

*Liberia Extractive Industries
Transparency Initiative (LEITI)*

WORK PLAN

July 1, 2012 – June 30, 2013

**Prepared by
The LEITI Secretariat**

Background

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

The approved budget for 2011/2012 amounted to **US\$983,942.30**. The Government of Liberia committed \$300k (roughly 30% of approved budget), while the African Development Bank (ADB) committed roughly 70% in combined support under the Fragile State Facility (FSF) arrangement and the bank's support to the Government of Liberia. Of the amount actually received (US\$389,988.05), the Government of Liberia contributed – US\$300,000, and the ADB under the FSF contributed US\$87,179.05. Notably, a grant request for the \$400k in LEITI's favor to the Bank was not submitted by the Ministry of Finance. Accordingly, this amount was never received. Other contributors included GIZ for US\$2,709 and the United Nations Development Program (UNDP) who provided in-kind support (stationeries and office equipment).

These budgetary supports were used by the LEITI to achieve the following activities:

- a. dissemination of Liberia's Third EITI Report, covering the period from July 1, 2009 until June 30, 2010;
- b. support for the LEITI Secretariat and its operations;
- c. implementation of the LEITI communications strategy comprising road shows, broadcast advertising, newsletters, dramas, etc.;
- d. recruitment of Reconciler and preparation of Liberia's third EITI report;
- e. LEITI MSG Operations;
- f. training and travel - Liberian Representatives on EITI Board and LEITI MSG members attending EITI International Board meetings and conferences, as well as staff of the Secretariat attending training and conferences;
- g. Capacity building workshops for civil society organizations, traditional leaders, and representatives of reporting stakeholders.

2012/2013 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 seeks to outline activities and programs Liberia EITI plans to undertake for the fiscal year July 1, 2012 to June 30, 2013.

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 found in the LEITI Act of 2009. To achieve this, the Work Plan for the period between July 1, 2012 and June 30, 2013 aims at producing the following deliverables:

1. Production, publication and wide dissemination of Liberia's 4th Report to include revenue tracking activities, covering July 1, 2010 through June 30, 2011;
2. Production, and publication of Liberia's 5th EITI Report to include revenue tracking activities, covering July 1, 2011 through June 30, 2012;
3. Process audit/review of the awards of contracts, concessions and licenses in the sectors covered by LEITI;
4. Decentralizing LEITI activities throughout Liberia;
5. Improvement of the depository and a user-friendly database of all contracts, concessions and licenses connected with the sectors covered by LEITI;

6. Continuous engagement with civil society, which will empower CSOs to contribute to the work of LEITI by leading outreach activities in their localities;
7. Capacity enhancement for all LEITI Stakeholders and Staff;
8. Effective collaboration with other organizations and agencies of government, such as the General Auditing Commission (GAC), SGS (Societe Generale De Surveillance), the Bureau of Concessions, and the Diamond Office and the mining cadastre office at the Ministry of Lands, Mines & Energy;
9. Effective support to the MSG in implementing activities provided in the work plan;
10. The Development and implementation of the MSG Manual;
11. Strengthening Outreach and Communications activities;
12. Strengthening activities around revenue transparency;
13. Establishment of Extractive Clubs in high schools;
14. Building the LEITI's capacity to generate sector / regional / semi-annual reports by interfacing LEITI templates with the Integrated Financial Management Information system (IFMIS) at the Ministry of Finance; amongst others.

Work Plan Period

The LEITI Work Plan is for a 12-month period in consonance with Government of Liberia fiscal year, which runs from July 1, 2012 until June 30, 2013. The activities and programs listed in the Work Plan are arranged based on their nature, complexity, and relationship to other tasks.

Cost of Work Plan

Based on measured estimates, the amount of **US\$ 1,682,467.00** is required to fund the current Work Plan. Against this amount, there's an existing US\$172,467 as balance from the African Development Bank (AfDB) US\$460,000 grant of 2009. There is also a secured amount of \$850k as Government of Liberia (GOL) budgetary appropriation to LEITI for FY2012/2013. Notably, this is a significant increase in GOL support to this initiative.

