

*Liberia Extractive Industries Transparency
Initiative (LEITI)*

APPROVED WORK PLAN

July 1, 2014 – June 30, 2015

**Prepared by
The LEITI Secretariat**

Background

This is the seventh work plan of the Liberia Extractive industries Transparency Initiative (LEITI).

The approved budget for 2013/2014 amounted to **US\$2,062,021**. Of this approved amount, the Government of Liberia appropriated US\$664,172 against a total budgeted amount of US\$1,250,315 requested from the Government. The amount appropriated by the Government of Liberia constituted 32% of the LEITI FY 2013 / 2014 approved, while the total amount committed by donors, including the African Development Bank, the World Bank, the GIZ and the United Nations Development Program (UNDP) amounted to US\$811,706 or 39% of the approved budget. However, about seventy percent (75%) of the amount committed by donors were not disbursed due to delay in finalizing various grant agreements within the budget year. Grant amounts not disbursed and/or utilized for FY 2013 /2014 were brought forward to FY 2014 /2015, given that most of these grant agreements extend beyond a single year.

Budgetary supports received by the LEITI were used to achieve the following:

- a. Recruited and paid the Reconciler to prepare the 5th EITI Reconciliation Report for Liberia;
- b. Funded the LEITI Secretariat Operations, including employees' compensation;
- c. Funded implementation of the LEITI communications strategy comprising LEITI report disseminations /Road Shows, billboards, broadcast advertising, newsletters, annual activity report, jingles, dramas, etc.;
- d. supported LEITI MSG Operations, including funding monthly MSG Regular and Emergency Meetings, and funding various Committees' meetings, etc;
- e. Funded travels of Liberia's Representative on EITI Board and LEITI Head of Secretariat to attend EITI International Board meetings and conferences; as well as staff of the Secretariat attending short-term trainings and conferences; and
- f. Funded Capacity Building workshops for civil society organizations, traditional leaders, and representatives of reporting stakeholders, including government agencies.

2014/ 2015 Work Plan

EITI Requirement 5 mandates the MSG, "in consultation with key stakeholders, should agree and publish a fully costed work plan, containing measurable targets and a timetable for implementation and incorporating assessment of capacity constraints." This work plan therefore seeks to outline activities and programs the Liberia EITI plans to undertake for the fiscal year July 1, 2014 up to and including June 30, 2015.

Justification and Scope of the Work Plan

This Work Plan builds on the organization's achievements and aims to expand its scope with a focus of remaining compliant with the criteria and principles of the EITI, and fulfilling other national requirement as required by the LEITI Act of 2009. To achieve this, the Work Plan for the period July 1, 2014 to June 30, 2015 aims at producing the following deliverables:

1. Investigating and resolving discrepancies in the 3rd and 4th EITI Reports for Liberia;
2. Disseminating LEITI's 5th Report, covering July 1, 2011 to June 30, 2012, throughout the fifteen counties of Liberia, consistent with EITI requirements;
3. Procuring an Independent Administrator to prepare the 6th EITI Report for Liberia;

4. Producing, publishing and disseminating Liberia's 6th EITI Report, covering July 1, 2012 through June 30, 2013;
5. Conducting a scoping study within the mining sector to determine the scale of operations of Artisanal and Small-scale miners, their licensing procedures, and registration and revenue payments; and the possible inclusion of quarry operations (granite and sand) within the LEITI reporting process, based on the outcome of such study;
6. Publishing a Benefactor Ownership Disclosure report, consistent with EITI Standards;
7. Decentralizing LEITI activities throughout Liberia by selecting Focal Persons in the various counties outside Montserrado County;
8. Developing and deploying an online data depository system to enhance EITI Reporting by stakeholders;
9. Providing capacity building trainings to civil society organizations, representatives of reporting companies and government agencies;
10. Providing support for establishment of LEITI Stakeholders' Feedback Mechanism for effective representation at the level of the MSG;
11. Developing an MSG Policy Manual;
12. Strengthening the LEITI Outreach and Communications activities by hiring two Communication Assistants ;
13. Enrolling five more high schools into the LEITI Extractive Clubs;
14. Interfacing the LEITI reporting templates within the Integrated Financial Management Information System (IFMIS) at the Ministry of Finance; and
15. Developing a curriculum for the establishment of an LEITI Center of Excellence.

Work Plan Period

The LEITI Work Plan is for a 12-month period, from July 1, 2014 to June 30, 2015. The activities and programs listed in the Work Plan are arranged based on their nature, complexity, and relationships to other tasks.

Cost of Work Plan

It is projected that the amount of **US\$1,640,915** is required to fund the FY 2014/15 Work Plan.

Government of Liberia's (GOL) budgetary appropriation to LEITI for FY2014/15 workplan is US\$774,929, constituting about 47% of the total projected cost of the workplan. While total funding commitments by donors, including amounts brought forward is US\$865,984 or 53% of the total projected cost of the workplan. Specifics of the donors funding include: AfDB - US\$409,000; USAID - US\$195,975; World Bank - US\$146,955; GIZ - US\$49,056; and UNDP - US\$65,000.

This projected amount of US\$1,640,915 needed to fully fund all activities of the Work Plan has been committed by the government of Liberia and donors as you will see contained in the Sources of Funds' Table below. Programs to be funded by the budget include the following major components: 1) Consultancy costs - **US\$527,500**; 2) Communications and Outreach Costs- **US\$302,140**; 3) MSG Operational Costs - **US\$42,815**; 4) Compensation for LEITI Secretariat Staff - **US\$277,393**; 5) LEITI Secretariat Operational Costs - **US\$151,831**; 6) Training & Capacity Building Costs - **US\$280,846**; and 7) Travel Costs - **US\$58,390**.

