

Stakeholder engagement – template for EITI data collection

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**The period under review:** July 1, 2016, to December 31, 2021

**Validation team:** [Names and emails]

**Deadline for submission:** December 31, 2021

## Introduction

The EITI requires effective multi-stakeholder oversight, including a functional multi-stakeholder group that involves the government, companies, and civil society's full, independent, active, and effective participation.

The key requirements related to multi-stakeholder oversight include (1.1) government engagement; (1.2) industry engagement; (1.3) civil society engagement, including [EITI Protocol: Participation of civil society](#); and (1.4) the establishment and functioning of a multi-stakeholder group.

This template aims to collect information from MSG members about implementing these provisions. Parts I to IV of this template should be completed and submitted to the International Secretariat by the commencement of Validation.

Part I: MSG oversight addresses Requirement 1.4.b and should be approved before submission to the International Secretariat.

Parts II to IV should be completed by each constituency and submitted to the International Secretariat, and these should be shared with the MSG for information.

The Validation team will undertake virtual or in-person consultations to gather additional information. The International Secretariat will launch a public call for stakeholder views ahead of the Validation.

## Part I: MSG oversight

*This section is to be filled out by the National Secretariat or an MSG working group and approved by the MSG before submission to the International Secretariat.*

## MSG members and attendance

### 1. Current MSG members. Please fill out the table below. Add rows when necessary.

Constituency	Full/Alternate/Permanent <sup>1</sup> member	Member since	Name	Position	Organization	Gender	New Member/Organization?	Meetings attended in the period under review (dates) <sup>2</sup>	Meetings attended after the 2021 MSG appointment
Government	Permanent	November 2021	C. Mike Doyen	Managing Director	Forestry Development Authority	Male	No	11	1
	Permanent	November 2021	Samuel D. Tweah	Minister	Ministry of Finance and Development Planning	Male	No	9	1
	Permanent	November 2021	Gesler E. Murray	Minister	Ministry of Lands and Mines	Male	No	9	1

<sup>1</sup> LEITI Act 2009 (Section 6.4) lists the heads of certain government institutions, civil society organizations, and a representative each from the mining, oil, forest, and agriculture companies as permanent members to the MSG. The president may also appoint additional members.

<sup>2</sup> Liberia does not name "alternates" to the MSG. However, it is common practice that a full member may designate a senior member of his office staff team to attend meetings and take decisions on his/her behalf. This is referred to as "Proxy". Proxy receives less points for attending meetings than the (permanent) member. Therefore, participation count represents full member or proxy's attendance at meetings.

	Permanent	November 2021	Saifuah Mai Gray	CEO	National Oil Company of Liberia	Female	No	10	1
	Member	November 2021	Frank M. Dean	Minister	Ministry of Justice	Male	No	10	1
	Member	November 2021	Archie N. Donmo	Director General	Liberia Petroleum Regulatory Authority	Male	Yes		1
	Member	November 2021	Jeannie Milly Cooper	Minister	Ministry of Agriculture	Female	No	10	1
	Member	November 2021	Varney Sirleaf	Minister	Ministry of Internal Affairs	Male	No	2	1
	Member	November 2021	Thomas Doe Nah	Commissioner General	Liberia Revenue Authority	Male	No	10	1
Civil Society	Permanent	November 2021	Cecelia Danuweli	Chairperson	Publish What You Pay Coalition	Female	No	11	1

	Permanent	November 2021	Loretta Pope Kai	National Chairperson	National Civil Society Council of Liberia	Female	Yes		1
	Permanent	November 2021	Fallah B. Kamara	National Chairperson	Mineral Civil Society Council of Liberia	Male	No	10	1
	Permanent	November 2021	Winston Wreh	National Coordinator	Liberia Labor Congress	Male	No	10	1
Private Sector	Full	November 2021	James Strother	President	Liberia Business Association	Male	Yes		1
	Full	November 2021	Marcus Wleh	Head of Government and Community Relations	Arcelor Mittal Liberia	Male	No	7	1
	Permanent	November 2021	E. Ekema A, Witherspoon I	Head of Secretariat	Liberia Timber Association	Male	No	10	1

	Full	November 2021	Elvis G. Morris	Vice President for sustainable strategy stakeholder management	Golden Veroleum Liberia	Male	No	8	1
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Source: [President Weah Appoints New LEITI Multi-Stakeholder Group \(emansion.gov.lr\)](http://emansion.gov.lr)

**2. Changes in membership in the period under review and the reason behind each change. (I.e., if there are people who have been members in the period under review but no longer are.) Please fill out the table below. Add rows when necessary.**

Constituency	Name of former member	End of MSG membership (MM/YY)	Reason for membership ending	Replaced by
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Government	C. Mike Doyen	October 2021	Tenure expired	None/Reappointed
	Samuel D.Tweah	October 2021	Tenure expired	None/Reappointed
	Gesler E. Murray	October 2021	Tenure expired	None/Reappointed
	Saifuah Mai Gray	October 2021	Tenure expired	None/Reappointed
	Frank M. Dean	October 2021	Tenure expired	None/Reappointed
	Archie N. Donmo	October 2021	New member	No

	Jeannie Milly Cooper	October 2021	Tenure expired	None/Reappointed
	Varney Sirleaf	October 2021	Tenure expired	None/Reappointed
	Thomas Doe Nah	October 2021	Tenure expired	None/Reappointed
Civil Society	Cecelia Danuweli	October 2021	Tenure expired	None/Reappointed
	Loretta Pope Kai	October 2021	New member	Replaced Press Union of Liberia (PUL)
	Daniel Nyakonah	October 2021	Tenure expired	Replaced by National Civil Society Council
	Fallah B. Kamara	October 2021	Tenure expired	None/Reappointed
	Winston Wreh	October 2021	Tenure expired	None/Reappointed
Private Sector	Ansu Konneh	October 2021	Company ceased operation	None
	Marcus Wleh	October 2021	Tenure expired	None/Reappointed
	E. Ekema A, Witherspoon I	October 2021	Tenure expired	None/Reappointed



	Elvis G. Morris	October 2021	Tenure expired	None/Reappointed
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**3. MSG working groups and technical committees. If the MSG has established working groups or committees, please describe their mandate and membership briefly.**

The following committees and responsibilities are included in the manual:

**1. Governance, Membership and Ethics Committee**

- Advises the MSG on procedures and policies designed to improve and guide the decision-making, selection, participation, responsibilities, conduct, and MSG activities, including voting, participation, attendance, honorarium, etc.; constituency feedback mechanisms for the MSG; controls and procedures; EITI requirements and Validation.

The last MSG retreat was held in February 2021 in Buchanan. The MSG reconstituted its standing committees with the following members. Representation was based on institution, and there are considerations to reconstitute each committee with members of the new MSG on the orientation scheduled for December 15, 2021.

Below is a list of committee members for the MSG Retreat held in Buchanan.

**Membership:**

1. Publish What You Pay Coalition----- Chair
2. Ministry of Justice ----- Member
3. National Oil Company of Liberia -----Member
4. Liberia Timber Association ----- Member
5. Arcelor Mittal Liberia.....Member
6. Press Union of Liberia .....Member
7. Liberia Labor Congress .....Member

**2. Finance and Administration Committee**

Advises the MSG on the integrity and internal financial and operational control systems; budget and work plan; areas of risk assessment and management; funding arrangement; and human resources

**Membership:**

1. Ministry of Finance ----- Chair
2. Liberia Revenue Authority ----- Member
3. Publish What You Coalition ----- Member
4. Minerals Civil Society Organization of Liberia ----- Member

5. Liberia Timber Association ----- Member
6. Golden Veroleum ----- Member
7. Liberia Labor Congress ..... Member

### 3. Reporting & Communication Committee

Advises the MSG on the design of LEITI reports, including timelines and streamlining (formatting, data collection, reporting); strategies to automate and improve reports quality; the recruitment and compensation of LEITI's independent reconciler; and on all communication matters, including branding.

