

Timor-Leste EITI National Working Group

MINUTES

16 July 2009

9:30 – 11:55

EITI Secretariat Office

Belarmino Lobo, Bidau Lecidere, Dili, Timor-Leste

Participants Members*

Carlos Florindo	ETADEP, CSO Representative
Peter Smith	ConocoPhillips, Timor-Leste Country Manager
Doug Adams	Country Manager, Woodside
Viriato Seac	Researcher La'o Hamutuk
Manuel de Lemos	Director, SERN (Focal Point EITI)
Angelo Lay	ANP

Alternatives, Non-Voting, and Observers

Cipriana Tita Sousa	ANP
João Demetrio Xavier,	Petroleum Tax Division MoF
Florencio Fernandes (Alternate)	Eni Timor-Leste, Dili Office Manager
Elda Guterres da Silva	Secretariat EITI, Finance and Administration Officer
Trifonio Flor Sarmento	Assistant Outreach Coordinator & Finance and Administration Officer for Secretariat EITI
Dorian Vasse	World Bank USA, DC
David Hook	World Bank
Cristina Costa	Conocophillips
Juvita Zulmira de Sousa	Balos Foundation
Maria do rosaria de Fatima	Balos Foundation
Filomena Franco	HAFOTI
SedelizioLeo Ximenes	Balos Foundation

Absent:

Abdur Rahman Khan	Advisor, Petroleum Tax Audit
Vidar Ovesen	Fiscal Policy and Petroleum Fund Advisor, Ministry of Finance (MoF)
Elga Anita	Staff SERN
Venancio Alves Maria	Executive Director, Banking and Payments Authority (BPA)
James Kernaghan	External Relations & Comms Mgr, Eni Australia
Mericio Akara	Program Coordinator Luta Hamutuk
Tony Heynen	Eni Timor-Leste, Country Representative

Chair By

Manuel de Lemos
Director, SERN (Focal Point EITI)

Following are the agenda for discussion

Agenda for the meeting:

- 1) Review previously Minutes of the Meeting on 18 June 09
- 2) Up date ToR for Validator (including other Industry not involve in EITI)
- 3) Up date CS Workshop
- 4) Up coming Socialize Final EITI Report
- 5) Other Business
 - Brochure
 - ToR for Recruitment of Outreach Coordinator
 - Review EITI Work Plan
- 6) set up for Next meeting

Introduction

Working Group (WG) welcomes Dorian Vasse as Program Officers, Oil Gas and Mining Policy Division of the World Bank from Washington and David Hook, Governance Specialist World Bank Office in Timor-Leste as observer.

The mission is to meet with key multi stakeholders of the EITI and the main objective is to work closely with the National EITI Secretariat and Secretary of State for Natural Resources in order to ensure smooth execution of those activities which exist in work plan, also to discuss the financial management and procurement arrangements.

1) Review Minutes

Group members reviewed and agreed the Minutes Meeting on 18 July 2009.

2) ToR for Validator

Regarding to previously meeting (**WG**) proposed to started the request for proposal process for the ToR for validator is on 1 July 09 but it was pending because of some delay of complete in attachment 2 (list of company active in Extractive Industry) need to sort it out.

As Industry concern that the attachment in ToR for validator is going to be the same acted in the Extractive Industry that listed in the Petroleum Fund Report, they assume that other Industry that Operate in Timor-Leste can be list as well.

It was accepted by government to provide list of companies to the National EITI Secretariat.

Government has also requested to change (David Hook to replace Rab Habib) as an observer in the list of attachment 1, it was accepted.

Then discussion continued WG decide to exchange the schedule whether the date is to close or long to engage with validator, because this ToR for Validator require to be prepare to publishing in the public as well as in the EITI International Secretariat, because Timor-Leste is ready for this process.

Request for Proposals	21 July -10 August 2009
Selection of Validator	10-20 August 2009
Contract Signing	25 September 2009
Inception period	October 2009
Draft Report	November 2009
Final Report	December 2009

Panel for selection of validator established which is comprises 2 representatives from each of three stakeholders; they will work early August 2009. It was accept

3) Up date CS Workshop

The Summary outcome report and actual last expenditure finance by Multi Donor Trust Fund (MDTF) for the CS, MSG and Parliamentarian Members Workshop on 22-26 June 09, which is facilitate by Revenue Watch Institute (RWI), Publish What You Pay (PWYP) & EITI International Secretariat, as information to the WG.

Government point of view find this was a useful, what really concern is the next step is to work closely with the ndustry to organize the similar Capacity constraint which is approach with initiative from industry.(in how they operate and how their facilitate)

CS raise an issues there is none of Government or Industry represented during the 3 days Workshop, they need full involvement just incase that any question are rose by CS can be respond.

As government advice that whenever CS would like to host weather Workshop, Seminar or Training, they need to communicate & find suitable time and day to accommodated it.

WB has question: how CS communicate information and develop their capacity building related to the Oil Sector

Answer is: every 3 months CS comes together in under NGO Forum (FONTIL) to have regular meeting to increase their capacity and share information, they coming from different organization, (National, District and Rural levels).

4) Up coming Socialize Final EITI Report

In the following Month the First EITI Publish Report will be complete, the MSG assume that the President and Secretary of State for Natural Resources will be able to launch formal this report, then WG need to split in two Group (A) will Cover Manatuto, Baucau, Viqueque, Lospalos, Same and (B) Ermera, Aileu, Suai, Ainaro, Maliana and Liquisa) lastly are all Team will go together to Oecussi District, Validator can engage WG to the District to disseminate this EITI report but after the documents are translated in to four languages (English, Bahasa Indonesia, Portuguesa and tetum only with popular version).

Governments will keeping touch with each of the stakeholders are represent from variety district to organize weather is going to be Workshop Seminar or doing short presentation on the process of EITI.

Industry has concern that WG need to understand this is the first stage request the Data; they have to check the template, guidelines because it is not normal form, they require time to fill it out.

5) Other Business

- Brochure:
Additional revision made by Industry, WG proposes to circulate once again for comments, the last comments are on 23 July 2009, and then it will be submit to translate into Tetum version. Lastly is request to change the picture. It was accept
- ToR for Recruitment of Outreach Coordinator

WG have to work on this ToR with the reasons that WG need to have someone very good background of media officer/Outreach communication special when the EITI Report are in hand. WG suggested reviewing it and presenting to next meeting.
- Review EITI Work Plan

Base on EITI work plan, WG agree to change the sentence in the Status column
Such as (**Achieved** to **Completed**) then it was accepted.

Next Meeting

Next meeting will be held in the EITI Secretariat Office next to Xanana Reading Room, Rua Belarmino Lobo, Lecidere, on 17 August 2009, at 9:30 till finishing.