Sources of Funding

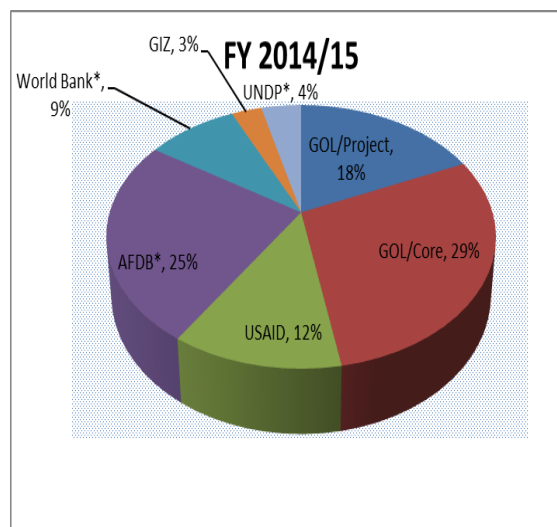
The LEITI Act of 2009 designates the Government of Liberia as the primary authority responsible for funding the programs of the LEITI through budgetary appropriations. The Act indicates that the LEITI may request grants and other technical supports from Liberia's Development Partners and other international institutions. Consistent with

this provision, the Government of Liberia has appropriated US\$774,929, while donors have also pledged US\$865,986 to fund the programs and activities in in the LEITI 2014 / 2015 Work Plan, details of which are indicated in the Sources of Funding Table below:

Summary table of the sources of funding:

WORKPLAN SECTION	July 1, 2014 - June 30, 2015			
Sources of Funds				
Source	FY 2013/14	FY 2014/15	% Change	Specific Fund
GOL/Project	\$ 295,004	\$ 300,000	2%	GoL
GOL/Core	\$ 955,311	\$ 474,929	-101%	GoL
USAID	\$ -	\$ 195,975	100%	G2G Grant
AFDB*	\$ 348,150	\$ 409,000	0%	OSFU / FSF
World Bank*	\$ 263,556	\$ 146,955	0%	SECOM
GIZ	\$ 60,000	\$ 49,056	-22%	E-Club
UNDP*	\$ 140,000	\$ 65,000	0%	Private/Public
Total Source per FY	\$ 2,062,021	\$ 1,640,915	-26%	

**Brought forward from 2013/2014*



Detailed Work Plan Narrative

I. LEITI Secretariat

The Secretariat performs a variety of functions to support the MSG on a daily basis, including: the development of LEITI work plans, the coordination of LEITI-related stakeholder actions, the identification of barriers to LEITI implementation, the drafting of proposals to seek budgetary support, the formulation of strategies to overcome these obstacles, and the dissemination of information about LEITI throughout the country. The activities of the Secretariat are been summarized under seven different but interrelated headings: Personnel Costs, Secretariat Operational Costs, MSG Operational Costs, Consultancy Costs, Communications and Outreach Costs, Travel Costs and Training and Capacity Building Costs. The first three components of the Work Plan are dedicated to the Administrative and Operational activities of the Secretariat while the other four component are been viewed as core functions of the Secretariat or program initiatives.

Administrative and Operational Activities

1. **Personnel Cost- US\$277,393.** This amount constitutes 17% of the total Budget and a 5% decrease relative to 2013/2014 allocation. The decrease is significantly due to the omission of budgetary allocation for two Industry Analysts in the current budget who were allocated for in the 2013 / 14 budget but were not hired. **The Personnel Cost** will cover employees' salaries and medical insurance benefits.

2. **LEITI Secretariat Operational Costs of US\$151,831 include:**

I. Secretariat General and Administrative Costs

- a. **Internship (local)** - \$3,600 is allocated to provide ongoing learning opportunity and support to the Secretariat through the use of interns. Minimum stipend is provided to assist during reports preparation, and at the same time provide interns with practical understanding of the EITI process. These students will also serve as outreach contacts for the LEITI within the student community. This allocation also targets high school students involved in the LEITI E-Club inter-high school debate, whereby the Most Valuable Debater offered an internship with the Secretariat.

- b. **Internet Services - US\$2,100.** This amount will be used to pay for quarterly internet subscription for the Secretariat;
- c. **Internet Access/Sticks (3) US\$2,880.** This allocation will be used to pay monthly subscriptions for three existing high speed internet modems for the Head of Secretariat, Technical Department, and the Communications and Outreach Officer to enable them exchange documents while working from home during late hours or over the weekend and during emergency situations.
- d. **Local Travel Allowance- US\$6,094 -** This amount will be used to fund Daily Subsistence Allowances for staff travelling outside of base station, especially during dissemination of LEITI 5th Report.
- e. **Local Communication Allowance (Scratch cards) US\$11,340. -** This allocation will be used to purchase scratch cards for staff members and interns to facilitate their work. The change compared to prior year is due to additional staff and increased allocation to account for greater communication needs at the Secretariat.
- f. **Postage-US\$345 -** this amount is intended to enhance the Secretariat's mail delivery system, particularly proposals and related documents to foreign parts.
- g. **Printing, Binding and Publication US\$15,064 -** this amount will be used for printing, binding and publication of the report of the investigation and resolution of the discrepancies in the 3rd and 4th EITI Reports for Liberia.
- h. **Office Stationery & Supplies-US\$16,000 -** this allocation will be used acquire stationery and supplies on a quarterly basis for the Secretariat. With increased staff and the proposed acquisition of additional office space, there will be an increase in the consumption of stationery and supplies during the budget year.
- i. **Electricity - US\$4,650 -** the drastic low in the supply of electricity by Liberia Electricity Corporation (LEC) extended has increased the use of the 100KVA stand-by generator being jointly used by institutions at the Old Budget Bureau, which requires shared contribution for fuel. This allocation will therefore be used to fund our share of the fuel purchase.