#### Membership:

1. Press Union of Liberia ----- Chair
2. Publish What You Pay Coalition ----- Member
3. Minerals Civil Society Organization of Liberia ----- Member
4. National Oil Company of Liberia ..... Member
5. Golden Veroleum .....Member
6. Ministry of Mines .....Member
7. Ministry of Justice ..... Member
8. Ministry of Agriculture ..... Member

[Standing Committees TOR](#)

#### MSG Terms of Reference and practices

#### 4. Link(s) to publicly available MSG Terms of Reference and/or other documents containing the provisions of Requirement 1.4.b.

The [LEITI Act](#) provides the legal basis for the functioning of LEITI MSG. The roles and responsibilities of the MSG are outlined in Sections 4.0 and 6.0.

The LEITI MSG Policy Manual was first approved in January 2015 and amended on June 1, 2017 ([MSG Amended Policy Manual](#)), which provides internal rules and procedures for the MSG engagement.

LEITI Regulation 001 Progressive Sanction Regime ([MSG Regulation](#)) was approved in November 2009. It outlines the conditions and steps to be taken by the MSG to ensure compliance with LEITI reporting requirements.

#### 5. Date of MSG approval of its latest Terms of Reference or similar document containing the provisions under EITI Requirement 1.4.b.

LEITI Act 2009: July 13, 2009

LEITI Policy Manual: June 1 2017  
LEITI Regulation 001 (Progressive Sanction Regime):  
November 2009

**6. MSG's policies and practices. Please fill out the table below.**

<b>Elements of MSG Terms of Reference (1.4.b)</b>		
	<p><b>Where is the policy documented?</b></p> <p>The MSG Policy Manual is located on the LEITI:</p> <p><a href="#"><u>MSG Policy Manual</u></a></p> <p>LEITI Sanction Regime: LEITI Regulation <a href="#"><u>MSG Regulation</u></a></p>	<p><b>Briefly describe practices in the period under review. Please explain any discrepancies between the ToR and the practice.</b></p> <p>The MSG Policy Manual was amended in 2017 in response to challenges in reaching a quorum for most 2016.</p> <p>In 2016, a quorum would require two-thirds of the entire MSG. That proved difficult, and in 2017 the definition was revised as wit:</p> <p>"Quorum for all regular and emergency MSG meetings shall consist of at least two-thirds of the total membership of the MSG, with at least two members of each sector (Government, Private Sector and Civil Society) being a part of such two-third. A quorum for committee's meetings shall consist of at least two-thirds of the total membership of such committee with at least one member of each of the</p>

		<p>constituencies represented on the committee."</p> <p><b>2.3.1.5 Member Orientation</b>  Every new member shall sign off to this manual agreeing to abide by all provisions therein.</p> <p><i>MSG members appointed in October 2017 did not sign off on the Policy Manual. However, LEITI MSG has taken steps to ensure that each new member appointed or replaced signs off to the Policy Manual. At the December 2021 new member's orientation meeting, each member signed off on the Policy Manual with LEITI policies.</i></p> <p><i>There shall be at least one training workshop for all MSG members annually conducted by the EITI International Secretariat.</i></p> <p><i>The EITI Secretariat did not conduct a training workshop from 2019-2020. This is attributed to Liberia's temporary suspension from the EITI and restrictions imposed by Covid-19. However, the MSG held a training workshop in Buchanan in February 2021, at which a local consultant and former EITI Board member and LEITI National Coordinator provided MSG training.</i></p> <p><i>Additionally, the International Secretariat</i></p>
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		<p><i>provided training for the newly constituted MSG at a Two-Day Orientation held on December 16-17, 2021.</i></p> <p><u><a href="#">International Secretariat Presentation at the Two day MSG orientation workshop</a></u></p> <p><i>The MSG also agreed to remove the restriction limiting MSG training to EITI International staff only, and the new requirement allows for local and international consultants.</i></p> <p><u><a href="#">MSG Retreat Report</a></u></p> <p><b>2.3.1.6 Removal/Resignation of MSG Member/Alternate</b></p> <p>A member/alternate shall be removed from the MSG for proven misconduct or resignation. In the event of a resignation, the member/alternate shall inform the MSG through written communication endorsed by his/her constituent, addressed to the Chairperson of the MSG. Where there is misconduct on the part of a member/alternate, he/she will first be referred to the Governance, Membership &amp; Ethics Committee. MSG member/Alternate shall be removed from office by the President of Liberia upon the recommendation of the MSG.</p> <p><i>There are instances of resignation or removal that</i></p>
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		<p><i>followed the MSG Policy Manual or the LEITI Act 2009. Eric Swen, who represented the mining sector constituency on the MSG, was recalled by the Head of his company, Arcelor Mittal, and another employee, Marcus Wleh, replaced him. An email dated January 1, 2020, showed the recall of Eric Swen and his replacement by Marcus Wleh.</i></p> <p><a href="#"><u>Mittal Replacement Letter</u></a></p> <p><b>2.3.1.7 Replacement of MSG Member/Alternate</b> In the case of a vacancy created by the resignation/removal of an MSG member, the vacancy shall be filled by appointment made by the President. If an alternate is removed, his/her constituency shall nominate a new alternate.</p> <p><b>2.3.3 Attendance</b> All MSG members are expected to attend and fully participate in all meetings. The Secretariat shall include MSG members' scorecards as part of the minutes and agenda for monthly meetings from time to time. This scorecard shall also be available on the LEITI website and the general public.</p> <p>The MSG at the retreat in Buchanan agreed to set up a</p>
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		<p>committee to review and update the LEITI Scorecard.</p> <p><a href="#">Retreat Report</a></p> <p>The scorecard has been used to ensure members adhere to the attendance policy. The last scorecard on the LEITI website is dated November 2019.</p> <p><b>2.3.6.2 Rules Decision-making will occur by a three-tiered hierarchical system:</b> Consensus, Modified Consensus, and Simple Majority.</p> <p><i>Consensus and Modified Consensus decision-making have been preferred over voting or simple majority. See a few examples Minutes from MSG meetings dated June 13, 2019, January 6, 2021, October 12, 2020, December 31, 2019, <a href="#">June 13 Meeting Minutes</a>, <a href="#">January 6 Meeting Minutes</a>, <a href="#">October 12 Meeting Minutes</a>, <a href="#">December 31 Meeting Minutes</a></i></p> <p><b>Regulation 001 Progressive Sanction Regime</b> It grants LEITI MSG the authority to impose sanctions on non-compliant entities.</p> <p><i>LEITI MSG continues to apply Regulation 001 (Sanction Regime) to ensure compliance with reporting. LEITI has named and</i></p>
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		<p><i>shamed' reporting entities that failed to comply or submit data.</i></p> <p><a href="#"><u>LEITI Named and Shamed</u></a></p> <p><i>LEITI adopted the Flexible Reporting Regime for its 12<sup>th</sup> EITI Report (2018-2019/2020), which allows for unilateral disclosures; therefore, no sanction was enforced in its recent reporting. All government entities complied.</i></p>
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**The role, responsibilities, and rights of the MSG**

