



# Ministry of Commerce & Industry

## Annual Report 2013



Good policy for trade  
Revitalizing the economy  
Opening up the private sector  
Work opportunities for the future





## FOREWORD

I have the honor to present on behalf of the Ministry of Commerce and Industry (“The Ministry”) family, the 2013 annual report, which underscores the major achievements over the past year. This report embodies the support of the Government of Liberia to create a vibrant and competitive business environment where both the public and the private sectors can be the facilitator of inclusive growth and poverty reduction.

The Government of the Republic of Liberia has prioritized Commerce and Industry as key to propelling *inclusive economic growth* and a framework for reducing poverty since 2006. Prioritizing commerce and industry through the strengthening of micro-small and medium enterprises (MSMEs) are important strategies for economic growth, creating jobs for all Liberians, reducing poverty, promoting income generation, and creating a vibrant and competitive business environment.

MoCI recognizes that MSMEs are the major engines for boosting the Liberian economy. We are also aware that many of today’s multinationals were once SMEs. In so doing, we have been working and continue to work with MSMEs to take them from the informal sector to the formal sector, rendering professional business advice through our MSME division, and creating networking opportunities through a number of entrepreneurial events (MSME 2013 Conference, Forbes Entrepreneurial Exchange 2013 Business Summit). The number of registered business since the first MSME conference in April of this year is on the increase, this is truly good news for the economy as we work to increase the number of registered businesses in Liberia.

In pursuant to our function to promote, develop, regulate; control the operation and expansion of commercial, industrial enterprises and activities in Liberia; we have validated the industrial development plan as a roadmap for strengthening local industries and generating employment opportunities for sustainable development. We have also been able to standardize and strengthen our Inspectorate regime by putting into place a consolidated inspection mechanism to make inspection more professional, we have completed a standard operating procedures for four commodities (petroleum, food safety including super markets, general inspection and building materials) on the Liberian market. Protecting consumers

within the commerce of Liberia remains one of our many priorities. Therefore, our consumer protection unit has been able to investigate a number of cases and initiated radio programs to inform the public on topics relating to consumer safety.

With the support of our international partners, we have been able to sign a number of projects geared at strengthening our industrial sector, developing Liberia's human capital, and promoting local industries. The Ministry, in collaboration with the African Development Bank signed and launched a million dollar project, the Program of Assistance for Trade Support Institutions in Liberia (PATSIL). This program is meant to enhance policy framework for the trade sector, improve the human resource capacity and improve the productivity and performance of the Ministry of Commerce and Industry.

On the industrial side, we dedicated a cassava processing plant in Daniels Town, Grand Cape Mount County to assist rural farmers in process their cassava for the local markets. We also graduated 166 students under the WELD Liberia Project in Buchanan Grand Bassa County and have been able to properly managed "The People of Japan" Food Aid assistance by monitoring and regulating its sale on the Liberian market. We are also happy to highlight that the Kumatsu training center negotiations is concluding for the commencement of the construction at the BWI campus. This will provide yet again, another opportunity to train Liberian in heavy machinery maintenance for the mining sector.

I am also pleased to report significant efforts made toward the establishment of an automation of Import permit Declarations (IPDs) and Export Permit Declarations (EPDs) and making it much easier to process IPDs and EPDs than ever before. We now have a functional database and a number of our staff have been professionally trained (QuickBooks) with the help of our training unit established under the Human Resource Division.

On the multilateral trade front, Liberia, for the first time in its history, made a passionate plea for flexibility in its accession process to the 160 members of the World Trade Organization at the WTO Bali Ministerial (MC9) in December. With assistance from USAID, we identified 19 Non-tariff barriers within the commerce of Liberia and completely removed eight (8) of those barriers. The Trade Facilitation Forum (TFF) Committee has become the ideal forum for trade stakeholders, private and public, to identify barriers to trade and discuss the options for the reduction of those barriers.

I have the honor to report that we have improved on our World Bank Doing Business Rating on ease of doing business in Liberia; since 2012, Liberia's business environment has improved by 5 points, now two points below the regional average. In terms of starting a business globally, Liberia stands at 31 in the ranking of 189 economies on the ease of starting a business and 2<sup>nd</sup> in Africa, next to Rwanda.