II. Assets and Other Secretariat Support

- a. **Desks, Computers, Photocopier, Filing Cabinets, etc. - US\$14,650-** This amount will be used to purchase laptops for the Deputy Head of Secretariat, the Finance Director and replace the Technical Officer's damaged laptop.

The amount will also be used to purchase other office furniture, including filing cabinets, executive desk for the Deputy Head of Secretariat and other staff members who are intended to occupy the new office space being acquired by the Secretariat. Part of the allocation will also be used to acquire and install an internet facility in the newly acquired office space.

- b. **Office Renovation & Partition- US\$5,000 -** To accommodate the additional staff, the Secretariat has requested from the Ministry of Finance the use of the office space directly below our current arrangement which was formerly occupied by the Copyright Office of the Ministry of Commerce. This allocation will therefore be used to renovate that office space. Renovation will include painting, curtains, carpeting and minor carpentry.
- c. **Bank Charges - US\$1,000 -** This allocation will be used to fund the operation of LEITI accounts at the International Bank Liberia Limited (IBLL).

- d. **Vehicle - Insurance, Fuel & Repairs & Maintenance, Registration- US\$151,831** - This allocation will provide for fuel, lubricant, and maintenance for three vehicles currently owned by the LEITI. The amount will also be used to provide funding for fuel and repairs of the Motor bike.

This allocation will also be used to fund other activities, including quarterly ICT equipment and software maintenance services, purchase of janitorial supplies, hire and compensate one guard to protect the assets of LEITI.

3. **MSG Operational Costs- US\$42,815.** Activities of the Multi-Stakeholders Steering Group (MSG) in relation to the Secretariat will be funded by this allocation. Activities include underwriting the costs for accommodation and transportation for MSG Members travelling with the Secretariat for LEITI Reports dissemination, a modest honorarium for MSG members, refreshments for regular monthly MSG and committees meetings, and securing a venue for one offsite MSG meeting.
4. **Consultancy Costs - US\$527,500.** This component constitutes 32 % of the total proposed budget and a slight percentage increase of 2% compared to 2013/2014 allocation. The increase is due to the allocation made for payment of consultancy for EITI validation in the current budget unlike the 2013 / 2014 budget.

This category includes the following activities/programs:

- a. **EITI Reconciliation Report (6th) - US\$110,000.** Amount is allocated for the recruitment and payment to an Independent Administrator to prepare Liberia's 6th EITI Report of payments made to the Government of Liberia by companies in the mining, oil, agriculture and forestry Sectors from July 2012 to June 2013.
- b. **Investigation of Discrepancy-3th & 4th Reports US\$25,000-** this amount will be used to hire consultant to investigate and resolve discrepancies found in the LEITI 3rd & 4th Reports..
- c. **Scoping study of the mining sector US\$50,000.00** - this amount will be used to hire consultant to conduct a study in order to determine the scale of operations of Artisanal and Small-scale miners, their licensing procedures, and registration and revenue payments; and the possible inclusion of quarry operations (granite and sand) within the LEITI reporting process, based on the outcome of such study.
- d. **Auditor (Contracts, Concessions and Licenses) & Terms of reference - US\$115,000.** This amount will be used to fund a consultancy to conduct an audit / investigation in order to determine if the process of awarding each material contract, concession, and license in the extractive sectors was awarded in accordance with applicable Liberian laws.
- e. **Online Data Depository - US\$15,000.** This allocation will be used to hire consultant to develop a web-based reporting system to enable companies and individuals operating within the oil, mining, agriculture, and forestry sectors, as well as relevant government ministries and agencies to register and file EITI reports online.
- f. **Benefactor Ownership Disclosure - US\$40,000.** In addition to a requirement in the New EITI Standards adopted at the Global Conference in May 2013, the UN has also made request to the LEITI through the Ministry of Justice to provide a comprehensive disclosure of ownership in the extractive sectors. This information will also support LEITI in its work around transparency and accountability. This allocation will therefore be used to achieve that objective.
- g. **Other/Local Consultancies to the LEITI - US\$20,000.** This amount is allocated to enable the Secretariat to hire local consultants to provide additional support including legal to review the LEITI Act and provide guidance on further implementation of it and advise on the enforcement of other sanction regimes against non-compliant companies.

h. Annual Audit - US\$17,000. This amount is allocated to finance the audits of the WB and AfDB grants.