Included in this amount budget amount (\$1,684,467), \$200k is expected from the World Bank for post validation activities to LEITI. A grant request from LEITI for this amount is in process. GIZ has also agreed in principle to fund activities including inter high school debate, extractive clubs (e-clubs), bumper stickers, etc. Estimated costs for these programs are included in the appendix of this document. Finally, \$400k under the ADB Fragile State Facility which is still pending from prior budget year is expected to be requested by the Ministry of Finance to support other LEITI activities. This projected amount (US\$1,682, 467) is needed for adequate funding of all activities of the Work Plan, including (1) the preparation, publication and dissemination of Liberia's fourth EITI Report; (2) an adequate communication campaign or strategy and community outreach initiatives; (3) compensation and retention of a few competent and motivated professionals to coordinate EITI implementation; and (4) general operations, and capacity building for all stakeholders and staff of the Secretariat; and (5) decentralization of LEITI activities. A detailed LEITI Budget for the 2012/2013 fiscal year is provided below:

The Budget consists of seven major components: 1) Consultancy costs - **US\$ 469,275**; 2) Communications and Outreach Costs- **US\$ 385,376** 3) MSG Operational Costs - **US\$ 59,750**; 4) Compensation for LEITI Secretariat Staff - **US\$ 251,237**; 5) LEITI Secretariat Operational Costs - **US\$232,627**; 6) Training & Travel Costs - **US\$ 50,500**; 7) Capacity Building Expenses - **US\$221,955**, and Contingency - **US\$ 5,403**.

Sources of Funding

By the passage of the LEITI Act of 2009, the Government of Liberia becomes primarily responsible for funding of LEITI. In addition to GOL's budgetary support (\$850k) for programs and activities in this Work Plan, the LEITI has received the remaining grant assistance (\$169k) from the African Development Bank (ADB) through its Fragile State Facility (FSF), a funding commitment from the World Bank for \$200k, a pending request from

the Ministry of Finance to the ADB for grant of \$400k, amongst others for Fiscal Year 2012/2013 national budget.

Below is a summary table of the sources of funding:

WORKPLAN SECTION	July 1, 2012 - June 30, 2013	
Sources of Funds		
Source	Fund	Specific Fund
GoL (Project)	\$ 200,000	NATIONAL BUDGET
GoL (Operations)	\$ 650,000	NATIONAL BUDGET
AFDB 1*	\$ 172,467	OSFU / FSF
AFDB 2**	\$ 400,000	OSFU / FSF
World Bank***	\$ 200,000	
GIZ****	\$ 60,000	
Total Source per FY	\$ 1,682,467	
* Balance on AfDB 2009 grant for \$460k		
** Pending MOF Request to ADB for \$400k		
*** Pending Request to World Bank		
**** Pending Support for GIZ		

Detailed Work Plan Narrative

I. LEITI Secretariat

The need for an effective and well-motivated secretariat cannot be over-emphasized. 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 Cost, Secretariat Operational Cost, MSG Operational Cost, Consultancy Costs, Travel Cost, Communications and Outreach Costs, and Training and Capacity Building. Contingency is provided for as an offsetting account for unexpected expenses due to inflation or some other economic conditions. 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 its core functions as well as activities centered around its core functions

Administrative and Operational Activities

1. **Personnel Cost- US\$251,237.** This amount constitutes 15% of the total Budget and a 31.20% increase over 2011/2012 allocation. This proposed increase is earmarked for the recruitment of the following additional staff: a security Guard, a technical officer, two industry analysts, two drivers and a communication & outreach officer. The existing staff members of the Secretariat include: the Head of Secretariat, Deputy Head of the Secretariat, Finance Director, Administrative Manager, Finance Assistant, and two Drivers (One driver also serve as office assistant).
2. **LEITI Secretariat Operational Costs - US\$ 23,934.** These expenses include:
 - a. **Internship (local) - US\$900.** This will provide an opportunity for students to serve over a period of six months as interns with the LEITI Secretariat in order to acquire practical understanding of the EITI process. This will empower these students to serve as outreach contacts for the LEITI within the student community. Notably, this is also an incentive to encourage high school involved in our inter high school debate. The MVP is offered an internship with the Secretariat.
 - b. **Internet Services - US\$ 2,600.** This amount will be used for quarterly internet subscription;
 - c. **Internet Access/Sticks (4) Cost-US\$4,080.** This amount will be used to purchase four internet sticks of with high speed connectivity with monthly subscriptions for the HOS, DHOS, Communications Officer, and Finance Director or Technical Officer to enable them exchange documents while working from home during late hours or over the weekend given the volume of work at the office.

