat to arrange a meeting to be chaired by him involving BDO and the Technical Committee. The meeting would serve to re-inforce the importance of a high quality report against the new timelines agreed with BDO.

So far BDO has not received any payment due to their slow pace of work.

6. Launch & Dissemination of SLEITI 2012 & 2013 Reports

The MSG approved the NC's recommendation for joint launch and dissemination of the 2012 &2013 reports and advised the Secretariat to work with the Communications Committee in developing a plan.

7. MSG Retreat (SLEITI Next work plan)

Members agreed to hold the retreat at Tokeh Beach between 4 - 5 February 2016. This will involve spending 2 nights at the resort to discuss the next SLEITI work plan (2016 onwards) and other implementation issues. The draft agenda is to be circulated shortly.

8. Proposal for ADB Funds : Le 243, 434,875

The NC informed that funding received from ADB for dissemination of the 2011 Report in 2014 still remain unutilized due to the Ebola outbreak which had led to a slowdown in public and private life. She said the Secretariat was considering utilizing the said funds to implement other projects considered to be of high priority in order to avoid withdrawal of the funds by the Bank. Members welcomed the idea and requested submission of the draft activities for consideration and approval.

9. SLEITI MSG Internal Rules

The NC informed members that Giz was willing to hire a consultant to develop the internal rules if the call for request for proposals was open to at least regional consultants. In response

the group insisted that only local consultants should be considered for the assignment. The Chief had a different opinion on the above but did not oppose the popular decision however, he asked members to help in locating funds for the project.

10. SLEITI Policy

The NC informed that the Consultant, Andrew Keili had suggested that a full day will suffice to validate the SLEITI Policy. Mr. Keili assured that several workshops and meetings of extractive sector stakeholders had taken place recently citing the extractive sector benchmarking study workshops amongst others that will make validation of the policy less complicated.

The NC also informed that the ADB through NACE will finance drafting of the policy.

11. Beneficial Ownership Study

The NC informed that the Beneficial Ownership Study Consultant had proposed a new approach to the study owing to the difficulties in accessing information from the mining companies and at the same time NMA did hold some level of information on their Cadastre system. She said, the Consultant had suggested conducting study on the 20 most large scale companies followed by a workshop to validate the draft report. To this end, the group requested circulation of the proposal for consideration and feedback as soon as possible.

12. 7th EITI Global Conference in Lima, Peru

The Chief of Staff will be the Lead Conference Delegate to Lima. He informed the meeting that he had contacted a few institutions to fund the travel of some SLEITI MSG members to the Conference. He said that so far NATCOM had committed to cover the full travel cost (return air tickets and DSA) for 2 participants; and the EPA one. The Finance & Administrative Manager was not approved for the trip but encouraged to wait for travel opportunities in the future.

The MSG was provided with a list of IEC materials for the exhibition in Lima including the development of a 30-minute documentary on SLEITI. The Chief suggested that MDAs should be contacted to submit materials for showcasing in Lima.

13. EITI Board Nominations

The NC informed that the International Secretariat had requested nominations from implementing countries to the EITI Board. Sierra Leone was grouped in Category 3 alongside several Anglophone counties such as Ghana, Nigeria, and Liberia. She said the tenure of the Board's existing members will come to an end before the Lima confab in February, 2016 and that a new board will be elected. She then briefed the group on the voting pattern. Following deliberations, the group agreed to put forward the SLEITI Chair and Champion – Saidu Conton Sesay as first choice candidate. The NC also tabled a raking table of the four Candidates in Category 3 with Sierra Leone taking the first position followed by Nigeria in the second and Liberia and Mozambique in third and fourth positions respectively. To this end, the group welcomed the NC's approach to the voting and requested that the raking table be circulated to members.

14. **SLEITI Farewell Message to Hon. Clare Short**

The NC informed that Rtd. Hon Clare Short will step down as EITI Chair in Lima and that a farewell message book from implementing countries will be presented to her in recognition of the work she has done in moving the EITI process forward. She added that the Communications Officer was working on the draft message. To this end, the group agreed that the draft message should be circulated to members for approval before signed by the Chief of Staff.

15. **Production of SLEITI 2014- 2015 Report**

The group discussed and agreed to consider producing a two year report subject to availability of funds. It was noted that the two-year report will lead to timelier reporting and meaningful public debate.

16. **A.O.B.**

a) The NC informed that the Secretariat was considering making a proposal to increase stipends for members but was concerned that because the MSG meets frequently any increment will lead to high overall cost that will negatively impact on the Secretariat's budget. Members were of the view that increasing their travel allowance to Le250,000 (two hundred and fifty thousand Leones) per quarterly meeting and flat rate of one hundred thousand per emergency meeting should be considered. The discussion was not concluded however, the MSG requested the following:
   - the Secretariat to submit calendar of major meetings,
   - quarterly meetings should be scheduled for the second Tuesday of every quarter,

b) Hon. Sidie Tunis observed that the proposed capacity building training for MPs should be implemented to enhance effective oversight in the management of the sector. After deliberations, the group suggested that capacity building for MDAs in general should be given utmost attention.

c) Mohamed Amara Salisu used the occasion to introduce a visiting PhD student- Mckenue Johnson, from Duke University who he said was working with the Ministry of Finance and at the same time undertaking research on the sector. He said the visiting student hopes to meet with key stakeholders in the sector including SLEITI.

17. **Closing**

There being no other business to discuss, the motion for adjournment of the meeting was moved by Abu Tarawallie seconded by Abu Brima. The Chair thanked members for their valid contributions.

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Saidu Conton Sesay
Chair

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Mina Horace
Secretary