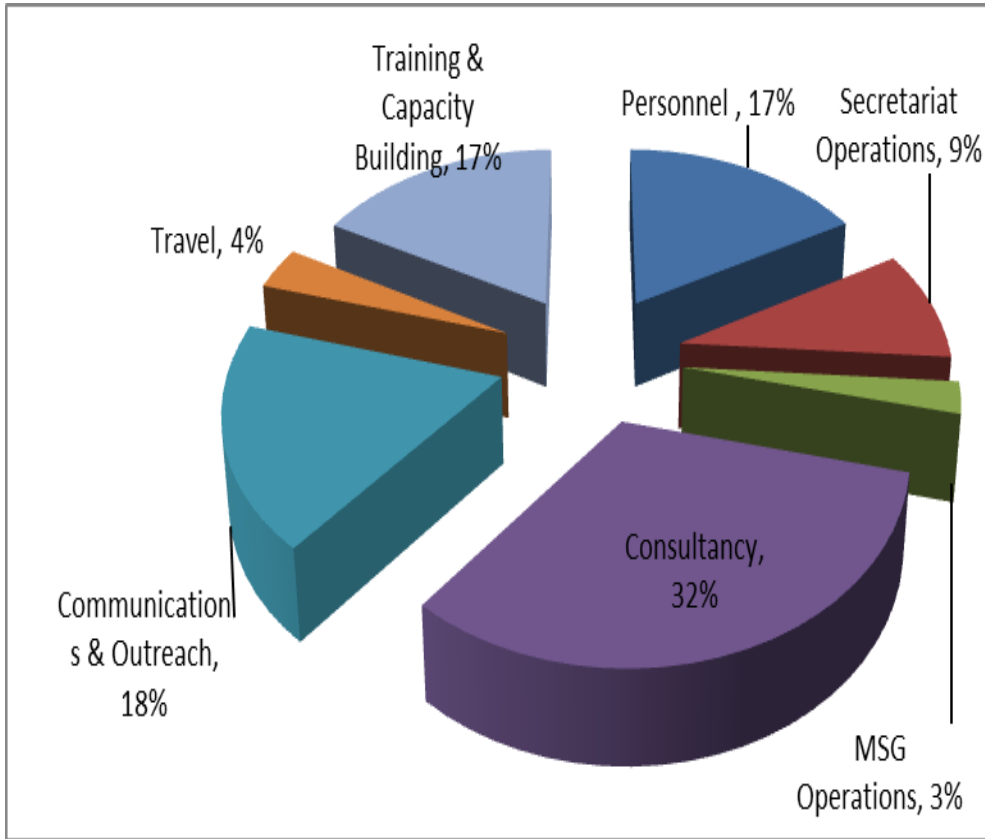
- 5. Communication & Outreach Costs – US\$302,140.** This component constitutes 18% of the total budget and a 25% decrease relative to the 2013/2014 allocation. This decrease is due to the substantial drop in the allocation for the dissemination of reports compared to the 2013 / 2014 budget. This allocation will fund lease payments for eighteen LEITI billboards installed in 14 counties. The allocation will also support continuous engagements in both urban and rural populations through national and community radio programs; dissemination of LEITI reports in the fifteen counties through town hall meetings, and road shows; and maintain a viable global interface through an LEITI website. Dissemination of reports and other information to the larger population are also done through quarterly newsletter publications, brochures, news papers, television broadcasts, bumper stickers, radio competition; advertising and other communication initiatives. LEITI jingles and dramas will be produced in all sixteen vernaculars for dissemination. Effective outreach will require continuous engagement with Stakeholders through retreats, workshops, conferences.

Additionally, some of the amount proposed for media production cost will be used to design and print the 5th LEITI report in summary, sector, quarterly, and regional forms. The proposed budget will, therefore, support the implementation of seven broad categories of communication and outreach programs: 1) Production Costs; 2) Advertising Costs; 3) Media Outreach; 4) Roadshows/Workshops; 5) Billboard lease; 6) Website Hosting, and 7) E - Club.

- 6. Travel Costs – US\$58,390** - Amount allocated to this component will be used to support Liberia Representative on the EITI Board to travel to EITI Board meetings. It included ticket costs and daily subsistence allowance. Provisions are also made for other stakeholders' participation in the Board and other international engagements. This allocation will also cover the costs of visas and logistics.
- 7. Training and Capacity Building Expenses – US\$280,846.** The allocation will provide for continuous capacity-building opportunities for those institutions and individuals who are strategic to the LEITI process, such as Civil Society Organizations (CSOs), government institutions, reporting companies, traditional leaders, and staff members of the Secretariat. Traditional leaders will be able to forge and strengthen a link between their constituencies and LEITI by empowering them through workshops. Some staff members of the Secretariat will also receive capacity enhancements through short term trainings which may include peer to peer learning. Artisanal miners will receive training and awareness around LEITI activities and how ways to strengthen capacities around LEITI reconciliation process.

Under this caption, focal persons to decentralize the EITI process in Liberia will be covered, and the capacity of artisanal miners around the country will be strengthened to enhance their ability to report adequately to the annual reconciliation exercise.

A stakeholder feedback process supported by the AfDB is also included in this category. Under this arrangement, constituency groups on the MSG will be supported to reach out to members throughout Liberia to ensure their concerns are reflected in board decisions.



Below is a table highlighting key deliverables in the 2014/15 Work Plan:

Objectives	Constraints	Implementing Partners	Secretariat Support	Cost	Funding Source	Timeline	Expected Outcomes
<ul style="list-style-type: none"> Dissemination of LEITI 5th & 6th Reconciliation & Revenue Tracking Rpt. in Summary, Sector & Regional forms Production of Annual Activity Rpt. and Newsletters 	<ul style="list-style-type: none"> Lack of or little data on extractive companies contribution to society/GoL Lack of or little data on GoL receipts from extractive companies Minimum awareness of LEITI activities 	<ul style="list-style-type: none"> LEITI Secretariat MSG Legislature County Officials County-based Civil Societies 	<ul style="list-style-type: none"> All Secretariat Staff 	\$73,609	<ul style="list-style-type: none"> UNMIL Civil Affairs AfDB GOL WB 	December 2014 June 2015	<ul style="list-style-type: none"> Increased awareness of LEITI activities Increased awareness of extractive companies and their contribution to society/GoL Awareness of GoL receipts of payments Enhanced revenue transparency
<ul style="list-style-type: none"> Recruitment of Independent Administrator (Reconciler) 	<ul style="list-style-type: none"> Procurement processes 	<ul style="list-style-type: none"> LEITI Secretariat 	<ul style="list-style-type: none"> LEITI Secretariat 	\$110,000	<ul style="list-style-type: none"> USAID 	December 2014	<ul style="list-style-type: none"> Increased awareness of extractive companies and their contribution to society/GoL Awareness of GoL receipts of