<p>Definition of the role, responsibilities, and rights of the MSG and its members.</p>	<p><b><u>MSG Policy Manual</u></b></p> <p>Approve and supervise the implementation of a fully costed work plan containing measurable targets and a timetable for implementation which incorporates an assessment of capacity restraints;</p> <p>Approve and supervise the implementation of a communications plan;</p> <p>Establish and support any sub-groups to examine specific issues, which may include preparation of reporting templates and preparation of contextual information for the annual EITI reconciliation;</p> <p>Agree on the appropriate definition of "extractive industry" and "materiality" for</p>	<p><b>[Have the roles, responsibilities, and rights been respected in practice?]</b></p> <p>The MSG continues to provide oversight of EITI implementation in Liberia throughout the period under review. Each constituency (civil society, private sector, and the government, is represented in line with the tripartite arrangement of the EITI Standard.</p> <p>The MSG approved all work plans between 2017 and 2021. The work plans include program activities to be implemented by the LEITI. It has also approved the terms of reference for EITI reports, recruited the Independent Administrators, and taken</p>
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	<p>the LEITI in line with the EITI Standard;</p> <p>Define and assess the scope of the LEITI;</p> <p>Agree upon contextual information to be included within the annual report;</p> <p>Approve the Terms of Reference for, and endorse an independent Administrator to undertake the annual reconciliation] Section 6.3 of the LEITI ACT:</p> <p><b><u>LEITI Act 2009</u></b> Establish a Secretariat to be responsible for carrying out and/or coordinating the day-to-day operations of the LEITI;</p> <p>have the powers to adopt any rules necessary for the internal governance of the LEITI; and to adopt measures and take actions needed for achieving the mandate and objectives of the LEITI, including, in particular: To prepare and/or approve the work plan of LEITI;</p> <p>To prepare and/or support the Budget of LEITI; To authorize and/or approve the solicitation of external assistance; To recruit and dismiss the Head and the Deputy Head of the LEITI Secretariat, and to approve the recruitment of all other staff and consultants;</p> <p>To hire or approve the engagement of the Independent Administrator</p>		<p>other actions to improve EITI implementation in Liberia.</p> <p>The roles and responsibilities of each constituency and member are clearly defined in the LEITI Policy Manual 2017 and the LEITI Act 2009 and adhered to during the period under review.</p> <p>Each member of the MSG is free to express themselves both at meetings and in the broader community. There are no reported incidences of attempts by any constituency member to silence and/or intimidate another member or members on issues about the extractive sector.</p> <p>Notwithstanding, the roles and responsibilities of the MSG were subjugated in early 2018 when the government announced changes in the leadership at LEITI Secretariat.</p> <p>LEITI Act 2009 (6.3.d) gives the MSG the sole authority to recruit the Head and Deputy Head of Secretariat. "To recruit and dismiss the Head and the Deputy Head of the LEITI Secretariat, and to approve the recruitment of all other staff and consultants."</p> <p>The civil society constituency on the MSG and the broader civil society protested and called on the government to rescind its decision.</p>
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	<p>and/or Auditor to be responsible for performing any of the reconciliations, audits, and investigations provided herein; To approve the commissioning of all consultancies/studies;</p> <p>To approve and authorize publication of the LEITI Report;</p> <p>To determine the sanctions to be applied against any company and/or agency government failing to submit a report required by the EITI or otherwise comply with requirements of the LEITI;</p> <p>To develop and/or approve a LEITI financial and procurement policy and any other policies and procedures associated with or required for effective and transparent implementation of the LEITI; and</p> <p>To take any other actions necessary for achieving the objectives of LEITI.</p>		<p>These lapses have now been resolved. On February 20, 2021, the MSG recruited the Head and Deputy Head of the LEITI Secretariat in keeping with LEITI Act 2009 and the 2017 LEITI Policy Manual.</p>
<p>Adherence to the EITI Association code of conduct, including addressing conflicts of interest.</p>	<p>Section 2.2 of the LEITI 2017 Policy Manual defines the Code of Ethics and Conduct.</p> <p><b>Section 2.2.9 Conflict of Interest and Abuse of Position</b></p> <p>"MSG members shall at all time Act in the best interest of LEITI and not for personal and private benefits or financial</p>		<p><b>[Has the code of conduct been adhered to in practice? If conflicts of interest have emerged, how have these been addressed?</b></p> <p>LEITI Code of Ethics and Code of Conduct has most times been adhered to. It continues to guide the MSG</p>

	<p>enrichment. MSG members shall avoid conflicts of private interest. For this code, a conflict of interest is a situation or circumstance in which the interests of MSG members influence or may influence the objective and impartial performance of their official LEITI duties. In this regard, private interests include any advantage for themselves, their families, or personal acquaintances. MSG members finding themselves in such a situation must recuse themselves and inform them of such recusal.</p> <p>Precisely, MSG members shall follow the below guidelines:</p> <ul style="list-style-type: none"><li>• Avoid placing and avoid the appearance of putting one's self-interest or any third-party interest above that of the LEITI. At the same time, the receipt of incidental personal or third party benefit may necessarily flow from certain LEITI-related activities; such help must be merely unexpected to the primary use to the LEITI and its purposes. Any per diems set paid or obtained should be based on reasonable, actual costs and good international practice.</li><li>• Refrain from overstepping the conferred powers. MSG members shall not abuse LEITI office by improperly using LEITI's staff, services, equipment, resources, or property for personal or third-</li></ul>		<p>and its members on issues that border on conflict of interest.</p> <p>For example, in 2020, an MSG member who also sits on the Finance and Administration Committee applied for the Head of Secretariat position. The Finance and Administration Committee is responsible for screening and shortlisting applicants using the Head or Deputy Head of Secretariat positions. That member also drafted the terms of reference for the Head and deputy head of Secretariat vacancies. To avoid any conflict of interest, the MSG decided that the member was not legible to apply for the Head or deputy head of secretariat vacancies.</p> <p><a href="#">See Minutes dated October 12, 2020.</a></p>
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	<p>party gain or pleasure; MSG members shall not represent to third parties their authority as an MSG member extends any further than that which it grows.</p> <ul style="list-style-type: none"> <li>• Avoid engaging in any outside personal activities that could, directly or indirectly, materially and adversely affect the LEITI..1 Scope This code of conduct shall be adhered to by all MSG members, their alternates, proxies, and observers. Additionally, it is expected that all shall also abide by the local code of conduct and ethics and other statutes governing the behavior of government officials. Where there is a conflict between the local code of conduct and that of the EITI, the local code of conduct and ethics shall take precedent."</li> </ul>		
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**Approval of work plans and oversight of implementation**

