

Timor-Leste EITI National Working Group

MINUTES

28 January 2009

9:00:00 – 11:43

EITI secretariat Office

Belarmino Lobo, Bidau Lecidere Timor-Leste

Participants Members*

Carlos Florindo	ETADEP, CSO Representative
Peter Smith	ConocoPhillips, Timor-Leste Country Manager
Manuel de Lemos	Director, SERN (Focal Point EITI)
Florencio Fernandes, Alternate	Eni Timor-Leste, Dili Office Manager
Mericio Akara	Program Coordinator Luta Hamutuk
Viriato Seac	Researcher La'o Hamutuk
Doug Adams	Country Manager, Woodside
Vidar Ovesen	Fiscal Policy and Petroleum Fund Advisor, Ministry of and Finance (MoF)
Tony Heynen	Eni Timor-Leste, Country Representative

Alternatives, Non-Voting, and Observers

Elda Guterres da Silva	Secretariat EITI, Finance and Administration Officer
Trifonio Flor Sarmento	Assistant Outreach Coordinator & Finance and Administration for Secretariat EITI
Tobias Rasmussen	IMF, Representative
Cesario dos Santos	Woodside representative
Francisco Monteiro	NGO Forum, CSO representative
Habib Rab	World Bank
Cristina Costa Quintas	External Relations

Absent:

Lizete de Fatima M.	Development Program Advisor, Woodside
James Kernaghan	External Relations & Communications Manager, Eni Australia
Angelo Lay	ANP
Venancio Alves Maria	Executive Director, Banking and Payments Authority (BPA)
Elga Anita	Staff SERN
Joao Saldanha, Alternate	Macro economy, MoF
João Demetrio Xavier	Petroleum Tax Division MoF
Abdur Rahman Khan	Advisor, Petroleum Tax Audit

Chair By

Manuel de Lemos
Director, SERN (Focal Point EITI)

Introduction

The EITI Secretariat office has been function in the mid of bi annually of 2008 it was the first time that multi stakeholder held the meeting, before commence of the meeting the last previous meeting minutes and EITI national work plan circulated to Working Group (WG). Then Members have also welcomes the new member replacement from company and international organization.

Review Meeting Minutes

The previous meeting minutes on the 11 December 08 has been reviewed by WG it was agreed and approved in principle, however Industry subsequently provide additional revision that will be considered by the WG, prior to the final approval.

Multi Donor Trust Fund (MDTF)

Regarding to the MDTF grant The disbursement letter from the Bank in Washington and other grant agreement which need to be clear by legal people will be circulate to WG through email.

Template for the EITI Report

EITI WG has establish the sub committee with all stakeholders participating, The sub committee has met four time to up dating the progressing report, there was possibility that sub committee to elaborate on EITI report template, WG has agree in starting reviewing current template and provide draft new EITI report template for later approval by WG. and Deloitte has also meet individually representative from civil society, company and government to discuss the template report, further issues that sub committee discussion is draft reporting template for the company reporting what have been paid in petroleum revenue and for the government reporting what have been received, this template suppose to be use collected that information by an independent auditor, Then the finally report will be submitted to the minister, and also will discuss & submitted to the WG when the report have place together, sub committee also discuss reporting guide line which is more less explanation on how to decline to define special in the template and which describe the requirement for reporting.

The sub committee has also discuss the last meeting in the WG regarding to draft a letter to the Secretary of State for Natural Resources to ensure that using the independent Auditor as entity to collect this information comply with requirement in EITI, and guarantee that WG are satisfy to appoint the independent auditor to do the work. Current in situation Deloitte has discussed this template with all entity and in next weeks suppose to circulate the new draft template and new version reporting guide line documents, the group has discuss specific template use by company and government need more time to discuss and will see weather the group can reach consensus on this template,

This template will contain disaggregating information, which is going to report to the independent Auditor but this template will not be disclose unless the group agree on that report, so far the group has not reach on consensus of aggregation and disaggregating report, template for the public EITI report on that issues the sub

committee has not reach agreement, cause there are quite precision issues of different use on that template.

what is going to be apart of the template is company and government should reporting to the independent auditor reach consensus on those template report those template will be quite disaggregating in term of information require by independent auditor to do the work, next issues what of information that require to disclose to the public, the group continues to review report template for the company and government agency with aim to reach consensus on template and to provide agreement information disaggregating level to the independent auditor, in same time the group review the draft guide line reporting.

