

Timor-Leste's EITI National Working Group

MINUTES

**21 May 2008
09:30am – 12:00pm
Conoco Phillips Office
Dili, Timor-Leste**

Participants

Members:*

Andrew Caddy	Adviser, Timor Sea Designated Authority
Lizete de Fatima	Woodside
Manuel de Lemos	EITI Coordinator, SERN
Domingos Lequi Siga Maria	Director of Planning, SERN
Mark Sherwill	Country Manager, Conoco Phillips T-L, SA
Rob Steele	TLRS
Carlos florinda	ETADEP
Floencio Fernandes	Eni
Fernando da Silva	BPA
James Kernaghan	External Relations & Communications Manager, Eni
Zinha Bianca	MDI

Observers:

Tobias Rasmussen	International Monetary Fund
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Chair:

Mark Sherwill	Country Manager, Conoco Phillips T-L, SA
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Minute taker:

Andrew Caddy	Adviser, Timor Sea Designated Authority
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Minutes:

1. Introduction

Group reviewed the agenda for the meeting and it was accepted.

2. Minutes from previous meeting:

The minutes from the previous meeting were discussed and it was noted that some amendments were required. The members agreed to review the minutes via email and finalise by 28 May.

3. Status of recruitment of Secretariat Staff

The sub-committee responsible for the recruitment presented the members with an update of the process. The following points were noted:

- There were about 40 applicants, but most of those applied for the finance/administration role. 1 person applied for the Outreach Coordinator role.
- The sub-committee shortlisted the applicants down to 6 candidates.
- Whilst the Outreach Coordinator applicant did not have any oil & gas experience, it was decided by the sub-committee that the applicant was still very capable of performing the role.
- One of the finance applicants was also identified as a potential candidate for the Outreach Coordinator role.

One of the members suggested recruiting 2 people for each role. It was noted that one of the considerations within the secretariat is to provide capacity building and the recruitment of additional people within the secretariat would lend itself to this.

It was noted that the current budget would allow the additional personnel to be appointed, including on-costs.

One member raised the question of office space and equipment. The Representative of the Secretary of State confirmed that the additional recruits would be able to be accommodated.

Another suggestion raised by the sub-committee was to recruit a high school graduate as a trainee. It was agreed that this was a good idea and should be considered by the new secretariat when it is appointed.

It was also noted that the recruitment of additional secretariat staff would provide continuity in the event of any of the recruits resigning after a short period. It was noted that there was a lot of work involved in the recruitment process and the time taken to fill the roles.

Several discussions followed in relation to the cost of the additional recruitment and how the salary would be decided for each role. It was agreed that the salary should be based on responsibility with the Outreach Coordinator filling the most senior role.

One of the members questioned the written English capability of the applicants because it was noted that the role would require extensive document writing, possibly including detailed terms of reference documents. It was suggested in the final interview stages to ask candidates to provide examples of written works that they had been responsible for.

Several questions were raised by the members about the specific terms within the contracts of employment. In particular, the length of employment and the duration of

any probation period. It was acceptable to the members to have an 18 month contract period with a 3 month probation period, in accordance with Timor-Leste labour law.

It was then agreed by the members that the contract should be in the form of a standard Timor-Leste Government employment contract but that the role should report functionally to the EITI Working Group members.

4. Petroleum Resource Centre

The Representative for the Secretary of State confirmed that the temporary office of the Secretariat was almost finalized. The allocation by the Government is for three years and office equipment would be provided.

The sub-committee responsible presented a conceptual paper for the permanent Petroleum Resource Centre (“PRC”).

The Group discussed the concept paper and it had widespread support but at this stage should not include accommodating the office needs of the National Consultative Council of the Timor-Leste Petroleum Fund without consultation with them.

One member asked if any location had been identified for the PRC. It was noted that no final decision had been made on the location but that a central city location was preferred. The Representative of the Secretary of State said the Timor-Leste government was giving consideration to funding the on-going operations of the PRC.

It was suggested also that the PRC could also provide an avenue for Timorese wanting to seek employment in the oil and gas industry and a place for industry to seek employees.

Industry noted that it may be able to assist with the capital costs of the PRC, but not the ongoing operations.

The Group continued to discuss the resources and capabilities of the PRC. It was noted that the role may change over time.

It was agreed to revise the Concept Paper and continue with the project.

5. Workplan Progress

The Working Group discussed the progress of the Workplan and in particular, the budget. It was noted that the Government had been well briefed on the budget and the members did not have any further concerns.

It was noted that a budget review would be required during the fourth quarter of 2009.

The next steps in relation to the Workplan was to begin the preparation of terms of reference for the review of the Timor-Leste legal framework and the TOR for the preparation of the EITI report.

6. Next Meeting:

It was suggested to hold the next meeting around the 9th or 10th of July, starting at 9.30am. The location would be confirmed in due course.

The meeting closed at 12.20pm.