

ANNEX C: EITI Organization—Guinea

Organization of the EITI

The structure of the institutional organization for the implementation of the EITI in Guinea is the following:

1. Management Committee
2. Steering Committee
3. Executive Committee
4. Technical Secretariat

I. The Management Committee (MC): Political authority

The Management Committee provides the political role of strategic orientation and validates the Action Plan and the essential recommendations of the Steering Committee.

Composition:

1. The Prime Minister, President
2. The Minister of Mines and Geology
3. The Minister of Economy and Finances
4. The President of the chamber of Mines
5. The President of the National Council of Civil Society Organizations

The rapporteur of the Management Committee is the head of the Steering committee.

Mandate:

- Strategic orientation of the Steering committee
- Supervision
- Review of work progress
- Approval of the Action Plan and the budget
- Resolution of potential constraints

The MC may be assisted by the members of the Steering committee.

Sessions:

The Management Committee convenes its ordinary sessions once per year and meets as required in extraordinary session summoned by the Prime Minister.

II. The Steering Committee - (SC)

The steering committee is responsible for the technical operation of the EITI.

Composition: 22 members (see decree N°2858 of June 20, 2005).

1. Public Administration (11)
2. Mining Companies (5)
3. Civil society (4)
4. Institutions of the Republic (2)

Mandate:

- To compile the statistics
- To carry out the audits
- To publish the results

In accordance with the recommendations of the provisional Committee of May 5, 2005.

Operation:

The president of the SC is the General Secretary of the Ministry of Mines. He is in charge of coordinating the activities of the Committee. He is the rapporteur of the Management Committee and ensures the liaison between the Management and Steering committees.

To ensure its operation, the SC will have:

1. Executive Committee (EC):

The role of the EC is to implement the recommendations of the Steering Committee, and in particular the Action Plan. The presidency of the EC is reserved for the General Secretary of the Ministry of Economy and Finances, who will be in charge of coordinating the action of the operational sub-committees in charge of coordinating the various activities called for by the mandate of the CP.

The EC is composed of five members:

Ministry of Economy and Finances:	Mr. Karamokoba Camara (President)
Mining Board:	Dr Babara Toure (Rapporteur)
Civil Society:	Mr. Ben Sekou Sylla
Mining Companies:	Mr. Memo Yansane
Ministry Economy and Finances:	Mr. Mamady Kaba

2. Operational Sub-committees:

For increased effectiveness, the SC is divided into three operational sub-committees each filled with representatives from the public administration, the civil society and the private sector. They act under the coordination of the executive committee chaired by the General Secretary of the Ministry of Economy and Finances. These three sub-committees are:

- a. The sub-committee for Statistics
- b. The sub-committee for Auditing
- c. The sub-committee for Communication and Capacity Building

The **sub-committee of Statistics**: it is in charge of:

- Categorizing the incomes of the State and other public bodies from extractive industries, and the payments of companies to the State.
- a. State:
 - Categorizing types of taxes and of revenues perceived, and their recipients.
 - Determining the public administrations receiving payments: Finances (Customs, Taxes, Treasure, and Office of the Land Register), Mines Ministry, Central Bank.
 - b. Social Security Administration
 - c. Decentralized bodies
 - Types of revenues and payments, as well as beneficiaries
 - Elaborating templates, which will have to be filled out separately by the companies and the government, taking as a guide those templates which can be found in the EITI "Source Book" on the International EITI Web site, adapting them to the circumstances of Guinea.
- Determining the cut off below which the payments or incomes will be regarded as "non-material".
 - Determining the list of companies to be covered for the EITI.
 - Determining the periodicity and the timetable for the production of statistics.
 - Deciding the mechanisms and the timetable according to which possible differences between the payments from companies and declared revenues of the government will be dealt with. Choosing the margins of variation which will be regarded as acceptable.
 - Determining what currency will be used in reporting revenues and payments.
 - Defining methods for the collection, analysis and reconciliation of the data about payments and income, which is sustainable and credible for all the participants.