Fellow Statesmen, as we bring to a close another year of rendering diligent services to our people, we want to extend our heartfelt thanks to the people and the Government of Liberia for the unwavering support. We are also pleased to show gratitude to our International partners and other stakeholders for the support given during the period under review.

2014 promised to be another year of systematically addressing key challenges in the sector with lasting long-term solutions. These solutions as we see it will take time, but will result in a valuable level of predictability and transparency in the way we do business. As we strive to promote an inclusive growth agenda, we will be looking at reforms and innovations empower our Micro Small and Medium Enterprises in Liberia. We will seek to promote local industries at all levels and foster continuous dialogue that will lead to improvement in the way we do business in Liberia. 2014 we are going to make two Big Push; the push for the second Working Party Meeting for the WTO; the push for our migration to the ECOWAS Common External Tariff (CET), and the push for activating the tourism sector with evidence based strategy development. Our inclusive growth agenda will also strive for new policy development and legislative reforms that will identify ways we can use our resources to empower our people in the private sector. 2014 will also be a year of a reinvigorated standards and compliance enforcement regime.

We believe trade can serve as a transformative vehicle to ensure inclusive growth. Your continuous support will ensure that we stay on course for social-economic transformation. Thank you and we look forward to working with you in 2014.



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Honorable Axel M. Addy  
**MINISTER**  
Ministry of Commerce and Industry

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## 1 Acronyms

AGOA	Africa Growth & Opportunity Act
ARIPO	African Regional Intellectual Property Organization
ASYCUDA	Automated System of Custom Data
AWEP	African Women's Entrepreneurship Program
BRO	Better Regulatory Office
COLINBO	Concern Liberia International Business Organization
DTIS	Diagnostic Trade Integration Study
EPD	Export Permit Declaration
GOL	Government of Liberia
ICFA	Investment Climate Facilitates for Africa
ICT	Information Communication Technology
ICTA	Investment Climate facilitates Team for Africa
IIC	Inter-Institutional Committee
IP	Intellectual Property
ISO	International Standard Organization
ITC	International Trade Center
LSBA	Liberia Small Business Association
MCC	Millennium Challenge Cooperation
MSME	Micro Small Medium Enterprises
NIU/IF	National Implementation Unit/Integrated Framework
NRD	Norwegian Registrar Development
NSL	National Standard Laboratory
PSIP	Public Sector Investment Plan
SOP	Standard Operation Procedure
TCFP	Third Country Fabric Provision
TIS	Trade Information Service
TPO	Trade Promotion Office
UNIDO	United Nations Industrial Development Organization
USAID	United State Aid for International Development
WAIFEM	West African Institute for Financial and Economic Management
WAMI	West Africa Monetary Institute
WAQP	West African Quality Program
WIPO	World Intellectual Property Organization
WTO	World Trade Organization



## 2 GENERAL INFORMATION

### 2.1 Minister's Letter to The National Legislature

Honorable Members  
53<sup>rd</sup> National Legislature  
Capitol Hill, Capitol Building  
Republic of Liberia  
Monrovia, Liberia

#### **RE: Submission of 2013 Annual Report**

In compliance with our statutory mandate of reporting to the Liberian people, we have the honor to present our compliments and to submit to your honorable body a comprehensive report covering the period January 1 to December 31, 2013. This report is an embodiment of the progress made by the Ministry of Commerce and Industry. The achievements herein mentioned are the results of the government immense support in collaboration with our International partners.

Honorable Members of the 53<sup>rd</sup> National legislature, you will find in this report achievements made as the result of your willingness to support our rebranding agenda, challenges as a results of key sectors resource constraints, and way forwards as a signal of policy recommendations and need for support for the next fiscal year.

Fellow Statesmen, we remain grateful for the opportunity afforded us by Her Excellency President Ellen Johnson Sirleaf to serve this great nation of ours and working to foster and a competitive business environment where Liberians can be active partakers to driving inclusive economic growth, creating jobs for our people and reducing poverty through entrepreneurship. Thanks again for the opportunity given to serve our people, we look forward to your usual support during the years that lie ahead.

With assurances of my usual highest esteem, I remain.

