SLEITI Sierra Leone Extractive Industries Transparency Initiative

Minutes of the SLEITI Multi-Stakeholder Group 2nd Quarter Meeting of 29th June 2017
Venue- SLEITI Secretariat, 17 Charles Street

Attendance

Government Alhaji Sultan –NRA / Chair Mohamed Jalloh, MFMR Naim Merimeche, MOFED Mohamed Sallieu Bah- NMA Sinneh Kargbo- ASSL	**Civil Society** Moses Kargbo, SLAJ
Mining Companies Neima Macfoy, SD Steel	**Secretariat** Mina Horace Annie Lansana Mohamed F. Conteh

Apologies: Saidu Conton Sesay, OCOS; Mohamed Salisu, MoFED; Paul Lamin, EPA; Olajiday Thomas, NACE; Aminata Kamara, SRL/ILUKA;

Agenda

1. Opening
2. Correction and adoption of the Minutes of the SLEITI MSG Q1 meeting of Thursday 16th February 2017
3. Matters Arising from Minutes of the SLEITI MSG Q1 meeting
4. Correction and adoption of the Minutes of SLEITI MSG Emergency meeting of 9th June 2017
5. Matters Arising from Minutes of the SLEITI MSG Emergency meeting of 9th June 2017
6. Update of 2015 & 2016 reporting exercise
   - Endorse the Terms of Reference for the Report
   - Agree on data collection procedures– endorse reporting templates if Secretariat is going ahead with the data collection (Consider advise of the MSG and Chief of Staff to go ahead with data collection which differs from that of the International Secretariat
   - Agree on reporting on Corporate Social Responsibility (CDA still not in place so no reporting on Mandatory Social Expenditure) Agree on expenditures disclosure by government entities
   - Training for companies on BO reporting – Harry Bradwell attached to OCOS willing to support
7. Approval of the Draft 2016 Annual Progress Report
8. Approval of SLEITI Updated 2016-2019 work plan
9. SLEITI Financial Statements (2016& 2017)
10. Addressing SLEITI 2011, 2012, 2013, and 2014 Reports Recommendations and discrepancies
11. Update of Beneficial Ownership Disclosure
12. Refreshing of MSG members
13. A.O.B

14. Closing

1. Opening

In the absence of the champion, it was decided that Alhaji Sultan be the chair for the meeting. The chair called the meeting to order and asked that individual silent prayers be said. In his opening remarks, he welcomed members especially Mohamed Jalloh, a new member from the Ministry of Fisheries & Marine Resources who has replaced Mr. Patrick Sundifu. Mr. Sundifu has been transferred to another Ministry. The MFMR is to formally inform SLEITI of the Ministry's new representative.

2. Correction and adoption of the Minutes of MSG Q1 meeting of 16th Feb 2017

The minutes of the Q1 meeting were adopted as an accurate record of the meeting of 16th February 2017.

3. Matters Arising from Minutes of the SLEITI MSG Q1 meeting of 16th Feb 2017

a) Engagement with Parliamentarians

Members reiterated the crucial role of Parliamentarians in the EITI process and were concerned about the extent to which the secretariat had engaged the relevant MPs on their commitment towards reporting for the EITI.

The communication officer explained that he had met with the Head of the Mines &Mineral committee in Parliament and the Honourable Sidi Tunis to further discuss the cooperation of MPs in reporting for the EITI but however, the Secretariat is still waiting to agree on a meeting date with the respective MPs to discuss the 2015-2016 reporting. Members resolved that the Secretariat should engage the Clerk of Parliament rather than the Head of the Committee of Mines & Mineral Resources. In this regard, the Secretariat should write a strong letter to the Leader of Parliament, making reference to his attendance at the last training for MPs held in November 2016, and with strong directive for the MPs to fully comply with the next reporting cycle.

b) SLEITI 2012 Report

Members noted that the 2012 report has still not been concluded and asked for an explanation. The NC reported that BDO had submitted their report after acting on feedback provided by the EITI Secretariat but that the technical committee had still not met to review and approve it. The meeting requested that the technical committee should meet as soon as possible to review and recommend approval of the report.

c) EIR Bill

Naim informed meeting that there will be a workshop from 10th -14th July 2017 for a very detailed review of the EIR Bill. He said relevant MDAs had been invited but unsure whether the SLEITI MSG had been invited. The meeting advised Naim to find out whether the SLEITI MSG has been invited and to share the draft Bill within one week for members to provide comments before the upcoming meeting.

d) EITI International Secretariat Advise on Developing an EITI Policy

In an email dated 28th June 2017 from the International Secretariat, Pablo related the downside of an EITI policy. He informed that the most common problem is that EITI-specific laws create double accountability problem for the country leaving stakeholders in dilemma on whether they should be held accountable to the law or the Standard, and which takes precedence when the two are not in agreement. He did mention that the law has been useful in some circumstances for countries like Liberia and Nigeria that have specific laws in place but noted that there are still challenges. The MSG was encouraged to consider which concrete goals they needed to achieve through an EITI policy and to look out for alternative ways to achieve them. Finally, if there are no alternatives and the MSG decides to develop an EITI law it should be made as high level and flexible as possible, leaving it up to the MSG ToRs to regulate the specifics. The full content of the email is attached to these minutes.

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Members reaffirmed that they had decided to put the SLEITI policy on hold and make use of opportunities to make submissions to relevant legislations in the extractive sectors including drafting amendments to relevant Acts.

4. Correction and adoption of the Minutes of SLEITI MSG Emergency meeting of 9th June 2017

The minutes of the SLEITI Emergency meeting of 9th June 2017 were adopted by members.

5. Matters Arising from Minutes of the SLEITI MSG Emergency meeting of 9th June 2017

The issues arising from the meeting of 9th June 2017 pertaining to the 2015-2016 report will be discussed under Main Business.

6. Update on the 2015 & 2016 reporting exercise

- **2015-2016 Terms of Reference**

The NC informed members that the Terms of Reference has still not been sent to EITAP as the Secretariat is waiting for the MSG's confirmation of the revenue streams and the types of disclosures to be made by reporting entities. The meeting noted that the EITAP representative had informed the NC that procurement of the IA could take up to a maximum time of 3 months. Below is EITAP's rough estimation of the procurement time/process.

- Category of procurement - Consultancy Services
- Method of procurement - Consultant Qualification Selection (CQS)
- Tor to be sent to the World Bank for No-objection - (2days- 2weeks)
- Advertise the consultancy for the report's production- 3 weeks
- Evaluation of submissions - about 2 days to complete
- Recommended firm invited to submit technical and financial proposal - 2 weeks
- If the technical proposal falls below expectation the next firm will invited to submit and so on until a firm is selected. If the firm's financial proposal is too high or above budget there will be negotiations

- **Data Collection Procedures**

In deliberating the above, members acknowledged that the International Secretariat's advice to wait for the IA's to draft the reporting templates, agree on the data assurance procedures before collecting the data was in place however, time will not permit this. Members therefore agreed that the Secretariat should go ahead to collect the data and send the government templates to the Audit Service for certification in order to meet the reporting deadline of 31st December 2017. Companies, as usual will submit certified templates and on that note (see below),

- **Disclosure of Expenditures by Sub National Entities and Members of Parliament**

Members agreed that the recipients of surface rent, Diamond Area Community Development Fund (DACDF) and Agriculture Development Fund (ADF) should disclose how they spent the revenues received in 2015 and 2016. The reporting templates will, however, not be reconciled as the rationale behind the disclosure is to let communities know the benefits they are receiving from exploitation of their land.

Members discussed the challenges associated with getting sub national entities to report on their expenditures given that most of them will be reluctant to report.

The MSG is of the view that since there are no structures in place to enable reporting with ease, SLEITI's request to report will serve as a starting point to prepare them for future reporting

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especially for the time when expenditures disclosure will become a mandatory requirement. The expenditure reporting will not be reconciled.

The meeting learnt that chiefdoms are about the receive their DADCF (ahead of **the SLEITI data collection) and therefore SLETI with support from the NMA Director General and the MMMR should impress on them to work towards submitting returns to show how their receives were** spent. Failure to do so may prevent them from receiving these funds in the future. Doing proposals for the DADCF and other payments will be a step in the right direction.

The Chief of Staff had earlier share his view that until structures are put in place to guide on how sub national entities spend the revenues they receive, they should not report on their expenditures. He said reporting now may attract negative criticisms on what they spent the revenues even when they were not given expenditure guidance.

- **Reporting on Production and Export Data**
  Mining companies reporting on production and export data will be reconciled with corresponding information reported by the National Minerals Agency.

- **Materiality Threshold**
  In providing some guidance on the companies to report for 2015 and 2016, Konstantine Born had established three (3) Materiality options using non tax data. **See below:**

The three (3) different proposed thresholds were$5,000, $10,000 and $20,000 however; he recommended the $20,000 threshold which meant sending out 67 templates for 2015 and 65 templates for 2016. Born later revealed that the effective number of companies to report at the $20,000 threshold will be reduced to 44 for each year. The higher figures (i.e. 67/65 companies) quoted above included multiple license owned by same companies)

Members found the guide useful and further agreed on the following:

a) It will be safer for the Secretariat to collect a large amount of data to reduce the risk of collecting additional information after the IA is hired.
b) Both companies and the NRA should report on PAYE and withholding tax but there will be no reconciliation between companies and NRA data.
c) Companies should report on their Corporate Social Responsibilities but there will be no reconciliation of this revenue stream. Companies will have to provide evidence of their CSR in the form of receipts, photos of events etc.
d) Community Development Agreements are not yet place to enable reporting on mandatory social expenditures therefore, there will be no reporting on social expenditures.
e) Guidelines should be provided for all reporting templates.
f) Time frame for data collection should be three (3) weeks.

- **Training and Sensitization**

The Secretariat informed members that Harry Bradwell had offered to help with training of companies on Beneficial Ownership disclosure and guidance on reporting in other areas will be undertaken by the Secretariat. Concerning funding for the training, the meeting was informed that funding would be a challenge.

The MSG agreed that the secretariat should send out proposals including budget to all mining companies for funding of the training. The MSG noted that the cost of collecting the data would more than double the cost of collecting the 2014 data as more companies will be requested to report for a 2 year period.

