SLEITI Sierra Leone Extractive Industries Transparency Initiative
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OFFICE OF THE VICE PRESIDENT

DRAFT

Minutes of Meeting of the SLEITI Multi-Stakeholder Group held on Thursday 24th January 2019

Venue: Office of the Vice-President, Tower Hill, Freetown

Attendance

Government: Francess Piagie Alghali, OVP/Chair Amadu Mansaray, PD Aruna Abu , ASSL Theresa Williams, MMMR Peter Mangoh, ASSL Abu B. Tarawalie– NRA Donald Williams- NRA Sheku B. Samai- OVP Ramatu B. Massaquoi-EPA Melissa Ndure – EPA Mohamed B. Tawally – EPA Prince B. Williams –CAC Yusuf Dauda Suma-NMA Peter J. Bangura-MoFED	**Civil Society:** Cecilia Mattia-NACE John Momo-NMJD Kadi Jumu - CSO-NACE
Mining Companies: Brendan Linch-SL Mining D. Slidelshy – SL Mining Aminata Kamara-SRL	**Secretariat:** Mina Horace Annie Lansana Mohamed F. Conteh

Apologies: Abu Brima- NMJD, Koidu Group

Absent without Apologies: Green Scenery, Vimetco, MF&MR,

Agenda:

1. Silent Prayers
2. Opening Remarks
3. Correction and adoption of minutes of 3rd October 2018
4. Matters arising from the minutes of 3rd October 2018
5. Beneficial Ownership Update
6. Project Level Reporting

7. Production of SLEITI 2017-2018 Report
   - Review & Approval of the ToR
8. Mainstreaming in Sierra Leone
   - Systematic disclosure in Sierra Leone
9. Dissemination of 2015- 2016 SLEITI Report
10. Draft 2019-2020 work plan
11. SLEITI 2018 Financial Report
12. 2019-2022 EITI Board Nominations
13. Review of 2016 EITI Standard
14. Administrative Matters
15. Any Other Business
16. Closing

1. **Silent prayers** :

The meeting started with silent prayers and followed by self-introductions by all present.

2. **Opening Remarks** :

In her welcome address, the chair thanked members for their support during the validation consultations by the team from the EITI International Secretariat in November 2018 adding that the EITI Secretariat was pleased with the level of support received. The draft assessment by the EITI Secretariat will be shared upon completion. The Chair urged members to remain committed to the ideals of the EITI Standard and the aspirations of His Excellency the President Julius Bio.

The Chair advised that the names of institutions that are absent from meetings without apologies should be mentioned in the minutes rather than the names of their representatives in order to ensure the participation of all constituencies.

It was reported that since some full members and alternates participate equally in meetings and in other SLEITI programs, there was need for clarification as to how to make the distinctions between them. In response, the meeting agreed that SLEITI should focus on institutional representations and consider diversity in its membership.

The agenda was approved and adopted.

3. **Correction and Adoption of the Minutes of 3rd October 2018**

(3iv). 2017/2018 Report Production deleted.

The Secretariat to include that they should work ~~liaise~~ with the MSG in drafting the IA's TOR.

(4). Preparation for validation – Update from SLEITI Secretariat

Beneficial Ownership - The Bank of Sierra Leone should be added to the list of the beneficial ownership committee.

After the above corrections were made on the 3rd October 2018 minutes, the minutes were adopted as Amadu Mansaray, Petroleum Directorate moved the motion for adoption of the minutes, seconded by Aruna Abu, Audit Service Sierra Leone.

4. **Matters arising from the minutes of 3rd October 2018**

a) Briefing Session by NMA, NACE and others on CDA Payment - This activity was still pending as it coincided with the Validation consultations with SLEITI Stakeholders but would be implemented alongside other activities in the 2019 work plan.

b) **Expansion of Civil Society participation** - CSO participation remains restricted to NACE members. Members observed that CSO participation on the MSG is on the decline and that the MSG should consider inviting non-NACE CSO members to join the civil society constituency in fulfilment of the EITI requirement. The NACE National Coordinator advised that she would provide feedback on the issue of CSO participation after their February 2019 meeting.

c) **The draft IA's ToR** – The Secretariat shared the draft ToR with the technical committee for review ahead of the committee's meeting of Wednesday, January 9, 2019 but the technical committee recommended that it be discussed and approved at the Quarter 1 meeting of the MSG on 24 January 2019. The ToR would be discussed under the main business of the agenda.

d) **EITI International Secretariat Management Fee of $10,000** – Payment of this annual contribution was still being considered by the MSG.

e) **Surface Rent Payment Policy** – Circulation of this policy by the NMA to members was still pending. The NMA representative committed to sharing it as soon as possible.