- d. **Local Travel Allowance- US\$4,688.**-This amount will account for Daily Subsistence Allowance for staff travelling outside of base station.
 - e. **Local Communication Allowance (Scratch cards) US\$7,121.** - This amount is to purchase scratch cards to be distributed to staffs as part of their in-kind benefit. The sole intend is to keep in constant contact with staff while on assignment or on errand for the office.
 - f. **Postage-US\$750.**- This amount is intended to enhance the Secretariat's mail delivery system, particularly proposals and related documents to foreign parts.
 - g. **Office Stationery & Supplies-US\$6,000.** - In order to efficiently carryout the day-to-day activity of the Secretariat, the above amount is allocated to acquire stationery and supplies on a quarterly basis.
 - h. **Electricity - US\$9,150**- Currently, the LEITI is sharing the Bureau of Budget Building with other government agencies which is being supplied electricity through a single generator. The arrangement is such that each agency occupying the building contributes to the power being provided by the single generator. Hence, the amount allocated is the Secretariat's share for fuel purchase to run the generator, as well as maintenance for the next 9 months. With the assumption that LEC will be in the area soon, there's provision for the remaining 3 months as our share to that direction.
 - i. **Fixed Assets**
 - Computers-US\$ 4,650**- Included in this is a laptop for the communications officer which will be purchased under the World Bank grant, a desktop for the Technical Officer and combined maintenance costs all under GOL. Given the planned recruitment of additional staffs, these computers, which are additions to some new computers already in stock, will be used to enhance the work of the newly recruited staffs.
 - Equipment- US\$95,925** - This cost includes two air conditioners, one each for the Conference Room and Server Room. The room to secure our server does not have an AC unit and it has been advised by the UNDP to ensure the room accommodating the server maintains a cool and steady temperature. The AC unit in the Conference Room has become ineffective. Note that the Conference will also be used to accommodate the additional staff including Communications Officer, Industry Analysts, etc.
To fully decentralize the LEITI activities in all 15 counties, the communications officer will spend a significant amount of time in the leeward counties coordinating activities of focal persons. An all-terrain vehicle will be purchased to support the work of the communications staff and the focal persons. The second vehicle to be purchased, under grant from the ADB, will help strengthen operations at the Secretariat. The vehicle currently in use for by the Head of Secretariat is fully depreciated. It was also damaged by the student riot in December 2011.
 - j. **Office Renovation & Partition- US\$ 15,000**- Due to the lack of office space, the Secretariat have decide to partition the current conference room and use it as office to accommodate the those new staffs. Additional renovation will include painting, new doors, curtains, and re-enforcement of door/window locks.
 - k. **Bank Charges - US\$ 5,238.** This allocation will be used to fund the operation of LEITI accounts at the International Bank Liberia Limited (IBLL) and the United Bank of Africa (UBA). These charges include end of month charges and funds transfer charges, etc.).
 - l. **Annual Audit - US\$27,346.** This proposed amount will be used to finance the audit of the WB and AfDB grants.
 - m. **Project Vehicles - US\$ 59,876.** This allocation covers all annual registration, insurance, fuel, lubricants, and maintenance costs for all four project vehicles. Note that costs are assigned under their respective sources of funding.
3. **MSG Operational costs- US\$59,750.** 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 one MSG meeting, a modest honorarium for MSG members, refreshments for regular monthly MSG and committees meetings, and securing a venue for an offsite MSG meeting.
 4. **Consultancy Costs - US\$469,275**- This component constitutes 28% of the total proposed budget and an increase of 53.81% over the 2011/2012 allocation. It has the various major activities /categories:
 - a. **EITI Reconciliation Report (4th & 5th)- US\$202,100** is allocated for the recruitment and payment to an Independent Auditor/Reconciler to prepare Liberia's fourth and fifth EITI Report of payments

made to the Government of Liberia by companies in the Mining, Oil, Agriculture and Forestry Sectors from July 2010 to June 2013.

