



3rd Report of the LTA Secretariat For the period • July 16 – September 10, 2015



Since the last sitting of this body on July 15, 2015, the LTA Secretariat has undertaken and/or implemented the following activities:

A. ADMINISTRATION

1. **Staffing:** During the periods under reviewed the probation period for staff in the Secretariat came to an end. We have requested and received from each staff a self-appraisal which we are now in the process of reviewing and then commenting on. After this exercise it is also expected same with be done with the Head of Secretariat then this body will have to decide if it still intend to maintain the services of each and every staff member. The Secretariat has meanwhile continued to enjoy a cordial working relationship with the Executive Committee as well as all of the various member companies.
2. **Electricity and Internet:** Our negotiation with the LEC finally paid off with the offices of the Secretariat being hooked up to its power grid on the 17th of August. From our study done over the last three and a half week we can safely say that we will be using about US\$325.00 worth of current on a monthly basic. We were also a recipient of a 5KWA generator from he VPA-SU during the last week of July. The offices of the Secretariat have also managed to have its internet services hooked up. This was done during the last week in July and we will be using about US\$200.00 worth of internet subscription monthly. The Secretariat has already written letters to those sub-leasing from us about the need to share these cost along with that of the janitorial services and regularly servicing of the generator.
3. **Membership Directory:** The Secretariat has completed the final draft of the membership directory of the LTA and now seeks your final revision of said listing in order to make it official. This final revision was submitted to each of you along with other documents needed for this meeting and a hard copy is also in your individual folders.
4. **Registration of Members:** During the period under review LCM registered with the amount of US\$250.00 thereby bringing the total number of registered companies to eighteen (18). A large number of those listed in the directory hasn't as yet register with the Secretariat. We have meanwhile printed certificates to be awarded to those that have completed their respective registration, which at the moment stands at eighteen in number.
5. **The LTA's Act and Drafted MOU:** The search for the Act still continued but has not yet any fruitful result. We have been requested to verify if the Act was actually passed in 1976 or some other year as those we have contracted to locate same as stating that they have currently reviewed all of the Acts passed in 1976 but have yet to see the Act establishing the LTA. We have meanwhile requested that they expand their search to include 1975 and 1977 which they have agreed to do. There is a dire need to locate this document as it is needed in order to execute several decisions and actions. The Secretariat has meanwhile drafted and circulated a Memorandum of Understanding for revision and comments which we hope will be endorsed before the end of this meeting and a date set for its signing. The MOU was again circulated along with other documents needed for this meeting and hard copies are in your respective folders.
6. **LTA Policy Manual & Code of Conduct:** Work on the Policy Manual is still ongoing while those on the Code of Conduct have not yet begun.

7. **Networking:** During the period under reviewed the Secretariat continued its networking with various other key players within the forest sector. From the 17th thru 21st of August, ten of the member companies had the opportunity of attending and participating in a five day LAS Training Workshop that was hosted jointly by the VPA-SU and the SGS at the S.T. Nagbe United Methodist Church on 13th Street. Mr. Deah, the 2nd Vice President, and Mr. Mannah, our in-country VPA focal person, joined the Head of Secretariat to attend the Validation Workshop of the VPA which was sponsored by the Liberia's FLEGT Office and hosted at the Corinna Hotel's conference room on August 28th. The LTA was represented by Mr. Erskine, along with the Head of Secretariat and Communication & Training Manager at both the July and August meetings of the National Multi-Stakeholders Coordinating Committee for the VPA. Since this body last sitting, the Benefit Starring Trust Board responsible for overseeing and monitoring the 30% due to the various affected communities has kicked off. During its first introductory meeting, which was held on the 5th of August, the Head of Secretariat accompanied and introduced the LTA's nominee, Mrs. Eliza D. J. Kronyanh, The Secretariat during the period received an invitation from the EPA to participate in a workshop which was held under the theme: "Global Environment Facility Replenishment Period Six National Portfolio Formulation Exercise National Consultation" and the object was to consult national stakeholders on what are the national priority projects the can be put forward to access the allocation of US\$5.02 million of the Global Environment Facility (GEF). The Secretariat was represented by its Communication & Training at the one day workshop which was held in Kakata on the 5th of August. A project proposal is expected to be developed around the key issues for validation by the stakeholders at a conference to be organized by the EPA and partners. The LTA received two invitations from the Liberia Chamber of Commerce to attend and participate in some of its functions. The first of same was a meeting with a visiting Chinese's trade delegation and the other was a presentation by the Liberia Better Business Forum. The LTA was only able to honor the meeting with the visiting Chinese's trade delegation but couldn't be at the presentation due to the latest of the invitation. At the meeting with the visiting Chinese's trade delegation, the LTA was represented by Mr. Deah, Mr. Erskine & the Head of Secretariat. Also during the period under review the Secretariat, on behalf of the LTA, hosted a guest from the Global Timber Forum in person of Mr. Gustav Alexander Adu. Mr. Adu was in the country for about four days and during that time interacted with the office of the Secretariat as well as some officers of the LTA. During his interaction with the Secretariat Mr. Adu informed the Secretariat about a Call for Concept Notes that has been put out by the FAO FLEGT Programme which could be very beneficial to the private sector. Said Call for Concept Notes as well as the Concept Note Form were sent to each you and hard copy can be found in your respective folders.