The MSG advised the Secretariat to engage in high level public relations to ensure that the Districts, Chiefdoms and MPs comply fully with the reporting on expenditures, in particular. The Secretariat was also encouraged to include disclosure of expenditures in the press release on the 2015-2016 reporting to bring awareness on the importance of disclosures of benefits gained by mining communities.

Qualification and Experience of key personnel on the IA's team –The MSG approved the qualification and experience of key personnel on the IA's team after a few corrections were made.

- **Approval of the 2015-2016 Reporting templates**

The meeting reviewed the reporting templates and approved them subject to minor correction.

The reporting templates included: templates for reporting on

- Payments and revenues received from the extractive sector
- beneficial ownership
- corporate social responsibilities
- expenditures disclosure
- production data
- export data

- **Approval of the 2015-2016 Terms of Reference**

Based on the above discussions, the MSG approved the terms of reference for the 2015 -2016 report.

7. **Approval of the Draft 2016 Annual Progress Report**

The 2016 APR was approved by the MSG for its publication by 1st July 2017. The MSG noted that the draft APR received positive feedback as well as further suggestions from the International Secretariat on how to improve on the report's quality.

8. **Approval of SLEITI Updated 2016- 2019 Work plan**

The meeting could not approve the updated work plan as the Secretariat had circulated the wrong version. Prior to this meeting, the technical committee had reviewed the draft plan at its meeting of 9th June 2017 and recommended its approval by the MSG.

The Secretariat is to circulate the correct version of the work plan to the MSG for approval.

9. SLEITI Financial Statements (2016 & 2017)

The MSG reviewed the financial statements and made the following observations;

- Withholding tax should not be recorded as expenditure rather; amounts withheld should be added to the relevant expenses with a footnote to indicate the amount of taxes withheld.
- SLEITI should have withheld the 10% withholding tax on its rent, for 2015/2016 in accordance with the law, rather than let the landlord pay it.
- A breakdown of the petty cash should be provided.
- In future budget should be upwards by 3% in order to ensure secretariat gets adequate funds for implementation.

The MSG noted that the GoSL allocation received by the Secretariat for Q1 and Q2 was below amount budgeted for. The Secretariat had received the sum of One Hundred Million (100,000,000) Leones for 2017 Q1 and Q2and will have to pay the sum of Seventy Five Million (75,000,000) Leones as office rent for 2017/2018 leaving the Secretariat will a very low balance for operational activities.

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10. Addressing SLEITI 2011, 2012, 2013, and 2014 SLEITI Reports Recommendations & Discrepancies

The NC mentioned that most of the recommendations in the 2013 report were repeated in the 2014 report as the 2013 recommendations were not acted upon by the relevant MDAs despite several reminders and encouragement from the national Secretariat and the Office of the Chief of Staff.

The MSG said that it was about time to make significant progress with implementing the EITI recommendations.

It was agreed by the MSG that the secretariat should

- Resend the recommendations to the MDAs showing responsible MDAs. Indicate progress made with implementing the recommendations, where appropriate.

- **Discrepancies**

According to Sultan, efforts were made by the NRA to address the discrepancies that affected them. He explained that the$525,000 USD discrepancy in the 2014 Report should not be translated as stolen revenues and narrated the level of effort made to trace this amount to no avail. He recounted instances in which monies payable to the NRA had been paid into NMA's account leading to discrepancies.

The MSG agreed that where there is a discrepancy, a letter should be sent to the affected agencies to address it and update SLEITI on their achievements.

11. Update on Beneficial Ownership Disclosure

Members noted that they are yet to review and adopt the report on Beneficial Ownership prepared by Alexandra Redhead. The MSG agreed that the secretariat should send constant reminders to all MSG to send their comments by 14th July 2017.

12. Refreshing of MSG Membership

Members agreed that the final draft Internal Rules should be re-circulated to members for its endorsement before discussing replacement of members that have served for more than two (2) terms.

13. AOB

- **Sierra Leone Minerals Policy**

The Secretariat confirmed that they had still not received the updated version of the draft Minerals Policy with MSG feedback incorporated after the MSG review meeting at the MMMR on 18th May 2017.

Members requested the Secretariat to follow up with Daniel to ensure the updated draft Policy was circulated ahead of the Minerals Policy validation that is expected to take place shortly.

14. Closing

There being no other matter to discuss the meeting was brought to a close. Neima Macfoy moved the motion seconded by Naim Merimeche.

14/11/2017

Signature of Chair

Signature of Secretary

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SLEITI Multi-Stakeholder Group Quarter 2 Meeting

29th June 2017

Venue – SLEITI Secretariat, 17Charles St. Freetown

Draft Agenda

1. Opening
2. Correction and adoption of the Minutes of the SLEITI MSG Q1 meeting of Thursday 16th February 2017
3. Correction and adoption of the Minutes of SLEITI MSG Emergency meeting of 9th June 2017
4. Update of 2015 & 2016 reporting exercise
   - Endorse the Terms of Reference for the Report
   - Agree on data collection procedures – endorse reporting templates if Secretariat is going ahead with the data collection (Consider advise of the MSG and Chief of Staff to go ahead with data collection which differs from that of the International Secretariat
   - Agree on reporting on Corporate Social Responsibility (CDA still not in place so no reporting on Mandatory Social Expenditure)
   - Agree on expenditures disclosure by government entities
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6. Approval of SLEITI Updated 2016-2019 work plan
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8. Addressing SLEITI 2011, 2012, 2013, and 2014 Reports Recommendations and discrepancies
9. Update of Beneficial Ownership Disclosure
10. Refreshing of MSG members
11. A.O.B
12. Closing

SLEITI

SLEITI MULTI-STAKEHOLDER GROUP 2ND QUARTER MEETING AT THE SLEITI SECRETARIAT
THURSDAY 29TH JUNE 2017

ATTENDANCE LIST

NAME	INSTITUTION	DESIGNATION	CELL PHONE NO	E-MAIL ADDRESS	SIGNATURE
Mohamed Fullah	MFMR	Deputy Sec.	078-479418 088-668031	Omamsfal@yahoo.com	
Sinneh Kargbo		Asst. Auditor General	076691011	Sinneh.kargbo@auditservice.gov.sl	
Mohamed Fullah Bah	NMA	Sr. Trading & Auditing Officer	076-803088	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
Alhaji Sutton	NRA	Manager E/IRG	079-833-787	alhajsult@yahoo.com	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
Annie Lawsaria	SLEITI				

In particular, the following key personnel must be included in the team with the below outlined qualifications and experience:

Team Leader (Auditor /Accountant)
The Team Leader must possess an ACCA or equivalent and a qualification in Financial Accounting and or equivalent from a recognized University and/or Institute. S/he must have a minimum of ten years of work experience in public sector financial management. Must have good knowledge of financial management policies and procedures of similar reconciliation process with a proven record of sound financial management and must have participated in similar role at least once in the last five years. Knowledge of EITI reconciliation process will be an advantage.

Audit Assistant 1
The Audit Assistant must possess an ACCA or equivalent and a qualification in Financial Accounting or equivalent from a recognised institute with at least five years experience as an auditor. Having carried out a similar assignment at least once in the last five years would be an added advantage.

Audit Assistant 2
The Audit Assistant must possess an ACCA and a qualification in Financial Accounting or equivalent from a recognised institute from a recognised institute with at least five years experience as an auditor. Having carried out a similar assignment at least once in the last five years would be an added advantage.

Experience in the extractives sector of Sierra Leone by proposed Consultants for the above positions will be an additional advantage. Firms are required to clearly indicate the position for each proposed Consultant.

Hi Amed,

I have passed on the documents to our COO who will review and discuss the documents and nominate the appropriate departmental person to be responsible in attending to future meetings.

Many thanks for the invite and was good meeting you at the workshop.

Regards,

Henry Robert Vagg (MCABE, MCIOB) | HOD Community Development

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Email from Pablo on EITI Policy

Dear Mina,

Thank you for your message. For clarity's sake: I understand that when you mention "EITI policies" you are referring to EITI-specific legislation whether as an EITI law or as a decree.

This is a question that we receive often, and it is not an easy one. At the end of the day it will of course depend on the specific circumstances of the country in question. But having said that, as a general rule, having a specific EITI policy or law is not something we would advise countries to do unless there are particular national reasons to do so.

The most common problem is that EITI-specific laws can create a double accountability problem for the country – should stakeholders be held accountable to the law or to the Standard, and which takes precedence when there are disagreements between them? There are a number of countries that have EITI-specific laws or decrees in place. Nigeria and Liberia have the NEITI and LEITI Acts that govern how the EITI works in both countries. There is no denying that in some cases these have been quite useful. For example, in Nigeria the NEITI Act has created a government agency with its own budget line. At the same time, Validation of both countries showed that there is a problem with this set-up: The EITI Standard requires the MSG to carry out the requirements in the Standard but the law requires the government officials to do what the law tells them to do. And when there are changes to the Standard or when the two are not 100% aligned, it is logical that the law takes precedence over the Standard for government officials – which in turn can cause implementation problems. This has also been the problem in Norway, where there is a legally binding regulation that determines how the EITI works in the country. The change from the EITI Rules to the EITI Standard was not reflected in a change to the regulations, and this has led to some serious problems of implementation over the last four years.

A separate but related problem that I have encountered in a number of cases is that decrees or regulations can cause more problems than they solve. For example, in Yemen we had a major problem with rivaling civil society groups claiming legitimacy to represent each other because the presidential decree appointed one group over another - so both groups took advantage of a legal loophole and registered under the same name. In Iraq the presidential decree that gave legal backing to the EITI has not been followed since day one because the composition of the MSG that it decreed was impracticable.

Perhaps most important though, as the WB points out, a key challenge with an EITI-specific law or decree is that it perpetuates the idea of the EITI as a process separate from other government processes and as an end in itself. The EITI should be a tool for better governance and accountability of the sector. As such, it may make more sense to include EITI provisions within sector legislation or even in the regulations that help implement legislation in the sector. Regulations are easier to change than decrees or laws.

Our suggestion would be for the MSG to consider what concrete goals they wish to achieve through an EITI Policy and whether there are alternative ways to achieve these goals that a) do not take as much time and effort as passing legislation, which is no easy matter and b) do not force the EITI into a legal straight-jacket that will be difficult to change and adapt to future changes in the Standard or to the situation in SL. If there are no alternatives and the MSG decides that a legal tool of some kind is the best solution, then our recommendation would be to make this as high-level and flexible as possible, leaving it up to the MSG ToRs to regulate the specifics.