- b. **Investigation of Discrepancy-3th & 4th Reports US\$25,000-** This amount will be use to carry out thorough investigation of discrepancies found both the 3th & 4th Report.
 - c. **Auditor (Contracts, Concessions and Licenses) & Terms of reference - US\$190k** In order to determine if contracts, concessions, and licenses in the extractive sectors are awarded in accordance with applicable Liberian laws, LETI intends to hire a qualified consultant/firm to review and investigate existing contracts, licenses and concessions. This endeavor also includes the publication and dissemination of report/findings of the consultant/firm. There will be two reports published during this fiscal year, one covering July 2009 through December 2011, and the other covering January through December 2012. Both reports will be funded under ADB grants.
 - d. **ToR, Publication of Findings of Reports US\$28,675-** This amount will be use to publish both the ToR and the findings from the two reports mentioned above.
 - e. **Other/Local Consultancy to the LEITI - US\$13,000** is allocated to enable the Secretariat to hire a local consultant to provide additional support including legal, communications, etc. as the need may arise.
 - f. Also included in the overall total for consultancy is the cost of the Secretariat's plan to interface with the Integrated Financial Management and Information System (IFMIS) at the Ministry of Finance. The amount also has in it the cost of developing and implementing the MSG policy manual as well as implementing the Secretariat manual.
5. **Communication & Outreach Costs - US\$385,376.** This component constitutes 19.84% of the total budget and a 94.50% increase over the 2011/2012 allocation. This increased allocation is to ensure that over twelve damaged and /or missing billboards are reconditioned or replaced in the various counties; continuously engage 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, and further support for LEITI throughout civil society.

Additionally, some of the amount proposed for media production cost will be used to design and print the 4th 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) Strategy Implementation and Management; 2) Media Campaign - Production Costs; 3) Media Campaign - Advertising Costs; 4) Media Outreach; 5) Roadshows/Workshops; 6) Local Travel Allowance; 7) Website Hosting, and 8) Retreat Accommodation for LEITI staff.

6. **Travel Costs - US\$, 50,500-** Amount allocated to this component will be used to support Liberia Representative on the EITI Board travel to EITI Board meetings. It included ticket costs and daily subsistence allowance. Provision for MSG members' travel to EITI related meetings including the Global Conference scheduled for the first half of 2013 is herein provided for.
7. **Training and Capacity Building Expenses - US\$ 221,955.** 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.

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.

Below is a table highlighting key deliverables in the 2012/13 Work Plan:

Objectives	Constraints	Implementing Partners	Secretariat Support	Cost	Funding Source	Timeline	Expected Outcomes
<ul style="list-style-type: none"> Production and dissemination of LEITI 4th 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 	\$213,500	<ul style="list-style-type: none"> UNMIL Civil Affairs ADB GOL WB 	Sept 2012 – Jun 2013	<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"> Production of LEITI 5th Reconciliation & Revenue 	<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 	<ul style="list-style-type: none"> LEITI Secretariat 	<ul style="list-style-type: none"> LEITI Secretariat 	\$108,100	<ul style="list-style-type: none"> GOL 	Jan 2013 – May 2013	<ul style="list-style-type: none"> 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"> 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 	\$6,000	<ul style="list-style-type: none"> WB 	Jan 2013	<ul style="list-style-type: none"> Increased awareness and use of LEITI reports by Legislature and LACC
<ul style="list-style-type: none"> Strengthen Capacity to monitor sectors 	<ul style="list-style-type: none"> Weak or minimum capacity to monitor sectors 	<ul style="list-style-type: none"> LEITI Secretariat 	<ul style="list-style-type: none"> LEITI Secretariat 	\$30,000	<ul style="list-style-type: none"> GOL 	Jan 2013	<ul style="list-style-type: none"> Increased revenue Hiring of industry analysts
<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 	<ul style="list-style-type: none"> LEITI Secretariat 	\$45,000	<ul style="list-style-type: none"> ADB 	March 2013	<ul style="list-style-type: none"> Strengthened capacity to enhance revenue collection
<ul style="list-style-type: none"> Reconditioning of LEITI Billboards across the country 	<ul style="list-style-type: none"> Minimum awareness of LEITI activities 	<ul style="list-style-type: none"> LEITI Secretariat 	<ul style="list-style-type: none"> Head/Deputy Head of Secretariat Finance Director Administrative Manager 	\$55,870	<ul style="list-style-type: none"> GOL 	<ul style="list-style-type: none"> Jan 2013 	<ul style="list-style-type: none"> Increased awareness of LEITI activities
<ul style="list-style-type: none"> Radio Show / Competition 	<ul style="list-style-type: none"> Minimum awareness of LEITI activities 	<ul style="list-style-type: none"> ELBC Radio LEITI 	<ul style="list-style-type: none"> Head of Secretariat Communications Officer 	\$15,000	<ul style="list-style-type: none"> GIZ 	<ul style="list-style-type: none"> Feb 2013 - 	<ul style="list-style-type: none"> Increased awareness of and participation in LEITI activities
<ul style="list-style-type: none"> Conduct Post Contract Award Process Audit of rights granted in the oil, mining, agriculture, and forestry sectors 	<ul style="list-style-type: none"> Availability of all contracts, concessions, licenses in the oil, mining, forestry, and 	<ul style="list-style-type: none"> ADB LEITI Secretariat 	<ul style="list-style-type: none"> Head of Secretariat Deputy Head of Secretariat Administrative Manager 	\$95,000	<ul style="list-style-type: none"> ADB 	<ul style="list-style-type: none"> Oct 2012 - Jan 2013 	<ul style="list-style-type: none"> Ascertain if applicable Liberian laws were followed Recommend ways to harmonize

