

Public-Private Alliance for Responsible Minerals Trade

Meeting 1

November 16, 2011

Meeting Summary

In the first meeting of the Public-Private Alliance for Responsible Minerals Trade (PPA), participants discussed the following concepts and products, with the overall goal of enabling on-the-ground activities by early 2012:

- Overall PPA objectives;
- Priorities for quarters 1-4 and draft work plan (especially Q1);
- PPA participation, governance, and decision-making structure and protocols;
- Memorandum of understanding (MOU) amendments to provide clarity; and
- Next steps and timeline

This summary highlights the key concepts and plans that came out of the meeting corresponding to the main topics listed above. In addition, updated next steps are listed at the end.

The following attached documents are referenced in this summary, and some are essential to the next steps:

- Meeting agenda
- Participant list
- The MOU (with tracked changes for review)
- Governance document (not including revisions from the meeting)
- CIMCAW communications protocol document
- Flipchart notes

Overall PPA Objectives and Initial Priorities

The group confirmed the overall PPA objectives, as outlined in the MOU, include the following:

1. Support development of supply chain systems that are conflict-free from the Great Lakes Region (GLR). (Objectives to be confirmed in the final MOU.)
2. Provide a mechanism for appropriate communication and collaboration
3. Engage in additional activities that support conflict free extraction and trade

In discussing high-level, initial priorities for the PPA, participants particularly underscored the value that PPA can bring in terms of outreach and education to companies on conflict minerals and responsible sourcing, including other end use sectors, actors in other parts of the supply chain (upstream), companies from countries and regions which have not been as actively involved in conflict minerals issues, and small and medium-sized companies. Outreach could also be focused on trade associations with membership touching on one or more of these kinds of companies. Outreach to NGOs and civil society networks in the Great Lakes Region (e.g., GATT-RN) could also be a goal.

Participants clarified that, while the PPA will aim to support harmonization of activities and build on existing supply chain mechanisms and initiatives, the PPA's oversight and review role will be limited to the scope of those specific activities funded by the PPA. The PPA is not a governing or authoritative body, and will rather focus on facilitating harmonization through its own funded projects and outreach to and information-sharing among various actors.

Participants also briefly discussed questions of focusing on specific countries and minerals, observing that the PPA MOU was written to be flexible regarding activities in any part of the Great Lakes Region, as well as activities focused on tin, tantalum, tungsten (3Ts), or gold. Participants acknowledged the importance of focusing resources in the Democratic Republic of the Congo (DRC), and also noted the potential value of work in other countries whose supply chains are being affected by conflict minerals concerns and a need to institute traceability. Regarding different minerals, PPA will consider initiatives that cover the 3Ts as well as gold, although recognized that each is at a slightly different place in terms of conflict minerals supply chain development and challenges.

Priorities for Quarters 1-4 and Work Plan

Meeting participants briefly reviewed the draft work plan, which was developed in early August by Assheton Carter and Tim Mohin as a discussion draft. Participants agreed that a work group, in cooperation with the full Governance Committee, should ultimately take the lead on developing the details of a revised work plan, and developed the following general timeline for key steps and deadlines:

End of Quarter	Activity to be Accomplished
Q4, 2011	Establish governance committee
	Establish work groups: communications, membership, and in-region sourcing
Q1, 2012	Establish priorities
	Establish procedures (for RFPs) and decision-making criteria
	Launch website
	Begin process for next round of potential PPA participant vetting
Q1/Q2, 2012	Issue RFPs, solicit responses, and/or scope of work
Q2, 2012	Decide on contracts and other funding allocation
	Make awards
Q4, 2012	Annual report

“Quick Wins”

The group coalesced around the idea of prioritizing items that would be “quick wins,” activities that would provide relatively quick successes, build momentum and capacity, and set a trajectory for the PPA. (While seeking expeditious decision-making on funding allocations, Participants acknowledged the need to take the time to articulate a clear rationale for each decision to communicate each funding decision.)