I hope that's helpful

Kind regards,

Pablo Valverde

Regional Director

EITI International Secretariat
Extractive Industries Transparency Initiative

From: Pablo Valverde <PValverde@eiti.org>
To: Mina Horace <cheche_mama@yahoo.co.uk>
Cc: Angloafrica <Angloafrica@eiti.org>
Sent: Saturday, 3 June 2017, 13:35
Subject: Next report

Hi Mina

I heard that you have found funding for your next report. This is excellent news! I am particularly happy because I was not really comfortable with the idea of the secretariat moving ahead with data collection without an IA. Now you can once again "put the horse in front of the cart", hire the IA, agree with them materiality thresholds, templates and quality assurance, *then* go out and get the information that you need. Given that it is likely that this will be your last report before Validation in 2018, this is particularly important. As we wrote in my attached message a little while back, going ahead and collecting information *before* you have an IA would very likely cause you problems on data quality assurance, among other things. When there was no choice because you did not have funding, it was understandable that you anyway wanted to try. Now that you do, our strong advice would be to hire the IA, get clarity on the things that need to be clarified, and have the IA collect the data.

On a related note, thank you for sharing with us the draft terms of reference for the IA and apologies for not having been able to get these back to you sooner. My colleague Edwin and I have gone through them, and you can find our comments in the attached. One general comment concerns scoping and materiality decisions: it looks like you have taken last year's TORs and recycled them – with my comments from last year still on them! The problem with that is that some things that were valid last year need not be so this year. For example, do you really need to do a new scoping study? You said to me on Friday that you had done some scoping of your own, plus you have the report from last year. A new scoping study this year may be necessary, but probably not. You may wish to go through this checklist to help you decide. If not necessary, you may wish to remove it from your TORs. This should help make the report cheaper and increase your chances of it being published by 31 December. A second, related comment concerns Annex 1 on materiality and revenue streams. This is one of the most important pieces of the TOR for the report ahead of Validation. To tell you the truth, I don't understand how you could have gone ahead collecting information if you do not have the information that you are required to fill in there. You should consider spending time on Friday at the MSG meeting discussing the annex and having these materiality discussions. And if you are unable to do this because you do not have enough information to fill in Annex 1, then you really should consider a scoping report after all.

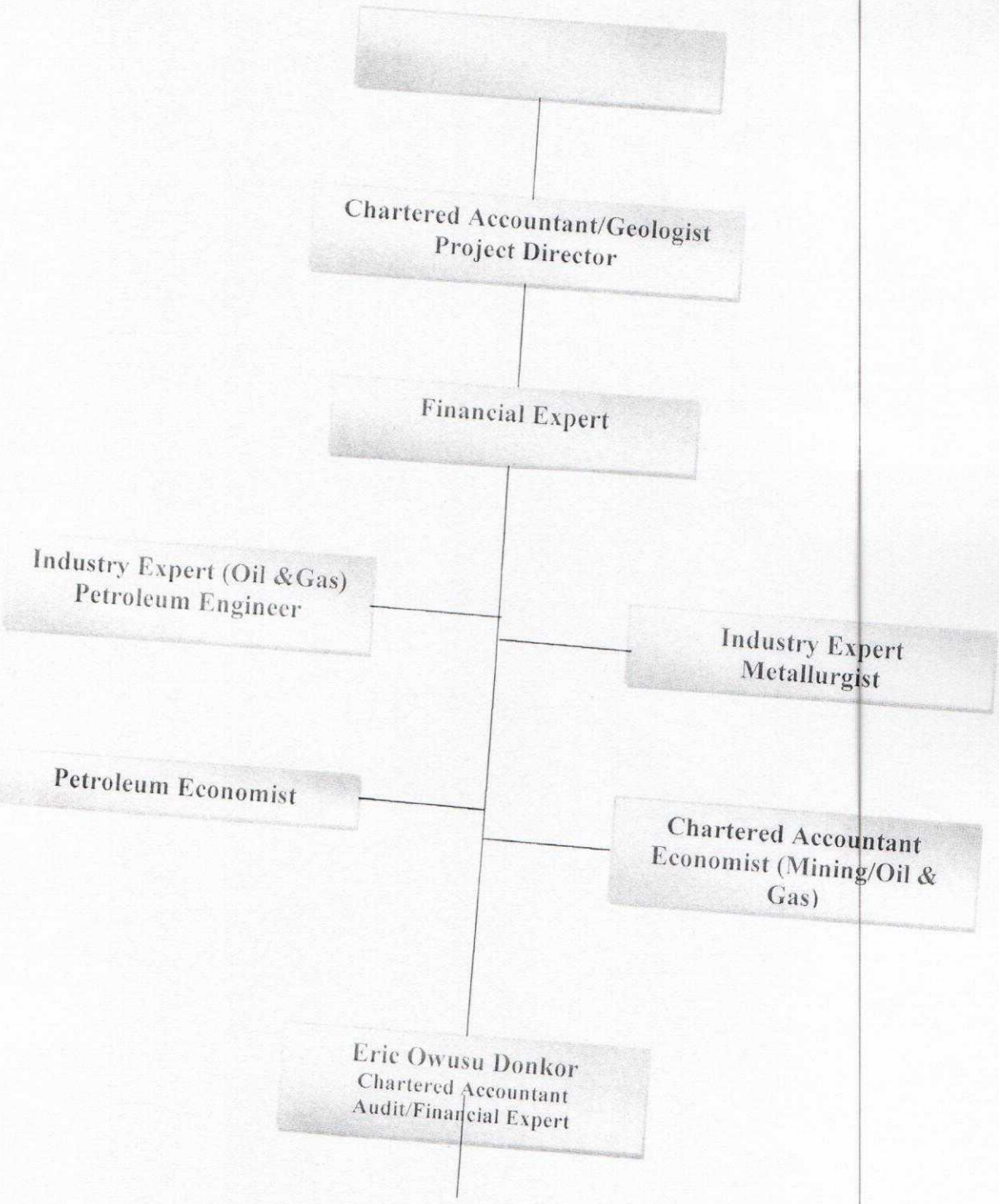
Hope this is useful!

Best wishes for the weekend,

Pablo Valverde

Regional Director
EITI International Secretariat
Extractive Industries Transparency Initiative
+47 90 94 76 33
Skype: p.valverde
pvalverde@EITI.org

6.0 ASSIGNMENT TEAM



In particular, the following key personnel must be included in the team with the below outlined qualifications and experience:

Team Leader (Auditor /Accountant)

The Team Leader must possess an ACCA or equivalent and a qualification in Financial Accounting and or equivalent from a recognized University and/or Institute. S/he must have a minimum of ten years of work experience in public sector financial management. Must have good knowledge of financial management policies and procedures of similar reconciliation process with a proven record of sound financial management and must have participated in similar role at least once in the last five years. Knowledge of EITI reconciliation process will be an advantage.

Audit Assistant 1

The Audit Assistant must possess an ACCA from a recognised institute with at least five years experience as an auditor. Must have carried out a similar assignment at least once in the last five years would be an advantage.

Audit Assistant 2

The Audit Assistant must possess an ACCA from a recognised institute with at least five years experience as an auditor. Must have carried out a similar assignment at least once in the last five years would be added advantage.

Experience in the extractives sector of Sierra Leone by proposed Consultants for the above positions will be an additional advantage. Firms are required to clearly indicate the position for each proposed Consultant.

SLEITI Financial Report for the Period ended 31st December 2016		
Ecobank Account Number 001 013 480352 91 01		
Income	**Total**	**Comments**
Opening Bank Statement Balance 1st Jan 2016	**524,366,047.38**	
Release of 2016 GoSL Quarter allocations	**254,490,000.00**	
Deposit	**2,359,043.99**	Unspent funds returned by Mohamed F. Contch from trip to Abidjan , reversal made by bank
Total Income	**781,215,091.37**	
Salaries		
	916,065,864.00	
EXPENDITURE		
MSG Meeting	28,624,840.00	Include DSA for two MSG members to Lima
Rent	63,700,000.00	One year office rent payment
M & R- Veh	12,583,100.00	
M & R - Equipment	1,237,600.00	
Media	1,300,000.00	
With holding Tax	6,300,420.00	
Utlities Internet	18,362,000.00	
Utlities Website	14,250,000.00	
Utlities Electricity	4,000,000.00	
Utlities Topup Cards	15,530,000.00	
Utlities Modem	5,050,000.00	
Sundries	10,973,730.00	Fixing of office shelves, payment of cleaning items, purchase of toners for printers & copier machines
Printing of Reports	42,995,000.00	Printing of IEC materials
Fuel	11,493,750.00	
Local Travel	6,400,000.00	
International Travel	77,729,100.00	Ticket costs,Pelican tickets,Visa fees, DSA payments for SLEITI staff for international travels
Office Supplies	32,346,650.00	Purchase of office safe, office stationeries
Equip & Furn	-	
Bank Charges	747,526.46	
Petty Cash	17,475,150.00	
Training on Reporting templates	1,780,000.00	
Dissemination of Reports	244,225,000.00	Launching of 2012,2014 reports, dissemination at district level incuding western area
TOTAL	**617,103,866.46**	
Balance as per Cash Book 31st Dec,2016	164,111,224.91	

SLEITI Financial Report for the Period ended 31st March 2017		
Ecobank Account Number 001 013 480352 91 01		
INCOME	**SL Leones**	**Comments**
Opening Balance as at 31st Dec 2017	**164,376,224.91**	
Allocation for Jan- March 2017	183,228,690.00	
TOTAL INCOME	**347,604,914.91**	
Salaries	**305,355,288.00**	
EXPENDITURE	**Total**	
MSG Meeting	3,026,000.00	
Dissemination of 2012,2013, 2014 SLEITI Reports	300,000.00	Press briefing at Ministry of Information with regards SLEITI reports
Consultancy	264,250,000.00	2nd & final Payments made to IA, Boas & Associate for 2014 SLEITI report Production
Vehicle Insurance	1,280,250.00	
Withholding Tax	1,075,770.00	
Utilities internet	12,159,000.00	Internet use from period October- Dec 2016, Jan- March 2017
Utilities Website	8,404,080.00	Payment for New service provider for website hosting
Utlities Topup Cards	3,450,000.00	
Utilities Modem	1,600,000.00	
Bank Charges	3,627,936.80	
Petty Cash	5,744,500.00	
TOTAL	**304,917,536.80**	
Balance as per Cash Book 31st March , 2017	**42,687,378.11**	