Yours sincerely,



Axel M. Addy  
**MINISTER**

## 2.2 Legal Mandate

**AN ACT  
TO AMEND THE EXECUTIVE LAW WITH  
RESPECT TO THE MINISTRY OF COMMERCE,  
INDUSTRY AND TRANSPORTATION**

Published by Authority  
Government Printing Office  
Department of State  
Monrovia, Liberia  
January 19, 1972

**AN ACT TO AMEND THE EXECUTIVE LAW WITH  
RESPECT TO THE MINISTRY OF COMMERCE,  
INDUSTRY AND TRANSPORTATION**

*It is enacted by the Senate and House of Representatives of the Republic of Liberia, in Legislature Assembled:*

**Section 1.** The new Chapter 21, of the Executive Law entitled: Ministry of Commerce, Industry and Transportation, is amended to be read as follows:

**Chapter 21. MINISTRY OF COMMERCE AND INDUSTRY**

**S 650. MINISTRY CREATED** - There is hereby created and established in the Executive Branch of the Government in Ministry of Commerce and Industry to be headed by a Minister who shall be appointed by the president with the advice and consent of the Senate. The President shall appoint, with the advice and consent of the Senate a Deputy Minister who shall be the principal Assistant to the Minister of Commerce and Industry and who shall act in the absence of the Minister. The President may also appoint, with the advice and consent of the Senate, such Assistant Ministers as would be required for the effective operation of the Ministry.

**S 651. FUNCTION OF THE MINISTRY** - The Functions of the Ministry shall include the promotion, development, regulation; control, operation and expansion of commercial, industrial enterprises and activities in the Republic. The Ministry of Commerce and Industry shall exercise broad powers with respect to protection of the public interest and the achievement of national goals through the establishment and enforcement of standards for commodities and for trade. Such services as are required by the public and government agencies in pursuit of these objectives shall be administered by or under the purview of the Ministry.

In further execution of its functions it shall also:

- (a) Establish and regulate commodity and trade standards;
- (b) Collect, evaluate, and publish data pertaining to commerce, and industry;

- (c) Establish and enforce standards of business practice;
- (d) Promote sound and development of foreign and domestic commerce;
- (e) Develop plans for the movements of goods and people within and without the Republic;
- (f) Perform such other function as may be assigned from time to time by the President.

**S 652. ORGANIZATION** - The Ministry of Commerce and Industry shall be organized in such manner and with such personnel as shall be determined by the Minister, subject to the approval of the President.

**Section 2.** This act shall take effect immediately upon publication in handbills. Any law to the contrary notwithstanding

Approved August 25, 1987

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## 2.3 House and Senate Committees on Commerce & Industry: Membership

### *MEMBERS OF THE SENATE COMMITTEE ON COMMERCE AND INDUSTRY*



#### **Senator Abel M. Massaley**

Constituency: Grand Cape Mount County  
 Political Party: National Patriotic Party (NPP)  
 Occupation: Political Scientist; Historian and Lawyer  
 Member Since: 2006, Second working Monday in January  
 Term Expires: 2015; Second working Monday in January  
 Committees: Chair - Commerce Trade and Industry  
 Co-Chair - Judiciary  
 Member - Foreign Affairs; Rules, Order and Administration; Defense, Intelligence, Security and Veteran Affairs; Land, Mines, Energy, and Environment.  
 Office: 2nd Flr/Rm: SF-218  
 Office Contact: 0886-515-866/0886-112-412  
 Email Address: [kpakamoiz@yahoo.com](mailto:kpakamoiz@yahoo.com)



#### **Senator Geraldine Doe-Sheriff**

Constituency: Montserrado County  
 Political Party: Congress for Democratic Change (CDC)  
 Occupation: Administrator  
 Member Since: 2009  
 Term Expires: 2021; Second working Monday in January  
 Committees: Chair - Transport  
 Co-Chair - Commerce, Trade, and Industry  
 Member - Ways, Means, Finance & Budget; Social Security, Pension and Insurance; Public Accounts and Audits; Education and Public Administration.  
 Office: 1st Flr/Rm: FF-19  
 Office Contact: 0886-510-741/0777-810-741  
 Email Address: [Geraldine.senate@gmail.com](mailto:Geraldine.senate@gmail.com)