<p>Approval of annual work plans.</p>	<p>[e.g. "MSG ToR, section 3" or "Presidential Decree n 100"]</p> <p>LEITI Act 2009 (Section 6.3.a) empowers the MSG "to prepare and/or approve the work plan of LEITI."</p> <p>The 2017 LEITI Policy Manual defines the MSG terms of reference as follows:</p> <p>"Approve and supervise the implementation of a fully costed work plan containing</p>		<p>[Did the MSG approve the latest work plan? If yes, when?]</p> <p>The MSG approved a <u>provisional workplan at the October 15, 2021 meeting, and it covers July 1, 2021 – December 31 2022. The previous workplan</u> was approved on August 12, 2020. Due to Covid-19 restrictions, the work plan was approved via email/no objection.</p>
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	<p>measurable targets and a timetable for implementation which incorporates an assessment of capacity restraints."</p>		<p><a href="#">MSG No Objection Approval</a></p>
<p>Oversight of the EITI reporting process and engagement in Validation, including approval of Independent Administrator ToRs and EITI Reports.</p>	<p>Section 6.3 e of the LEITI Act of 2009 empowers the MSG "to hire or approve the engagement of the Independent Administrator and/or Auditor to be responsible for performing any of the reconciliations, audit, and investigations provided herein;"</p>		<p><b>[Is the MSG providing adequate oversight of implementation? Has the MSG approved ToRs and EITI Reports? If yes, when?]</b></p> <p>The MSG continues to have oversight over EITI implementation in Liberia.</p> <p>During the period under review, the MSG approved the ToRs for the Independent Administrator to produce the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> EITI reports covering 2017/18, 2018/19, and 2019/2021, respectively. The approvals were received on September 16, 2020, for the 10<sup>th</sup> and 11<sup>th</sup> reports and October 2020 for the 12<sup>th</sup> report</p> <p>The current workplan 2021-2022 was provisionally approved in October 2021.</p> <p><a href="#">Meeting Minutes</a></p>
<p><b>Internal governance rules and procedures</b></p>			

<p>Inclusive decision-making process throughout implementation, with each constituency being treated as a partner and the right to table issues.</p>	<p>[e.g. "MSG ToR, section 3" or "Presidential Decree n 100"]</p> <p><b>MSG Policy Manual Section 2.3.6.2 Rules Decision-making will occur by a three-tiered hierarchical system as follows:</b></p> <ul style="list-style-type: none"> <li>• Consensus—the Chairperson will seek to achieve consensus for all decisions. If this is not achieved, then a modified consensus will be sought.</li> <li>• Modified Consensus—Consists of two-thirds or a more significant majority of exercised votes (i.e., minus abstentions) and includes a minimum of 2 representatives from each constituency. If this is not achieved, a working group will be formed comprising equal representation from each constituency to discuss and negotiate a recommendation to present to the MSG. This may occur at the meeting, post-meeting to provide a request by the next MSG meeting date, or be considered out of session. Once the sub-group has provided its recommendation, the MSG will decide based on consensus or modified consensus.</li> <li>• Simple Majority—if modified consensus is still not achieved, a simple majority will pass the motion, i.e., greater than 50 % in favor. Decisions made by simple majority will be</li> </ul>		<p><b>[Have all MSG members been able to table issues for discussion in practice?]</b></p> <p><i>Each constituency is represented on the MSG according to EITI requirements, LEITI Act 2009, and LEITI Policy Manual 2017. The composition of each subcommittee also follows EITI tripartite arrangement.</i></p> <p><i>Meeting agendas are circulated, and each member or constituency inputs are considered.</i></p> <p><i>Decisions taken by the MSG are generally inclusive, with each constituency's rights and voice being heard.</i></p> <p><i>The MSG prioritized Consensus Building in decision making, in line with the 2017 Policy Manual.</i></p>
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	<p>identified in the minutes as such, with the recognition that simple majority decision-making is the least-desirable and lowest grade of decision, reflecting substantial dissent by MSG members.'</p>		
<p>Procedures for nominating and changing multi-stakeholder group representatives, incl. alternates</p>			<p><b>Government</b>  The LEITI Act 2009 defines the government representatives to the MSG. It lists the Minister of Finance, President/CEO of the National Oil Company of Liberia, Managing Director, Forestry Development Authority, and the Minister of Lands and Mines as permanent members. The current MSG includes these individuals. The Act also grants the President the authority to add other government agencies if he/she deems it necessary. Accordingly, the present MSG consists of the Ministers of Justice, Internal Affairs, Commissioner, and the Liberia Revenue Authority.</p> <p><b>Civil Society</b>  Per the LEITI Act 2009, all representatives of the current MSG were appointed by the President following consultation with civil society. There are four civil society representatives on the MSG, each representing a separate interest group within the larger civil society. Each</p>

		<p>interest group was allowed to select the person to represent that group independently on the MSG.</p> <p><i>Contact the LEITI Secretariat</i></p> <p><b>Private Sector</b>  Per the LEITI Act 2009, some representatives of the current MSG were appointed by the President following consultation with the private sector. The Act prescribes four representatives of the private sector; at least one representative from the oil, mining, and forestry sectors. Agriculture is not named for representation though the Act defines LEITI scope to include Agriculture. (LEITI Act 2009 6.4.c). LEITI's 2021/22 Workplan includes engagements with the Legislature – LEITI will engage the lawmakers on amending the Act to address this and other issues.</p> <p>Each sub-sector can independently select the person to represent that group on the MSG.</p> <p><i>Contact the LEITI Secretariat</i></p>
<p>Decision-making procedures, e.g., rules for voting and quorum</p>	<p><b>LEITI Policy Manual 2017 Section 2.3.4:</b>  A quorum for all regular and emergency MSG meetings shall consist of at least two-</p>	<p><b>[Have the decision-making procedures been followed in practices? Has the MSG taken</b></p>



	<p>thirds of the total membership of the MSG, with at least two members of each sector (Government, Private Sector, and Civil Society) being a part of such two-third. A quorum for committee's meetings shall consist of at least two-thirds of the total membership of such committee with at least one member of each of the constituencies represented on the committee.</p> <p><b>LEITI Policy Manual 2017 Section 2.3.6.2: Rules</b> Decision-making will occur by a three-tiered hierarchical system as follows:</p> <ul style="list-style-type: none"> <li>•Consensus—the Chairperson will seek to achieve consensus for all decisions. If this is not achieved, then a modified consensus will be sought.</li> <li>•Modified Consensus— Consists of two-thirds or a more significant majority of exercised votes (i.e., minus abstentions) and includes a minimum of 2 representatives from each constituency. If this is not achieved, a working group will be formed comprising equal representation from each constituency, to discuss and negotiate a recommendation to present to the MSG. This may occur at the meeting; post meeting with the intention to provide a recommendation by the next MSG meeting date; or be considered out-of session. Once the sub-group</li> </ul>	<p><i>Per the 2017 Policy Manual (section 2.3.4): Quorum for all regular and emergency MSG meetings shall consist of at least two-thirds of the total membership of the MSG, with at least two members of each sector (Government, Private Sector and Civil Society) being a part of such two-third. In accordance, all MSG meetings have met quorum.</i></p> <p><i>Yes, the MSG continues to take decisions in line with its policies and practices. Decisions are mainly based on Consensus and Modified Consensus instead of Simple Majority.</i></p>
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	<p>has provided its recommendation, the MSG will seek to make a decision on the basis of consensus or modified consensus.</p> <p>•Simple Majority—if modified consensus is still not achieved, the motion will be passed by simple majority i.e. greater than 50 % in favor. Decisions made by simple majority will be identified in the minutes as such, with recognition that simple majority decision-making is the least-desirable and lowest grade of decision, reflecting substantial dissent by MSG members.</p>		
<p>Duration of the MSG's mandate</p>	<p><b>LEITI Act 2009 Section 6.6</b>  The Members of the MSG shall serve for a renewable term of three (3) years. A member of the MSG may resign his or her office at any time upon notice.</p>		<p>[Have provisions regarding the duration of the MSG's mandate been respected in practice?</p> <p>Appointments to and duration on the MSG are in full compliance with the LEITI Act 2009.</p> <p>During the period under review, the MSG was reconstituted in compliance with the duration of the mandate. No appointed had served more than two 3-year terms.</p> <p>The previous MSG was appointed in 2018. and that mandate expired in October 2021. The current MSG was not constituted until</p>

