

Timor-Leste EITI Multi Stakeholder Group

MINUTES

31 October 2013

09:30 – 11:17

Farol Office

Participant Members*

Carlos A. B. Florindo	Manager of ETADEP, CSO Representative
Elda Guterres da Silva	National Coordinator TL-EITI (MPMR)
Angelina Branco	Eni Country Representatives
John Prowse	Country Manager Timor-Leste, Sunrise Joint Venture
Martinha da Silva	Director FHF, CSO Representative

Alternatives, and Non-Voting

Flavio Ximenes	Eni SIS
Honesia Araujo	Marketing and Revenue Management Officer (ANP)
Trifonio Flor Sarmento	Outreach Officer TL-EITI (MPRM)
Jacinta Paula Bernardo	Timor Gap E.P
David de Araujo	ConocoPhillips external relations
Francisco Alegria	Timor Gap

Absent:

Jose Amaral	Deputy FONGTIL
Jose Lobato	Country Manager ConocoPhillips Timor-Leste
Angelo Lay	Director of Commerce, ANP
João Demetrio Xavier	Petroleum Fund Operational, Petroleum Tax Division, MoF
Remigio Viera Laka, Alternate	Director of FSG, CSO Rep
Filipe Nery Bernardo	Petroleum Fund Analyst- MoF
Fernando de Carvalho	Chief Accountant –BCTL
Luis Martins	Timor Gap E.P

Chair by: Elda Guterres da Silva National coordinator TL-EITI

The agenda for discussion

1. Review meeting minutes on 08 October 2013
2. ToR for MSG
3. Work Plan
4. Nomination for training in Jakarta (EITI Standard)

1. Review meeting minutes on 08 October 2012

The Minutes approved

2. Review ToR for MSG

Industry have explain the proposed changes as highlight in yellow and have suggested to inclusion paragraph as highlight in green as attached below:

Objectives

- Determine and agree the scope of EITI audits/reports in Timor-Leste, in accordance with the **most recent** EITI Standard , develop EITI reporting templates to be used by companies and government that are easily comprehensible, determine terms of reference for and select an independent auditor to reconcile revenue and payment data, and ensure that EITI reports are published and disseminated.
- Determine and agree the level of aggregation/disaggregation to be included in the reports that appropriately protects commercially sensitive information without compromising the public's right to information on both extractive industry payments and government receipts. The group will determine the frequency/cycle for EITI reports in Timor-Leste, in accordance with the **most recent** EITI standard.

Membership

The interested party(s) in **Extractive Industries** and **key stakeholders** as defined in requirement 1 (**1.3 F.ii**) are invited to participate as observers. The Working Group may invite other observers as it sees fit in accordance with the Decision Making / Voting provisions of this Terms of Reference. Observers will not be eligible to vote or take decisions on issues under consideration by the members of the Working Group. Observers will be subject to the same rules of conduct as full working group members.

Term of Membership

Members shall be appointed for an initial two years term and can be reappointed for a second two years term. While the multi-party nature of the group must be maintained (i.e., government, extractive industry companies, civil society and SOE must always be represented), the group may agree at any time to change, add, or reduce number of members.

Meetings

The Working Group shall meet at a minimum once per month or as otherwise agreed until such time as work plan is released for review of key stakeholders and validation is achieved. Frequency of meetings shall be reviewed by the group after publication of the final work plan and validation is achieved to ensure full implementation of the work plan.

Meetings will take place when the attendance of the MSG meets the quorum in term equal to that of the EITI board (sub article 7 of article 8 of Article of Association.

Decision Making/Voting

The Working Group shall strive to reach resolution on matters by Consensus. However, where consensus is not possible, then final decisions of the Working Group shall be taken by vote. The vote must be taken at least two thirds of the quorum. A resolution can pass with 50%+1 in support of resolution

3. Draft Work Plan

MSG propose to post pone to discuss this work plan in the next meeting due to require further explanation and clarification from government entity. It was accept

4. Nomination for training in Jakarta (EITI Standard)

EITI International Secretariat and the World Bank EITI Multi-Donor Trust Fund will organize workshop that take place on 3-5 December in Jakarta, The invitation letter to participate the upcoming workshop on the EITI Standard for implementing countries in South East Asia was circulated to MSG.

The multi-stakeholder group in Timor Leste is invited therefore the EITI international request to nominate three MSG members to attend the workshop, preferably one from each constituency - government, civil society and industry. Please submit the nominations name to Secretariat TL-EITI as soon as possible and no later than 5 November. (see invitation letter).