#### **Senator Sando D. Johnson**

Constituency: Bomi County  
 Political Party: National Patriotic Party (NPP)  
 Occupation: Farmer  
 Member Since: 2012, Second working Monday in January  
 Term Expires: 2021; Second working Monday in January  
 Committees: Chair - Concession and Investment  
 Co-Chair - Public Corporations  
 Member - Ways, Means Finance & Budget; Public Works and Rural Development; Post and Telecommunications; Commerce, Trade and Industry.  
 Office: 2nd Flr/Rm: SF-208  
 Office Contact: 0886-516-644  
 Email Address: [sandojohnson2002@yahoo.com](mailto:sandojohnson2002@yahoo.com)

**Senator Isaac W. Nyenabo II**

Constituency: Grand Gedeh County  
Political Party: National Democratic Party of Liberia (NDPL)  
Occupation: Financial Administrator/Public Administrator  
Member Since: 2006, Second working Monday in January  
Term Expires: 2015; Second working Monday in January  
Committees: Chair - Banking and Currency  
Co-Chair - Internal Affairs and Governance; Public Accounts & Audits  
Member - Defense, Intelligence, Security & Veteran Affairs; Lands, Mines, Energy and Environment; Social Security, Pension and Insurance; Youth and Sports; Commerce, Trade and Industry.  
Office: 1st Flr/Rm: FF-114  
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Email Address: wehyeetoe@yahoo.com

**Senator Joseph N. Nagbe**

Constituency: Sinoe County  
Political Party: Alliance for Peace & Democracy (APD)  
Occupation: Lawyer  
Member Since: 2006, Second working Monday in January  
Term Expires: 2021; Second working Monday in January  
Committees: Chair - Judiciary  
Member - Foreign Affairs; Ways, Means, Finance and Budget; Autonomous Commissions and Agencies; Commerce, Trade and Investment.  
Office: 1st Flr/Rm: FF-104/105  
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**MEMBERS OF THE HOUSE COMMITTEE ON COMMERCE AND INDUSTRY****Rep. Charles K. Bardyl**

Constituency: River Gee County – District # 3  
 Political Party: Unity Party (UP)  
 Occupation: Commerce Executive  
 Member Since: 2005; Second working Monday in January  
 Term Expires: 2018; Second working Monday in January  
 Committees: Chair – Commerce and Industries  
 Member – Public Accounts and Expenditure;  
 Public Works;  
 Office: Room # 155, 1st Floor  
 Office Contact: 0886514217  
 Email Address: [charlesbardyl@yahoo.com](mailto:charlesbardyl@yahoo.com)

**Rep. Adam Bill Corneh**

Constituency: Bong County – District # 6  
 Political Party: National Patriotic Party (NPP)  
 Occupation: Businessman  
 Member Since: 2005; Second working Monday in January  
 Term Expires: 2018; Second working Monday in January  
 Co-Chair: Commerce and Industries  
 Committees: Member – Public Accounts and  
 Expenditure; Post and Telecommunication; Contracts  
 Monopolies; Procurement Commission  
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**Rep. Sekou S. Kanneh**

Constituency: Montserrado County - District # 2  
 Political Party: Unity Party (UP)  
 Occupation: Accountant/Businessman  
 Member Since: 2012; Second working Monday in January  
 Term Expires: 2018; Second working Monday in January  
 Committees: Co-Chair – Investment and Concession  
 Member – Public Accounts and Expenditure, Commerce  
 and Industries  
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**Rep. Haja F. Siryon**

Constituency: Bomi County – District # 3  
 Political Party: Unity Party (UP)  
 Occupation: Educator/Businesswoman  
 Member Since: 2005; Second working Monday in January  
 Term Expires: 2018; Second working Monday in January  
 Committees: Co-Chair – Peace, Religious and National Reconciliation  
 Member – Executive; Ways, Means and Finance;  
 Gender Equity and Child Development; Commerce and Industries; State Enterprise and Public Autonomous;  
 Contracts, Monopolies and Public Procurement Commission  
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 Email Address: hajafatasiryon@yahoo.com



