

*Liberia Extractive Industries Transparency  
Initiative (LEITI)*

**APPROVED WORK PLAN**

**July 1, 2015 – June 30, 2016**

**Prepared by  
The LEITI Secretariat**

## **Background**

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

The approved budget for 2014/2015 amounted to **US\$1,635,224**. Of this approved amount, the Government of Liberia appropriated US\$474,929 against a total budgeted amount of US\$774,929 requested from the Government. The amount appropriated by the Government of Liberia constituted 29% of the LEITI FY 2014 / 2015 approved workplan, 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\$860,295 or 52% of the approved budget. However, about twenty- four percent (24%) of the amount committed by donors were not disbursed due to the outbreak of the Ebola Virus Disease. Grant amounts not disbursed and/or utilized for FY 2014 /2015 were brought forward to FY 2015 /2016, 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. To prepare the 6<sup>th</sup> EITI Reconciliation Reports for Liberia;
- b. To fund LEITI Secretariat Operations, including employees' compensation;
- c. To fund implementation of the LEITI communications strategy comprising LEITI report disseminations /Road Shows, billboards, broadcast advertising, newsletters, annual activity report, jingles, dramas, etc.;
- d. To support LEITI MSG Operations, including funding monthly MSG Regular and Emergency Meetings, and fund various Committees' meetings, etc;
- e. To Fund 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. To Fund Capacity Building workshops for civil society organizations, traditional leaders, and representatives of reporting companies and government agencies.

## **2015/ 2016 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, 2015 up to and including June 30, 2016.

### **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, 2015 to June 30, 2016 aims at producing the following deliverables:

1. Investigating and resolving discrepancies in the 6<sup>th</sup> & 7<sup>th</sup> EITI Reports for Liberia;
2. Procuring a local consultant to assist LEITI Secretariat prepare for the International EITI Validation scheduled for January 2016;
3. Disseminating LEITI's 6<sup>th</sup> Reports, covering July 1, 2012 to June 30, 2013, throughout the fifteen counties of Liberia, consistent with EITI requirements;
4. Procuring an Independent Administrator to prepare the 8<sup>th</sup> EITI Reports for Liberia;

5. Producing, publishing and disseminating Liberia's 7<sup>th</sup> and 8<sup>th</sup> EITI Reports, covering July 1, 2013 through June 30, 2014, and July 1, 2014 through June 30, 2015;
6. Publishing a Benefactor Ownership Disclosure report, consistent with EITI Standards;
7. Decentralizing LEITI activities throughout Liberia by retaining the recruited 15 Focal Persons in the various counties of Liberia;
8. Procure Guard Services for the protection of LEITI's compound
9. Implementation of an online data depository system to enhance EITI Reporting by stakeholders;
10. Providing capacity building trainings to civil society organizations, representatives of reporting companies and government agencies;
11. Procure an Independent Administrator to conduct a Production Audit
12. Providing support for establishment of LEITI Stakeholders' Feedback Mechanism for effective representation at the level of the MSG;
13. Strengthening the LEITI Outreach and Communications activities by hiring one full-time Communication Assistant.
14. 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, 2015 to June 30, 2016. 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\$1,473,780** is required to fund the FY 2015/16 Work Plan.

Government of Liberia's (GOL) budgetary appropriation to LEITI for FY2015/16 work plan is US\$717,527, constituting about 49% of the total projected cost of the workplan. While total funding commitments by donors, including amounts brought forward is US\$756,253 or 59% of the total projected cost of the workplan. Specifics of the donors funding include: AfDB - US\$303,809; USAID - US\$160,235; World Bank - US\$106,574; GIZ - US\$35,635 and UNDP - US\$150,000.

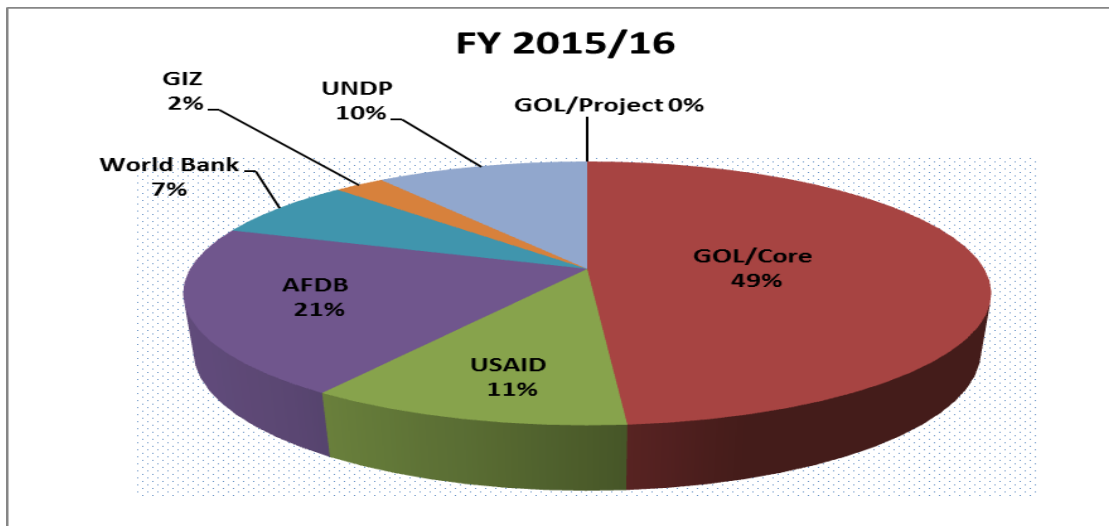
Consistent with the LEITI five-year Strategic plan, and subsequently, the two-year Workplan approved by the MSG, the LEITI Secretariat had initially projected to undertake programs contained in the two-year workplan in the amount of for FY2015/16 is US\$2,667,642. However, total commitment from both government and donors in support of the work plan is US\$1,473,780 based on which this FY2015/16 Annual Workplan is developed; 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\$473,050**; 2) Communications and Outreach Costs- **US\$300,183** 3) MSG Operational Costs - **US\$10,120**; 4) Compensation for LEITI Secretariat Staff - **US\$282,392**; 5) LEITI Secretariat Operational Costs - **US\$168,550**; 6) Training & Capacity Building Cost **US\$206,826**; and 7) Travel Costs - **US\$32,659**.