							<ul style="list-style-type: none"> payments Enhanced revenue transparency
<ul style="list-style-type: none"> Scoping study of the mining sector Conduct Post Award Process Audit of rights granted in the oil, mining, agriculture, and forestry sectors in 2012 & 2013 	<ul style="list-style-type: none"> Identification of mining location to visit Availability of all contracts, concessions, licenses in the oil, mining, forestry, & agriculture sectors Supervising agencies lack information on under their purview 	<ul style="list-style-type: none"> Consultant(s) / LEITI Secretariat 	<ul style="list-style-type: none"> LEITI Secretariat 	<p>\$50,000</p> <p>\$135,000</p>	<ul style="list-style-type: none"> USAID AfDB 	<p>June 2015</p> <p>June 2015</p>	<ul style="list-style-type: none"> Inclusion of sand miners and rock crushers into the reporting process. Ascertain if applicable Liberian laws were followed Recommend ways to harmonize lapses/overlap in laws Ensure Liberians get fair benefits from their resources
<ul style="list-style-type: none"> Workshop with LACC and Legislature on the LEITI process and make use of the Reports 	<ul style="list-style-type: none"> Minimum use of LEITI reports by Legislature and LACC 	<ul style="list-style-type: none"> LEITI Secretariat 	<ul style="list-style-type: none"> LEITI Secretariat 	<p>\$6,000</p>	<ul style="list-style-type: none"> WB 	<p>March 2015</p>	<ul style="list-style-type: none"> Increased awareness and use of LEITI reports by Legislature and LACC

<ul style="list-style-type: none"> Initial study and setup of EITI Center of Excellence 	<ul style="list-style-type: none"> Little synergies across region Little or no knowledge bank 	<ul style="list-style-type: none"> Consultant/ LEITI Secretariat LIPA 	<ul style="list-style-type: none"> Head of Secretariat Deputy Head of Secretariat Industry Analyst 	\$10,000	UNDP	January 2015	<ul style="list-style-type: none"> Development of an EITI knowledge bank for regional use
<ul style="list-style-type: none"> Capacity Building – artisanal miners 	<ul style="list-style-type: none"> Weak capacity to support LEITI payment reconciliation 	<ul style="list-style-type: none"> LEITI Secretariat MLME GODIMWUL PWYP Brokers & Dealers Association 	<ul style="list-style-type: none"> LEITI Secretariat 	\$45,000	<ul style="list-style-type: none"> AfDB 	February 2015	<ul style="list-style-type: none"> Strengthened capacity to enhance revenue collection
<ul style="list-style-type: none"> Stakeholder feedback mechanism 	<ul style="list-style-type: none"> Minimum input from stakeholders in MSG decisions 	<ul style="list-style-type: none"> LEITI Secretariat MSG 	<ul style="list-style-type: none"> Head/Deputy Head of Secretariat Finance Director Administrative Manager 	\$42,000	<ul style="list-style-type: none"> AfDB 	<ul style="list-style-type: none"> Jan 2015 	<ul style="list-style-type: none"> Increased participation of stakeholders in the policy formulation
<ul style="list-style-type: none"> LEITI Staff Development 	<ul style="list-style-type: none"> Little knowledge of sectors among newly recruited staff 	<ul style="list-style-type: none"> LEITI Secretariat External Trainers 	<ul style="list-style-type: none"> Head of Secretariat Administrative Mngr. Finance Director 	\$65,000	<ul style="list-style-type: none"> AfDB GOL 	<ul style="list-style-type: none"> Febr. 2015 June 2015-2013- 	<ul style="list-style-type: none"> Fully equipped with required knowledge to perform functions
<ul style="list-style-type: none"> Capacity Building amongst CSOs, Traditional Leaders 	<ul style="list-style-type: none"> Weak capacities amongst CSOs, traditional leaders 	<ul style="list-style-type: none"> LEITI CSOs Consultants NTCL 	<ul style="list-style-type: none"> Head/Deputy Head of Secretariat Finance Director Technical Director Commun 	\$65,000	<ul style="list-style-type: none"> AfDB WB 	<ul style="list-style-type: none"> March 2015 – May 2015 	<ul style="list-style-type: none"> Enhanced capacities for CSOs, traditional leaders to contribute to the LEITI process

			ications Officer				
<ul style="list-style-type: none"> Online Data Repository 	<ul style="list-style-type: none"> Untimely reports 	<ul style="list-style-type: none"> LEITI Secretariat 	<ul style="list-style-type: none"> Head /Deputy of Secretariat Technical Officer 	\$15,000	<ul style="list-style-type: none"> UNDP 	<ul style="list-style-type: none"> Dec 2014 	<ul style="list-style-type: none"> Enhanced report quality and timeliness
<ul style="list-style-type: none"> Develop & Implement MSG Operations Manual 	<ul style="list-style-type: none"> Lack of clear rules of engagement 	<ul style="list-style-type: none"> WB LEITI Secretariat 	<ul style="list-style-type: none"> Head of Secretariat Technical Officer Consultant 	\$5,000	<ul style="list-style-type: none"> WB 	<ul style="list-style-type: none"> Jan 2015 	<ul style="list-style-type: none"> Effective functioning of the MSG Effective policy formulation
<ul style="list-style-type: none"> Expansion of Extractive Clubs (e-clubs) in high schools & Inter-high school debate 	<ul style="list-style-type: none"> Little knowledge of LEITI activities amongst high school 	<ul style="list-style-type: none"> GIZ LEITI Secretariat MSG 	<ul style="list-style-type: none"> All Secretariat Staff 	\$49,056	<ul style="list-style-type: none"> GIZ 	<ul style="list-style-type: none"> June 2015 	<ul style="list-style-type: none"> Increased awareness and participation of LEITI activities and programs
<ul style="list-style-type: none"> Decentralization of LEITI activities 	<ul style="list-style-type: none"> Need to expand activities of LEIT to leeward counties to ensure wider participation of citizens 	<ul style="list-style-type: none"> WB LEITI Secretariat MSG 	<ul style="list-style-type: none"> Head of Secretariat Deputy Head of Secretariat Finance Director Communications Officer 	\$34,950	<ul style="list-style-type: none"> WB 	<ul style="list-style-type: none"> March 2015 	<ul style="list-style-type: none"> Full decentralization of LEITI activities across the country
<ul style="list-style-type: none"> Integration of LEITI templates into IFMIS / MOF 	<ul style="list-style-type: none"> General lack of delay in payment Delayed in LEITI reports Inefficient reconciliation 	<ul style="list-style-type: none"> LEITI Secretariat Consultant 	<ul style="list-style-type: none"> Head of Secretariat Technical Officer 	\$5,000	<ul style="list-style-type: none"> WB 	<ul style="list-style-type: none"> March 2015 June 2015 	<ul style="list-style-type: none"> Enhanced ability to generate sector &, regional reports Real-time access to

