

MEETING MINUTES

08 June 2018

EITI-TL Secretariat, Farol, Dili

Participant Members

Filipe Nery Bernardo	Petroleum Fund Analyst- MoF
Antonio dos Santos	Woodside Country Representative
Angelina Branco	Eni
EstefanusColi	MDI
Helio da Silva	Habera

Alternatives, and Non-Voting

Honesia Amaral	ANPM
Dulce Natalia	ANPM
David de Araujo	ConocoPhillips External Relations
Francisco Alegria (Observer)	TIMOR-GAP

TL-EITI Secretariat:

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

Absent:

Fernando Carvalho	Chief of Account BCTL
Timoteo T. Pires	BCTL
Tobias Ferreira	BCTL
Sabino G. Fitun	Core Group Transparency (CGT)

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 May 2018

3. Discussion of Draft Terms of Reference (ToR) for Independent Administrator (IA) evaluation performance

MSWG discussed and analysed the content of the first draft of ToR for IA. The purpose of this discussion is to assist with the preparation of the new procurement process for hiring consultant for upcoming TL-EITI report(s) and feasibility studies. TL-EITI Secretariat proposed the Board's template of ToR for IA + Beneficial Ownership (BO). Timor-Leste requires detail investigation on BO and decided to engage the same IA to conduct BO analysis. As suggested earlier, MSWG proposed a tender for three year services.

In discussion, MSWG propose to include mainstreaming approach in the scoping phase of the ToR. Since the template is designed only for reconciliation report and BO, TL-EITI Secretariat proposed to consult in advance with International Secretariat (IS). The Secretariat would follow up with the IS by email and through upcoming Skype call.

MSWG proposed to maintain some information as of the previous ToR (for the production of 2014+2015 EITI report) such as scoping and inception report be prepared by the IA. Changes made by MSWG members with the content of the draft ToR will be highlighted in comment section and this draft will be delivered to the IS for their feedback. Items such as materiality threshold and margin of error (after reconciled amounts) will require discussion amongst MSWG members and decided its value to propose to the new hired IA. The MSWG suggest the National Secretariat to draft the proposed schedule of payments and timetable of the IA services in excel file.

MSWG members acknowledge the deadline of BO implementation in 2020 hence, efforts will be made to carry out the research/analysis on this issue and continuingly discuss this year. In terms of budget for contracting, will depend on the new government's program.

4. Discussion of Annual Progress Report (APR) 2017

MSWG agreed with the table of content of the prepared draft APR 2017. Industry constituent has provided some comments while other members will review and provide comments following this meeting. MSWG members have agreed to finalize the review before publication deadline (01-07-2018).

5. Schedule next meeting

Upcoming MSG meeting yet to schedule.

