

**MEETING MINUTES**  
**March 23<sup>rd</sup>, 2018**  
**EITI-TL Secretariat, Farol, Dili**

**Participant Members**

Sabino G. Fitun	Core Group Transparency (CGT)
Dulce Natalia	ANPM
Agostinho G. Ramos	MoF/ DNPMR
Manuel Simeão	FONGTIL
Filipe Nery Bernardo	Petroleum Fund Analyst- MoF
Angelina Branco	Eni Country Representatives
Francisco Alegria	Timor GAP
Helio Dias da Silva	Haberan

**Alternatives, and Non-Voting**

David de Araujo	ConocoPhillips External Relations
Pedro Brito Fernandes	Coordinator Program

**TL-EITI Secretariat:**

Elda Guterres da Silva	Técnica Especializada
Trifonio Flor Sarmiento	Outreach Officer
Octavio Jordão de Araújo	Adviser
Abelina Emilia do Rosario	IT Officer

**Absent:**

Antonio dos Santos	Woodside Country Representative
Fernando Carvalho	Chief of Account BCTL
Henrique Monteiro	TIMOR GAP E.P
Timoteo T. Pires	BCTL
Tobias Ferreira	BCTL
Jose Lobato	Country Manager ConocoPhillips Timor-Leste
Martinha da Silva	Feto Hadomi Familia (FHF)

**Meeting opened at 9.30 AM.**

**1. Approval of the agenda**

The MSG agreed to the agenda of the meeting.

**2. Discussion of 2018 Work Plan (WP)**

MSG discussed the budget allocation for 2018 EITI activities, which is subject to Government's annual budget. The MSG noticed that some activities require an annual budget commitment for implementation, while currently the government is operating under the one twelfth budget regime (monthly basis).

MSG made a few changes in the WP in order to better align the activities with the objectives. For example, activities related to "dissemination of EITI reports" which was part of the 5<sup>th</sup> Objective (Strengthening EITI institutional development) is more suited for activities under 3<sup>rd</sup> Objective (Encourage discussion on transparency...), and also to include activity related to share knowledge activity among MSG members in the 5<sup>th</sup> Objective, and so forth. Hence, the revisions were made to reflect these. Other activities which do not require costs or not affected by the current budget situation will be continued to be implemented this year.

TL-EITI Secretariat to amend the WP with inputs from MSG members and communicate with International Secretariat for comments. New version of WP will be emailed to MSG for review and approval.

**3. Discussion of Independent Administrator (IA) for the preparation of upcoming EITI Report & ToR**

The Secretariat updated the MSG that as agreed in previous meeting, an evaluation team consist of one representative of each pillars is currently evaluating the performance of the Independent administrator (Ernst & Young). This is done as part of the requirement of the Government's Procurement policy at the end of a contracting period.

The Secretariat also informed that they have been advised by the legal unit of the Ministry of Petroleum and also has consulted the National Procurement Agency that the current contract with Ernst & Young Audit & Assoc., SROC, S.A., - the current IA, has expired as it's only valid for one (1) year and cannot be extended. The MSG discussed this issue and agreed that apart from the fact that the contract cannot be extended, it also a good practice to retender the services. The MSG noted that based on experience the procurement process will take some times to complete, in particular considering the current situation where the government budget for 2018 was not approved. This certainly will affect the timeline of reconciliation of 2016 EITI Report. The upcoming reconciliation is not possible to proceed with the current short term budget (monthly basis); therefore, it might have to wait for the new forming

government after the election in May 12<sup>th</sup>. Depending on the political situation, the government budget discussion can only take place after its five (5) years programs is passed by the National Parliament. This may take place in August or after.

The MSG's view that it is difficult to meet the deadline of publishing the 2016 report by the end of 2018. Despite these circumstances, the MSG agreed to continue its efforts to engage the IA as soon as possible, noting the contract award is subject to government budget approval. The MSG believed that it is important that this situation is communicated to the EITI Board and shall request an extension of submitting the TL EITI 2016 report.

Mean while, TL-EITI Secretariat will assist MSG in preparing the draft scope of work for the IA as the first step of the procurement process. This draft will be included MSG suggestion to incorporate Beneficial Ownership research into the scope\*. Once the draft is reviewed and agreed by MSG, will be sent to the Minister for approval. The EITI National Coordinator will follow up with the National Procurement Commission (CNA) to seek advice on the tender procedure. MSG will provide a maximum effort to support the tender process in order to accelerate the production of 2016 EITI report.

\*Standard ToR for IA available in EITI webpage: <https://eiti.org/document/standard-terms-of-reference-for-independent-administrator-services-incl-beneficial-ownership>.

#### **4. Schedule of next meeting**

No fix date is scheduled for the upcoming meeting, however for any circumstances that require immediate actions, MSG will be directly informed.

The Chair declared the meeting closed at 11:30am.

Minutes approved and signed by:

(Name)

(Signature)

1.  
David de Araújo



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Dulce da Silva

D. Silva

3.  
Salmo Firun



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