Participants shared a number of ideas for in-region supply chain efforts that the PPA could support, such as audits in the DRC; existing traceability or other mechanisms (e.g., iTSCi, Solutions for Hope); conflict-free supply chain work in countries surrounding the DRC (e.g., Tanzanian gold, Ugandan field agent support, a Burundi pilot); and projects aimed at unblocking existing stocks designated as conflict free (e.g., Maniema).

Another example of a quick win is to develop a website, led by a communications work group, to facilitate understanding on the conflict-free minerals sourcing. The website would be developed with the vision of building capacity and education, with a focus on engaging stakeholders about solutions for sourcing from the region, rather than avoiding it. Participants noted that information-sharing could be particularly important for mid-sized companies who have fewer resources and expertise on this issue.

Another outreach quick win idea was to consider the invitation from ICGLR to give a presentation on the PPA to the International Conference on the Great Lakes Region (ICGLR) on December 15 in Kampala.

Work Groups

Participants agreed that forming a limited number of focused work groups will support more efficient work by the PPA. (Note: Work groups will make initial recommendations for review by Participants and approval by the Governance Committee.) Participants identified the following work groups and the general focus for each:

- Communications (protocols, website, reporting, etc.)
- Membership and Fundraising (how to expand PPA funding and participants, reviewing new interested participants)
- In-region Sourcing (priority in-region activities for PPA to focus on)

First-year USAID Funding

USAID described the five targets of their funding stream, the programming of which is underway:

- Infrastructure to support conflict free sourcing activities
 - Trading counters—building and road access
 - The fifth of five trading centers is receiving funding
- Experts and others who are supporting pilot supply chain
 - 150-200 sites in the Kivus
 - These services are for operationalizing this pilot
- Studying road in North Kivu that will allow others to donate to unlock that important area in North Kivu
- Funding traceability activities
- One year facilitation/secretariat of PPA

USAID funding is \$3.5 million and operationally spans 16 months, including the first year of the PPA. In targeting the above five activities, USAID is seeking the input of and communicating with the government of the Congo, PPA participants, and the PPA as a whole.

Participation, Governance, and Decision-making Structure and Protocols

Participation and Governance Protocols

Meeting participants reviewed participation and governance protocols and made specific amendments, which will be included in a revised governance document and sent to PPA participants for review. See the Next Steps below for more details on the steps to finalize the participation and governance protocols document. The general issues that arose are listed below. Specific edits addressing these issues will be in the next protocol document distributed by RESOLVE.

General concepts of the participation and governance protocol review included:

- The MOU and governance protocols are complementary documents; the protocols are meant to provide additional details to general concepts outlined in the MOU.
- The language of both documents should reflect the entire supply chain now that the PPA includes a smelter and upstream companies/associations as well as end-users.
- The procedural differences between the private and government funding streams need clarity.
- The role of the facilitator should be more precisely explained, particularly in regard to contracting and oversight responsibilities for PPA-funded projects.
- The membership committee will consider criteria for inclusion of new PPA participants, particularly for “new” categories such as consultancies and in-region civil society groups, or for smaller companies with fewer resources to provide a financial contribution to the PPA.

Outreach and Potential Participants

Participants identified organizations and stakeholder groups that could be considered for PPA outreach, either for information-sharing or consideration for recruitment as potential participants. (Additional PPA participants will be the responsibility of the membership and fundraising work group.)

- National Association of Manufacturers (NAM) – includes small- and mid-sized companies
- More representation from non-high tech sectors
- Artisanal/small-scale miners
- Broader global representation from companies based outside of Europe and the U.S. (e.g., Asia)
- In-region civil society groups
- World Bank (e.g., PROMINES)
- Additional governments

MOU Technical Amendments

The group reviewed amendments to the MOU, which were suggested to clarify the intent of the PPA. These amendments will be distributed to all PPA members with tracked changes for review. The amendments, not substantive in nature, generally fell into the following categories:

- Grammar edits

- Non-substantive language clarification revisions from USAID and PPA participants
- Revision of the upstream and downstream characterization to reflect current thinking and participation
- Non-substantive language clarifications from the meeting

It is up to each organization to determine the level of review necessary to give final approval to MOU amendments. Considering the non-substantive nature of the amendments, the PPA would like to finalize the MOU relatively quickly. There will be a window of time allowing an organization—whether it is their primary contact, an attorney, or other individual from the organization—to review the MOU and email their final approval. See the Next Steps section below for more details on this process.