	processes						<ul style="list-style-type: none"> payment data Efficient reconciliation process
<ul style="list-style-type: none"> Benefactor Ownership 	<ul style="list-style-type: none"> Little knowledge of ownership within extractive sectors 	<ul style="list-style-type: none"> LEITI Secretariat Consultant 	<ul style="list-style-type: none"> Head of Secretariat 	\$40,000	<ul style="list-style-type: none"> UNDP 	<ul style="list-style-type: none"> March 2015 	<ul style="list-style-type: none"> Increased knowledge over ownership EITI requirement
<ul style="list-style-type: none"> Resolution of discrepancies – 3rd, 4th Reports 	<ul style="list-style-type: none"> Unresolved discrepancies weakens accountability & transparency 	<ul style="list-style-type: none"> LEITI/Consultant 	<ul style="list-style-type: none"> Deputy Head of Secretariat Technical Officer 	\$30,000	<ul style="list-style-type: none"> WB GOL 	<ul style="list-style-type: none"> March 2015 	<ul style="list-style-type: none"> Increased accountability and transparency

LEITI Budget - Fiscal Year: July 1, 2014 to June 30, 2015

INCOME

WORKPLAN SECTION		July 1, 2014 - June 30, 2015		
Sources of Funds				
Source	FY 2013/14	FY 2014/15	% Change	Specific Fund
GOL/Project	\$ 200,000	\$ 300,000	33%	GoL
GOL/Core	\$ 650,000	\$ 474,929	-37%	GoL
USAID	\$ -	\$ 195,975	100%	G2G Grant
AFDB*	\$ 409,000	\$ 409,000	0%	OSFU / FSF
World Bank*	\$ 200,000	\$ 146,955	0%	SECOM
GIZ		\$ 49,056	100%	E-Club
UNDP*	\$ 80,000	\$ 65,000	-23%	Private/Public
Total Source per FY	\$ 1,539,000	\$ 1,640,915	6%	
<i>*Brought forward from 2013/2014</i>				

EXPENDITURES

1) Compensation for LEITI Secretariat staff

Compensation for LEITI Secretariat Staff				BUDGET DISTRIBUTION							
Staff Member	Monthly / Quarterly Allocation	Quantity	Annual Allocation	GOL FUNDING		DONOR FUNDING					TOTAL
				core	Project	NEW	BROUGHT FORWARD				
						USAID	AFDB	GIZ**	UNDP	World Bank	
				474,929	300,000	195,975	409,000	49,056	65,000	146,955	865,986
SALARIES											-
Head of Secretariat	6,667	12	\$ 80,004	80,004			-	-	-	-	-
Deputy Head of Secretariat	3,889	12	\$ 46,669	46,669			-	-	-	-	-
Finance Director	2,400	12	\$ 28,800	28,800			-	-	-	-	-
Technical Officer	1,600	12	\$ 19,200	19,200			-	-	-	-	-
Administrative Manager	1,400	12	\$ 16,800	16,800			-	-	-	-	-
Communications & Outreach Officer	1,500	12	\$ 18,000	18,000			-	-	-	-	-
Industry Analysts (2)	2,000	12	\$ 24,000	24,000			-	-	-	-	-
Accounts Assistant	800	12	\$ 9,600	9,600			-	-	-	-	-
Procurement Assistant	800	6	\$ 4,800	-	4,800						-
Office Assistant/Driver	500	12	\$ 6,000	6,000			-	-	-	-	-
Driver (2)	800	12	\$ 9,600	9,600			-	-	-	-	-
Motorbike Driver	200	12	\$ 2,400	-	2,400						-
			\$ 265,873	258,673	7,200		-	-	-	-	-
BENEFITS											-
Staff Annual Insurance	Lumpsum	1	\$ 11,520	8,640	2,880		-	-	-	-	-
			\$ 11,520	8,640	2,880		-	-	-	-	-
			\$ 277,393	267,313	10,080		-	-	-	-	-