			November 22 2021. This is largely in line with the MSG duration/tenure outlined in the LEITI Act 2009.																																								
Per diems	No recorded policy on per diems		<p><b>Were per diems for MSG meetings paid out in the period under review? If yes, what was the per diem per meeting and how much was paid out in total?]</b></p> <p>Per diems have been recorded in the last 12 months of the MSG sittings. A hundred United States dollars is paid to each institution, excluding the observer's bloc as an honorarium.</p> <table border="1"> <thead> <tr> <th colspan="5">Per Diems</th> </tr> <tr> <th></th> <th>Government</th> <th>Civil Society</th> <th>Private Sector</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>2018</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>2019</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>2020</td> <td>\$ 8,400</td> <td>\$ 4,800</td> <td>\$ 3,300</td> <td>\$ 16,500</td> </tr> <tr> <td>2021 YTD</td> <td>\$ 1,050</td> <td>\$ 600</td> <td>\$ 450</td> <td>\$ 2,100</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$ 9,450</b></td> <td><b>\$ 5,400</b></td> <td><b>\$ 3,750</b></td> <td><b>\$ 18,600</b></td> </tr> </tbody> </table>	Per Diems						Government	Civil Society	Private Sector	Total	2017	\$ -	\$ -	\$ -	\$ -	2018	\$ -	\$ -	\$ -	\$ -	2019	\$ -	\$ -	\$ -	\$ -	2020	\$ 8,400	\$ 4,800	\$ 3,300	\$ 16,500	2021 YTD	\$ 1,050	\$ 600	\$ 450	\$ 2,100	<b>Total</b>	<b>\$ 9,450</b>	<b>\$ 5,400</b>	<b>\$ 3,750</b>	<b>\$ 18,600</b>
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Frequency of meetings	<p><b>LEITI Policy Manual 2017 Section 2.3.2</b></p> <p>The MSG shall have its regular meeting on a monthly basis or at any other interval as may be decided by the MSG. Such meetings shall review progress on the implementation of the Work Plan and other activities, as well as make relevant decisions that would guide the Secretariat to achieve the objectives of the LEITI. The</p>		<p>[How often did the MSG meet in the period under review?]</p> <p>Meetings frequency was irregular during the period under review. There were a total of 5, 1, 7, 2, and 3 regular monthly meetings in 2017, 2018, 2019, 2020, and 2021 (thru November 2021), respectively.</p> <p>There 1, 0, 2, 0, and 0 emergency meetings in 2017, 2018, 2019, 2020, and 2021</p>																																								

	<p>meeting shall be presided over by the Chairperson, or in his absence, his/her proxy. In the event where both of them are absent, the Co-Chair shall preside. In the event where the Chairperson, the Co-Chairperson or their proxies are absent, a representative of the civil society or private sector shall preside. The Chairperson of the MSG may call an emergency meeting through the Secretariat. For such meetings to take place, members of the MSG must be given at least a three-day prior notice.</p>		<p>(thru November 2021), respectively.</p> <p>It is noteworthy that Covid-19 disrupted in-person meetings though the MSG continued to guide implementation through electronic channels.</p>
<p>Advance notice of meetings and timely circulation of documents</p>	<p><b>LEITI Policy Manual Section 2.3.2.3 Meeting</b></p> <p>Agendas and Minutes: Electronic and hard copies of the agenda and minutes shall be circulated to each MSG member by the Secretariat, at least one week before each regular meeting. The MSG agenda shall be developed by the Secretariat in consultation with the Chairperson of the MSG. Upon completion of such agenda, it shall be circulated, in the draft, with other documents to members of the MSG consistent with count 2.4.3.3 above. Members may suggest the draft plan</p>		<p><i>[How much advance notice was given for MSG meetings? How much ahead of meetings were documents circulated?]</i></p> <p>A seven-day meeting notice is circulated to MSG members before a called meeting or sitting. Similarly, documentation is distributed within the said time frame. Shorter notice of at least seventy-two hours is given for emergency sittings</p> <p>A review of email chains between the Secretariat and MSG members would confirm a consistent advance</p>

	changes when they receive such a draft agenda and draft minutes before holding the monthly meeting.		notice of meetings within a week.
Record-keeping	As a practice, the LEITI Secretariat stores records of all MSG meetings. Records are maintained in hard and soft copies, and approved minutes are posted on the LEITI website.		<p><b>[Were written records kept of MSG discussions in the period under review?]</b></p> <p>Records to most meetings during the period under review can be found at</p> <p>The Secretariat documented no-objection decisions (emails) and uploaded them to the website. See <a href="#">MSG No Objection Decisions</a></p>
<b>Other aspects covered in the ToR that the MSG wishes to highlight</b>			

MSG meetings and minutes

**7. Please provide the dates and a link to the published minutes of MSG meetings that have taken place in the period under review or provide any unpublished minutes as an attachment.**

There were over 20 meetings (including emergency meetings) held during the period under review (2017 January to December 2021). All meeting minutes, no-objection or other electronic-channeled decisions are available on the website. Further, the LEITI website has been refurbished and organized in a consistent format.

MSG approval

**8. Date of MSG approval of this submission.**

December 17, 2021

Part II: Government engagement

*This questionnaire seeks to collect information from government MSG members about the engagement of the government in the EITI process from \_2017\_ to 2021\_\_ [insert period under review]. Government MSG members are requested to fill out the form together and either submit it directly to the Validation team ([xxx@eiti.org](mailto:xxx@eiti.org)) or request the National Coordinator to submit it. Government MSG members may also mandate the National Coordinator to fill out the questionnaire. The deadline for submitting the form to the Validation team is January 1 2022. It is recommended that government MSG members coordinate to agree one submission. Diverging views within the constituency can be documented in the form. The signatories of the submission should be indicated at the bottom of the form. Stakeholders may contact the Validation team directly to provide additional views.*

- 1. Examples of statements or actions in support of the EITI and/or matters in the scope of the EITI Standard by high-level government representatives, such as ministers or the Head of state.**

1. [12th report press release](#)
2. [10th and 11th report Press Release](#)
3. [Contract Matrix](#)
4. [Opening Extractive Program Launch](#)
5. [Opening Extractive Program Launch](#)
6. [Opening Extractive Program Launch](#)

**2. Name and position of the senior individual leading implementation.**

2. C. Mark Doryen  
Managing Director, Forestry Development Authority  
Chairperson, LEITI MSG
3. Gesler E. Murray  
Minister of Mines and Energy  
Co-Chairperson, LEITI MSG
4. Between 2016 and 2017, former Minister of Finance, Minister Boima Kamara, chaired the MSG, while the former Minister of Mines and Energy Patrick Sendolo co-chaired the MSG.
5. In Liberia, the President is also referred to as the Champion of the EITI process.