Draft

Minutes of the SLEITI Multi-Stakeholder Group (MSG) 1ST Quarter meeting

Date of Meeting- Thursday, 16th February 2017

Venue: SLEITI Secretariat, 17 Charles Street

Attendance

Government Naim Merimeche- MoFED Theresa Williams- MMMR Paul A. Lamin- EPA-SL Alhaji Sultan Kamara- NRA/EIRU Abu B. Tarawalie- NRA Konstantin Born- NMA Harry Bradwell – OCOS/AGI AmaduMansaray – PD Patrick S. Sundifu- MFMR Mohamed Sallieu Bah- NMA Daniel Gbondo-MMMR	**Civil Society** Moses A. Kargbo- SLAJ Cecilia Mattia – NACE Ahmed Nasralla- SLAJ Joseph Rahall-Green Scenery
	Development Partners Kathrin Russner –GIZ NeemaPatez- Open Oil
Mining NeimaMacfoy/ Chair	**SLEITI Secretariat** Mina Horace Annie Lansana Mohamed Fernando Conteh

Apologies: Saidu Conton Sesay-Chief of Staff; Dr. Mustapha O. Thomas- CSO; Abu Brima- NMJD; Isatu Konneh-ONS; Mohamed A. Salisu- MoFED; Mohamed Sidie Tunis- Parliament; Donald Williams- NRA;

Agenda:

1. Opening
2. Correction & Adoption of Minutes of MSG Q3 meeting of 27th September, 2016
3. Matters arising from minutes of 27th September, 2016
4. Presentation on the NMA Due Diligence Process & discussion on SLEITI BO Legal Review
5. SLEITI Policy & Update on MSG meeting with WB on Friday 3rd February 2017
6. SLEITI MSG Internal Rules
   - Refreshing MSG Membership
   - CSOs rules of engagement
7. Production of SLEITI 2015 & 2016 EITI Reports
   - MSG approval of sectors to cover & to commence with ToR Preparation
8. Implementing SLEITI Recommendations
   - MSG to agree on approach to implementing SLEITI recommendations
9. AOB
10. Closing

1. **Opening**

In the absence of the Chief of Staff, Neima Macfoy was nominated to Chair the meeting. Silent prayers were offered.

2. **Correction & Adoption of Minutes of MSG Q3 meeting of 27th September , 2016**

The minutes of the meeting of 27th September 2016 were approved and adopted with no amendment. Moses Kargbo moved the motion for adoption of the minutes, seconded by Amadu Mansaray.

3. **Matters arising from minutes of the meeting of 27th September 2016**

a) **Mining company participation on the MSG**- The Chief of Staff had issued letters requesting all the mining companies listed on the SLEITI MOU to reactivate their participation on the SLEITI MSG. Sierra Rutile was the only company to respond so far with CEO Robert Hattingh nominated as full member and HR Manger, Aminata Kamara as his alternate. The Secretariat will continue to engage the remaining companies to follow suit.

b) **Reviewing Surface rent payment structure-**, According to Konstantine Born, the NMA has commenced with development of a strategy to streamline surface rent payments. He said the Agency is aware of the recommendation in the 2013 EITI Report.

c) **Launch of SLEITI Reports-** As agreed by the MSG, the 2012, 2013 and 2014 were not formally launched due to shortage of funds however the Reports were disseminated in all regions across the country, in line with the EITI Standard. The NC confirmed that EITI report launching was not a requirement. Radio and TV coverages formed part of the public sensitization and dissemination activities.

d) **SLEITI MSG TOR & Internal Governance Rules –** discussed as part of the main agenda.

e) **Expanding MSG Membership-**The MSG is still to decide on which development partners to invite to join the MSG and it was noted that the partners will be invited to meetings as and when necessary.

f) **Reporting for 2014 by MPs-**The NC reported that the training for MPs in completing the 2014 template was held as planned but only 11 out of 20 plus MPs had submitted their reporting templates with only 2 out of the 11 templates certified by Audit Service. The uncertified templates lacked adequate supporting documents. The NC suggested that the group should determine whether MPs are to report in the future. The Communications Officer who was charged with distributing and collecting the templates from MPs said that most of the MPs were reluctant to comply with the reporting exercise.

Concerning the payment of surface rent and Constituency Development Funds, members said the Secretariat could liaise with the Councils, Chiefdom Administrations and the NMA to obtain detailed information on the revenues received, i.e. how they are processed including amounts received by the MPs and to compare the distribution of these payments across the various mining districts. Civil Society representative, Cecilia Mattia said experience has taught that writing the MPs to comply or chasing them was never enough. She recommended a policy engagement with Parliamentarians for a more constructive dialogue. Following deliberations on the above subject, the group requested the Secretariat to gather information from different sources about the

distribution and management of surface rent payment. The MSG should receive feedback no later than 16th March 2017.

g) **Beneficial Ownership draft Roadmap-** The beneficial ownership Roadmap was published on the EITI International website. Members noted that the SLEITI received commendation from the EITI International for its Roadmap. The MSG requested re-circulation of the BO Roadmap.

h) **Mainstreaming Transparency**- The MSG noted that going forward, mainstreaming of the EITI process would require high level engagement with the leadership of relevant MDAs to solicit their commitment towards mainstreaming transparency.

i) **SLEITI Autonomy** - At the MSG retreat of August 2016, the meeting discussed SLEITI Autonomy noting that it should be included in the current work plan and that the MSG would need to meet with the SLEITI Champion to discuss the way forward.

j) **SLEITI 2012 Initial Reconciliation-** Following the report's review by the International Secretariat their feedback was acted upon by the IA. However, the updated version was yet to be discussed by the Technical Committee.

k) **SLEITI 2016-18 Work Plan**

- The Secretariat circulated the revised work plan to members following the MSG's request that the 2016 activities that are unlikely to be implemented, due to funding challenges, should be rolled into 2017.
- The Finance and Management Committee and the Secretariat should explore possibilities of engaging development partners for possible funding.
- The SLEITI Finance/Management committee was briefed on the outcome of meeting between the Secretariat and World Bank regarding funding of the SLEITI 2016-18 work plan. The World Bank Task Team Leader said the Bank would commit funds to SLEITI if the MSG is willing to work more closely with mining institutions to ensure that the EITI is embedded in the sector. She impressed the need to discontinue work on development of the SLEITI policy and drafting of the SLEITI Bill to avoid a standalone entity
- In view of the limited funding available, members advised that they should prioritise three (3) key objectives in the work plan these are a) the SLEITI Reporting, b) the Beneficial Ownership Roadmap and Strengthening of the SLEITI Policy with the EITI Transparency measures.
- Amadu Mansaray said the group should consider an assessment of relevant EI policies and legislations with a view to determining their efficacy, identify governance shortcomings, along with corresponding reforms, recommendations and implementation schedule: Coalition building for legislative process for relevant MDAs, Cabinet Ministers, Parliament, CSO: Promulgation of legislative proposals as amendments to various pre-existing legislations. In addition to Mr. Mansaray's submission.

l) **SLEITI Financial Statement** –The MSG did not discuss the financial statements as the Finance/Management the Committee had not met to review the 2016 financial statements.

m) **Contribution to EITI International Secretariat Management** – The sum of $10,000 to be paid annually as SLEITI's contribution towards the management of the EITI International Secretariat was not budgeted for in 2017 as such this payment was not effected. The Secretariat was requested to include the amount in the SLEITI 2018 budget.

n) **Regional BO Workshop for Anglophone & Lusophone countries in Abuja-** The NC and the Finance and Admin Manager attended the Beneficial Ownership workshop organized by the EITI International Secretariat on 1-3 November 2016 in Abuja, Nigeria. The NC briefed members that they benefitted from the workshop adding that the knowledge gained helped in planning a successful beneficial ownership workshop in November 2016.

4. **Presentation on the NMA due Diligence Process & discussion on SLEITI BO Legal Review**

Prior to the presentation, the group discussed the process leading to the SLEITI BO Legal Review. According to the NC, the BO legal review is part of the implementation strategy outlined in the SLEITI BO Roadmap. Some group members were of the view that the BO implementation process should be led by SLEITI through a senior government official while others suggested that legal review process would require a multi-stakeholder approach.

Harry Bradwell informed that the implementation process should start with facts findings to obtain and provide background information. He said Hebert Smith Freehills LLP, a UK based global law firm with over 5 years pro bono relationship with the Government of Sierra Leone is well placed to support the Legal review process.

He said the firm's specialists lawyers on BO and company transparency will undertake a desk review of the laws of Sierra Leone and make recommendations on options for amendment that could be made to tighten the legal framework for compulsory declaration of BO in the extractive sector, in line with the 2016 EITI standard. He added that the legal review will be combined with an institutional review which a separate consultant will undertake with funding from the EITI International Secretariat. Harry said the HSF legal staff assigned to the office of the Ministry of Justice will work together with the consultant throughout the process to ensure that each benefit from the other's expertise. While the process has a timeline, he said the consultant will then deliver a final report and set of workshops at the end to introduce and explain their various institutional legislative recommendations. According to Harry, the combined review and set of recommendations can then be used to inform a set of decisions including a Cabinet paper and decisions on which legislative amendment to take forward in the course of the year.

Presentation on NMA due Diligence process by the Giz/Open Oil Consultant

The consultant Alexandra Readhead informed the group that the NMA Due Diligence process which was being funded by the Open Oil, a GiZ supported consultancy was entering its final stage and therefore necessary that her team presents their findings and recommendations to the SLEITI MSG. Alexandra was accompanied by GIZ Adviser, Kathrin Russner and Open Oil Consultant, Neema Patez.

Summary of Presentation: At the start of her presentation, the lead consultant stated that 95% of all mining licenses applications in Sierra Leone are granted licenses, which to some extent is a reflection of Sierra Leone's economic plight and lack of competition in the market. She said the existing situation created a picture of lack of systematic background checks for companies on not merely whether they have the financial and technical capabilities, but checks on criminal/legal background, BO, conflict of interest, PEPs, etc. In addition to the lack of tools and processes in place to collect related information,

she said NMA does not collect integrity due diligence information from companies applying for mining licenses, a statement which she attributed to the work of Frontier Research.

