

Timor-Leste EITI Multi Stakeholder Group

MINUTES

1 December 2016

09:27 – 10:41

Farol Office

Participant Members*

Elda Guterres da Silva	National Coordinator TL-EITI (MPMR)
Agostinho G. Ramos	MoF/ DNPMPR
Antonio dos Santos	Woodside Country Representative
Helio dias da Silva	Habera
Filipe Nery Bernardo	Petroleum Fund Analyst- MoF
Angelina Branco	Eni Country Representatives

Alternatives, and Non-Voting

Henrique Monteiro	TIMOR GAP E.P
Trifonio Flor Sarmento	Secretariat TL-EITI
Rui Matos	Senior Manager Assurance (Ernst & Young Audit & Associado- SROC,S.A)

Absent:

Francisco Alegria	TIMOR GAP E.P
Dulce Natalia	ANPM
Fernando Carvalho	Chief of Account BCTL
Hamud Alkatiri	ANPM
David de Araujo	ConocoPhillips External Relations
Timoteo T. Pires	BCTL
Jose Lobato	Country Manager ConocoPhillips Timor-Leste
Nelson Miranda	Luta Hamutuk
Tobias Ferreira	BCTL
Venancio A. Maria	BCTL
Sabino Gusmao Fitun	Director Ba Los
Martina da silva	Director FHF

Chair by: Elda Guterres da Silva	National Coordinator TL-EITI (MPMR)
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The chair opened the meeting with information that the winning bidder for 7th and 8th TL- EITI report is Ernst & Young Audit & Associado- SROC,S.A. This assignment will be led by Rui Matos, Senior Manager, Assurance. The contract was signed on 30th November 2016.

Draft schedule meeting E&Y with MSG (Constituency Group or Individual) have prepare by Secretariat TL-EITI. Partly confirmed except ConocoPhillips, BCTL, (already have other commitment) TIMOR GAP E.P and CSO will confirm later.

In the other hand presentation were made by Rui as following:

1. Introduction – Team
2. Project information and schedule information consist of: Phase 0 Scoping analysis & Phase 1 Preliminary Analysis Phase 2 Data Collection Phase 3 Initial Reconciliation Phase 4 Investigation of discrepancies Phase 5 Final Report
3. Project information & schedule – Milestones and Dead Lines
4. Protocol Communication
5. Other Notes

During the presentation MSG seek clarification following matters:

1. Will the recommendation letter provide by E&Y will be made available only for public as well as MSG?

Response E & Y:

It will be made available to the public, therefore MSG and IA should discuss and agree on all of the recommendation before issuing the final report.

2. Would the materiality and level of disaggregation be stated clearly on the reporting template?

Response E & Y:

Yes, E&Y will deliver draft reporting template for discussion and approval by the MSG and this will be completed in phase 0

Industries express one point as lesson learnt from previous EITI Report. Finalization of reporting template might take longer than expected. Each company will need to consult and discuss with their internal Financial Department and obtained approval from HQ. However Industries will place its effort in providing feedback as quick as possible and the response will depend on the proposed draft reporting template.

Industry recommended IA to clearly outline in the draft reporting template that all data provided will be published wither in the same format as the reporting template or a different format.

In other hand Industries noted base on ToR the Independent Administrator must enter into a Confidentiality Agreement with each reporting entity, purpose of the CA only to ensure data provided by each reporting entity particular sensitivity information data should stay with Independent Administrator and not allowed to disclose in the reporting templates.

In order to expedite data gathering process, industry suggested to E&Y to start working with reporting entities on Confidentiality Agreement as soon as possible to align with E&Y's proposed timetable.