In relation to the Sierra Leone Minerals Policy, **the MSG requested the MMMR to organise a one-day consultative meeting to give the group another opportunity to review and provide feedback on the policy.**

f) **Payment of Rent for SLEITI Office Space -** : Written request for payment of rent due for the period May 2018- May 2019 had been made to the Ministry of Finance through the Office of the Vice-President, however, payment is yet to be effected by the Ministry.

5. **Beneficial Ownership Update**

- The Deputy BO Committee Chair informed the meeting that the BO updated draft action plan was in circulation after review.

- The Corporate Governance Code had been launched and SLEITI would find it useful during BO implementation. The Corporate Affairs Commission was planning to organise workshops with the aim of sensitizing stakeholders on operationalizing the Code.
- The BO committee agreed to a 3-day retreat to address the critical areas of BO implementation such as the definition of beneficial ownership materiality thresholds, decision on which legislation to use for BO administration and finalisation of the BO Activity Plan.
- The meeting noted that the Attorney General should be co-opted as they were privy to the required legislations.
- The meeting discussed the draft budget for the retreat and agreed that the number of participants should be cut down to save cost. The Minister of State said efforts were underway to source funds for the retreat and that she had reached out to some MDAs for support. In this regard, **letters of request for support along with the retreat concept note and budget would be sent to relevant MDAs including the NRA, MMMR and Petroleum Directorate.** The Office of the Vice President would contribute 50% of the budget. The Dohas Hotel was selected as the proposed venue for the retreat and the BO committee members would depart on 13th February and return on 17th February 2019.

For more effective participation and in line with the EITI Standard, the meeting agreed that the Chamber of Mines should represent companies on the MSG rather than individual companies because companies' participation should be under the direction of the Chamber of Mines. **The MSG requested that the MMMR take urgent action to resuscitate the Chamber of Mines to avoid unnecessary challenges with BO and implementation of the EITI Standard in general.**

Members noted that the current set up of the Chamber of Mines served as a deterrent to the functioning of companies under this umbrella organisation.

6. Project Level Reporting

The National Coordinator reminded members that the 2018 SLEITI report should meet the EITI project level reporting requirement which would apply to EITI reports covering the fiscal years ending on or after 31st December 2018 at the latest. In this regard, all relevant MDAs were required to be prepared to report at project level.

Members were reminded that the MSG had endorsed the definition of the term 'project' consistent with international norms and the Extractive Industries Revenue (EIR) Act.

It was noted that for past reports, parts of the revenue data submitted by MDAs to conduct scoping studies were not disaggregated to enable reporting and reconciliation on a project by project basis.

The Chair enquired whether the concerned MDAs anticipate capacity or technical challenges to report at project level however, no concerns were expressed. **The meeting agreed that the reporting MDAs should hold a one-day consultative meeting for reporting entities in readiness for the next report's production.**

7. Production of SLEITI 2017-2018 Report

The Secretariat submitted the draft 2017-2018 terms of reference for review and endorsement by the MSG. As mentioned above under Matters arising on this subject, the draft ToR was submitted to the technical committee for review and recommendation for its endorsement, however the committee did not have sufficient time to do so and recommended its submission for review at the MSG Quarter 1 meeting. Following lengthy discussions on the above, the MSG resolved as follow:

- With regards to data collection by the IA, members noted that in the past the Secretariat had assumed the responsibility of collecting the completed reporting templates at high costs. The data collection involved sending officers around the country to assist the District Councils and Chiefdoms in completing the templates and collect same afterwards. The officers ensured that the correct supporting documents were attached to avoid delays in the reporting process. On this note the MSG agreed that the cost associated with the data collection i.e. distribution and collection of reporting templates) should be undertaken by the IA.
- In procuring the IA, the Request for Proposals should be open to allow local and international firms to apply.
- The IA should produce the full report covering the scoping study, contextual data, reconciliation of the data etc in line with the EITI Standard.
- The meeting noted that the Secretariat forwarded the draft ToR to the International Secretariat for feedback but the latter's response was still pending. Members agreed that additional comments from members, on the ToR, should be sent to the Secretariat for incorporation and consideration by close of business on Friday 1st February 2019.
- The MSG approved the draft ToR subject to incorporation of further comments from members.