**3. Describe the process for nominating government MSG members, including whether consideration was given to ensuring the seniority and diversity of representation.**

Agreed procedure for selecting government MSG members	Practice in the period under review
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<p>The LEITI Act 2009 Section 6.4.a. provides for seven representatives from the government, four of which are named by the Act as permanent members to the MSG. They include Ministries of Lands, Mines, and Energy, Finance and Development Planning, Forestry Development Authority, and the National Oil Company of Liberia.</p> <p>The LEITI Act 2009 also empowers the President to appoint the remaining government representatives to the MSG.</p>	<p>This process of appointing government representatives to the LEITI MSG was followed. Letters to this effect are filed with the LEITI Secretariat.</p> <p>Notwithstanding, the government has a total of nine (not seven) on the current MSG. The Government representatives appointed by the President are senior ministers of the government. Government representatives to the MSG comprise seven males and a female.</p>
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**6. If any MSG representatives changed during the MSG's term, please describe the process followed for replacing them.**

Agreed procedure for replacing government MSG members	Practice in the period under review
<p><a href="#">Approved Policy Manual</a></p> <p>There are two separate sets of laws regarding this. The LEITI Act 2009, which is a law, describes the process. LEITI ACT 6.5 to 6.7 states in tandem:</p> <p>6.5 Members of the MSG shall be appointed by the President, who shall designate one of them as the Chairperson and another as the Co-Chairperson. In the appointment of members of the MSG to represent civil society and the private sector, the President shall hold appropriate consultations with members of the groups.</p> <p>6.6 The Members of the MSG shall serve for a renewable term of three (3) years. A member of the MSG may resign his or her office at any time upon notice.</p>	<p>The President of Liberia appointed the recent MSG on November 22, 2021. The appointments were in line with LEITI Act 2009 and the 2007 LEITI Policy Manual, which calls for civil society consultations. CSOs were allowed to choose their representatives freely, and the private sector ensured consultations with its respective constituency.</p> <p>The previous MSG in March 2018, also by President Weah. In September 2018, additional individuals and institutions were named to the MSG.</p> <p>During the period under review, there was one replacement of an MSG member (Morgana Flomo – Minister of Agriculture) due to his resignation from the government. No formal replacement has been made, but his successor has assumed the role played by the Ministry of Agriculture on the MSG.</p>



6.7 A member of the MSG may be removed from office for conflict of interest or proven misconduct.

The MSG Policy 2017 also reinforces the Act with further clarification on the procedure. Under 2.3.1.6 of the Policy Manual, removal or resignation of MSG Member/Alternate is described as follows:

A member/alternate shall be removed from the MSG for proven misconduct or resignation. In the event of a concession, the member/alternate shall inform the MSG through written communication endorsed by their constituent, addressed to the Chairperson of the MSG. Where there is misconduct on the part of a member/alternate, they will first be referred to the Governance, Membership & Ethics Committee. MSG member/Alternate shall be removed from office by the President of Liberia upon the recommendation of the MSG.

**7. Government resources directed to EITI implementation in the period under review, such as staff and funding for work plan activities.**

FY 2020/21: [2021-2022 Workplan](#)  
FY 2019/2020: [2019-2020 Workplan](#)  
[2016-2017 Workplan](#)

**6. The government undertook efforts to ensure an enabling environment for the company and CSO participation in the EITI and remove any obstacles to EITI disclosures.**

The LEITI Act of 2009 and LEITI MSG Policy Manual 2017 describe efforts undertaken by the government to ensure an enabling environment for the participation of all stakeholders in the LEITI process.

Liaison with the broader constituency

**3. Describe the government constituency's structures, policies, and practices for coordination on EITI matters.**

Please provide supporting evidence. If the evidence is available online, please provide a link. If it is not, please annex the proof to this questionnaire.

Structures in place for liaison with the broader constituency, such as coordination groups	Policies and agreed procedures for liaison with the broader constituency	Practice in the period under review
	<p>LEITI has a structured process for constituency feedback. LEITI has designed a template to aid members on the MSG to engage the broader constituency.</p>	<p><b>[Please describe how the constituency coordinated on EITI matters in the period under review, including a description of actors engaged.]</b></p> <p>During the period under review, several meetings were held with the government's broader constituency regarding crucial matters like the workplan, recruitment, reporting, etc.</p> <p>LEITI matters are discussed at cabinet meetings; further, the government constituency met between 7-9 May 2021 to discuss issues affecting LEITI. Participants included technicians at line ministries involved in EITI reporting.</p>

**4. Have MSG members seek input from the broader constituency on the following documents. If yes, how and did you receive information?**

a) The latest EITI work plan, including priorities for EITI implementation

b) The latest annual review of outcomes and impact

There is evidence that government representatives on the MSG seek input from the broader government constituency about the LEITI workplan and outcomes. The MSG leadership and Minister of Finance work closely with the Legislature to ensure budget allocation for LEITI.

Use of data

**5. Have government representatives contributed to communicating or using EITI data, including participation in outreach activities?**

If yes, please provide examples with links to any supporting evidence, such as reports, speeches, or news articles.

Yes, government representatives on the MSG and local governments form part of LEITI's annual country-wide dissemination exercises. Government agencies and ministries also host LEITI report summary banners.

[Launch of 10th and 11th report](#)

[Launch of report](#)

[Contract Matrix](#)

[Launch of 12th report](#)

Sign-off

**Please include below the names and contact details of the MSG members from the government constituency who sign off on submitting the above information to the Validation team. Add rows as needed.**

Name	Email address or telephone number	Date	Signature (optional)
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C. Mike Doryen	<a href="mailto:mikedoryen@gmail.com">mikedoryen@gmail.com</a> or <a href="mailto:mike.doryen@fda.gov.lr">mike.doryen@fda.gov.lr</a>	December 17, 2021	
Samuel Tweah	<a href="mailto:dtweah@mfdp.gov.lr">dtweah@mfdp.gov.lr</a>	December 17, 2021	
Thomas Doe Nah	<a href="mailto:Thomas.nah@lra.gov.lr">Thomas.nah@lra.gov.lr</a>	December 17, 2021	
Gesler Murray	<a href="mailto:geslerelbertmurray@gmail.com">geslerelbertmurray@gmail.com</a>	December 17, 2021	
Saifuah Mai-Gray	<a href="mailto:saifuahg@nocal.com.lr">saifuahg@nocal.com.lr</a>	December 17, 2021	
Frank Musa Dean	<a href="mailto:musdean@yahoo.com">musdean@yahoo.com</a>	December 17, 2021	
Archie N.Donmo	<a href="mailto:adonmo@lpra.gov.lr">adonmo@lpra.gov.lr</a>	December 17, 2021	
Jeanine Milly Cooper	<a href="mailto:rfagans@moa.gov.lr">rfagans@moa.gov.lr</a> or <a href="mailto:hkokulo@moa.gov.lr">hkokulo@moa.gov.lr</a>	December 17, 2021	
Varney Sirleaf	<a href="mailto:varneysirleaf@yahoo.com">varneysirleaf@yahoo.com</a>	December 17, 2021	

### Part III: Industry engagement

*This questionnaire seeks to collect information from industry MSG members about the engagement of oil, gas, and mining companies in the EITI process from 2017 to 2021. Industry MSG members are requested to fill out the form together and submit it directly to the Validation team ([xxx@eiti.org](mailto:xxx@eiti.org)) or ask the National Coordinator to submit it. The deadline for submitting the form to the Validation team is January 1, 2022. It is recommended that industry MSG members coordinate to agree on one submission. Diverging views within the constituency can be documented in the form, and the signatories of the submission should be indicated at the bottom of the form. Stakeholders may contact the Validation team directly to provide additional views.*

#### MSG nominations

##### **1. Describe the process for nominating industry MSG members, including whether consideration was given to ensuring the diversity of representation.**

Please provide supporting documentation related to the latest nomination process. This could include the invitation to participate in the MSG, a list of interested organizations or individuals, constituency ToRs, minutes of the election process, etc. If the evidence is available online, please provide a link. If it is not, please annex the proof to this questionnaire.

