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

Minutes of the SLEITI Multi-Stakeholder Group to approve the procurement report of the 2017-2018 IA - 23rd September 2019

Venue - Office of the Vice President

Attendance

Government:	**Civil Society:**
Mohamed Salisu - Chair, MoF Aruna Abu - ASSL Ramatu B. Massaquoi - EPA,SL Price B. Williams – CAC Amadu Mansaray - PD Yusuf Dauda Suma - NMA	Cecilia Mattia - NACE Joe Rahall – Green scenery
Mining Companies: Aminata Kamara - SRL	**Secretariat:** Mina Horace Annie Lansana Mohamed F. Conteh

Apologies: Joe Rahall- Green Scenery, Abu Brima – NMJD,

Agenda

1. Opening
2. Welcome remarks and purpose of meeting
3. Procurement of the 2017-2018 Independent Administrator (IA)
4. Production of the 2017/2018 Report
   a. Status Report on procurement of the IA and MSG endorsement of the procurement committee's decision

   Discuss:

   a) Data Collection ahead of the scoping studies
   b) List of revenue streams
   c) Approval of the reporting templates for data collection (financial data, export/production data)

d) List and number of companies to report (by project)
e) Reporting deadlines for government and companies
f) Reporting by Parliamentarians
g) Reporting templates for reporting by District Councils and Chiefdoms
h) Reporting on community Development Fund (CDF)
i) Certification of the SLEITI reports by Auditor General
j) Submission of the datasets by government entities for 2017 and 2018 financial data on extractive revenues

5. Closing

1. Opening

The meeting started at 2:20pm with silent prayers. In his opening remarks, the chairman, asked the house to make adjustment or agree on the agenda of the meeting. In the absence of any adjustment, Joe Rahall moved that the agenda be adopted which was seconded by Mr. Yusuf Dauda Suma.

2. Welcome

Mr. Mohamed Salisu welcomed all and thanked members for attending the meeting. He explained the purpose of the meeting and informed that the procurement committee for the IA has concluded the process of hiring the IA and it is the duty of the MSG to approve the decision of the committee. He also asked members of the tight deadline the IA would have to work since the procurement process had lasted for several months. The chairman also said the meeting is to encourage MDAs, mining companies to start collecting data since there is limited time for the IA to produce the 2017-2018 report.

3. Procurement of the 2017/18 IA

A) Status Report on procurement of the IA

A brief update on the status of the procurement of IA was given by Mrs. Annie Lansana. She explained that after the technical evaluation, three firms made it to the final stage; Moore Stephens – 86.5%, Boas & Associates- 95.25%, BDO Tunisia – 92.625%.Two other firms; Bakertilly and Ernst & Young both scored 65.25% and 66.25% respectively and automatically dropped out below their scores were below 80% pass mark.

Using the least cost method as required by World Bank procurement process, Boas and Associate had the least price of $86,998; Moore Stephens price was $150,000 and BDO $113,229.

She further explained that even though the wining firm has been informed but Boas has not signed the contract yet because of the 10 days standstill which is ongoing at the moment. If no issue came out from other competitive firms, then Boas will be issued the contract for signature.

In relation to procurement of the Independent Administrator (IA) for production of the 2017-2018 report, the MSG endorsed the Procurement committee's decision. The procurement committee had endorsed the combined technical and financial evaluation report which indicated that Boas and Associates from Ghana was the most responsive bidder. According to the technical and financial evaluations undertaken by the MSG technical committee, Boas & Associates received the highest average score of 95.25% on the firm's technical proposal and also submitted the least cost of USD 86, 998 for the assignment.

4. Production of the 2017/18 Report

The following decisions were taken during discussions on the production of the 2017-2018 report:

a) The updated reporting templates (for companies and government) which included some additional revenue streams was approved by the MSG subject to clarification from the IA on whether two of the new revenue streams should be excluded from the template. The basis on which they will be excluded is if they were not material payments. These streams were Diamond Dealers License fees and Gold Dealers License fees. During deliberations on the need to introduce a few more revenues streams, the MSG noted that it was necessary to do so to increase the comprehensiveness of the report.

Update on the above: The IA awaits the submission of the NMA dataset to make a determination on the materiality of the license fees for gold and diamond dealers. If these revenue streams are found to be material the IA will advise they remain as part of the revenue streams to be reported on. For precautionary reasons, the IA recommended that the two (2) revenue streams are kept on the template for timely collection of the data whether material or not.

b) The MSG approved the use of the 2016 templates for export and production templates for the 2017 and 2018 reporting.

c) On collection of data, the MSG requested the Secretariat to proceed with distribution of reporting templates to the respective MDAs and companies.

Update - Based on the IA's advise to keep Diamond Dealers License fees and Gold dealers license fees on the templates, the Secretariat will re-send the updated templates to all reporting entities.

d) The MSG established a deadline of 10th October 2019 for the submission of completed templates by both companies and government entities. Companies are to submit their templates with all supporting documents and certified by their external auditors. The MDAs are to submit their templates with all supporting documents attached and will be forwarded to the Auditor General for certification.

e) On list of companies to report, the NRA agreed to share with SLEITI Secretariat by Tuesday 24th September 2019, a list of companies which made the highest contributions to total extractive revenues for the years under review. The Secretariat will use it to determine tentative list of companies to report on and share same with the MDAs.

f) On the 10% surface rent received by MPs as Constituency Development Fund, the Secretariat should engage the Clerk of Parliament and Speaker to discuss training for the relevant MPs on SLEITI reporting. The MSG noted that some of the recipients of the CDF were no longer serving as MPs which will pose a challenge in collecting data from them. The Secretariat was urged to do their best.

g) In relation to CDA payments, the NMA opted to share the Community Development Agreements with the SLEITI Secretariat to foster understanding of the CDA structure and to aid the design and distribution of reporting templates.

h) Mining companies were requested to provide details of surface rent payments as well as full details on CDA funds disbursement for the 2017 and 2018 fiscal years.

i) NMA to submit their dataset by Wednesday, 25th September 2019.

j) Reporting for 2017 and 2018 should be by 'license' and not by 'project'.

k) For timely provision of their 2017 and 2018 bank statements, the NRA should formally request the Bank of Sierra Leone to directly forward soft copies of the Authority's bank Statement to the Auditor General indicating that it is for use during certification of their reporting templates for preparation of the 2017-2018 EITI Report; that the Minister of State on her returned should further engage the BSL authorities to speedily release all Bank statement requested by NRA as a matter of urgency.

Note: In relation to the Contextual data for the report, all MDAs are reminded to update their websites or send hard copies of the necessary information to the Secretariat, if you cannot populate your website accordingly. As per the approved IA Terms of Reference, the non-revenue

information to be provided can be found on the attached document. The concerned entities are to recall that the EITI demands uploading of non-revenue information on the various websites in line with the mainstreaming requirement. The MMMR, NRA, EPA, NMA, MoF, Audit Service and the MoLG are to take note of the above.

5. Closing:

There being no other business to discuss, the meeting was brought to end. The motion was moved by Yusuf Dauda Suma, Seconded by Aminata Massaquoi.

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Signature of Chair

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Signature of Secretary