

# 1<sup>st</sup> Report of the LTA Secretariat

## For the period • June 1, 2015 to June 24, 2015

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Since the assumption of offices by the Head of Secretariat as well as the Administrative & Finance Manager and Communications & Training Manager on June 1, 2015, the LTA Secretariat has undertaken and/or implemented the following activities:

### A. ADMINISTRATION

1. **Staffing** : During the period under review, the Head of Secretariat, working with the President of the LTA, established the necessary manpower needed to effectively and efficiently run the Secretariat. The following staff would be needed to run the Secretariat, they are: a) Head of Secretariat, b) Compliance & Research Manager, c) Communications & Training Manager, d) Administrative & Finance Manager, e) Executive Secretary, f) Expediter, g) Office Assistant, h) Driver, and i) Janitor. The LTA has already managed to recruit six (6) of the nine (9) staff listed above for a total cost of Five Thousand Seven Hundred Sixty-three Dollars and Seventy-five (US\$5,763.75) Cents. This cost includes the 4.75% required by laws to be contributed to the National Social Security & Welfare Corporation, on the employees' behalf. The Secretariat has also drafted contracts as well as developed job descriptions for each staff and it is expected that staff will be signing a one year contract on or before the 30<sup>th</sup> of June 2015, for the period June 1, 2015 to May 31, 2016. Meanwhile ID cards have been issued to all staff.
2. **Employees' Handbook and Evaluation Form**: The Secretariat has begun work on the drafting of an Employees' Handbook as well as an Evaluation Form for the evaluation of staff at the end of their respective probationary period. It is envisaged that both will be completed and presented to this body during its regular sitting in July in order that they can be endorsed.
3. **Membership Directory**: The Secretariat is in the process of developing a Membership Directory for members of the LTA. In this light, we have developed a Company Profile Sheet for your revision and endorsement during this meeting. Once endorsed, it is hope that all members of the LTA will fill out same and give it to the Secretariat.
4. **Registration of members**: Between April 16, 2015 and May 22, 2015, sixteen (16) companies registered with the Liberia Timber Association. Of this number, there were seven (7) TSCs, two (2) medium FMCs and seven (7) large FMCs. Those who have registered are:

S/N	COMPANY NAME	AMOUNT PAID (U\$)
1.	Atlantic Resources Ltd.	1,000.00
2.	Alpha Logging & Wood Processing Company	1,000.00
3.	Akewa Group of Companies	250.00
4.	International Consultant Capital	1,000.00
5.	Geblo Logging	1,000.00
6.	Redwood Enterprise	250.00
7.	E J & J Invest. Corp	500.00
8.	Liberia Hardwood Corporation	250.00
9.	LTTC Incorporated	500.00
10.	Forest Venture Incorporated	1,000.00
11.	D.C. Wilson	250.00
12.	Mandra Forestry Liberia Ltd.	1,000.00
13.	TUTEX Wood Management Corporation	250.00
14.	Association of Logging Eng.	200.00
15.	Euro Liberia Logging	1,000.00