	<ul style="list-style-type: none"> agriculture sectors Supervising agencies lack information on under their purview 		<ul style="list-style-type: none"> Office Assistant 				<ul style="list-style-type: none"> lapses/overlap in laws Ensure Liberians get fair benefits from their resources
<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 	\$5,000	<ul style="list-style-type: none"> WB 	<ul style="list-style-type: none"> April 2013 	<ul style="list-style-type: none"> Effective functioning of the MSG Effective policy formulation
<ul style="list-style-type: none"> Implement LEITI Secretariat Manual 	<ul style="list-style-type: none"> Lack of clear rules of engagement 	<ul style="list-style-type: none"> LEITI Secretariat 	<ul style="list-style-type: none"> LEITI Secretariat 	\$2,500	<ul style="list-style-type: none"> WB 	<ul style="list-style-type: none"> March 2013 	<ul style="list-style-type: none"> Effective and efficient Secretariat operations
<ul style="list-style-type: none"> Conduct financial needs assessment 	<ul style="list-style-type: none"> Inadequate funding 	<ul style="list-style-type: none"> MSG LEITI Secretariat 	<ul style="list-style-type: none"> LEITI Secretariat 		<ul style="list-style-type: none"> GOL 	<ul style="list-style-type: none"> October 2012 	<ul style="list-style-type: none"> Adequate funding to carry out LEITI activities
<ul style="list-style-type: none"> Establishment 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 	\$27,500	<ul style="list-style-type: none"> GIZ 	<ul style="list-style-type: none"> May 2013 - 	<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 LEITI 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 	\$95,413	<ul style="list-style-type: none"> GOL WB 	<ul style="list-style-type: none"> Jan 2013 - March 2013 	<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 processes 	<ul style="list-style-type: none"> LEITI Secretariat 	<ul style="list-style-type: none"> Head of Secretariat 	\$3,000	<ul style="list-style-type: none"> WB 	<ul style="list-style-type: none"> May 2013 - June 2013 	<ul style="list-style-type: none"> Enhanced ability to generate sector & regional reports Real-time access to payment data Efficient reconciliation

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LEITI Budget - Fiscal Year: July 1, 2011 to June 30, 2012

INCOME

WORKPLAN SECTION	July 1, 2012 - June 30, 2013	
Sources of Funds		
Source	Fund	Specific Fund
GoL (Project)	\$ 200,000	NATIONAL BUDGET
GoL (Operations)	\$ 650,000	NATIONAL BUDGET
AFDB 1*	\$ 172,467	OSFU / FSF
AFDB 2**	\$ 400,000	OSFU / FSF
World Bank***	\$ 200,000	
GIZ****	\$ 60,000	
Total Source per FY	\$ 1,682,467	
* Balance on AfDB 2009 grant for \$460k		
** *Pending MOF Request to ADB for \$400k		
*** Pending Request to World Bank		
**** Pending Support for GIZ		