#### **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\$717,527, while donors' funding amounts to pledged US\$756,253 to fund the programs and activities in in the LEITI FY2015/2016 Work Plan, details of which are indicated in the Sources of Funding Table below:

Summary table of the sources of funding:

<b>WORKPLAN</b>				
<b>July 1, 2015 - June 30, 2016</b>				
<b>Sources of Funds</b>				
<b>Source</b>	<b>FY 2014/15</b>	<b>FY 2015/16</b>	<b>% Change</b>	<b>Specific Fund</b>
GOL/Project**	\$ 300,000	\$ -	0%	GoL
GOL/Core	\$ 474,929	\$ 717,527	51%	GoL
USAID*	\$ 195,975	\$ 160,235	-18%	G2G Grant
AFDB*	\$ 409,000	\$ 303,809	-26%	OSFU / FSF
World Bank*	\$ 146,955	\$ 106,574	-27%	SECOM
GIZ*	\$ 79,056	\$ 35,635	-55%	E-Club
UNDP	\$ 65,000	\$ 150,000	131%	Private/Public
<b>Total Source per FY</b>	<b>\$ 1,670,915</b>	<b>\$ 1,473,780</b>	<b>-12%</b>	
<i>*Brought forward from 2014/2015</i>				
<i>** Amount not received by LEITI</i>				



**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\$282,392.** This amount constitutes 11% of the total Budget and a 6% increase relative to 2014/2015 allocation. The increase is significantly due to the Secretariat receiving budgetary allocation for a hired Communication Assistant, Administrative Manager and Finance Director for in the 2015 / 16 budget. **The Personnel Cost** will cover employees' salaries and medical insurance benefits.
2. **LEITI Secretariat Operational Costs of US\$- 147,050 include:**
  - I. **Secretariat General and Administrative Costs**
    - a. **Internet Services - US\$6,000.** This amount will be used to pay for quarterly internet subscription for the Secretariat;
    - b. **Internet Access/Sticks (3) US\$2,160.** 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.
    - c. **Local Travel Allowance- US\$4,790 -** This amount will be used to fund Daily Subsistence Allowances for staff travelling outside of base station.
    - d. **Local Communication Allowance (Scratch cards) US\$10,500-. -** 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.
    - e. **Postage-US\$345 -** this amount is intended to enhance the Secretariat's mail delivery system, particularly proposals and related documents to foreign parts.
    - f. **Printing, Binding and Publication US\$7,800 -** this amount will be used for printing, binding and publication of the report of the investigation and resolution of the discrepancies in the 3<sup>rd</sup> and 4<sup>th</sup> EITI Reports for Liberia and other publications.
    - g. **Website HosingUS\$1,000- this amount will be used to paid the company that will be responsible for hosting the website of LEITI.**
    - h. **Office Stationery & Supplies-US\$10,640 -** this allocation will be used to 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. **Petty Cash- US\$3,600.** This allocation will be used to underwrite minor operational cost of the Secretariat.
    - j. **Electricity - US\$2,315 -** the drastic low in the supply of electricity by Liberia Electricity Corporation (LEC) 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. **Computers - US\$3,000-** This amount will be used to purchase laptops for three staff of the Secretariat during the operating year.
- b. **Bank Charges - US\$3,250 -** This allocation will be used to fund the operation of LEITI accounts at the International Bank Liberia Limited (IBLL).
- c. **Fuel & Repairs & Maintenance - US\$78,630 -** This allocation will be used to fund the costs of Vehicle - Insurance, Fuel & Repairs & Maintenance, Vehicle Registration, fuel & lubricant. This amount will also be used to underwrite costs associated with the maintenance of three vehicles and one motorbike currently owned by the LEITI. Additionally, the allocation will also be used to fund other activities, including quarterly repairs and maintenance of ICT Infrastructures (Equipment and software maintenance); to purchase janitorial supplies; and to hire and compensate one guard to protect the assets of LEITI.

3. **MSG Operational Costs- US\$10,120.** Activities of the Multi-Stakeholders Steering Group (MSG) in relation to the Secretariat will be funded by this allocation. Activities include the provision for the monthly regular MSG meeting and refreshment for Committee's meeting.

4. **Consultancy Costs - US\$473,050.** This component constitutes 21 %. This shows an increase of 4% from the 2014/15 fiscal period. The increase is due to the LEITI Secretariat receiving funding for the conduct of a Production Audit, Publication of Production Audit Findings and Post Award Process Audit.