2) LEITI Secretariat Operational Costs

LEITI SECRETARIAT OPERATIONAL COSTS				FUNDING DISTRIBUTION							TOTAL
				GOL FUNDING		DONOR FUNDING					
				core	Projects	NEW	BROUGHT FORWARD			World Bank	
USAID	AFDB	GIZ	UNDP								
Expense	Monthly / Quarterly Allocation	Quantity	Annual Allocation	474,929	300,000	195,975	409,000	49,056	65,000	146,955	865,986
Secretariat Gen. & Admin Costs											
Internship (local students - 2)	300	12	\$ 3,600		3,600						-
Internet (variable)	525	4	\$ 2,100	1,575	525						-
Internet Access/Sticks (3)	240	12	\$ 2,880	1,920	960						-
Local Travel allowance for Secretariat Staff	49	125	\$ 6,094	-	6,094						-
Local Comm Allowance (scratch cards)	945	12	\$ 11,340	10,200	1,140						-
Postage	86	4	\$ 345	345							-
Printing, Binding & Publication	Lumpsum	1	\$ 15,064	15,064							-
Office Stationery & Supplies (quarterly)	4,000	4	\$ 16,000	16,000	-						-
Other Operational Fund, including petty cash	404	12	\$ 4,851	-	4,851						-
			\$ 62,274	45,104	17,170						-
Electricity											
Generator											
Share of Monthly Fuel & Lubricant Consumption	375	12	\$ 4,500	-	4,500						-
Repairs & Maintenance -(2.5KVA) generator	25	6	\$ 150	-	150						-
			\$ 4,650	-	4,650						-
Fixed Assets											
Computers, Desks, etc											
Laptops (DHOS, Finance Director, Tech. Officer)	2,000	3	\$ 6,000		6,000						-
Air Conditioners (2 -new office space)	650	2	\$ 1,300		1,300						-
Photo Copier/printer (new office space)	2,500	1	\$ 2,500		2,500						-
Filing Cabinets(metal) (new office space)	250	3	\$ 750		750						-
Filing Cabinets(Executive) (DHOS)	700	1	\$ 700		700						-
Executive Desk (DHOS)	900	1	\$ 900		900						-
IT Services (internet installation & wiring)	Lumpsum		\$ 2,500	-	2,500						-
			\$ 14,650	-	14,650						-
Others											
Office Renovation (new office space)	5,000	1	\$ 5,000		5,000						-
			\$ 5,000	-	5,000						-
Bank charges											
Service Bank Charges - IBLL	83	12	\$ 1,000	1,000							-
			\$ 1,000	1,000	-						-
Fuel & R/M											
Registration & Insurance (3 vehs)	1,586	3	\$ 4,757	3,932	825						-
Registration & Insurance (motorcycle)	500	1	\$ 500		500						-
Repairs & Maintenance (3 vehs)	1,500	12	\$ 18,000	6,000	12,000						-
Repairs & Maintenance (motorcycle)	83	12	\$ 1,000	1,000	-						-
Fuel & Lubricant (3 old vehs)	2,423	12	\$ 29,081	29,081							-
Fuel & Lubricant (motorcycle)	100	12	\$ 1,200	1,200							-
Repairs & Maintenance - ICT Equipment	1,500	4	\$ 6,000	4,800	1,200						-
Guard service for LEITI Office	150	12	\$ 1,800	-	1,800						-
Janitorial supplies	160	12	\$ 1,920	-	1,920						-
			\$ 64,257	46,012	18,245						-
			\$ 151,831	92,116	59,715	-	-	-	-	-	-

3) MSG Operational Costs

MSG OPERATIONAL COSTS				FUNDING DISTRIBUTION							TOTAL
				GOL FUNDING		DONOR FUNDING					
						NEW	BROUGHT FORWARD				
Expense	Monthly / Quarterly Allocation	Quantity	Annual Allocation	core	Projects	USAID	AfDB	GIZ**	UNDP	World Bank	
				474,929	300,000	-	409,000	49,056	65,000	146,955	670,011
Venue Hire (Extraordinary Meetings)	5,000	1	\$ 5,000	-	5,000						-
Regular Monthly Meeting Refreshments	540	11	\$ 5,940	-	5,940						-
Committees Meetings Refreshments	100	24	\$ 2,400	-	2,400						-
Local Travel allowance (MSG Members travelling with Secretariat)	75	25	\$ 1,875	-	1,875						-
Monthly Honorarium/Sitting - MSG Members, excl. GOL representatives (\$100/member)	2,000	12	\$ 24,000	\$13,500	10,500						-
Quarterly - MSG Committee Members (\$50/member)	150	24	\$ 3,600	-	3,600						-
Total:			\$ 42,815	\$13,500	29,315		-	-	-	-	-

4) Consultancy Costs

CONSULTANCY COSTS				FUNDING DISTRIBUTION							TOTAL
				GOL FUNDING		DONOR FUNDING					
						NEW	BROUGHT FORWARD				
Expense	Monthly / Quarterly Allocation	Quantity	Annual Allocation	CORE	PROJECTS	USAID	AfDB	GIZ**	UNDP	World Bank	
				474,929	300,000	195,975	409,000	49,056	65,000	146,955	865,988
EITI Reconciliation Report (6th & 7th) - payment to Consultant	Lumpsum	1	\$ 110,000	-	-	110,000					110,000
Invest. of Discrep. - 3rd, 4th & 5th LEITI Rpts	Lumpsum	3	\$ 45,000		15,000					30,000	30,000
Post Award Process - Auditor	Lumpsum	1	\$ 115,000				115,000				115,000
ToR, Publication of Findings/Reports	Lumpsum	1	\$ 20,000				20,000				20,000
IFMIS Interation	5,000	1	\$ 5,000							5,000	5,000
Develop & Implement MSG Policy Manual	5,000	1	\$ 5,000							5,000	5,000
Scoping Study in Mining Sector	Lumpsum	1	\$ 50,000			50,000					50,000
Other (local consultancies, including legal to the LEITI)	Lumpsum	1	\$ 20,000		20,000						-
Benefactor Ownership Disclosure - New EITI Standard	Lumpsum		\$ 40,000						40,000		40,000
EITI Validation	Lumpsum	1	\$ 75,000	75,000							-
EITI Center of Excellence	Lumpsum		\$ 10,000						10,000		10,000
Development of Online Reg. & Repository	Lumpsum		\$ 15,000						15,000		15,000
Audit of Grants	Variable	2	\$ 17,500				10,000			7,500	17,500
Total:			\$ 527,500	75,000	35,000	180,000	145,000	-	65,000	47,500	417,500