EXPENDITURES

1) Compensation for LEITI Secretariat staff

Staff Member	Compensation (USD)	Number of Payments	Total Compensation (USD)	ADB		GOL		GIZ	UNDP	World Bank
				Existing	New	Operations	Projects			
SALARIES				172,467	400,000	650,000	200,000	60,000	-	200,000
Head of Secretariat	\$ 6,667	12	80,004	-	-	\$80,004		-	-	-
Deputy Head / Procurement Analyst	\$ 3,889	12	46,668	-	-	\$46,668		-	-	-
Finance Director	\$ 2,400	12	28,800	-	-	\$28,800		-	-	-
Technical Officer	\$ 1,600	8	12,800	-	-	\$12,800		-	-	-
Administrative Manager	\$ 1,400	12	16,800	-	-	\$16,800		-	-	-
Communications & Outreach Officer	\$ 1,500	9	13,500	-	-	\$13,500		-	-	-
Industry Analysts (2)	\$ 2,000	8	16,000	-	-	\$16,000		-	-	-
Accounts Assistant	\$ 800	12	9,600	-	-	\$9,600		-	-	-
Office Assistant/Driver	\$ 500	12	6,000	-	-	\$6,000		-	-	-
Security	\$ 125	9	1,125	-	-	\$1,125		-	-	-
Driver (3)	\$ 1,200	11	12,600	-	-	\$12,600		-	-	-
			243,897	-	-	\$243,897	\$0	\$0	\$0	\$0
BENEFITS				-	-			-	-	-
Staff Annual Insurance	\$ 8,316	1	7,340	-	-	\$7,340		-	-	-
			\$7,340	\$0	\$0	\$7,340	\$0	\$0	\$0	\$0
			\$251,237	\$0	\$0	\$251,237	\$0	\$0	\$0	\$0

2)

LEITI Secretariat Operational Costs

LEITI SECRETARIAT OPERATIONAL COSTS				DISTRIBUTION						
				ADB		GOL		GIZ	UNDP	World Bank
Expense	Allocation (USD)	Number of Payments	Total Cost (USD)	Existing	New	Operations	Projects			
				172,467	400,000	650,000	200,000	60,000	-	200,000
Secretariat Gen. & Admin Costs										
Internship (local students)	\$ 150	6	900				900			
Internet (variable)	\$ 600	4	2,400			2,400				
Internet Access/Sticks (4)	\$ 340	12	4,080			4,080				
Local Travel Allowance	\$ 47	100	4,688			4,688				
Local Comm Allowance (scratch cards)	\$ 665	11	7,121			7,121				
Postage	\$ 750	1	750			750				
Office Stationery & Supplies (quarterly)	\$ 1,500	4	6,000	-	-	6,000				
Other Operational Fund	\$ 125	12	1,500	-	-	1,500				
			27,439	-	-	26,539	900	-	-	-
Electricity										
Generator										
Monthly Fuel & Lubricant	\$ 750	9	6,750			6,750				
Repairs & Maintenance - generator	\$ 75	12	900			900				
LEC Share of Monthly Elec consumption	\$ 500	3	1,500			1,500				
			9,150	-	-	9,150	-	-	-	-
Fixed Assets										
Computers										
Desktops	\$ 950	1	950				950			
Laptop	\$ 1,500	1	1,500	-						1,500
IT Services (incl repairs & maint.)	\$ 550	4	2,200			2,200				
			4,650	-	-	2,200	950	-	-	1,500
Equipment										
Air Conditioner (Conference Rm)	\$ 638	2	1,275	-	-		1,275	-	-	-
Vehicles (Comm Off & HOS)	\$ 45,000	1	90,000	-	45,000	-	45,000			
			95,925	-	45,000	2,200	47,225	-	-	1,500
Others										
Office Renovation & Partitioning	\$ 15,000	1	15,000	-	-		15,000	-	-	-
			15,000	-	-	-	15,000	-	-	-
Bank charges										
Service Bank Charges - IBLL	830	1	830	-		830				
Service Bank Charges - UBA	2,308	1	4,408	2,308	2,100					
			5,238	2,308	2,100	830	-	-	-	-
Vehicles - Fuel & R/M										
Registration & Insurance (4 vehs)	Lumpsum		12,173	\$1,885	\$4,500	\$1,288	\$4,500	\$0	\$0	
Repairs & Maintenance (2 new vehs)	\$ 500	4	4,000		\$2,000		\$2,000			
Repairs & Maintenance (2 old vehs)	\$ 1,200	6	7,200			\$7,200				
Fuel & Lubricant (2 new vehs)	\$ 9,881	12	19,763		\$9,300		\$10,463			
Fuel & Lubricant (2 old vehs)	\$ 1,395	12	16,740			\$16,740				
			59,876	\$1,885	\$15,800	\$25,228	\$16,963	\$0	\$0	\$0
Audit of WB Grant	\$ 7,346	1	7,346							\$7,346
Audit of AfDB Grants	\$ 10,000	1	20,000	\$10,000	\$10,000					
			232,627	\$14,193	\$72,900	\$63,946	\$80,088	\$0	\$0	8,846