In addition to the several steps and phases involved in the process, she explained that the due diligence exercise was aimed at developing a roadmap for the introduction of due diligence in the mining license management. Below is a listing of the steps and phases involved in the exercise:

- Updating license and reporting forms to collect Integrity due diligence (IDD) relevant data
- Establish systems to " triage" license holders for IDD checks
- Integrate IDD checks into existing license management process
- Monitoring "Due diligence watch list"
- Conduct IDD Checks on new industrial applicants and 'watch list' companies

The full presentation is attached to these minutes.

5. SLEITI Policy & Update on MSG meeting with WB on Friday 3rd February 2017

The NC briefed members of the meeting of 3rd February 2017 between the SLEITI MSG and the World Bank visiting team on extractives. She said the Bank had proposed integration of the EITI into government systems and recommended that the SLEITI Policy should be subsumed into the Sierra Leone's Minerals Policy. The NC said the bank was of the view that since SLEITI was still developing its 3 years work plan, it should be revised to attract funding from the Bank. The World Bank representatives encouraged the MSG to a) focus on the New Mineral's policy and discontinue engagement on the SLEITI Policy for the time being and b) She further encouraged the MSG to review the Extractive Industry Revenue (EIR) Bill to ensure that it fully addresses mining transparency and accountability issues. The MSG agreed the EIR Bill would help in addressing some of the provisions in the SLEITI Policy. MoFED representative, Naim Merimeche assured members that the latest draft of the EIR Bill would be shared with the MSG as soon as available.

After the NC's update, the group contemplated on whether it would be a good decision to take on board the Bank's proposal of shelving the SLEITI Policy. Members then agreed to discuss the SLEITI Policy in a separate meeting to discuss the Bank's proposal and to learn the views of the SLEITI Policy consultant, Andrew Keili, Head of the Sierra Leone Mining Negotiating team Herbert McLeod and Mining Consultant Daniel Gbondo on the merits and demerits of integrating the SLEITI Policy into the Minerals Policy. Mr.Keili who had earlier expressed his views on shelving the SLEITI policy had said that the scope of the Minerals Policy was limited to just the mining sector and feared that the oil and gas sector that is already within SLEITI's reporting scope plus the forestry and fisheries sectors that would eventually form part of SLEITI's scope will not have any legal instruments to bring them into law in the near future.

Harry Bradwell expressed his opinion that the World Bank was against the SLEITI Policy but was concerned that SLEITI was perhaps not being seen as making valuable contribution towards National Policies and legislative frameworks. He admonished the MSG to develop an approach that would lead to meaningful impact.

After much deliberation, the MSG agreed to focus on the Minerals Policy in terms of revising it to reflect transparency and accountability provisions.

Record of Meeting between SLEITI and the World Bank on 3rd February 2017

The minutes of the meeting between SLEITI and the World Bank were adopted as an accurate reflection of the discussions held subject to a change in wordings on the Minerals Policy as it is intended to inform the public on a new mining act.

Update on the Current Status of the Sierra Leone Minerals Policy

Daniel Gbondo gave a brief history of the Core Minerals Policy that is being re-developed in line with the African Mining Vision (AMV). He informed that the Ministry of Mines and Mineral Resources took on the responsibility of developing a new Policy as the old Policy had some major shortcomings and did not reflect recent developments in the mining sector and global trends. Members noted that the new Policy will cover a much broader spectrum with focus on the entire mining value chain. The new Policy makes provision for future discoveries, processes and technological advancements in the mining sector. The following points were noted from Daniel's delivery:

- For contractual reasons he was unable to share the draft with the MSG and others stakeholders;
- The final draft of the Mineral's Policy will be submitted to the Ministry of Mines and Minerals Resources on completion of the Policy's Action Matrix;
- The Policy makes provision for Beneficial Ownership Disclosure to enable BO reporting in 2020. The MMMR will organize a technical meeting with SLEITI MSG to support BO disclosure.
- The Action Matrix of the Minerals Policy is a roadmap for implementation of the Policy and makes provision for relevant institutions such as SLEITI to participate in implementing the activities.
- The new Minerals Policy will lead to revision of the Mines and Minerals Act 2009
- The Minerals Policy encapsulates most of the issues addressed in the SLEITI Policy although it was up to SLEITI to decide on integrating the SLEITI Policy into the Minerals Policy. The SLEITI Policy could emanate from the Minerals Policy. The MMMR would welcome SLEITI's input into the Policy. Andrew Keili will add value to the above discussion.
- Following approval of the Minerals Policy, His Excellency, The President will establish two groups - an inter- MDA committee comprising of top government officials to handle the core issues, as well as a Multi-stakeholder working group comprising of technocrats from the government, CSOs, etc . The multi-stakeholder group will meet 3 times in a year to address technical issues.

After his presentation, members requested Mr. Gbondo to share the Minerals Policy for its review, as soon as available. Regarding submission of the SLEITI Policy to Cabinet, members noted that anchoring the SLEITI Policy to the Minerals Policy could ultimately be a good decision as constitutionally the Chief of Staff cannot take the SLEITI Policy to Cabinet. The MSG agreed that upon receipt of the draft Minerals Policy Mr. Andrew Keili and other stakeholders will be invited to join the MSG in discussing

the Policy documents furthermore, Mr. Keili should be present at that meeting. The MSG was also keen to hear from other countries on whether they have an EITI Policy in place and their thinking behind it.

6. **SLEITI MSG Internal Rules**
   - Refreshing MSG Membership
   - CSOs rules of engagement

The MSG noted that it was not in their interest to procrastinate finalization of the SLEITI Internal rules which is actually the tool needed to govern themselves. To this end, members requested the Secretariat to re-circulate the draft internal rules with comments from the International Secretariat and feedback obtained from members by Friday 24th February 2017.

On the Civil Society Rules of Engagement, the NACE Coordinator said consultations have begun within their membership and the outcome will be shared with the MSG.

7. **Production of SLEITI 2015 & 2016 EITI Reports**

The NC informed the MSG that dissemination of the 2012, 2013 & 2014 SLEITI Reports in December 2016 could not generate the expected level of debate as many of the stakeholders at the town hall meetings lamented that too much time had lapsed leaving the data of little relevance to ongoing debates on the sector's management.

- Acting on lessons learnt, the group agreed to produce a two year reports in 2017covering 2015 and 2016 fiscal years. The objective was to ensure that the data was timely and relevant to ongoing public debates.
- Regarding the scope of the next report, only the oil and gas sectors will be reported on as in the case of the previous reports. However, for the purpose of enhancing understanding of the forestry and fisheries the Secretariat was advised to obtain relevant information on these sectors through the VGGT reports. It was noted that the VGGT has done a lot of work in these sectors and their work is legal and aligned with the Voluntary Guidelines.
- Although members agreed that the report should include some information on expenditures made from the extractive revenues, they debated on how feasible the task would be as extractive revenues are not ring fenced. Some members were concerned that revenues in the Consolidated Revenue Fund had no identity which would make it impossible to trail how they were spent. In concluding the discussion, the MSG agreed that efforts should be made to capture this information in the Report to prompt the Government to create the right structures to enable reporting of expenditures.

- The meeting noted that based on the new provisions of the 2016 Public Financial Management Act all revenues from the extractive industries are to be deposited in the Transformational Development Account (TDA). Naim Merimeche informed the meeting that MoFED is presently drafting the PFM regulations to inform the distribution of these revenues.

- Some recipients of surface rent payments, DACDF and ADF should report on how they spent their surface rent revenues received from mining companies. In this regard, District Councils,

Chiefdoms and MPs are to report on how they expended the revenues from the above streams. The MSG's expectation is that the above request will serve as catalyst for the Government to report on how extractive revenues are expended.

- A member advised the MSG to exercise caution on how their demand for information on the expenditures side as the Government of Sierra Leone may not be able to submit the required information. Underreporting will lead to negative ratings during Validation. The Meeting concluded that SLEITI should go ahead to collect this information however, the International EITI Secretariat should be informed of the reason behind the MSG's decision i.e to prompt the Government to set in motion concrete line of action that will eventually achieve SLEITI's goal of full disclosure on expenditures by the Government.
- Reporting entities should report at project level.
- The 2015-2016 reporting templates should include templates to enable reporting of Community Development Funds i.e. social payments, beneficial ownership and corporate social responsibility.

8. Implementing SLEITI Recommendations

The NC informed that most of the recommendations from the EITI reports were yet to be fully implemented by the respective MDAs and therefore the MSG should speedily agree on an approach to implementing the recommendations. Following deliberations, the group said the Secretariat should develop an action matrix identifying the institutions responsible to implement the recommendations. In addition, the group also suggested that the Chief of Staff should oversee implementation of the recommendations.

9. AOB

SLEITI's Proposed List of Projects for Possible World Bank Support

a) The MSG agreed on the below list of activities for possible World Bank Funding

- Activities related to Beneficial Ownership Disclosure
- Production of the 2015, 2016, & 2017 SLEITI Reports including dissemination of the reports
- Policy Review to mainstream EITI

b) The NC informed that Nimini complained through a letter dated 19 January 2017thattheyhad reported payment of the sum of $150,000on their reporting template but appeared that SLEITI had deliberately excluded the amount in the 2014 Report and demanded an explanation. The company also wanted to know whether the Government of Sierra Leone had reported the amount. The MSG's response was that the company did not have a strong case as it had put itself in a conflict of interest position, to begin with, by offering that sum of money to Parliamentarians, as sitting fees for ratification of their Mines Development Agreement.

10. Closing

There being no other business to discuss, Salieu Bah moved the motion for closing of the meeting and seconded by Moses Kargbo.