Initially, the Sub-committee will rely on the Technical Secretariat to prepare the terms of reference to hire an international consultant, whose task will be to collection revenue data from the mining companies and public administrations, reconcile them, and document the process so as to facilitate the audits that will follow. The consultant will propose a methodology to perform audits on a regular basis.

- Deciding if the collection, analysis and reconciliation of the data require legislative changes and, if necessary, to propose to them.

The sub-committee of Statistics is composed of eight members:

National Parliament:	H. Yacine Barry (president)
Civil Society:	Mr. George Destephen Sidibe (rapporteur)
Ministry for the Mines and Geology:	Dr. Sir Mohamed Nabe

Ministry Economy and Finances:	Mr. Mamady Kaba
Central Bank of the Republic of Guinea:	Mr. Cheick Tidiane Sylla
Chamber of Mines:	Dr. Babara Toure
Mining Companies:	Dr. Ousmane Camara Ministry for the Administration of the
Territory and Decentralization:	Mr. Mamadou Kalle

The Sub-committee of Auditing: its mission is:

- To determine, based on the EITI principles, the limits of the audits coverage:

Payments made and revenues received

Quantities exported and prices

Financial statements of the companies (possible inconsistencies between Guinean and used company used accounting standards) - Amount of the perceived taxes

- To define the limits of coverage of the financial influx to local communities.
- To define the contours and the need for an initial audit to guide the recommendations of the committee.
- To define the method of selection of an independent auditing firm, accepted by all the parts and which will perform the audits, and to define the terms of reference for the audit.
- To specify the way of financing the audits and to explore the support which the partners can bring.
- To identify required legislative changes for the audit and, if necessary, to propose to them.

The sub-committee of Auditing is composed of seven members:

Board of Mines:	Dr. Babara Toure (President)
Civil Society:	Mr. Bakary Fofona (Rapporteur)
Ministry for Economic and Financial Control:	Mr. Mohammed Falcone
Ministry of Economy and Finances:	Mr. Mamady Kaba
Mining Companies:	Mr. Memo Yansane
Ministry of Justice:	Mr. Mohamed Aly Thiam
Civil Society:	Mr. Mohamed Bachir Toure

The **sub-committee of Communication and Capacity Building**: its role is:

- To design an accessible and comprehensible medium for the publication of EITI results;
- To define the rules of confidentiality which will apply to the information provided by the companies, the Government, and the audits;
- To decide the level of aggregation of the information to be published;
- To define the methods of communication appropriate for the EITI;

- To define the methods of dissemination and discussion of this information. In particular, define the methods of information for the communities and the population in the mining regions;
- To define the needs for capacity building, training and information, both at the level of the Steering Committee and at that of stakeholders (administration, private sector, civil society).

The sub-committee of Communication and Capacity Building is composed of seven members:

Civil Society:	Mr. Sekou Ben Sylla (president)
Guinean Radio and Television:	Mr. Issa Conde (rapporteur)
The Economic and Social Council:	Mr. Gerard Coker
The Office of the President:	Mr. Saidou Diallo
Prime Minister's Office:	Mr. Amadou Diallo
Chamber of Mines:	Mr. Ousmane Dannah Conde
Civil Society:	Mr. Aboubacar Akoumba Diallo

III. The Technical Secretariat:

Under the guidance of the President of the Steering committee and the President of the Executive Committee, it has the role of assisting the Steering committee, the Executive Committee and the operational sub-committees for all the organizational tasks, management and follow-up. It will take the minutes of the meetings and it will provide all the support necessary to the participants.

The Technical Secretariat will assist the Steering Committee in preparing the Action Plan, the budget and the financial plan, as well as the monitoring documents of the action plan.

Sessions

The Steering committee will meet once per quarter on convocation of its President and also as often as required.

The Executive Committee will meet every month.

Between two (2) sessions of the Steering committee, the Executive Committee will manage the correct execution of the decisions of the aforementioned committee.

Figure 1: Guinea EITI Steering Committee Organizational Chart