This category includes the following activities/programs:

- a. **EITI Reconciliation Report (7<sup>th</sup> and 8<sup>th</sup> & 6<sup>th</sup>) - US\$228,000.** Amount is allocated for the recruitment and payment to an Independent Administrator to prepare Liberia's 7<sup>th</sup> and 8<sup>th</sup> EITI Reports of payments made to the Government of Liberia by companies in the mining, oil, agriculture and forestry Sectors from July 2013 to June 2015. The above amount includes **US\$110,000** - brought forward from the USAID's funding for the Sixth 6<sup>th</sup> LEITI Report which is expected to be completed in this fiscal year.
- b. **Investigation of Discrepancy US\$47,550-** this amount will be used to hire consultant to investigate and resolve discrepancies found in the LEITI 5<sup>th</sup> & 6<sup>th</sup> reports.
- c. **Production Audit US\$ 40,000.00** -Amount will be used to hire consultant to lay a framework for the accurate measurement of Amount Due by reporting companies as contained in the various contracts and agreements.
- d. **Scoping study of the mining sector US\$30,000.00 - 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.
- e. **Post Award Process Audit US\$52,000.00.** This amount will be used to fund 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. **EITI Center of Excellence US\$10,000-** (please provide brief overview of the consultancy)-
- f. **Beneficial 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 (Validation) - US\$5,000\_** This amount is allocated to enable the Secretariat to hire local consultants to examine the Secretariat's scope of operation as it prepare for the upcoming validation exercise by the EITI International 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\$17,500\_.** This amount is allocated to finance the audits of the WB and AfDB grants.

5. **Communication & Outreach Costs - US\$300,183\_.** This component constitutes 10% of the total budget and a 10% decrease relative to the 2014/2015 allocation. This decrease is due to the substantial drop in the allocation for the dissemination of reports compared to the 2014 / 2015 budget. 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, newspapers, 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, 7) E - Club and 8) Dissemination

a. **Purchase of Vehicle US\$35,000**—this amount will be used by UNDP to purchase one vehicle for the LEITI Secretariat from allocations under EISD Program.

b. **Publication of Findings/Report of the Post Award Process Audit US\$20,000-** Amount will be used to publish findings of the Post Award Process Audit for public consumption

c. **Publication of Production Audit Findings US\$ 25,000.00\_** this amount will be used to publish the findings of the Production Audit into various local dailies, magazines, etc.

6. **Travel Costs - US\$32,659** - 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\$206,826.** The allocation will provide for continuous capacity-building opportunities for those institutions and individuals who are strategic to the LEITI process, such as

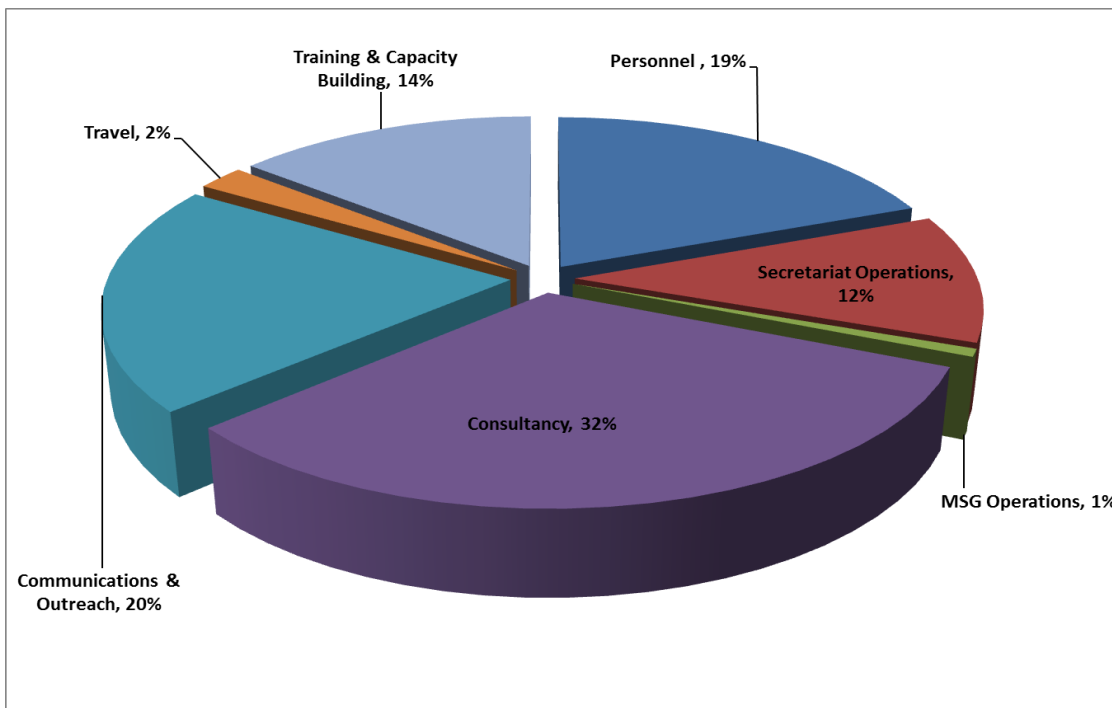
Civil Society Organizations (CSOs), government institutions, reporting companies, Focal Persons, and staff members of the Secretariat.. Some staff members of the Secretariat will also receive capacity enhancements through short term trainings which may include peer to peer learning.