Final Draft Minutes of the SLEITI Multi-Stakeholder Group Emergency Meeting to Discuss and Approve the 2015-2016 SLEITI Terms of Reference

Date of Meeting- Friday 9th June, 2017

Venue - SLEITI Secretariat, 17 Charles Street, Freetown

Attendance:

Government	**Civil Society**
Amadu Mansaray – PD Sultan Alhaji Kamara – NRA Haja Aminata Daramy – MoFED Adama Hawa Bah- MoFED	Joseph Rahall – Green Scenery
Mining Companies	**SLEITI Secretariat**
Companies representatives were absent but (Neima Macfoy of SD Steel and Aminata B. Kamara) of Sierra Rutile/Iluka both sent emails to endorse the outcome of the meeting in their absence	Mina Horace Mohamed Fernando Conteh

Apologies: Saidu Conton-Sesay, Chief of Staff; Sidie M. Tunis- Parliament; Konstantine Born- NMA, Abu Brima – NMJD; Moses Kargbo- SLAJ, Mohamed Salieu Bah-NMA (PMT); Naim Merimeche – MoFED; Mohamed A. Salisu- MoFED; Abu Tarawallie- NRA; Cecilia Mattia - NACE

Agenda:

1. Opening
2. Discussion on 2015-2016 SLEITI Reporting:
   Discussion points
   - Review EITI Secretariat Comments
   - Approval of data collection procedure (who collects the data , SLEITI or IA)
   - Consider who does the scoping work (SLEITI or IA) to establish the materiality threshold for reporting by companies, type of revenue streams to report on etc
   - Should IA prepare entire report or just sections?
   - Should all templates be sent at a go?
   - Technical Committee had recommended companies to report on social expenditure and BO
   - The IA should agree on quality assurance procedures
3. A.O.B
4. Closing

1. **Opening**

Joe Rahall was nominated to chair the meeting in the absence of the Chief of Staff. In his opening remarks, he welcomed all apologies for his absence from recent meetings due to other pressing national engagements. The draft agenda was adopted as presented.

2. **Discussion on 2015-2016 SLEITI Report**

- Review EITI Secretariat Comments dated.....
- Approval of data collection procedure (who collects the data , SLEITI or IA)
- Consider who does the scoping work (SLEITI or IA?) to establish the materiality threshold for reporting by companies, type of revenue streams to report on etc.
- Should IA prepare entire report or just some sections?
- Should all templates be sent to the reporting entities at a go?
- Technical Committee had recommended companies to report on social expenditure and Beneficial ownership
- The IA should agree on quality assurance procedures

Following adoption of the agenda, the Chair requested the NC to update the group on the status of the 2015-2016 Report. The NC reminded members that it is standard practice for the MSG to approve the IA's terms of reference, the reporting thresholds, relevant reporting entities, relevant revenue streams and reporting templates at the onset of every EITI reporting process.

NC's Update on Funding of the 2015-2016 SLEITI Report and Data Collection

- The NC recalled that because of the uncertainty surrounding funding for the 2015-2016 report, the MSG had agreed that the Secretariat should go ahead with the data collection ahead of the recruitment of the IA to save time. She reported that during the Minerals Policy review meeting held at the MMMR on 18th May 2017, the World Bank representative Hussine Yilla informed her that the Bank would fund the 2015-2016 Report through the Extractive Industries Technical Assistance Project (EITAP) at the Ministry of Mines & Mineral Resources and that this information was well received by the MSG members present.
- Shortly after the meeting of 18th May 2017 the Secretariat sent a request letter to EITAP requesting the sum of US$ 150,000 to produce the Report.
- The EITAP project manager admitted that SLEITI's funding request came through after the project had already allocated the available funds to other projects which would now require them to re-do their budget to accommodate the Report's production. Additionally, the EITAP would need several days to determine whether they are able to raise the full sum requested by SLEITI. As soon as EITAP is certain of the full sum a request for no-objection will be sent to the Bank to give clearance for use of the funds for recruitment of the IA. The NC expressed some concerns that the EITAP might not be able to raise the full amount.
- When asked about the timeframe for procurement of the IA, the EITAP manager hinted that it could take six (6) weeks.
- The EITI process allows the MSG to prepare parts of the Report depending on the wishes of the MSG. The completed report will show those involved in preparation of Report.

- The Chief of Staff was briefed on the above and had advised that the Secretariat should begin to collect the full data for 2015-2016 if delays are envisaged in procuring the IA however, the Report's Terms of Reference should indicate that that the IA will prepare the entire report.
- As a step towards the data collection, Konstantine Born used non-tax revenue data only to conduct a sensitivity analysis for 2015 and 2016 to establish a rough list of companies to report for 2015 and 2016. Konstantine identified 3 different thresholds for each year. A threshold of $5,000, $10,000 and $20,000 with recommendation for SLEITI to use the $20,000 threshold. At this threshold, 67 companies will be required to report for 2015 and 65 for 2016 if reporting is done at project level. The rationale for requesting this unprecedented high number of companies to report is to collect a large amount of data to be on the safe side of things and avoid shortage in the amount of data the IA would require. Please note: Born informed the technical committee that at a threshold of $20,000 the number of companies to report will reduce to about 44 if reporting is done at company level.
- The EITI International Secretariat, through an email dated 3rd June advised that since the World Bank has offered to fund the next report the Secretariat should not collect the data ahead of the IA so that the MSG and IA will together agree on the Materiality threshold, reporting templates, quality assurance and reporting entities etc. The full email from the EITI Secretariat is attached to these minutes.)

MSG Responses to the NC's Update

- Sierra Leone must submit a high quality report for Validation in 2018 and therefore, the MSG should wait for the IA to agree on the reporting parameters before data collection and preparation of the full report.
- Dividing the task of producing the Report between the IA and MSG will compromise the Report's quality however, if delay in envisaged on the part of MMMR's procurement the Secretariat should assist the IA in collecting the contextual information.
- Due to changes in the factors that affected extractive revenues collection in 2014 in the mining and oil/gas sectors, the IA should undertake a new scoping studies of these sectors.
- EITAP should be given a deadline of 16th June to inform of the World Bank's no objection for funding of the Report.
- If EITIP is not able to raise the full amount the Government of Sierra Leone should provide the difference.
- If it becomes impossible to raise the full amount for the Report's production, the MSG should divide the task of producing the Report with the IA. In this case the MSG will prepare the contextual data and the IA the remaining parts of the Report.

REPORTING PARAMETERS

- For the 2014 Report extractive companies reported unilaterally on PAYE. This year the NRA will report on this tax without reconciliation. Both companies and the NRA will also report on Withholding Tax without reconciliation. The objective is to recognize the contributions of these streams. Reporting on these sectors by the NRA will serve as a test for future reporting that will eventually lead to reconciliation. The NRA representative said it will prove challenging to report on

PAYE and Withholding tax one of the reasons being the payment details from the companies are often aggregated.

- All reporting templates should be sent out to the entities at the same time.
- The committee agreed that the IA's ToR should include preparation of the full report.
- Apart from the objectives in the ToR the committee is requesting the IA to produce an abridged version of the report of about 25 pages. The committee is asking the MSG to decide if it wants additional objectives added to the ToR.

The Reporting templates should be designed for reporting on:

- the 2015-2016 financial data
- beneficial ownership reporting
- For the beneficial ownership data collection the Secretariat should approach the mining companies to support the training. Harry Bradwell had volunteered to help with training.
- Production data
- Export data
- Corporate social responsibilities (CSR)

Companies should report unilaterally on their CSR. The group affirmed that it will be a challenge to report on corporate social responsibilities because good deeds done by companies are not always targeted at specific entities. For instance, construction of schools and market places, skills training programs are done for the communities. However, if a government entity was a beneficiary in 2015 and /or2016 they should report. Where no values cannot be assigned to the projects a description of the project will suffice. e.g a 6-classroom building.

- Since structures were not in place, as required by the MMMR 2009 Act, to report on CDAs, reporting entities will not be required to report on CDAs for this reporting but may do so if systems are in place during the next reporting circle.
- On the basis of the above, the committee recommended MSG approval of the 2015 -2016 terms of reference subject to incorporation of feedback from the International Secretariat.

3. A.O.B.

The NC raised the issues of including in the IA's ToR a few responsibilities. They included completing the EITI Summary data sheet and providing policy briefs for ease of reference by government officials. Following deliberations, the group endorsed the request noting that it will help the EITI International Secretariat to compare SLEITI's data with other countries without recourse to the actual reconciliation report. At the end, the group endorsed the draft terms of reference pending:

a) The *SLEITI Secretariat acting on comments from the International Secretariat*
b) *Upon no objection comment from MSG members against Thursday 15th June, 2017.*

4. Closing:

There being no other business to discuss, the motion for adjournment of the meeting was moved by Alhaji Sultan Kamara seconded by Amadu Mansaray.

SLEITI WORKPLAN (2017-2019)

Activities	Outputs/KPIs	Responsibility	Timeline	Costs ($)	Source of Funding		
					Govt	Dev. Partners	Companies
Overall Objective: Improved Extractive Governance in Sierra Leone							
Overall Goal: Increase revenue transparency from the extractives to enhance development for improved standards of living.							
SO 1: Improved coordination among MDAs to achieve completeness of extractive industry revenue mapping and reporting							
Outcome: More complete centralized and accessible data from extractive industry sector							
Study to assess and help develop NRA capacity to conduct project-level tax revenue reporting	Project specific information available	Secretariat, NRA, MoFED, EIRT	May-17	30,000.00			
Study and workshop to support NRA and NMA to integrate tax revenue reporting into the existing Online Repository alongside non-tax revenue (probably the same provider as above)	Comprehensive data on minerals sector on the Online repository	OCOS, Secretariat, NRA, NMA, MMMR, MoFED	Jun - Jul 2017	35,000.00			
Study, Workshop and capacity building to support Petroleum Directorate to integrate revenue reporting into the Online Repository (OR) or through petroleum specific Online database	Data on oil/gas sector publicly available	NMA, MoFED, PD, Secretariat	Jun-17	25,000.00			
Training of stakeholders on data processing and analysis (online repository and cadastre)	Training reports and documented evidence of CSOs use of the OR	NMA, RDF Secretariat	Jun-17	20,000.00			
Creation of a system for periodic data collection from MDAs.	Develop a SLEITI database on revenues from various MDAs/ SLEITI Data Base	SLEITI Secretariat, Consultants	Oct-17	25,000.00			
Compile and follow-up on recommendations from previous SLEITI reports including reconciliation and validation reports.	All SLEITI recommendations made public	*SLEITI Secretariat*	May-17	-			
Sub Total				135,000.00			
SO 2: Strengthened transparency and accountability provisions in the legal, policy and regulatory frameworks for governance of the Extractive Industries sector in S. Leone							
Outcome: Overlaps, gaps and ambiguities in Sierra Leone's relevant laws and policies steadily eliminated to give enable SLEITI and sector agencies to meet the 2016 EITI Standard							
Review undertaken and submissions made by SLEITI to MMMR/Cabinet on the draft new Minerals Policy to ensure it helps Sierra Leone meet/uphold the 2016 EITI Standard and principles	MSG feedback on the Minerals Policy submitted to MMMR	SLEITI MSG	Mar-17	500.00			
Review undertaken and submissions made by SLEITI to MoFED/Cabinet on the draft new Extractive Industries Revenue (EIR) Bill to ensure it helps Sierra Leone meet the 2016 EITI Standard	MSG feedback on the EIR Bill submitted to MoFED	SLEITI MSG, MoFED, Secretariat	Mar - June 2017	500.00			
Opportunities taken to review submissions made by SLEITI and any other draft amendments to existing mining, oil and gas, or revenue management legislation and any new sector legislation.	MSG Feedback provided	MSG, MDAs, Secretariat	Mar - Dec 2019	500.00			

