

Approved by Order No.62, 2007 of Prime Minister of Mongolia

THE STATUTE OF SECRETARIAT TO IMPLEMENT EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE OF IN MONGOLIA

One. General background

1. Activities of the Secretariat (hereinafter referred as “Secretariat”) to implement Extractive Industries Transparency Initiative of (hereinafter referred as “Initiative”) will be regulated by and within this statute.

2. The main objective of the Secretariat Office is to insure preparations for implementation of the basic principles of Initiative, to provide assistance to the National Council and the Working Group in stabilization and to implement decisions of the Council in efficient and effective way.

Two. Operational guidelines of Secretariat.

3. The Secretariat will adhere to the following operational guidelines:

3.1. To be in charge for issues related to implementation of the Initiative and to operate on daily basis;

3.2. To organize activities to implement laws and regulations, resolutions of the Cabinet, recommendations and guidelines of the National Council in regard to the Initiative and ensure their implementation;

3.3. To ensure preparation of trainings, workshops, conferences and study tours to be organized on implementation of the Initiative and to organize such activities;

3.4. To produce reports of Mongolia on the Initiative and to report relevant international and other organizations;

3.5. To organize and coordinate auditing on reports on the Initiative and submit to relevant authorities;

3.6. To establish relations and exchange information with tripartite(Government, Business entity-holder license and Non –governmental organizations), and relevant international, donor countries and organizations;

3.7. To forward ideas and initiatives in regard to implementation of the Initiative;

3.8. Other activities ordered by National council and Working Group;

4. To organize validation of status of Extractive Industries Transparency Initiative in Mongolia, on basis of request submitted to relevant international organizations;

Three. Organization of Secretariat

5. The Secretariat will work on basis of monthly plan derived from Plan of Actions endorsed by the National Council. The plan will be approved by the Secretary of the National Council.

6. The Secretariat will be comprise of Coordinator and Financial/Administrative assistant;

7. An Initiative Coordinator will be responsible for daily operations of the Secretariat and implement the following functions:

7.1. To produce reports on Initiative, to organize auditing and to report to international organizations, and be responsible for a validation;

7.2. To collect and analyze information in regard to implementation of the Initiative and to draft relevant resolutions;

7.3. To provide methodological advise and support to the National Council, members of the Working Group, public administrative organizations at all levels, business entities working in extractive industries, management and staff of non-governmental organizations participating in the Initiative;

7.4. To present issues developed by the Secretariat to the Working Group and the National Council and put forth for discussions;

7.5. To establish relations and exchange information with foreign countries and international organizations implementing the Initiative.

8. Financial/Administrative assistant of the Secretariat will implement the following duties within the framework of the operational guidelines of the Secretariat Office:

8.1. To apply the Project accounting system(internal control, budget drafting, disburse, bookkeeping, documentation, produce monthly, reporting and organize audit), handle Program daily accounting bookkeeping, produce monthly, quarterly and yearly expenditure report, and forward to the World bank for review;

8.2. To participate in ensuring preparations of meetings of the National Council and the Working Group and to take minutes of meetings;

8.3. In accordance with instructions given by Coordinator to provide methodological advice and support to and exchange opinions with the National Council, members of the Working group, public administrative organizations at all levels, business entities working in extractive industries, management and staff of non-governmental organizations participating in the Initiative;

8.4. To collect information on the Initiative and to operate the website on regular basis;

8.5. To conduct polls in regard and to validation of implementation of the Initiative;

8.6. To create a database of books and publications related to laws and regulations on mining industry, taxation environment and the Initiative;

8.6. Other activities;

9. In case of absence of Coordinator, a financial/administrative assistant will substitute and handle Coordinator's duties;

Four. Miscellaneous

10. The Secretariat will operate under steering of National Council of Mongolia Extractive Industries Transparency Initiative. The Secretariat shall report to the Secretary of National Council.

11. Activities of the Secretariat are steered by Secretary of the National Council on daily basis, if necessary by Secretary of the Working Group;

12. The coordinator and financial/administrative assistant shall be recruited in accordance with selection procedures and will be appointed to and /or dismissed by the decree of National Council Chairman-Prime Minister, having tasks to organize and coordinate the Extractive Industries Transparency Initiative;

13. Employment contract of with the coordinator and financial/administrative shall be concluded with Secretary of the National Council /Senior adviser to Prime minister on one year basis, with possible extension for one year, if necessary;

14. The leader of the Working Group shall fix and endorse wages for a coordinator and financial/administrative assistant, and disbursement procedure on basis of suggestion from the World Bank.

15. The Secretariat Office will have a insignia.

16. The Secretariat Office will use a letterhead and a stamp.