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.

### Graphical presentation of major expenditure categories





Below is a table highlighting key deliverables in the 2015/16 Work Plan:

Objectives	Constraints	Implementing Partners	Secretariat Support	Cost	Funding Source	Timeline	Expected Outcomes
<ul style="list-style-type: none"> <li>Dissemination of LEITI 6<sup>th</sup> Reconciliation &amp; Revenue Tracking Rpt. in Summary, Sector &amp; Regional forms</li> <li>Production of Annual Activity Rpt. for 2015 /2016 and Quarterly Newsletters (2015 / 2016)</li> </ul>	<ul style="list-style-type: none"> <li>Lack of or little data on extractive companies contribution to society/GoL</li> <li>Lack of or little data on GoL receipts from extractive companies</li> <li>Minimum awareness of LEITI activities</li> </ul>	<ul style="list-style-type: none"> <li>LEITI Secretariat</li> <li>MSG</li> <li>Legislature</li> <li>County Officials</li> <li>County-based Civil Societies</li> </ul>	<ul style="list-style-type: none"> <li>All Secretariat Staff</li> </ul>	\$63,000	AfDB	<ul style="list-style-type: none"> <li>October 2015</li> <li>June 2015</li> </ul>	<ul style="list-style-type: none"> <li>Increased awareness of LEITI activities</li> <li>Increased awareness of extractive companies and their contribution to society/GoL</li> <li>Awareness of GoL receipts of payments</li> <li>Enhanced revenue transparency</li> </ul>
<ul style="list-style-type: none"> <li>Recruitment of Independent Administrator (Reconciler) for the 7<sup>th</sup> and 8<sup>th</sup> EITI Reports for Liberia, Investigation of discrepancies in the 6<sup>th</sup> EITI report and LEITI Validation</li> </ul>	<ul style="list-style-type: none"> <li>Procurement processes</li> </ul>	<ul style="list-style-type: none"> <li>LEITI Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>LEITI Secretariat</li> </ul>	\$118,000	<ul style="list-style-type: none"> <li>GoL</li> </ul>	<ul style="list-style-type: none"> <li>December 2015 / May 2016</li> </ul>	<ul style="list-style-type: none"> <li>Increased awareness of extractive companies and their contribution to society/GoL</li> <li>Awareness of GoL receipts of payments</li> <li>Enhanced revenue transparency</li> </ul>

<ul style="list-style-type: none"> <li>Scoping study of the mining sector</li> <li>Conduct Post Award Process Audit of rights granted in the oil, mining, agriculture, and forestry sectors in 2012 &amp; 2013</li> </ul>	<ul style="list-style-type: none"> <li>Identification of mining location to visit</li> <li>Availability of all contracts, concessions, licenses in the oil, mining, forestry, &amp; agriculture sectors</li> <li>Supervising agencies lack information on under their purview</li> </ul>	<ul style="list-style-type: none"> <li>Consultant(s) / LEITI Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>LEITI Secretariat</li> </ul>	<p>\$40,000</p> <p>\$52,000</p>	<ul style="list-style-type: none"> <li>USAID</li> <li>AfDB</li> </ul>	<p>November 2015</p> <p>November 2015</p>	<ul style="list-style-type: none"> <li>Inclusion of sand miners and rock crushers into the reporting process.</li> <li>Ascertain if applicable Liberian laws were followed</li> <li>Recommend ways to harmonize lapses/overlap in laws</li> <li>Ensure Liberians get fair benefits from their resources</li> </ul>
<ul style="list-style-type: none"> <li>Workshop with LACC and Legislature on the LEITI process and make use of the Reports</li> </ul>	<ul style="list-style-type: none"> <li>Minimum use of LEITI reports by Legislature and LACC</li> </ul>	<ul style="list-style-type: none"> <li>LEITI Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>LEITI Secretariat</li> </ul>	<p>\$6,000</p>	<ul style="list-style-type: none"> <li>WB</li> </ul>	<p>December 2015</p>	<ul style="list-style-type: none"> <li>Increased awareness and use of LEITI reports by Legislature and LACC</li> </ul>
<ul style="list-style-type: none"> <li>Initial study and setup of EITI Center of Excellence</li> </ul>	<ul style="list-style-type: none"> <li>Little synergies across region</li> <li>Little or no knowledge bank</li> </ul>	<ul style="list-style-type: none"> <li>Consultant/ LEITI Secretariat</li> <li>LIPA</li> </ul>	<ul style="list-style-type: none"> <li>Head of Secretariat</li> <li>Deputy Head of Secretariat</li> <li>Industry Analyst</li> </ul>	<p>\$10,000</p>	<ul style="list-style-type: none"> <li>UNDP</li> </ul>	<p>December 2015</p>	<ul style="list-style-type: none"> <li>Development of an EITI knowledge bank for regional use</li> </ul>
<ul style="list-style-type: none"> <li>Production Audit</li> </ul>	<ul style="list-style-type: none"> <li>To ensure transparency in revenue figures presented by companies</li> </ul>	<ul style="list-style-type: none"> <li>LEITI Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>LEITI Secretariat</li> </ul>	<p>\$40,000</p>	<ul style="list-style-type: none"> <li>AfDB</li> </ul>	<p>February 2016</p>	<ul style="list-style-type: none"> <li>Strengthened government revenue generation</li> </ul>