If all transparency and accountability goals and full requirements of the EITI Standard cannot be met through advocacy on and insertions to 'mainstream' policies and legislation as above, then development of and lobbying for a supplementary and complementary Extractive Industries Transparency Policy and Law.	Laws and policies of Sierra Leone collectively fully enable SLEITI and the extractives sector in general to meet the transparency and accountability goals and requirements of the 2016 EITI Standard	SLEITI MSG, Secretariat	Mar 2017- Mar 2018	-			
Study undertaken to review and make recommendatons on capacity of key institutions to oversee company disclosure of beneficial ownership, and to make recommendations on required changes to the laws of Sierra Leone to enable this.	Recommendations on capacity buillding and amendments to the laws to enable BO disclosure	Consultant, MSG, Secretariat	Mar - July 2017	10,000.00			
Sub Total				11,500.00			
SO 3: Extension of the Scope of SLEITI							
Outcome: Improved transparency in all natural resources governance and revenue management through the introduction of Fisheries and Forestry to the SLEITI process							
Scoping study of forestry and fisheries sectors undertaken to assess their scale and revenue streams, and identify potential reporting channels and challenges	A scoping study report produced on the sectors	SLEITI Secretatiat, MSG, Consultant	Jan- Mar 2017	60,000.00			
Partnerships established with relevant MDAsand companies on the introduction of EITI for transparency in their respective, and MoUs established.	Adoption of SLEITI reporting processes by the relevant MDAs	SLEITI Secretatiat, MSG, Consultant	Jul-17	-			
Reporting templates and sector-specific guidance developed for new sectors	Reporting templates endorsed	SLEITI Secretatiat, MSG, Consultant	April- June 2017	10,000.00			
Sub Total				70,000.00			
SO 4: Engagement with and training for reporting entities							
Outcome: Increased stakeholder understanding of the EITI and its processes to foster better coordination and improved collaboration leading to greater transparency							
Engagement with and training for Parliamentarians, Chiefdom Administrations, Paramount Chiefs, and District Councils on revenue reporting (refresher training) and expenditure accountability (which is to be newly introduced).	Training needs identified and training reports provided	MSG, CSOs, Secretariat	Jan 2016- Dec. 2018	5,000.00			

Sub Total				5,000.00			
SO 5: Enhancement of SLEITI's capacity to better achieve its objectives							
Outcome: Improved delivery of SLEITI's goals and ambitions, leading to more pro-active sector engagement, and stronger results in sector governance							
Agreement and adoption of new MSG Rules and Regulations	MSG Internal Governance Rules produced	Jul 2016 - Jan 2017					
Re-structuring of the MSG		SLEITI Champion and MSG		0			
Development of a Management and Administrative manual for the effective operations of the National Secretariat	Functional Management & Administrative procedures manual produced & adopted	SEITI Secretariat	June 2017				
Recruitment of a Research and Technical Analyst	A Research & Tech Analyst recruited	MSG Recruitment panel, Secretariat,	Jun-17	72,000.00			
Provision of Secretariat logistical needs: office rent, services and equipment etc	Logistical items acquired	GOSL, Donors	Nov. 2016	133,340.46	2015, 2016 & 2017		
Support participation in international EITI engagements	Conferences & workshop reports	GOSL, Donors, CSOs, MSG	2017 , 2018, 19	168,000.00			
Implement at least 2 MSG retreats to discuss pertinent matters including review the SLEITI work programme	Retreat reports	GOSL, Donors, CSOs, MSG, Secretariat	2017 - 2019	90,000.00			
Development and publication of SLEITI Annual Progress Reports to reflect on impact and progress against objectives and inform annual workplans (years to cover: 2015, 2016, 2017)	Annual Activity Reports for 2015, 2016 & 2017 printed	SLEITI Secretariat	July 2016 –June 2018	-			
Reproduction of Annual Progress Reports for 2015, 2016 & 2017 (printing costs)	Annual Activity Reports for 2015, 2016 & 2017 published	SLEITI Secretariat	July 2016 –June 2018	108,000.00			
Pre-validation assessment undertaken in 2017 in advance of 2018 Validation exercise	Pre-Validation report	Consultant, MSG, Secretariat	Sep-17	10,000.00			
Experience sharing and peer learning in two countries to improve the capacities of MSG and staff of the Secretariat	Peer Learning reports produced	International Secretariat, MSG, SLEITI Secretariat	Jan 2016- Dec 2018	70,140.00			
Enhance Secretariat's staff capacity through formal training courses and on-the-job trainings	Staff Development Plans produced	SLEITI Secretariat	Oct. 2017- Dec 2019	31,450.00			
Undergo Validation Exercise	Validation report	MSG, Secretariat	Jul-18	5,000.00			
Print 2018 Validation Report	300 copies reproduced	Secretariat	Nov-18	10,000.00			
				50,000.00			
Sub Total				747,930.46			

SO6: Enhanced public education and improved access to information on extractives sector revenues and broader resource governance matters to enhance citizens ownership of the EITI Process

Outcome: Improved citizens' participation, and ability to participate, in all aspects of the EITI process to hold their government to account

Increased citizen demand for better natural resources governance

Development of a SLEITI Communications Strategy	New communications strategy developed	Consultant, MSG, Secretariat	Jul-17	5,000.00				
Improved website designed and restored online, including access to all key documents, as well as accessible guides, explainers and infographics, etc	Upgraded website with comprehensive SLEITI information	Secretariat	Jan.2017	20,000.00				
Infographics and comprehensible fact-sheets etc for key facts and figures in EITI Reports, etc, which can be used for websites, printed hand-outs and posters	Infographics, fact-sheets, posters etc of SLEITI information.	Secretariat	July 2016 - Dec 2019	5,000.00				
Media engagements relating to 2015-2018 Reports following publication of each SLEITI report	TV, radio and group engagements	Secretariat, MSG	Sept 2016 - Dec 2019	20,000.00				
Information and knowledge-building workshops with journalists following completion of each SLEITI Report.	Workshop reports	Secretariat	Sept 2016 - Dec 2019	30,000.00				
Production of 2015, 2016, 2017,2018 EITI Reports, including steadily increasing assessment of expenditures as well as revenues (Independent Administrator costs)	Annual EITI reports produced, published	SLEITI Secretariat, Consultant	April 2017- Dec.2019	320,000.00				
Production of 2015, 2016, 2017 & 2018 SLEITI Reports, including steadily increasing assessment of expenditures as well as revenues (printing costs)	Hard copies of Annual SLEITI full and summary reports produced	Secretariat,						
Launch of SLEITI reports: 2015, 2016, 2017	Reports launched	Secretariat, CSOs, mining companies		15,000.00				
Conclude Production of SLEITI 2012 Report	2012 Report Published	Consultant, Secretariat, MSG	June. 2017	50,000.00				
Publication of findings and recommendations of EITI Reports in newspapers	Newspapers publications	Secretariat	Jan 2017 - Dec 2019	72,000.00				
Accessible Radio programme created and broadcast / re-broadcast to increase citizens' understanding of the extractives sector value chain, revenues and their distribution, Sierra Leone's resource governance institutions, the role of SLEITI, and latest sector developments. Jingles recorded in at least three local languages	citizens engagements, Radio discussions, jingles, public awareness	Secretariat	Jan 2017 - Dec 2019	15,000.00				
Production and dissemination of quarterly SLEITI newsletters	Newsletters published	Secretariat	June 2017 - Dec 2019	20,000.00				
Produce IEC Materials	SLEITI visibility enhanced. Printed t-shirts, caps, billboards, branded pens	Secretariat	Dec. 2017- Dec.2019	50,000.00				
				10,000.00				

Establish dialogue forums at provincial level	Dialogue forums established	CSOs, Secretariat	July .2017	36,000.00			
Engagement with women to discuss their role in the mining sector and how they are affected by mining activities	meeting reports produced	CSOs, Secretariat	Oct. 2017- Dec 2019	25,000.00			
Establish high school clubs to raise awareness on the management of Sierra Leone's natural resources amongst students	SLEITI high school clubs formed	Secretariat	Feb-18	5,000.00			
Facilitate public debates on EITI to collect feedback to inform policy	public debates held	Secretariat, CSOs	Dec. 2017- Dec 2019	150,000.00			
Sub Total				848,000.00			
				-			
				1,817,430.46			

SIERRA LEONE EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (SLEITI) REPORTING TEMPLATE

This template is to be completed by Government Entities including **NRA, MMMR, NMA, EPA, Petroleum Directorate, District Councils & Chiefdom Administrations** for revenues received from Companies in the Petroleum and Mineral sector for calendar year ending 31st Dec. 2015.

Name of Government Entity reporting:..... for revenues received from (Name of Company).....