Agreed procedure for selecting industry MSG members	Practice in the period under review
<p><b>LEITI MSG Policy Manual 2017 Section 2.3.1.2: Appointment of MSG Members</b></p> <p>Members of the MSG shall be appointed by the President, who shall designate one of them as the Chairperson and another as the Co-chairperson.</p> <p>In the appointment of members of the MSG to represent civil society and the private sector, the President shall hold appropriate consultations with members of the respective groups. The Members of the MSG shall serve a three-year tenure renewable only once.</p>	<p>A new MSG was appointed on November 22, 2021. This is in line with the LEITI Act, limiting the tenure of membership to 3 years. The previous MSG was established in September 2018.</p> <p>Consultations were held with each private sector block (oil, mining, agriculture, and forestry). Documents and decisions from these consultations are documented at the LEITI Secretariat.</p> <p><b>Contact the LEITI Secretariat</b></p>

**2. If any MSG representatives changed during the MSG's term, please describe the process for replacing them.**

Agreed procedure for replacing industry MSG members	Practice in the period under review
<p><b>LEITI MSG Policy Manual 2017 Section 2.3.1.7 Replacement of MSG Member/Alternate</b></p> <p>In the case of a vacancy created by the resignation/removal of an MSG member, the vacancy shall be filled by appointment by the President. If an alternate is removed, his/her constituent shall nominate a new alternate.</p>	<p>Eric Swen was appointed to the MSG in September 2018, representing the mining sector. In early 2020, Eric was recalled from the MSG by his company, and a communication was sent to LEITI in keeping with the 2017 Policy Manual. Another employee, Marcus Wleh, replaced Eric on the MSG.</p> <p><a href="#">Mittal Replacement Letter</a></p>

[Liaison with the broader constituency](#)

**3. Describe the company constituency's structures, policies, and practices for coordination on EITI matters.**

Please provide supporting evidence, such as constituency ToRs, dates and minutes of constituency meetings, number of emails to mailing lists, etc. If the evidence is available online, please provide a link. If it is not, please annex the proof to this questionnaire.

Structures in place for liaison with the broader constituency, such as industry associations	Policies and agreed procedures for liaison with the broader constituency	Practice in the period under review
	<p>LEITI has a structured process for constituency feedback. LEITI has designed a template to aid members on the MSG to</p>	<p>The African Development Bank has provided funding to LEITI to support constituency feedback for</p>

	engage the broader constituency.	each constituency on the MSG.  While the Industry sector has not used these proceeds to support its feedback efforts, each functional block (forestry, mining, agriculture) continues to hold periodic meetings with its members to seek inputs on matters affecting the sector.
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**4. Have MSG members seek input from the broader constituency on the following documents. If yes, how and did you receive information?**

- a) The latest EITI work plan, including priorities for EITI implementation
- b) The latest annual review of outcomes and impact

There is evidence that private sector representatives on the MSG seek input from their broader constituency on LEITI Workplan and outcomes.

Use of data

**5. Have company representatives contributed to communicating or using EITI data, including participation in outreach activities?**

If yes, please provide examples with links to any supporting evidence, such as reports, blogs, or news articles.

The private sector actively participates in LEITI dissemination activities, mainly when these events occur around the companies' operations.

These activities are recorded in the Annual Activity Reports to be supporting the LEITI team on and during dissemination.

[Annual Activity Report 2017 and 2018](#)

Obstacles to participation

**6. If company representatives have experienced any obstacles to participation in the EITI, please describe and specify these obstacles below or convey your concerns directly to the Validation team ([XXX@eiti.org](mailto:XXX@eiti.org)) by the commencement of the Validation. Please provide supporting evidence if available. Requests for confidentiality will be respected.**

No obstacles were recorded.

Sign-off

**7. Please include below the names and contact details of the MSG members from the industry constituency who sign off on submitting the above information to the Validation team. Add rows as needed.**

Name	Email address or telephone number	Date	Signature (optional)
Ekema Witherspoon	<a href="mailto:Unclee61@gmail.com">Unclee61@gmail.com</a>	December 17, 2021	
Marcus Wleh	<a href="mailto:Marcus.wleh@arcelormittal.com">Marcus.wleh@arcelormittal.com</a>	December 17, 2021	
James M. Strother	<a href="mailto:Jimmym2g4@yahoo.com">Jimmym2g4@yahoo.com</a>	December 17, 2021	
Elvis Morris	<a href="mailto:Elvis.morris@veroleum.com">Elvis.morris@veroleum.com</a>	December 17, 2021	





## Part IV: Civil society engagement

*This questionnaire seeks to collect information from civil society MSG members about the engagement of civil society in the EITI process from 2017 to 2021. Civil society MSG members are requested to fill out the form and submit it directly to the Validation team ([xxx@eiti.org](mailto:xxx@eiti.org)) or ask the National Coordinator to submit it. The deadline for submitting the form to the Validation team is January 1, 2022. It is recommended that civil society MSG members coordinate to agree on one submission. Diverging views within the constituency can be documented in the form, and the signatories of the submission should be indicated at the bottom of the form. Stakeholders may contact the Validation team directly to provide additional views.*

### MSG nominations

#### **1. Describe the process for nominating civil society MSG members, including whether consideration was given to ensuring the diversity of representation.**

Please provide supporting documentation related to the latest nomination process. This could include the invitation to participate in the MSG, a list of interested organizations or individuals, constituency ToRs, minutes of the election process, etc. If the evidence is available online, please provide a link. If it is not, please annex the proof to this questionnaire.

Agreed procedure for replacing civil society MSG members	Practice in the period under review
<p><b>MSG Policy Manual 2017 Section 2.3.1.2: Appointment of MSG Members</b> Members of the MSG shall be appointed by the President, who shall designate one of them as the Chairperson and another as the Co-Chairperson. In the appointment of members of the MSG to represent civil society and the private sector, the President shall hold appropriate consultations with members of the respective groups. The Members of the MSG shall serve a three-year tenure renewable only once.</p>	<p>The MSG was reconstituted in November 2021, and the mandate of the previous MSG expired in October 2021.</p> <p>In line with the 2017 Policy Manual and LEITI Act 2009, each member was appointed following consultations with civil society members' sub-constituency/block. Each organization independently chose its representative in keeping with its internal policies/guidelines/constitution. Evidence/copy of documents is kept at the LEITI Secretariat.</p> <p><b>Contact LEITI Secretariat</b></p> <p><b><u>Publish What You Pay Coalition</u></b> LEITI has evidence of how coalition members selected their representatives for nomination by the President.</p>

	<p><b><u>National Society Council of Liberia</u></b> LEITI has evidence of how coalition members selected their representatives for nomination by the President.</p> <p><b><u>Labor Congress of Liberia</u></b> LEITI has evidence of how coalition members selected their representatives for nomination by the President.</p> <p><b><u>Minerals Civil Society Organization of Liberia</u></b> LEITI has evidence of how coalition members selected their representatives for nomination by the President.</p>
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**2. If any MSG representatives changed during the MSG's term, please describe the process followed for replacing them.**

Agreed procedure for replacing civil society MSG members	Practice in the period under review
<p><b>MSG Policy Manual 2017 Section 2.3.1.7: Replacement of MSG</b></p> <p>Member/Alternate In the case of a vacancy created by the resignation/removal of an MSG member, the vacancy shall be filled by an appointment of the President. If an alternate is removed, his/her constituent shall nominate a new alternate.</p>	No replacement was made during the period under review.