<ul style="list-style-type: none"> <li>Stakeholder participation Feedback</li> </ul>	<ul style="list-style-type: none"> <li>Maximum input from stakeholders in MSG decisions</li> </ul>	<ul style="list-style-type: none"> <li>LEITI Secretariat</li> <li>MSG</li> </ul>	<ul style="list-style-type: none"> <li>Head/D eputy Head of Secretariat</li> <li>Finance Director</li> <li>Administrative Manager</li> </ul>	\$18,500	<ul style="list-style-type: none"> <li>AfDB</li> </ul>	<ul style="list-style-type: none"> <li>Jan 2015</li> </ul>	<ul style="list-style-type: none"> <li>Increased participation of stakeholders in the policy formulation</li> </ul>
<ul style="list-style-type: none"> <li>LEITI Staff Development</li> </ul>	<ul style="list-style-type: none"> <li>Little knowledge of sectors among newly recruited staff</li> </ul>	<ul style="list-style-type: none"> <li>LEITI Secretariat</li> <li>External Trainers</li> </ul>	<ul style="list-style-type: none"> <li>Head of Secretariat</li> <li>Administrative Mngr.</li> <li>Finance Director</li> </ul>	\$55,000	<ul style="list-style-type: none"> <li>AfDB</li> <li>GOL</li> </ul>	<ul style="list-style-type: none"> <li>October 2015</li> <li>March 2016</li> </ul>	<ul style="list-style-type: none"> <li>Fully equipped with required knowledge to perform functions</li> </ul>
<ul style="list-style-type: none"> <li>Capacity Building amongst CSOs, Traditional Leaders</li> </ul>	<ul style="list-style-type: none"> <li>Weak capacities amongst CSOs, traditional leaders</li> </ul>	<ul style="list-style-type: none"> <li>LEITI</li> <li>CSOs</li> <li>Consultants</li> <li>NTCL</li> </ul>	<ul style="list-style-type: none"> <li>Head/D eputy Head of Secretariat</li> <li>Finance Director</li> <li>Technical Director</li> <li>Communications Officer</li> </ul>	\$26,874	<ul style="list-style-type: none"> <li>GoL</li> </ul>	<ul style="list-style-type: none"> <li>October 2015 - May 2016</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced capacities for CSOs, traditional leaders to contribute to the LEITI process</li> </ul>
<ul style="list-style-type: none"> <li>Develop &amp; Implement MSG Operations Manual - pay off Consultant</li> </ul>	<ul style="list-style-type: none"> <li>Lack of clear rules of engagement</li> </ul>	<ul style="list-style-type: none"> <li>WB</li> <li>LEITI Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>Head of Secretariat</li> <li>Technical Officer</li> <li>Consultant</li> </ul>	\$3,000	<ul style="list-style-type: none"> <li>WB</li> </ul>	<ul style="list-style-type: none"> <li>Jan 2015</li> </ul>	<ul style="list-style-type: none"> <li>Effective functioning of the MSG</li> <li>Effective policy formulation</li> </ul>
<ul style="list-style-type: none"> <li>Expansion of Extractive Clubs (e-clubs) in high schools &amp; Inter-high school debate to include Bong, Nimba &amp; Margibi Counties</li> </ul>	<ul style="list-style-type: none"> <li>Little knowledge of LEITI activities amongst high school</li> </ul>	<ul style="list-style-type: none"> <li>GIZ</li> <li>LEITI Secretariat</li> <li>MSG</li> </ul>	<ul style="list-style-type: none"> <li>All Secretariat Staff</li> </ul>	\$35,365	<ul style="list-style-type: none"> <li>GIZ</li> </ul>	<ul style="list-style-type: none"> <li>July 2015</li> </ul>	<ul style="list-style-type: none"> <li>Increased awareness and participation of LEITI activities and programs</li> </ul>