8. Mainstreaming EITI in Sierra Leone

According to the National Coordinator, the EITI Secretariat had been notified of the EITI Board's expectation that countries should embrace systematic disclosures

as the default option for reporting. This would mean that EITI Reports should primarily be used to collate information; address information gaps and address concerns about data quality. The EITI urged all implementing countries to include mainstreaming in their 2019 annual work plans. Members noted that a few EITI countries had undertaken feasibility studies with support from donors, through the EITI Secretariat and that the studies were aimed at assessing the feasibility of embedding EITI disclosures into government and company reporting.

A brief presentation highlighting the above was done and the Standard EITI terms of reference for the systematic disclosure and feasibility studies was also submitted for consideration by members. The MSG's feedback included:

a) SLEITI Secretariat should approach the International Secretariat for technical and financial support to enable the hiring of a consultant to undertake a mainstreaming feasibility study.
b) The Secretariat should circulate the presentation delivered to enable members grasp the full content of the mainstreaming concept.

9. Dissemination of 2015/16 EITI Report

The Finance & Admin Manager of the SLEITI Secretariat informed the meeting that the request for funding for the dissemination of the 2015 &2 016 reports was made to EITAP in the Ministry of Mines & Mineral Resources and their response was still pending.

10. DRAFT SLEITI 2019 -2020 Work Plan

The National Coordinator tabled the draft work plan for review and approval. It was noted that the draft work plan was the updated version of SLEITI 2017-2019 approved work plan. Since there was limited time left to discuss the work plan, it was agreed that the draft plan should be reviewed by the Technical Committee and later submitted for endorsement by the full MSG.

11. SLETI 2018 Financial Report

The Finance & Admin manager explained that allocations for July, August & September 2018 were received in October 2018 and November 2018 respectively. Rent for May 2018- May 2019 was overdue however; the Office of the Vice President was processing the payment. Regarding the over-expenditure on fuel over the budgeted amount, the Finance & Admin explained that this was caused by the increase in fuel price. At the end of the discussions, the 3rd Quarter 2018 financial report was adopted by the group.

12. EITI Board Members' Nominations

The Communications Officer informed that the EITI Secretariat is requesting nominations for the 2019 -2023 EITI Board members. He reported that the

mandate of the current Board was due to expire and the new board would be announced at the upcoming EITI Global conference in France. He explained that Sierra Leone was grouped under Region 3 Africa 1 alongside Nigeria, Zambia, Liberia, Ethiopia, Ghana, Tanzania, Malawi, Mozambique, and Sao Tome and Principe. In addition to explaining the procedures, he stated further that the deadline for considering nominations was 14th February 2019 and elections by Regions would commence on 15th February until 14th March 2019 following which the voting results would be published on the EITI website.

After some discussions, the group resolved to nominate the SLEITI Chair Madam Francess Piagie Alghali as candidate to represent Region 3 on the EITI Board as she was well qualified for the position. All stakeholders including CSOs were encouraged to lobby their constituencies at the international level to ensure Sierra Leone wins the seat.

Review of 2016 EITI Standard

The National Coordinator briefed the group that consultation with implementing countries MSG and stakeholders was in progress as the EITI Board seeks to review the 2016 Standard. The National Coordinator said countries were encouraged to send in their comments for consideration. When asked about the objective, the NC said some sections of the Standard needed to be clarified or strengthened. The 2013 standard was replaced with the 2016 Standard as a result of the refinements to the 2013 requirements. The latest EITI Standard would be launched at the upcoming EITI Conference in June 2019. Members were expected to provide comments as part of the review.

13. **Administrative matters** :

The Chair informed the meeting that due to the ongoing re-structuring in the Office of the Vice-President, SLEITI staffs were being granted a 3-month contract instead of one year. The staff performances will be evaluated at the end of the 3-month period to determine whether their contracts should be extended.

14. ~~Any~~ Other Business deleted.

The meeting was informed that the EITI Board Chair, Fredrik Reinfeldt had written a letter expressing his gratitude to His Excellency, President Julius Bio for attending the 2018 Africa Beneficial Ownership Conference in Dakar, Senegal. He stated in the letter that the President's attendance demonstrated strong political will and commitment towards BO implementation. Mr. Reinfeldt encouraged the President to address the challenges related to legislative reforms and more. The Chair also acknowledged the leadership provided by the Vice President and the Minister of State and further highlighted the MSG, National Coordinator and Secretariat's support during the Validation consultations.

15. Closing

The Chair thanked all present for their time and successful deliberations. There being no other business to discuss, the meeting was brought to a close. The motion was moved by Ramatu Massaquoi- Environment Protected Agency, seconded by Aminata Kamara, Sierra Rutile Ltd.

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Signature of Chair

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Signature of Secretary

28/5/2019