**Rep. Jeremiah K. Koung**

Constituency: Nimba County -District #1  
 Political Party: National Union for Democratic Progress (NUDP)  
 Occupation: Businessman  
 Member Since: 2012; Second working Monday in January  
 Term Expires: 2018; Second working Monday in January  
 Committees: Member – Commerce and Industries; Youth and Sports; Resettlement, Repatriation, Relief and Readjustment; Contracts, Monopoly; Public Procurement Commission; Joint Legislative Modernization  
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 Office Contact: 0886511512  
 Email Address: jeremiahkpankoug@yahoo.com



**Rep. Jefferson S. Kanmoh**

Constituency: Sinoe County-District # 4  
 Political Party: Alliance for Peace and Democracy (APD)  
 Occupation: Educator/ Student-Civil Rights Activist/  
 Public Administrator  
 Member Since: 2006; Second working Monday in January  
 Term Expires: 2018; Second working Monday in January  
 Committees: Co-Chair – National Security  
 Member – Foreign Affairs, Ways Means and Finance, Commerce and Industry  
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## 2.4 Vision and Mission

### 2.4.1 Mission Statement

As a strong partner we strive to create sound policies promptly for commerce and trade that facilitate private sector growth and innovations, while setting standards that will empower all of our consumers to make informed decisions improving the quality of life for all.

In particular we will facilitate private sector growth, and set good policies and standards to achieve this.

Among our many partners we will be particularly focused on existing and new business, consumers, and helping move the informal into the formal sector.

We will do this with respect for all partners, with accountability for efficient and effective performance and with professional standards at a high level of integrity.

### 2.4.2 Vision

#### **GROW**

**G**ood policy for trade

**R**evitalizing the economy

**O**pening up the private sector

**W**ork opportunities for the future

*“Good policy, for revitalizing the Liberian economy for private sector expansion providing employment opportunities for the people of Liberia”.*

## 2.5 MoCI Strategic Plan 2013 - 2016

With the new rebranding process underway, the Ministry has prepared a three year Strategic Plan to address three Results Areas necessary for the cumulative success in achieving our goals: *Good policy for trade, Revitalizing the economy, Opening up the Private Sector and facilitating Work opportunities for the future*. Each result area specifies strategies that the ministry will undertake to ensure success during the period of this plan (2013-2016):

**Result Area 1:** *Facilitating Jobs Creation through the Promotion of Industries including SMEs* has Five (5) strategic focus with selected objectives and performance indicators;

**Result Area 2:** *Facilitating International Trade between Liberia and Partners* has Three (3) strategic focus, and;

**Result Area 3:** *Capacity & Organizational Development of the Ministry for Improved Performance* also has Three (3) strategic areas.