<ul style="list-style-type: none"> <li>Decentralization of LEITI activities by retaining Focal Persons throughout the Country</li> </ul>	<ul style="list-style-type: none"> <li>Need to expand activities of LEITI to leeward counties to ensure wider participation of citizens</li> </ul>	<ul style="list-style-type: none"> <li>WB</li> <li>LEITI Secretariat</li> <li>MSG</li> </ul>	<ul style="list-style-type: none"> <li>Head of Secretariat</li> <li>Deputy Head of Secretariat</li> <li>Finance Director</li> <li>Communications Officer</li> </ul>	\$35,758_	<ul style="list-style-type: none"> <li>WB</li> </ul>	<ul style="list-style-type: none"> <li>March - June 2015</li> </ul>	<ul style="list-style-type: none"> <li>Full decentralization of LEITI activities across the country</li> </ul>
<ul style="list-style-type: none"> <li>Beneficial Ownership Disclosure</li> </ul>	<ul style="list-style-type: none"> <li>Little knowledge of ownership within extractive sectors</li> </ul>	<ul style="list-style-type: none"> <li>LEITI Secretariat</li> <li>Consultant</li> </ul>	<ul style="list-style-type: none"> <li>Head of Secretariat</li> </ul>	\$40,000	<ul style="list-style-type: none"> <li>UNDP</li> </ul>	<ul style="list-style-type: none"> <li>November 2015</li> </ul>	<ul style="list-style-type: none"> <li>Increased knowledge over ownership</li> <li>EITI requirement</li> </ul>
<ul style="list-style-type: none"> <li>Resolution of discrepancies 5<sup>th</sup> &amp; 6<sup>th</sup> Reports</li> </ul>	<ul style="list-style-type: none"> <li>Unresolved discrepancies weakens accountability &amp; transparency</li> </ul>	<ul style="list-style-type: none"> <li>LEITI/Consultant</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Head of Secretariat</li> <li>Technical Officer</li> </ul>	\$22,000	<ul style="list-style-type: none"> <li>GOL</li> </ul>	<ul style="list-style-type: none"> <li>June 2016</li> </ul>	<ul style="list-style-type: none"> <li>Increased accountability and transparency</li> </ul>
<ul style="list-style-type: none"> <li>EITI Validation</li> </ul>	<ul style="list-style-type: none"> <li>Timely recruitment &amp; completion of the report by the Administrator</li> <li>Treat Ebola crisis pose to the reporting process</li> </ul>	<ul style="list-style-type: none"> <li>Independent Administrator &amp; LEITI Secretariat</li> <li>MSG</li> </ul>	<ul style="list-style-type: none"> <li>HOS, DHOS &amp; Technical Dept.</li> </ul>	\$5,000	<ul style="list-style-type: none"> <li>GOL</li> </ul>	<ul style="list-style-type: none"> <li>2015 December</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that LEITI passes validation</li> </ul>

LEITI Budget - Fiscal Year: July 1, 2015 to June 30, 2016

**INCOME**

WORKPLAN SECTION		July 1, 2015 - June 30, 2016		
Sources of Funds				
Source	FY 2014/15	FY 2015/16	% Change	Specific Fund
GOL/Project**	\$ 300,000	\$ -	0%	GoL
GOL/Core	\$ 474,929	\$ 717,527	51%	GoL
USAID	\$ 195,975	\$ 160,235	-18%	G2G Grant
AFDB*	\$ 409,000	\$ 303,809	-26%	OSFU / FSF
World Bank*	\$ 146,955	\$ 106,574	-27%	SECOM
GIZ**	\$ 79,056	\$ 35,635	-55%	E-Club
UNDP*	\$ 65,000	\$ 150,000	131%	Private/Public
<b>Total Source per FY</b>	<b>\$ 1,670,915</b>	<b>\$ 1,473,780</b>	<b>-12%</b>	
<i>*Brought forward from 2014/2015</i>				
<i>** Amount not received by LEITI</i>				

**EXPENDITURES:**

1) **Compensation for LEITI Secretariat staff**

Compensation for LEITI Secretariat Staff				BUDGET DISTRIBUTION							TOTAL
				GOL FUNDING		DONOR FUNDING					
Staff Member	Monthly / Quarterly Allocation	Quantity	Annual Allocation	core	Project	USAID	AFDB	GIZ	UNDP	World Bank	
				717,527	-	160,235	303,809	35,635	150,000	106,574	756,253
<b>SALARIES</b>											-
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	12	\$ 9,600	9,600							-
Office Assistant/Driver	500	12	\$ 6,000	6,000			-	-	-	-	-
Driver (2)	800	12	\$ 9,600	9,600			-	-	-	-	-
Motorbike Driver	325	12	\$ 3,899	3,899							-
			<b>\$ 272,172</b>	<b>272,172</b>			-	-	-	-	-
<b>BENEFITS</b>											-
Staff Annual Insurance	Lumpsum	1	\$ 10,220	\$ 10,220			-	-	-	-	-
			<b>\$ 10,220</b>	<b>10,220</b>			-	-	-	-	-
			<b>\$ 282,392</b>	<b>282,392</b>			-	-	-	-	-

2)

