

**MEETING MINUTES**

**05 October 2018**

**Farol Office**

**Participant Members**

Filipe Nery Bernardo	Petroleum Fund Analyst- MoF
Agostinho Gregorio Ramos	Tax Department - MoF
Angelina Branco	Eni
Helio da Silva	Haberman
Sabino Gusmao	CGT
Honesia Amaral	ANPM

**Alternatives, and Non-Voting**

Dulce Natalia	ANPM
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**TL-EITI Secretariat:**

Elda Guterres da Silva	National Coordinator
Octavio Jordão de Araújo	Adviser
Trifonio Sarmiento	Outreach Officer
Abelina Emilia do Rosario	IT Officer

**Absent:**

Fernando Carvalho	Chief of Account BCTL
Timoteo T. Pires	BCTL
Tobias Ferreira	BCTL

**Meeting opened at 9.35 AM.**

#### **1. Approval of the agenda**

The MSG agreed to the agenda of the meeting.

#### **2. Approval of documents**

MSWG meeting minute 08 June 2018

#### **3. Discussion of Draft Terms of Reference (ToR) for Independent Administrator (IA)**

MSWG discussed and analysed the final draft of the content of the ToR for IA. The discussed topics include the inclusion of project level reporting (Req.4.9), annexed mainstreaming's ToR and latest recommendations from one of the industry constituents. The stakeholders were updated by the national TL-EITI Secretariat on project level reporting (PLR) following an online discussion with the International Secretariat (IS) in 3 September 2018. The IS clarified that Timor – Leste have reported PLR coverage in recently published 2014 and 2015 TL-EITI reports. It was agreed in the MSWG meeting that “project level reporting” is defined as the same level of reporting produced in 2014 and 2015 TL – EITI Reports. The MSWG hereby agreed to include the PLR in the draft ToR with the agreement that the new hired IA shall maintain the definition of PLR for Timor-Leste under the limitation of PSC disclosures similarly to the referred EITI reports. The disclosure of any other information without MSWG consent shall be excluded.

MSWG also discussed the recommendations emailed by industry to include in the tasks and obligations of the new IA. Stakeholders understood that most of these recommendations have been captured in the content of the draft ToR. MSWG inputs were delivered to the company and await for their feedback. MSWG also will review the content of the draft ToR for mainstreaming and will provide its feedback as soon as possible.

MSWG agreed to determine the deadline for the revision of these documents before the upcoming Friday (12/10/2018) in order to precede the procurement process as soon as possible. The TL-EITI Secretariat will then prepare and send the final draft of the ToRs to the stakeholders for their approval via email. Suggestion was made to publicize the tender as soon as possible and also consider publication through local media (*i.e.* newspapers and/or TV announcement).

#### **4. Discussion of launching of TL-EITI Reports and dissemination of information**

MSWG constituents were updated with the budget allocation for TL-EITI's 2018 activities. Two main activities to perform this year are the launching and the dissemination of information of the 2014 and 2015 TL-EITI reports. The TL-EITI Secretariat provided options for the launching ceremony agenda however, due

to time constraint, MSWG suggested to defer it and focus on the dissemination program instead. Any budget amounts allocated for the launching should be shifted to the preparation of the dissemination.

TL-EITI Secretariat also proposed the schedule and location(s) for the public dissemination. The idea was to conduct meetings in the country's eastern areas where the community have yet to participate in EITI activities. It was also proposed to conduct one or two meetings in the mid-November 2018. If necessary, the dissemination program shall be continued in 2019 under the expense of next year's budget. MSWG members were aware the importance of the sharing information with the community however due to the distance to the suggested locations from Dili and the current condition of the roads, stakeholders proposed the national secretariat to also alternatively consider other regions nearby. Further updates on agenda and budget preparation are required.

#### 5. Upcoming meeting

There is no schedule proposed for upcoming meeting. MSWG will send document approval through email.

The Chair declared the meeting closed at 11:10a.m.


Minutes approved and signed by:

(Name)

(Signature)

1.

Filipe Nery Bernardo



2.

Honesia Araujo



3.

Sabino Filun



4.

Helio Das DASILVA



5.

ANGELINA B. BRANCO



6.

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