Next Steps

The following are the next steps from the meeting, updated from the November 21st version:

1) Participation and Governance Protocols

- a) Discuss and recommend number of representatives and selection process for government sector. Also consider mechanics and practicality of government sector lead (and caucus for one vote in the event that the governance committee cannot come to consensus on a decision).
 - **Who: Richard Robinson/USAID staff, Brad Brooks-Rubin/U.S. Department of State staff, Charles Chileya/ICGLR staff**
 - *Deadline: Monday, December 12, 2011*
- b) Update PPA governance and protocol documents in tracked changes with feedback received in the meeting and comments received by email. Distribute to PPA participants for review and comment. (Once established, the Governance Committee will review next draft and all Participant comments.)
 - **Who: Jen Peyser, Tim Sandusky**
 - *Deadline: Monday, December 12, 2011*
- c) Send final revisions and comments to Jen Peyser (jpeyser@resolv.org; tsandusky@resolv.org). Once established, the Governance Committee will review next draft and all Participant comments.
 - **Who: PPA Participants**
 - *Deadline: Wednesday, December 21, 2011*

2) Governance Committee and Work Groups

- a) Email nominations for Governance Committee and Communications, Membership, and In-region work groups to Jen Peyser (jpeyser@resolv.org; tsandusky@resolv.org).
 - **Who: PPA participants**
 - *Deadline: Wednesday, December 14, 2011, 12:00pm Eastern Time*

- b) Email candidates for Governance Committee for PPA participants to vote on. (Note: Voting will take place within sectors; i.e., private sector will vote for private sector representatives, etc.) Work group members will also be listed in the email.
 - **Who: Jen Peyser**
 - *Deadline: Wednesday, December 14, 2011, c.o.b.*
 - c) Email votes for Governance Committee to Jen Peyser (jpeyser@resolv.org; tsandusky@resolv.org).
 - **Who: PPA participants**
 - *Deadline: Tuesday, December 20, 2011, 12:00pm Eastern Time*
- 3) **Memorandum of Understanding**
- a) Distribute MOU with redlined amendments received in the meeting for review by PPA participants. Note: it is up to each organization to determine the level of review necessary for their organization to give final approval to MOU amendments.
 - **Who: Richard Robinson, Brad Brooks-Rubin, Jen Peyser**
 - *Deadline: Monday, December 12, 2011*
 - b) Review MOU technical amendments and submit any final edits or questions.
 - **Who: PPA Participants**
 - *Deadline: Wednesday, December 21, 2011*
 - c) Distribute revised MOU for final review and approval.
 - **Who: Richard Robinson, Brad Brooks-Rubin, Jen Peyser**
 - *Deadline: early January, 2012*
 - d) Review and approve final MOU.
 - **Who: PPA Participants**
 - *Deadline: late January, 2012*
- 4) **Year 1 Work Plan**
- a) Capture suggestions on work plan and timeline based on November 16 discussion; send to Governance Committee and Work Groups (once established) for review and updating.
 - **Who: RESOLVE**
 - *Deadline: December 2011*
- 5) **Nov. 16 Meeting Summary**
- a) Send draft November 16 meeting summary to PPA Participants for review.
 - **Who: RESOLVE**
 - *Deadline: Monday, December 12, 2011*
 - b) Review the meeting summary and send comments to Tim Sandusky (tsandusky@resolv.org)
 - **Who: PPA Participants**
 - *Deadline: Wednesday, December 21, 2011*

6) **Hill Briefing**

- a) Notify RESOLVE if you are interested in attending the January 10 (2-3 p.m.) Hill briefing (to involve a small group of government, civil society, and private sector representatives of the PPA).
 - **Who: PPA Participants**
 - *Deadline: Friday, December 16, 2011*