8. **Budget Support:** During the periods under reviewed, the Secretariat received the amount of Eight thousand three hundred fifty United States dollars (US\$8,350) from the Voluntary-Support Unit as support to the LTA for the months of July and August. Monthly contributions from member companies are still not forthcoming. As of this moment only BODECO, Alpha Logging and Atlantic Resources have paid their respective monthly contribution for the month of July while no one has paid for the month of August. The Secretariat has since written every member company submitting to them hard and soft copy of the Statement of Account of their respective obligations to the LTA.

9. **Additional Signatures to LTA Account:** Three additional signatures were submitted to the LBDI. Those signatures submitted are the 1st and 2nd Vice Presidents to join the President in

the A category and the Secretary to join the Treasurer in the B category. After several discussions with the bank said instruction is now in full effect.

10. **LTA's New Logo and E-Mail Address:** During the period under the Secretariat working together with the Executive Committee of the LTA designed and endorsed a new logo for the LTA. A sample of said logo can be found at the top of this report. Email addresses for the LTA were also established during the period under review. The official email addresses of the LTA now are: libtimber15@gmail.com and libtimber15@yahoo.com. Call Cards were also printed for all officers of the LTA as well as the Head of Secretariat and the Communication & Training Manager.

B. FINANCIAL REPORT FOR the Periods July 15 – August 31, 2015

Analysis of the receipt book and deposit slips reveal the following:

Income

✓ Receipts (7/2/015)	BODECO Monthly Due Payment(July)	US\$ 200.00
✓ Receipts (7/22/015)	VPA Monthly Support(July)	US\$4,400.00
✓ Receipts(7/31/015)	LCM Inc. Yearly Registration(2015)	USD 250.00
✓ Receipts (8/18/2015)	Alpha Logging Monthly Due Payment(July)	US\$ 750.00
✓ Receipts (8/18/015)	Atlantic Resources Monthly Due Payment(July)	US\$1,000.00
✓ Receipts (8/25/015)	VPA Monthly Support (August)	US\$3,950.00
Total		<u>US\$10,550.00</u>

Expenditure

Salaries & Transportation Allowances (July 2015)		US\$ 3,322.61
Salaries & Transportation Allowances (August 2015)		US\$ 3,322.61
Stationery & Others	(July & August 2015)	US\$ 2,535.00
Notarization of Letter	(July 3, 015)	US\$ 25.00
Act's Search	(August 28, 2015)	US\$ 650.00
Total		<u>US\$9,855.22</u>

Balance **US\$ 694.78**

A total of US\$ 9,855.22 was disbursed between July and August 2015. Of this amount, USD 6,645.22 as used for salaries and transportation allowances of staff while USD 2,535.00 was used for Stationery and Electricity, US\$650.00 was used for Searching of the Act and US\$ 25.00 was use to notarized the letter for change of signatures.

Support from the LTA: The Secretariat was kept afloat by funding received from the LTA and contribution from few companies.

C. HINDERANCES AND SETBACK

During the period under review, the Secretariat was plagued with the issue of lack of needed office equipment and logistics to carry out the various tasks that were assigned to it. Often time cartridges had to be refilled instead of being purchased due to the limited funds allocated for monthly stationaries. The Secretariat is without an official vehicle to move around to carry out the various tasks assigned to it. The amount of time spent waiting for a taxi is a serious steal away from productive office hours. While a monthly due payment system has been put in place, members are not

paying and this is having a serious effect on the ability of the LTA to be able to do some of the key things was original earmarked to do under its work plan and budget.

D. FUTURE OUTLOOK AND IMPLEMENTATION

During the incoming period, the Secretariat hopes to complete and submit concept notes to the FAO-FLEGT office. It is also hope that we will continue networking with those that are listed in this report, among others.

Respectfully submitted: _____

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Head of Secretariat