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

Minutes of Meeting on the Production 2017/2018 SLEITI Report

Thursday, 5th September 2019

Venue- Conference Room, Vice President Office

Attendance

Government	**Civil Society**
Frances P. Alghali, MOS, OVP Massah Koroma- OVP Mohamed Sallieu Bah- NMA Yusuf Dauda Sumu- NMA Ramatu Massaquoi- EPA Mohamed Jalloh –NRA Amadu Mansaray- PD	
Mining Companies Aminata Kamara- SRL	**Secretariat** Mina Horace Annie Lansana Mohamed F. Conteh

Apologies: Morie Lansana- ASSL

Agenda

1. Silent Prayers
2. Remarks by MOS
3. Update on Procurement
4. Discussion on the EITI Reporting process, deliverables ad responsibilities of the MDA's and companies
5. Closing

1. Silent Prayers-

Meeting started with silent prayers.

2. Remarks by Minister of State

Madam Francess Piagie Alghali thanked members for attending the meeting at short notice. The purpose of the meeting, she said, was to interact with MDAs and to ensure that SLEITI & the MDAs are on the

same page with regards to the 2017/2018 SLEITI Reporting which is due on 31st December and to urge those responsible for compiling data for SLEITI Reporting to start now by putting together processing for collecting data to avoid delays in completing the Report.

She urged members to take EITI as a process not as an event because most of the time, things are done last minute which makes it a bit difficult for the IA. Now is the time to compile processes prior to hiring the IA which will be hired in the next two – three weeks, so that when the IA is hired, the process will be smooth. The data collection period at this time is very short, hence the reason for the meeting to encourage responsible MDAs to start the process. She went on to appeal the MDAs to take the EITI process as a priority and letters will be sent to those MDAs to reiterate the fact that the EITI process should be a priority and to allow staff to allocate adequate time for collation and completion of EITI process. Let it be part of the systems and procedures of MDAs so that data will always be available.

3. Procurement of IA

National Coordinator explained in brief the status of the procurement process

- World Bank is using the least cost procurement method.
- 80% pass mark will be given to those who qualify and whoever has the least cost in financials will be the winner and automatically the IA.
- At the moment, EIOs have been provided and seven (7) firms have been shortlisted.
- World Bank has asked for technical and financial proposals from these firms
- Five (5) firms have provided technical & financial proposals
- Evaluation has been done on the technical proposals and three firms made it to the next stage which is opening of financial proposals
- Members are invited to the opening of financials for evaluation at the MMMR conference and the firm with the least cost will be the winner
- There will be a ten (10) days stand still period in case another firm contest the result. If there are no issues after the ten (10) days window, the firm with the least cost will then sign the contract. However, the capacity, time lines of each firm should be considered prior to awarding the contract.
- It was suggested by NC to have pre-award negotiations with the prospective IAs.
- NC will inform EITAP to give enough time to inform MSG members about timelines for opening of bids.
- The MDAs should start requesting bank statements and collating every information relating to EITI

- By 30th September, the IA will be recruited and the template will be developed but in the mean time advise that MDAs use old template which everyone agreed to do.
- NMA is developing EIGP which will have lot of information relating to EITI. It is therefore expected that SLEITI should be part of the process.

4. Discussion on the EITI Reporting process, deliverables ad responsibilities of the MDA's and companies

There are four (4) reports; Scoping, Inception, draft and final report

i. **Scoping-**IA needs raw data from all MDAs. This data will be used to determine materiality threshold and revenue streams. At the moment, there is an idea that the big companies will report. In the past, data provided had errors so data should be segregated and MDAs should be mindful in sending bulk data.

ii. **Inception-** At this stage, MSG will discuss the reporting template and when confirmed, training will be provided for all concerned and templates will be distributed. District councils will be involved. Audit Service SL certifies the templates to be returned to IA. Where there is insufficient information, Audit Service will return the template.

iii. **Draft Report-** The IA does the reconciliation based on the data collected from mining companies, District councils, compares, clarifies with data from government, where necessary requesting for more evidences and possible reasons for differences if any. This draft report with the contextual information is sent to the MSG for review and feedback with detailed information. Independent calculations will be done by IA to confirm data.

iv. **Final Report-** After review and feedback from MSG, the IA produces final report prior to deadline which is 31st Dec.

Each report has to go through review and MSG endorsement. The IA cannot continue to the next stage without MSG review and endorsement.

4. Closing

MOS reiterated that all MDAs should start work now on the 2017/2018 in order to have delays. She pleaded for maximum cooperation from all relevant parties.

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Signature of Chair

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Signature of Secretary