5) Communication & Outreach Operational Costs

COMMUNICATION & OUTREACH COSTS				FUNDING DISTRIBUTION							TOTAL
				GOL FUNDING		DONOR FUNDING					
						NEW	BROUGHT FORWARD				
Expense	Monthly / Quarterly Allocation	Quantity	Annual Allocation	CORE	PROJECTS	USAID	AfDB	GIZ	UNDP	WORLD BANK	
				474,929	300,000	195,975	409,000	49,056	65,000	146,955	865,986
Media Campaign											
Dramas, 4th & 5th Rpt Summares, and Scoping Study & Sector & Regional Reports Report)	Annual		39,675			3,675	15,000			21,000	39,675
Publication of Sector/Regional & Process Audit Rpts	Annual	7	25,000				25,000				25,000
Recond. & Renewal of Billboards	4,771	18	45,000	-	45,000						-
Advertising Costs	Annual		59,300	27,000		32,300			-		32,300
Outreach (Meetings with Editors, etc.)	Annual		10,000				10,000				10,000
Dissemination of Reports / Road Shows(Fuel, DSA, & Vehicle Hire)	4,907	15	73,609		15,000		35,000		-	23,609	58,609
Website Hosting Fees	Annual		500		500						-
E - Club Program	Annual		49,056					49,056			49,056
Total:			302,140	27,000	60,500	35,975	85,000	49,056	-	44,609	214,640

6) Travel Costs

TRAVELS				GOL FUNDING		DONOR FUNDING					TOTAL
						NEW	BROUGHT FORWARD				
Expense	Monthly Allocation	Quantity	Annual Allocation	Core	Projects	USAID	AfDB	GIZ	UNDP	WORLD BANK	
				474,929	300,000		409,000	49,056	65,000	146,955	670,011
EITI Board Meetings (2 meetings attended by 3 persons), Tickets, DSA & Incidentals	14,318	3	\$ 42,954	-	42,954						-
Conferences & Meetings(2 meetings attended by 2 persons)	6,468	2	\$ 12,936	-	12,936						-
Logistical Fees (Visas, etc.)	Variable		\$ 2,500	-	2,500						-
Total:			\$ 58,390	-	58,390	-	-	-	-	-	-

7) Training and Capacity Building Expenses

TRAINING AND CAPACITY BUILDING				GOL FUNDING		DONOR FUNDING					TOTAL
						NEW	BROUGHT FORWARD				
	Monthly Allocation	Quantity	Annual Allocation	Operations	Projects	USAID	AfDB	GIZ	UNDP	WORLD BANK	
				474,929	300,000		409,000	49,056	65,000	146,955	670,011
Government (including expanding scope)	Lumpsum		\$ 6,896							6,896	6,896
Government (LACC & Legislature)	6,000	1	\$ 6,000							6,000	6,000
Civil Society Organizations (CSOs)	Various		\$ 50,000				50,000				50,000
LEITI County Focal Points	Various	1	\$ 34,950							34,950	34,950
Traditional Leaders	Various	1	\$ 15,000				8,000			7,000	15,000
Group Meetings (All Sectors)	Various	1	\$ 16,000		7,000		9,000				9,000
Artisanal & Small-Scale Miners(ASM)	3,000	15	\$ 45,000				45,000				45,000
Stakeholder Participation/Feedback	Various		\$ 42,000				42,000				42,000
LEITI Staff Dev., Training & Travel (ST)	Lumpsum		\$ 65,000	-	40,000		25,000		-	-	25,000
Total:			\$ 280,846	-	47,000		179,000	-	-	54,846	233,846

SUMMARY

WORKPLAN SECTION	AMOUNT
Personnel	\$ (277,393)
Secretariat Operations	\$ (151,831)
MSG Operations	\$ (42,815)
Consultancy	\$ (527,500)
Communications & Outreach	\$ (302,140)
Travel	\$ (58,390)
Training & Capacity Building	\$ (280,846)
CONTINGENCY	\$ -
TOTAL BUDGET	-\$1,640,915

Budget Section	ANNUAL ALLOCATION	GOL FUNDING		DONOR FUNDING					TOTAL
		Core	Projects	NEW	Brought Forward				
				USAID	AfDB	GIZ**	UNDP	World Bank	
INCOME	\$ 1,640,915	474,929	300,000	195,975	409,000	49,056	65,000	146,955	865,986
Expenditures									
Compensation and Insurance for LEITI Secretariat Staff	\$ (277,393)	(267,313)	(10,080)	-	-	-	-	-	-
LEITI Secretariat Operational Costs	\$ (151,831)	(92,116)	(59,715)	-	-	-	-	-	-
Multi-Stakeholders Steering Committee Operational Costs	\$ (42,815)	(13,500)	(29,315)	-	-	-	-	-	-
Consultancy Fees	\$ (527,500)	(75,000)	(35,000)	(160,000)	(145,000)	-	(65,000)	(47,500)	(417,500)
Communication & Outreach Operational Costs	\$ (302,140)	(27,000)	(60,500)	(35,975)	(85,000)	(49,056)	-	(44,609)	(214,640)
Travel Costs	\$ (58,390)	-	(58,390)	-	-	-	-	-	-
Training & Capacity Building	\$ (280,846)	-	(47,000)	-	(179,000)	-	-	(54,846)	(233,846)
Subtotal of Expenses:	\$ (1,640,915)	(474,929)	(300,000)	(195,975)	(409,000)	(49,056)	(65,000)	(146,955)	(865,986)
Contingency:	-	-	-	-	-	-	-	-	-
Total Budget:	\$ (1,640,915)	(474,929)	(300,000)	(195,975)	(409,000)	(49,056)	(65,000)	(146,955)	(865,986)
Shortfall:	-	-	-	-	-	-	-	-	-
Total budgetary requirement - Shortfall with 5% Contingency:	-	-	-	-	-	-	-	-	-