3)

MSG Operational Costs

MSG OPERATIONAL COSTS				DISTRIBUTION						
Expense	Allocation (USD)	Number of Payments	Total Cost (USD)	ADB		GOL		GIZ	UNDP	World Bank
				Existing	New	Operations	Projects			
				172,467	400,000	650,000	200,000	60,000	-	200,000
Retreat Transportation & Accommodations	\$ 6,000	1	6,000	\$2,817			\$3,183			
Venue Hire (Extraordinary Meetings)	\$ 2,500	2	5,000	\$1,800		\$3,200				
Regular Monthly Meeting Refreshments	\$ 500	9	4,500	\$2,515		\$1,985				
Committees Meetings Refreshments	\$ 900	10	9,000			\$9,000				
Secretariat	\$ 50	93 days	4,650	\$4,650						
Monthly Honorarium (includes 6mnths arrears)*	\$ 1,700	18	30,600			\$30,600				
Total:			59,750	\$11,782	\$0	\$44,785	\$3,183	\$0	\$0	\$0

4)

Consultancy Costs

CONSULTANCY COSTS	Allocation (USD)	Number of Payments	Total Cost (USD)	DISTRIBUTION						
				ADB		GOL		GIZ	UNDP	World Bank
				Existing	New	Operations	Projects			
				172,467	400,000	650,000	200,000	60,000	-	200,000
EITI Reconciliation Reports (4th & 5th)	\$ 112,000	2	202,100			\$202,100				
Invest. of Discrep. - 3rd & 4th LEITI Rpts	\$ 12,500	2	25,000							\$25,000
Auditor (Contracts, Concessions, & Licenses)	\$ 80,000	1	190,000	\$80,000	\$110,000					
ToR, Publication of Findings/Reports	Lumpsum		28,675	\$13,675	\$15,000					
Implementation of Secretariat Manual	\$ 2,500	1	2,500							\$2,500
IFMIS Interation	\$ 3,000	1	3,000							\$3,000
Develop & Implement MSG Policy Manual	\$ 5,000	1	5,000							\$5,000
Other (local consultancies to LEITI)	Variable		13,000			\$13,000				
Total:			469,275	\$93,675	\$125,000	\$215,100	\$0	\$0	\$0	\$35,500

5) Communication & Outreach Operational Costs

COMMUNICATION & OUTREACH COSTS				DISTRIBUTION						
Expense	Allocation (USD)	Number of Payments	Total Cost (USD)	ADB		GOL		GIZ	UNDP	World Bank
				Existing	New	Operations	Projects			
				172,467	400,000	650,000	200,000	60,000	0	200,000
Media Campaign										
Rpt & LEITI Doc., Jingles & Dramas, 4th Rpt Summary	(yearly expense)		73,150		\$20,600					\$52,550
Production of Sector/Regional Rpts	3,500	7	24,500		\$24,500					
Reconditioning of Billboards & Municipal License	\$ 4,771	18	55,870				\$55,870			
Advertising Costs	(yearly expense)		57,249	\$110		\$57,139				
Radio Show / Competition	(yearly expense)		15,000					\$15,000		
T Shirts	(yearly expense)		10,000					\$10,000		
Bumper Stickers	(yearly expense)		6,250					\$6,250		
Outreach (Meetings with Editors, etc.)	(yearly expense)		18,820	\$8,820	\$10,000					
Dissemination of Reports / Road Shows	\$ 7,000	15	95,000	\$1,346	\$35,000					\$58,654
Website Hosting Fees	(yearly expense)		500	\$500						
Secretariat Staff	\$ 537	1	537	\$537						
Governance & e-clubs	(yearly expense)		27,500					27,500		
Resource Center	(yearly expense)		1,000					\$1,000		
Total:			385,376	\$11,313	\$90,100	\$57,139	\$55,870	\$59,750	\$0	\$111,204