16.	BODECO	250.00
	<b>Grand Total</b>	<b>US\$9,700.00</b>

5. **The LTA's Act:** The Secretariat has launched a massive hunt to trace the Act establishing the Liberia Timber Association. We strongly feel once retrieved, this document will greatly enhance the working of the Secretariat as well as the entire LTA.
6. **Voluntary Partnership Agreement's Joint Implementation Committee Meeting:** The Head of Secretariat along with the President, Mr. Rudolph J. Merab, and the 1<sup>st</sup> Vice President, Mr. John M. Baxter, attended the three-days meeting of the JIC of the VPA in Liberia. Said meeting was held in the Conference Room of the Liberian Chamber of Commerce and was held from June 10<sup>th</sup> thru 12<sup>th</sup>. The end product of said meeting, the Aide Memoirs, has been included in your meeting folder for your study and revision. Prior to attending the JIC's meeting the Head of Secretariat along with the President attended the Liberia Implementation Committee (LIC) meeting, which was held at the same venue on the 5<sup>th</sup> of June.
7. **Meeting with the REDD and SESA Working Groups:** Based on an invitation from the Coordinator of the Implementation Unit of the REDD+ Liberia, Mr, Saah David, the Head of Secretariat attended two meetings of these two (2) working groups. The first being on the 17<sup>th</sup> of June and the second being this morning, the 24<sup>th</sup>.
8. **Preliminary Budget:** The Secretariat has attempted to develop a budget to be used as a guide for the smooth running of the Secretariat. Said budget is part of the working documents for this meeting. As stated this is only a preliminary budget as a more detail and realistic budget couldn't be developed due to the current circumstances. It is hoped that subsequent budgets will be more realistic.
9. **Induction Dinner of Officers:** A very successful induction dinner was held on the 4<sup>th</sup> floor of the Grand Royal Hotel on the 13<sup>th</sup> of June.
10. **Networking:** During the period under review the Secretariat networked with SGS, FLEGT – Liberian Office, VPA-Support Unit, the REDD Implementation Unit, among others. We secured the SGS commitment to allow the Secretariat to be place on the mailing list of recipients for its monthly reports.

## **B. FINANCIAL REPORT FOR the Period June 1 – June 24, 2015**

### **Status of the VPA-SU support to the Secretariat:**

During the reporting period, the Secretariat hasn't been able to get any additional support from the VPA-SU due to some internal problems that the VPA-SU is encountering. It is hope that the Support Unit will quickly be able to resolve any internal problem that it is having so that the Secretariat will be able to get up and start moving.

**Support from the LTA:** The Secretariat was kept afloat by funding received from the LTA

The Treasurer, Mrs. Eliz Kronyonah officially turned over the checkbook, deposit slips, receipt book and other documents to the Secretariat. The Treasurer will getting the bank statement from the bank to aid the Secretariat in the reconciliation of the bank account. However, analysis of the receipt book and deposit slips reveals the following:

✓ Receipts (04/16-05/22/15)	-	Registration	USD 9,700.00
✓ Receipts (06/5/15-06/12/15)	-	Induction Fees	USD 5,750.00
✓ Receipts	-	Advertisement fees	600.00
Total Receipts			USD 16,050.00

Deposits (04/25 -08/17/15) ..... US\$ 16,050.00

A total of USD 10,327.00 was disbursed between June 3, 2015 and June 18, 2015. Of this amount, USD 7,305.00 was used for the induction program of the elected officers of the LTA Board. US\$3,022.00 was used for general operations such as media coverage, I D Card fees, petty cash replenishment, etc. From the analysis done, a total sum of USD5, 473.00 (US\$ 15,800.00 – 10,327.00) is shown as balance in the bank.

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Receipts:

Registration	USD 9,700.00	
Induction Fees	USD 5,750.00	
Advert. Fees	USD 600.00	
		16,050.00

Expenditures:

Induction Program	USD 7,305.00	
Operations	USD 3,022.00	
		(10,327.00)

Balance USD 5,723.00

**C. HINDERANCES AND SETBACK**

During the period under review, work at the Secretariat almost came to a standstill due to some internal problem involving the VPA-SU. At the moment there is no equipment to work with. Computers currently being used are staff personal computers. Also as of this moment there is no electricity for the office. All printing of all computer work has to be done outside thereby exposing all of the office transactions to a third party. There is no established system for due payment by members of the LTA and this is seriously affecting the Secretariat as it has to depend 100% on the VPA-SU for financial support.

**D. FUTURE OUTLOOK AND IMPLEMENTATION**

During the incoming period, the Secretariat hopes to secure the needed equipment to work from the VPA-SU in order to jump start its work. It is also hope that we will continue networking with those that are listed in this report, among others.

Respectfully submitted: \_\_\_\_\_  
E. Ekema A. Witherspoon, I.  
**Head of Secretariat**