Please note: Report in the currency in which funds were directly received from company (No conversion of currency). Enter Actual Payments and not Accruals

Type of License:	**Area of Operation/ Lease / License:**		**License No:**			**Taxpayer Identification Number (TIN):**		**Sector & Phase of Operation**
Benefit	**Currency i.e. US$, Le**	**Amount**	**Tax Rate**	**Payment Mode**	**Payment Ref. no.**	**Payment Date**	**Destination Account**	**Comment**
Mining License	US$							
	Le							
Exploration License.	US$							
	Le							
Royalty	US$							
	Le							
Corporate Tax.	US$							
	Le							
Diamond Exporter's. License	US$							
	Le							
Diamond. Export Duty	US$							
	Le							

Benefit	Currency	Amount	Tax Rate	Payment Mode	Payment Ref. no.	Payment date	Payment Office	Comments
Agricultural Development Fund	US$							
	Le							
Community. Development Fund	US$							
	Le							
EPA License	US$							
	Le							
EPA Monitoring Fee	US$							
	Le							
Surface Rental	US$							
	Le							
Training Fund	US$							
	Le							
Signature Bonus	US$							
	Le							
Technology Bonus	US$							
	Le							

Benefit	Currency	Amount	Rate	Payment Mode	Ref. no	Payment Date	Payment Office	Comment
Extension Fee	US$							
	Le							
Other Benefit	Currency	Amount	Rate	Payment Mode	Ref no.	Payment Date	Payment Office	Comment
PAYE	US$							
	Le							
Withholding Tax	US$							
	Le							
Sale of Geophysical Data	US$							
	Le							
Other Benefit	Currency	Amount	Rate	Payment Mode	Ref no.	Payment Date	Payment Office	Comment
Any Other Payments	US$							
	Le							

Official Sign Off

We acknowledge {or On *behalf of the Government (or similar agency) we acknowledge}* our responsibility for the fair presentation of the Reporting Template in accordance with the Reporting Guidelines, with the exception of:

- _____ ; .....
- _____ ; **Name** **Signature**
- _____ ; **Phone**..... **Email**.....

Official stamp

Certificate of Accuracy (Office of the Auditor General)

We have examined the SLEITI Reporting Template (s) from---------- and have:

(a) Tested the extraction of payment data in the Reporting Template(s), and

(b) Reviewed that ..... has reconciled the cash-based payment details included in the Reporting Template(s) with the accrual-based financial statements.

Based on this examination, we report that nothing has come to our attention that would lead us to believe that the information disclosed in the Reporting Template (s) does/do not represent a fair and accurate summary of payments made to the .....in accordance with the Reporting Template(s) Guidelines.

Name and Address of Auditor: .....

Name of authorizing Auditor: .....Position/Title: .....

Signature:.....Contact number:.....Official Stamp

This template is to be completed by **Extractive Industries Companies** for payments made to Government Entities for the calendar year ending 31st Dec. 2015.

Name of Company Reporting:.....for payments made to government (Name of Government Entity).....

.....

Please note: Report in the currency in which you directly made payment (No conversion of currency). Enter Actual Payments and not Accruals

Type of License:	**Area of Operation/ Lease/License:**		**License No:**	**Duration of License:**	**Expiration date of License:**	**Taxpayer Identification Number (TIN):**		**Sector & Phase of Operation**
Benefit	**Currency i.e. US$, Le**	**Amount**	**Tax Rate**	**Payment Mode**	**Payment Ref. no.**	**Payment Date**	**Payment office**	**Comment:**
Mining License	US$							
	Le							
Exploration License.	US$							
	Le							
Royalty	US$							
	Le							
Corporate Tax.	US$							
	Le							
Diamond Exporter's License	US$							
	Le							
Diamond Export Duty	US$							
	Le							

Benefit	Currency	Amount	Rate	Payment Mode	Ref. no.	Payment date	Payment Office	Comments
Agric Dev. Fund	US$							
	Le							
Com. Dev. Fund	US$							

EPA License	US$							
	Le							
EPA Monitoring Fee	US$							
	Le							
Surface Rental	US$							
	Le							
Training Fund	US$							
	Le							
Signature Bonus	US$							
	Le							
Technology Bonus	US$							
	Le							
Extension Fee	US$							
	Le							
Other Benefits	Currency	Amount	Rate	Payment Mode	Ref. no.	Payment Date	Payment Office	Comments
PAYE (Income Tax)	US$							
	Le							
Sale of Geophysical Data	US$							
	Le							
Any Other Payments	US$							
	Le							

Action Points from 1st Quarter MSG meeting- 16 February 2017

No.	Action	Update
1	The Secretariat will continue to engage the remaining companies to reactive their participation on the SLEITI MSG.	Koidu Ltd acknowledged the request. Efforts are ongoing to get cooperation from the outstanding companies.
2	The Secretariat could liaise with the Councils, Chiefdom Administrations and the NMA to obtain detailed information on the revenues received, i.e. how they are processed including amounts received by the MPs and to compare the distribution of these payments across the various mining districts.	No new information obtained.
3	A policy engagement with Parliamentarians for a more constructive dialogue.	Pending
4	The Secretariat to gather information from different sources about the distribution and management of surface rent payment. The MSG should receive feedback no later than 16th March 2017.	No new information was obtained other than the normal practice of companies paying their surface rent according to the sharing formula in the MMA 2009. However, payment is more structured than in the last few years and better records kept by the surface rent recipients esp. District councils and Chiefdoms.
5	The MSG requested re-circulation of the BO Roadmap.	Accomplished.
6	The MSG should have a meeting with the SLEITI Champion to discuss the way forward on the SLEITI Autonomy and should be included in the current work plan.	Discussions on SLEITI autonomy still ongoing.
7	The updated version of the SLEITI 2012 Initial Reconciliation is to be discussed by the Technical Committee.	Pending
8	The Finance and Management Committee and the Secretariat should explore possibilities of engaging development partners for possible	Efforts to reach development partners still ongoing. The World Bank is funding the next SLEITI report. GiZ has not shown interest in providing direct

	funding.	support to SLEITI. DFID funded the Legal and Institutional Review and BO disclosure through the International Secretariat.
9	The Finance/Management Committee should meet to review the 2016 financial statements.	Pending
10	The Secretariat is to include the $10,000 SLEITI's annual contribution towards management of the EITI International Secretariat in the 2018 budget.	Done
11	Alexandra Readhead (BO consultant) and Herbert Smith Freehills to undertake Legal and institutional on Beneficial Ownership disclosure in Sierra Leone and deliver workshop to share their findings and recommendations.	Done
12	Use recommendations in the Beneficial Ownership report by Alexandra Readhead to inform a set of decisions including a Cabinet paper and decisions on which legislative amendment to take forward in the course of the year.	To be considered after MSG review and adoption of the Report and recommendations on Legal and institutional review on BO disclosure.
13	The latest draft EIR Bill to be shared by NaimMerimeche as soon as available.	Pending
14	Members then agreed to discuss the SLEITI Policy in a separate meeting to discuss the Bank's proposal and to learn the views of the SLEITI Policy consultant, Andrew Keili.	The MSG was focused on strengthening the Sierra Leone Minerals Policy with transparency and accountability measures.
15	The MSG agreed to focus on the Minerals Policy in terms of revising it to reflect transparency and accountability provisions. Mr. Gbondo to share the Minerals Policy for its review, as soon as available.	MSG reviewed the Minerals Policy at a meeting with MMMR on 18th May 2017. MSG still awaiting the latest version of the Minerals Policy.
16	The secretariat to find out from other countries on whether they have an EITI Policy in place and their rationale.	The EITI Secretariat does not think it is good idea for countries to develop EITI policies.(See mail from Pablo- 28th June 2017)

17	The Secretariat to re-circulate the draft internal rules with comments from the International Secretariat and feedback obtained from members by Friday 24th February 2017.	Done
18	To work on producing a two year report in 2017 covering 2015 and 2016 fiscal years.	Work in progress
19	The Secretariat should develop an action matrix identifying the institutions responsible to implement the recommendations from EITI reports.	Matrix developed. MSG to discuss efforts required by MDAs to achieve compliance with the EITI Standard.

Reporting Company identification

		Entry	*Comments*
Full legal name of the Reporting Company (including legal form of legal entity)		<legal name> <legal form>	
Country of registration		<country>	
Unique identification number (i.e. registration number)		<number>	
Contact address (registered office for legal entities)		<address>	
Ownership			
	1. Publicly listed company	<choose option>	
	Name of stock exchange	<text>	
	Link to stock exchange filings	<URL>	
	2. Wholly owned subsidiary of a publicly listed company	<choose option>	
	Name of publicly listed owner (parent company)	<text>	
	Name of stock exchange where parent company is listed	<text>	
	Link to stock exchange filings of parent company	<URL>	
	3. Non-listed company (e.g. a Limited company, an LLP, etc), or only partially floated	<choose option>	
	Full name of direct shareholder(s) (i.e. legal owners of company) over 5%	<text>	
	Is this shareholder a natural person (NP), a legal person (LP) or a state entity (S)?	<choose option>	
	Country of regsiration (or nationality of a natural person)	<text>	
	Interest in the company (% of shares held)	<number>	
	(repeat the above 4 rows as necessary)		
Declaration form prepared by			
	Name	<text>	
	Position	<text>	
	Telephone number	<text>	
	Email address	<text>	

Attestation

I, undersigned, for and on behalf of the reporting entity confirm that all information provided above and in the attached beneficial ownership declaration(s) is accurate and reliable.

Date	<YYYY-MM-DD>
Name	<text>
Position	<text>
Signature (print, sign, and scan electronically)	

Please find attached the following supporting documents verifying the accuracy of the beneficial ownership information submitted:

<text>
<text>
<text>
<text>

Action Points from Minutes of the SLEITI Emergency Committee Meeting held on 9th June 2017, SLEITI Secretariat

No.	Action	Update
1	The Secretariat should begin to collect the full data for 2015-2016 if delays are envisaged in data collection	A final decision to be taken at the MSG Q2meeting of 29th June 2017
2	Terms of Reference for the IA should indicate that the IA will prepare the entire report.	Done
3	Apart from the objectives in the ToRthe IA to produce an abridged version of the report of about 25 pages. The MSG to decide if it wants additional objectives added to the ToR.	MSG to decide on additional objectives at its meeting of 29th June 2017
4	The MSG should wait for the IA to agree on the reporting parameters before data collection and preparation of the full report.	A final decision to be taken at the MSG Q2meeting of 29th June 2017
5	If there is delay on the part of MMMR's procurement the Secretariat should assist the IA in collecting the contextual information.	A final decision to be taken at the MSG Q2meeting of 29th June 2017
6	The IA should undertake a new scoping studies of the different sectors.	A final decision to be taken at the MSG Q2meeting of 29th June 2017
7	EITAP should be given a deadline of 16th June to inform of the World Bank's no objection for funding of the Report	The Bank granted No-objection close to 2 weeks ago.