6) Travel Costs

TRAVELS	Allocation (USD)	Number of Payments	Total Cost (USD)	DISTRIBUTION						
				ADB		GOL		GIZ	UNDP	World Bank
				Existing	New	Operations	Projects			
				172,467	400,000	650,000	200,000	60,000	-	200,000
EITI Board Meetings (1 Rep/4 meetings) - Tickets & DSA	\$ 6,000	4	24,000				\$24,000			
Stakeholders @ EITI Conferences & Meetings	Lumpsum		15,000				\$15,000			
Foreign Travel Allowance (non trans for stakeholders)	Lumpsum		10,000				\$10,000			
Logistical Fees (Visas, etc.)	Lumpsum		1,500				\$1,500			
Total:			50,500	\$0	\$0	\$0	\$50,500			

7)

Capacity Building Expenses

TRAINING AND CAPACITY BUILDING				DISTRIBUTION						
Expense	Allocation (USD)	Number of Payments	Total Cost (USD)	ADB		GOL		GIZ	UNDP	World Bank
				Existing	New	Operations	Projects			
				172,467	400,000	650,000	200,000			
Government (including expanding scope)	Lumpsum		12,495	\$7,495						\$5,000
Government (LACC & Legislature)	\$ 6,000	1	6,000							\$6,000
Civil Society Organizations (CSOs)	Lumpsum		84,010	\$34,010	\$50,000					
LEITI County Focal Points	\$ 2,500	12	33,450							\$33,450
Traditional Leaders	\$ 8,000	1	8,000		\$8,000					
Group Meetings (All Sectors)	\$ 9,000	1	9,000		\$9,000					
Artisanal & Small-Scale Miners(ASM)	\$ 3,000	15	45,000		\$45,000					
LEITI Staff Dev., Training & Travel (ST)	Lumpsum		24,000			\$16,000	\$8,000			
Total:			221,955	\$41,505	\$112,000	\$16,000	\$8,000	\$0	\$0	\$44,450

SUMMARY

Budget Section	Amount (USD)	DISTRIBUTION						
		ADB		GOL		GIZ	UNDP	World Bank
		Existing	New	Operations	Projects			
INCOME	1,682,467	172,467	400,000	650,000	200,000	60,000	-	200,000
Expenditures								
Compensation for LEITI Secretariat Staff	(251,237)	-	-	(251,237)	-	-	-	-
LEITI Secretariat Operational Costs	(232,627)	(14,193)	(72,900)	(63,946)	(80,088)	-	-	(8,846)
Multi-Stakeholders Steering Committee Operational Costs	(59,750)	(11,782)	-	(44,785)	(3,183)	-	-	-
Consultant Fees	(469,275)	(93,675)	(125,000)	(215,100)	-	-	-	(35,500)
Communication & Outreach Operational Costs	(385,376)	(11,313)	(90,100)	(57,139)	(55,870)	(59,750)	-	(111,204)
Training & Travel Costs	(50,500)	-	-	-	(50,500)	-	-	-
Capacity Building Expenses	(221,955)	(41,505)	(112,000)	(16,000)	(8,000)	-	-	(44,450)
Subtotal of Expenses:	(1,670,719)	(172,467)	(400,000)	(648,207)	(197,641)	(59,750)	-	(200,000)
Contingency (5%):	(4,402)	0	-	(1,793)	(2,360)	(250)	-	-
Total Budget:	(1,675,121)	(172,467)	(400,000)	(650,000)	(200,000)	(60,000)	-	(200,000)
Shortfall:	11,748	(0)	-	1,793	2,360	250	-	-
Total budgetary requirement - Shortfall with 5% Contingency:	7,346	-	-	-	-	-	-	-