Review and Update Work Plan

Related to this issues EITI members had reviewed it, some amendment are require by stake holders regarding to the *timetable, estimated cost* and one additional column which will name it(*Status*), one members rise an issues who is going to be main player to organize the 3b Activity (capacity building for civil society {CS}) is it by CS or EITI secretariat, WG just provide financial to deal with it and the fund will coming through the state budget & MDTF but the responsibility to make program and liaise in civil society , CS required to provide proposal to the WG for approve and how to move forward this can be start such as Conference, Seminar, Workshop Etc, the fund is allocated US\$ 20.000 to be spent for CS activity, as part of government will make sure financial section under the Secretary of State for Natural Resources will proceed for arrangement,

one members also query, what happened to the civil society proposal previously, it is because those documents which has submitted by CS is already by the end of the year of the closing the fiscal year budget, As government state that no activity has been taking by CS the fund for CS activity is still available 2009.

3C Activity (capacity building for industry) the industry agree will organize this activity but need to identify level of detailed which are require between industry, this capacity is for industry to industry issues related to the EITI and from industry to other stakeholders such as (High School, Civil Society and University) is great opportunity for those student are talk directly to the peoples from industry on how conduct the business instead of talk to third party which not been involve on industry process.

Related to the work plan discussion WG agrees to bring it back for the next meeting when it has been revising and approve will send it directly to International Secretariat as up date new version.

Other Business

4 People Visiting Bayu Undan

Nomination for field trip to Bayu Undan has been identify by civil society Institution (NGO Forum, Luta Hamutuk except Lao Hamutuk, have yet making any decision who are going to stand for, Government side has propose the EITI Secretariat is going to represent, then the following is Industry will make an arrangement of the date of trip and the period of time for visiting is confirm yet.

Follow Up Transportation

No change, the group advised the EITI Secretariat to follow up with the responsible person in the Ministry of Finance concerning the availability of a vehicle for use by the EITI Secretariat, the government will organize the transport.

Civil Society required interpreter

In the past World Bank has provide interpreter for some members that have low of understanding in English, in this matter from now on WG propose to have an interpreter during the meeting it was excepted and been re arrange by the world Bank, WG then agree that the EITI Secretariat & World Bank will manage to provide the translator when the group are required.

One member suggest to change the language in (tetun) which to be use during the meeting.

EITI conference in DOHA

The International EITI Secretariat will provide fund for 3 peoples to attend by annually EITI conference which has schedule in DOHA from 16-18 February 2009, some of the cost will be cover under the national EITI Secretariat budget for civil society and government.

For other stakeholders from Industry and international Observer wish to attend the conference feel welcome but the cost will be cover by it self organization, in this situation the government propose one member from civil society to present, it also been decide by International EITI Secretariat 2 from Government and Civil Society reps will attend the conference.

Outreach Recruitment

WG agree to re start the recruit process for an Outreach Coordinator to support the EITI Secretariat and EITI Stake holders' activity, this Term of Reference (ToR) are require to review again by MSG.

Presentation

This presentation has present to the WG regarding to EITI implementing "Best Practice and Tools" conference held on 10-14 November 2008 in Berlin, German.

Next Meeting

The next meeting is schedule on 12 February 2009, at 9:00 till finishing in the EITI Secretariat Office next to Xanana Reading Room, Rua Belarmino Lobo Lecidere.