[Liaison with the broader constituency](#)

**3. Describe the civil society constituency's structures, policies, and practices for coordination on EITI matters.**

Please provide supporting evidence, such as constituency ToRs, dates and minutes of constituency meetings, number of emails to mailing lists, etc. If the evidence is available online, please provide a link. If it is not, please annex the proof to this questionnaire.

Structures in place for liaison with the broader constituency, such as networks	Policies and agreed procedures for liaison with the broader constituency	Practice in the period under review
		<p>From the files of the LEITI Secretariat, each constituency has a structure in place wherein information is sought and shared, especially regarding the EITI implementation. An example is coordinating how nominations are made to the MSG and documents are filed with the LEITI Secretariat.</p> <p>With funding from the African Development Bank, civil society had other consultative engagements with its members in five counties - Maryland, Grand Kru, Sinoe, River Gee, and Grand Gedeh – from 15 – 25 July 2021.</p> <p><a href="#">LEITI Newsletter</a></p> <p>The objectives of these engagements centered on the following: LEITI Act, understanding of extractive revenues, and social contribution by extractive companies.</p>

**4. Have MSG members seek input from the broader constituency on the following documents. If yes, how and did you receive information?**

- a) The latest EITI work plan, including priorities for EITI implementation
- b) The latest annual review of outcomes and impact

Contents that feed into and inform the LEITI Workplan are primarily generated from and through feedback from the broader constituency. Such feedback comes from public engagements, roadshows, or town hall meetings during the dissemination of LEITI reports.

[LEITI Newsletter](#)

Use of data

**5. Have civil society representatives contributed to communicating or using EITI data, including participation in outreach activities or EITI data in advocacy and campaigns?**

If yes, please provide examples with links to any supporting evidence, such as reports, blogs, or news articles.

The Civil Society bloc of the MSG has been ever active in the dissemination exercises at the LEITI. All dissemination exercises, including the contract matrix and the recent 9th, 10<sup>th</sup>, and 11th reports, included members of the civil society bloc.

[LEITI Newsletter](#)

Obstacles to participation

**6. If civil society representatives have experienced any obstacles to participation in the EITI, including the use of publicly available extractive sector data, please describe and specify these obstacles below or convey your concerns directly to the Validation team ([XXX@eiti.org](mailto:XXX@eiti.org)) by the commencement of the Validation.**

The [EITI's civil society protocol](#) requires that the government ensures an enabling environment for civil society engagement in the EITI. Any concerns related to potential breaches of the protocol should be accompanied by a description of the related incident, including its timing, actors involved, and the link to the EITI process. Supporting documentation should be provided if available. Requests for confidentiality will be respected.

For Validation purposes, 'civil society representatives' refer to those who are substantively involved in the EITI process, including but not limited to members of the multi-stakeholder group. The 'EITI process' refers to activities related to preparing for EITI sign-up; MSG meetings; CSO constituency side-meetings on EITI, including interactions with MSG representatives; producing EITI Reports; producing materials or conducting analysis on EITI Reports; expressing views related to EITI activities; and expressing views related to natural resource governance.

Provision of the EITI civil society protocol	Potential breach identified in the period under review and accompanying evidence
2.1 Expression: Civil society representatives can engage in public debate related to the EITI process and express opinions about the EITI process without restraint, coercion, or reprisal.	No breach was recorded.
2.2 Operation: Civil society representatives can operate freely about the EITI process.	No breach recorded
2.3 Association: Civil society representatives can communicate and cooperate regarding the EITI process.	No breach recorded
2.4 Engagement: Civil society representatives can be fully, actively, and effectively engaged in the design, implementation, monitoring, and evaluation of the EITI process.	No breach recorded
2.5 Access to public decision-making: Civil society representatives can speak freely on transparency and natural resource governance issues and ensure that the EITI contributes to public debate.	No breach recorded

### Sign-off

**7. Please include below the names and contact details of the MSG members from the civil society constituency who sign off on submitting the above information to the Validation team. Add rows as needed.**

Name	Email address or telephone number	Date	Signature (optional)
Cecelia Danuweli	<a href="mailto:ceceliadanuweli@yahoo.com">ceceliadanuweli@yahoo.com</a>	December 17, 2021	
Loretta Pope Kai	<a href="mailto:Lpope692@gmail.com">Lpope692@gmail.com</a>	December 17, 2021	
Winston Wreh	<a href="mailto:Wrehwinston39@gmail.com">Wrehwinston39@gmail.com</a>	December 17, 2021	
Fallah Kamara	<a href="mailto:abrahambgappie3@gmail.com">abrahambgappie3@gmail.com</a>	December 17, 2021	

For Validation team's use: Guiding questions for consultations on stakeholder engagement

- What are the key strengths of the constituency's engagement in the EITI?
- Obstacles or barriers to participation in the EITI, including related to any of the provisions of the civil society protocol?
- Did actors from other constituencies attempt to influence the MSG nomination process or constituency coordination?
- What are the constituency's (or organization's) priorities for EITI?
- To what extent are the constituency's or organization's priorities reflected in EITI implementation?
- Are other constituencies entirely, actively, and effectively engaged in EITI implementation?
- Any other remarks, including commentary on the MSG's functioning.
- For stakeholders not on the MSG: Commentary on opportunities to input the MSG's work or schedule. Commentary on the representativeness of constituency MSG members, possible conflicts of interest, and the openness of the MSG nomination process.
- Context-specific questions arise from the written input to clarify or seek further information.



For Validation team's use: Template for "Call for views on stakeholder engagement."

## **Call for views on progress in EITI implementation in [Country]**

[Summary of status of performance, including the commencement date of Validation and the outcome of the previous Validation,]

The EITI International Secretariat seeks stakeholder views on [Country's] progress in implementing the EITI Standard between [period under review]. Stakeholders are requested to send opinions to [contacts of Validation team members] by [Validation commencement date].

The EITI Standard requires that the government, extractive companies, and civil society are entirely, actively, and effectively engaged in EITI implementation. The Secretariat is seeking views on the following questions:

1. Are the government, extractive companies, and civil society fully, actively, and effectively engaged in EITI implementation?
2. Are there any obstacles or barriers to participating in any of these constituencies or their sub-groups in EITI implementation?

Civil society engagement in the EITI will be assessed by the EITI Protocol: Civil society participation. Stakeholders are requested to provide input on [Country's] adherence to the protocol.

Any concerns related to potential breaches of the protocol should be accompanied by a description of the related incident, including its timing, actors involved, and the link to the EITI process. If available, supporting documentation should be provided. Stakeholders may also indicate which provision of the civil society protocol they consider the breach(es) to relate to. Responses will be anonymized and be kept confidential.

The Secretariat is seeking views on the following questions related to civil society engagement:

3. Are civil society organizations able to engage in public debate related to the EITI process and express opinions about the EITI process without restraint, coercion, or reprisal?
4. Are civil society representatives able to operate freely about the EITI process?
5. Are civil society representatives able to communicate and cooperate regarding the EITI process?
6. Can civil society representatives be fully, actively, and effectively engaged in the design, implementation, monitoring, and evaluation of the EITI process?
7. Can civil society representatives speak freely on transparency and natural resource governance issues and ensure that the EITI contributes to public debate?

For purposes of the protocol, 'civil society representatives' refer to civil society representatives who are substantively involved in the EITI process, including but not limited to members of the multi-stakeholder group. The 'EITI process' refers to activities related to preparing for EITI sign-up; MSG meetings; CSO constituency side-meetings on EITI, including interactions with MSG representatives; producing EITI Reports; producing materials or conducting analysis on EITI Reports; expressing views related to EITI activities; and expressing views related to natural resource governance.