## LEITI Secretariat Operational Costs

LEITI SECRETARIAT OPERATIONAL COSTS				FUNDING DISTRIBUTION							TOTAL
				GOL FUNDING		DONOR FUNDING					
Expense	Monthly / Quarterly Allocation	Quantity	Annual Allocation	core	Projects	USAID	AFDB	GIZ	UNDP	World Bank	
				717,527	-	158,985	303,809	35,635	150,000	106,574	755,003
<b>Secretariat Gen. &amp; Admin Costs</b>											-
Internet (variable)	600	10	\$ 6,000	6,000							-
Internet Access/Sticks (3)	180	12	\$ 2,160	2,160							-
Staff	Various		\$ 4,790	4,790							-
Local Comm Allowance (scratch cards)	875	12	\$ 10,500	10,500							-
Compensation for County Focal points	2,700	2	\$ 5,400	5,400							-
Outreach & Communication Assistant	425	10	\$ 4,250	4,250							-
Local Interns(2)	330	6	\$ 1,980	1,980							-
Staff Year-end Bonus	Lumpsum		\$ 21,500	21,500							-
Postage	86	4	\$ 345	345							-
Website Hosting	1,000	1	\$ 1,000	1,000							-
Printing, Binding & Publication	Lumpsum	1	\$ 7,800	7,800							-
Office Stationery & Supplies (quarterly)	2,660	4	\$ 10,640	10,640	-						-
Other Utilities, including petty cash	300	12	\$ 3,600	3,600							-
			<b>\$ 79,965</b>	<b>79,965</b>	-		-	-	-	-	-
<b>Electricity</b>											
<b>Generator</b>											
Share of Monthly Fuel & Lubricant Consumption	193	12	\$ 2,315	2,315							-
			<b>\$ 2,315</b>	<b>2,315</b>	-				-	-	-
<b>Fixed Assets</b>											
<b>Computers</b>											
Laptops	1,000	3	\$ 3,000	3,000						-	-
			\$ 3,000	3,000						-	-
<b>Bank charges</b>											
Service Bank Charges - IBLL	271	12	\$ 3,250	1,860		-				1,390	1,390
			<b>\$ 3,250</b>	<b>1,860</b>	-	-	-	-	-	1,390	1,390
<b>Fuel &amp; R/M</b>											
Registration & Insurance (4 vehs)	1,311	4	\$ 5,243	5,242.64							-
Registration & Insurance (1 new veh)	Lumpsum		\$ 3,880	3,880							-
Repairs & Maintenance (4 vehs)	1,200	12	\$ 14,400	14,400							-
Repairs & Maintenance (motorcycle)	60	12	\$ 720	720							-
Fuel & Lubricant (4 old vehs& 1 motorcycle)	3,302	12	\$ 39,627	39,627							-
Repairs & Maintenance - ICT Equipment	400	12	\$ 4,800	4,800							-
Guard service for LEITI Office	600	12	\$ 7,200	7,200							-
Cleaning Material and Services	230	12	\$ 2,760	2,760							-
			<b>\$ 78,630</b>	<b>78,630</b>	-						-
			<b>\$ 168,550</b>	<b>\$ 167,160</b>	-	-	-	-	-	1,390	1,390

3)

## MSG Operational Costs

MSG OPERATIONAL COSTS				FUNDING DISTRIBUTION							TOTAL
				GOL FUNDING		DONOR FUNDING					
Expense	Monthly / Quarterly Allocation	Quantity	Annual Allocation	core	Projects	USAID	AFDB	GIZ**	UNDP	World Bank	
				717,527	-	153,575	303,809	35,635	150,000	106,574	749,593
Regular Monthly Meeting Refreshments	618	12	\$ 7,420	7,420							7,420
Committees Meetings Refreshments	675	4	\$ 2,700	2,700							2,700
<b>Total:</b>			<b>\$ 10,120</b>	<b>\$10,120</b>	-	-	-	-	-	-	10,120

#### 4) Consultancy Costs

CONSULTANCY COSTS	Monthly / Quarterly Allocation	Quantity	Annual Allocation	GOL FUNDING		DONOR FUNDING					TOTAL
				CORE	PROJECTS	USAID	AfDB	GIZ**	UNDP	World Bank	
				717,527	-	153,575	303,809	35,635	150,000	106,574	
EITI Reconciliation Report ( 6th&7th) - payment to Consultant	Lumpsum	1	\$ 180,000	70,000		110,000					110,000
EITI Reconciliation Report ( 8th ) - payment to Consultant	Lumpsum	1	\$ 48,000	48,000		-					-
Invest. of Discrep. - 5th & 6th LEITI Rpts	Lumpsum	1	\$ 47,550	\$ 22,000						25,550	25,550
Post Award Process - Auditor	Lumpsum	1	\$ 52,000				52,000				52,000
ToR, Publication of Findings/Reports	Lumpsum	1	\$ -				-				-
Implementation of Secretariat Operational Manual	Lumpsum	1	\$ 3,000							3,000	3,000
Scoping Study in Mining Sector	Lumpsum	1	\$ 30,000			30,000					30,000
Local consultancies, including Validation legal to the LEITI)	Lumpsum	1	\$ 5,000	5,000							-
Benefactor Ownership Disclosure - New EITI Standard	Lumpsum		\$ 40,000							40,000	40,000
Production Audit	Lumpsum	1	\$ 40,000							40,000	40,000
EITI Center of Excellence	Lumpsum		\$ 10,000							10,000	10,000
Audit of Grants	Variable	2	\$ 17,500				10,000			7,500	17,500
<b>Total:</b>			<b>\$ 473,050</b>	<b>145,000</b>	<b>-</b>	<b>140,000</b>	<b>62,000</b>	<b>-</b>	<b>90,000</b>	<b>36,050</b>	<b>328,050</b>

#### 5) Communication & Outreach Operational Costs

COMMUNICATION & OUTREACH COSTS				GOL FUNDING		DONOR FUNDING					TOTAL
Expense	Monthly / Quarterly Allocation	Quantity	Annual Allocation	CORE	PROJECTS	USAID	AfDB	GIZ	UNDP	WORLD BANK	
				717,527	-	160,235	303,809	35,635	150,000	106,574	
<b>Media Campaign</b>											
Production( Newsletter, Annual Activity Rpt., 6th & Report & Mining Scoping Study Rpt. Summaries & Regional Reports	Annual		\$ 22,475			11,875	10,600				22,475
Publication of Post Award Process Audit Reports	Annual		\$ 20,000				20,000				20,000
Publication of Regional/ Sector Post Award Audit Report			\$ 23,000				23,000				23,000
Dissemination and Sensitization Workps	6,670	5	\$ 33,351				575			32,776	33,351
Vehicle			\$ 35,000						35,000		35,000
Advertising Costs	Annual		\$ 36,682	28,322		8,360			-		8,360
Outreach (Meetings with Editors, etc.)	Annual		\$ 6,040				6,040				6,040
Dissemination of Reports - LEITI 6th Report / Road Shows( Fuel, DSA, & Vehicle Hire) & Production Audit Findings	9,778	9	\$ 88,000				63,000		25,000		88,000
E - Club Program	Annual		\$ 35,635					35,635			35,635
<b>Total:</b>			<b>\$ 300,183</b>	<b>28,322</b>	<b>-</b>	<b>20,235</b>	<b>123,215</b>	<b>35,635</b>	<b>60,000</b>	<b>32,776</b>	<b>271,861</b>

## 6) Travel Costs

TRAVELS				GOL FUNDING		DONOR FUNDING					TOTAL
Expense	Monthly Allocation	Quantity	Annual Allocation	Core	Projects	USAID	AfDB	GIZ	UNDP	WORLD BANK	
				717,527	-	153,575	303,809	35,635	150,000	106,574	749,593
Stakeholders, including MSG @ Foreign Conferences & Meetings(2 meetings attended by 2 persons)	Lumpsum		\$ 16,759	16,759.33							-
EITI Board Meetings (2 meetings attended by 2 persons ), Tickets, DSA & Incidentals	Lumpsum		\$ 15,000	15,000.00							-
Logistical Fees (Visas, etc.)	Variable		\$ 900	900.00							-
<b>Total:</b>			<b>\$ 32,659</b>	<b>32,659.33</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## 7) Training and Capacity Building Expenses

TRAINING AND CAPACITY BUILDING				GOL FUNDING		DONOR FUNDING					TOTAL
	Monthly Allocation	Quantity	Annual Allocation	Operations	Projects	USAID	AfDB	GIZ	UNDP	WORLD BANK	
				717,527	-	153,575	303,809	35,635	150,000	106,574	749,593
Government (including expanding scope)	Lumpsum										-
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		\$ 36,232	5,874						30,358	30,358
Traditional Leaders	1,594	1	\$ 1,594				1,594				1,594
Group Meetings (All Sectors)	8,000	2	\$ 16,000	\$ 16,000							-
Stakeholder Participation/Feedback	Various		\$ 42,000				42,000				42,000
LEITI Staff Dev., Training & Travel (ST)	Lumpsum		\$ 55,000	30,000			25,000			-	25,000
<b>Total:</b>			<b>\$ 206,826</b>	<b>51,874</b>	<b>-</b>		<b>118,594</b>	<b>-</b>	<b>-</b>	<b>36,358</b>	<b>154,952</b>



**SUMMARY**

BUDGET SUMMARY FY 2015 -2016									
WORKPLAN SECTION	AMOUNT								
Personnel	\$ (282,392)								
Secretariat Operations	\$ (147,050)								
MSG Operations	\$ (10,120)								
Consultancy	\$ (481,550)								
Communications & Outreach	\$ (305,183)								
Travel	\$ (32,659)								
Training & Capacity Building	\$ (214,826)								
<b>SUBTOTAL</b>	<b>\$ (1,473,780)</b>								
<b>TOTAL BUDGET</b>	<b>\$ (1,473,780)</b>								

Budget Section	ANNUAL ALLOCATION	GOL FUNDING		DONOR FUNDING					TOTAL
		Core	Projects	USAID	AfDB	GIZ**	UNDP	World Bank	TOTAL
<b>INCOME</b>	<b>\$ 1,473,780</b>	<b>717,527</b>	<b>-</b>	<b>160,235</b>	<b>303,809</b>	<b>35,635</b>	<b>150,000</b>	<b>106,574</b>	<b>1,473,780</b>
<b>Expenditures</b>									
Compensation and Insurance for LEITI Secretariat Staff	\$ (282,392)	(282,392)	-	-	-	-	-	-	(282,392)
LEITI Secretariat Operational Costs	\$ (147,050)	(145,660)	-	-	-	-	-	(1,390)	(147,050)
Multi-Stakeholders Steering Committee Operational Costs	\$ (10,120)	(10,120)	-	-	-	-	-	-	(10,120)
Consultancy Fees	\$ (481,550)	(153,500)	-	(140,000)	(62,000)	-	(90,000)	(36,050)	(481,550)
Communication & Outreach Operational Costs	\$ (305,183)	(33,322)	-	(20,235)	(123,215)	(35,635)	(60,000)	(32,776)	(305,183)
Travel Costs	\$ (32,659)	(32,659)	-	-	-	-	-	-	(32,659)
Training & Capacity Building	\$ (214,826)	(59,874)	-	-	(118,594)	-	-	(36,358)	(214,826)
Subtotal of Expenses:	\$ (1,473,780)	(717,527)	-	(160,235)	(303,809)	(35,635)	(150,000)	(106,574)	(1,473,780)
Contingency:	-	-	-	-	-	-	-	-	-
<b>Total Budget:</b>	<b>(1,473,780)</b>	<b>(717,527)</b>	<b>-</b>	<b>(160,235)</b>	<b>(303,809)</b>	<b>(35,635)</b>	<b>(150,000)</b>	<b>(106,574)</b>	<b>(1,473,780)</b>
Shortfall:	-	-	-	-	-	-	-	-	-
<b>Total budgetary requirement - Shortfall with 5% Contingency:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>