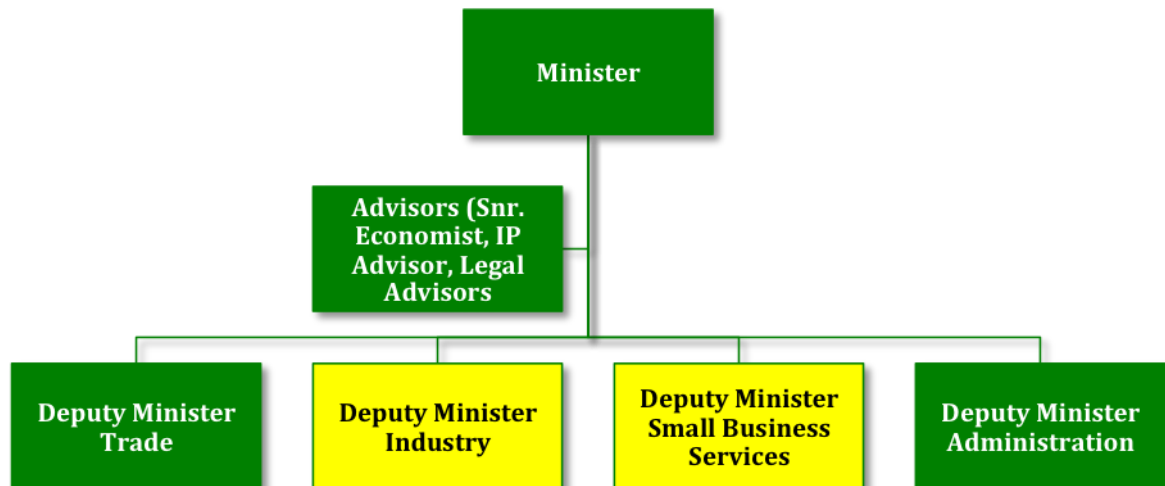
## 2.6 Executive Summary

The Ministry of Commerce and Industry (“The Ministry”) has the statutory mandate to report annually on the state of the Country’s commerce and trade activities within the country. The Ministry has been undergoing a rebranding process over the last twelve months and has experienced changes within its bureaus, its outputs and its relationship with the public. This Executive Summary highlights the major accomplishments across Ministry policy areas during FY2012/2013, with key activities and details set out in the 2013 Annual Report. The Ministry is organized into three Bureaus:

- **Bureau of Administration** accomplishments this year included holding a variety of educational workshops, enhancing the resource lab, and establishing a staff-training unit that completed Ministry staff induction trainings, trainings on Microsoft Excel, QuickBooks, and on ASYCUDA. Ministry-wide security as well as monitoring and evaluation were also improved in FY2012/2013.
- **Bureau of Trade**, to promote an enabling environment for private sector development and multilateral trade, made robust progress in the areas of: improving consumer education and protection, streamlining business registration processes, expanding the capacity of the inspectorate, and sustaining the Japanese commodity grant to support social economic development projects in Liberia.
- **Bureau of Industry** held a number of successful event to showcase Liberian businesses and facilitate matchmaking between MSMEs and larger businesses. A booklet on Good Manufacturing Practices was prepared for and distributed to industries.

## 2.7 Organogram

### New Basic Structure



**Note:** Deputy Ministers for Industry and Small Business Administration are Recommended New Positions to be Approved.

## **2.8 Single Project Implementation Unit**

The Single Project implementation Unit (SPIU) cuts across all three policy areas of the Ministry and has an overarching goal to broaden the mandate of The Ministry-sanctioned and EIF-funded National Implementation Unit (NIU) to an umbrella unit with the aim of coordinating, monitoring and evaluating the activities of the various Ministry donor-funded projects. The SPIU model created a vibrant center of excellence within The Ministry, integrating expertise from a variety of donor-funded projects.

### **2.8.1 Enhanced Integrated Framework (EIF)**

National Implementation Unit (NIU) serves as an advisory and technical unit within the Ministry. It provides direction for favorable trade negotiations and outcomes, facilitates activities, and develops policies that promote trade and trade development in Liberia. EIF coordinates trade mainstreaming into national development and provides support and capacity building to the public and private sectors on trade issues and trade development. NIU held a *Legislative Awareness & Consultative Engagement Program* to apprise the Legislative Committee on Commerce and Trade of the unit's achievements over FY2012/2013. EIF/NIU will continue the monthly Foreign Trade Data Harmonization meetings, and plans to open the "Made in Liberia Trade Store" in early 2014.

### **2.8.2 Liberia Trade Policy and Customs Project (LTPC)**

Liberia Trade Policy and Customs Project (LTPC) is a partnership between USAID, the Government of Liberia and Deloitte Consulting focused on increasing Liberia's performance on key trade indicators through improved trade and customs laws and policies.

### **2.8.3 WTO Accession Unit**

WTO Accession Unit was established at the Ministry in 2013. The unit's main priority is to undertake the work necessary to accede to the WTO and to coordinate with the relevant ministries and agencies to this end. The Unit today consists of 3 Liberian civil servants and 2 technical advisors from the Swedish National Board of Trade. The 2 technical advisors are part of the larger WTO technical support project from Sweden, finalized in 2013. Liberia has taken several positive steps during the year with regard to becoming a WTO member. Progress has, for example, been made with regard to producing initial market access offers and replying to member states concerns on Liberia's foreign trade regime. This must be concluded before Liberia will be able to hold a second WTO accession Working Party Meeting, which the Government of Liberia expects to hold in 2014. The Swedish National Board of Trade, UNCTAD and ITC, in partnership with the Ministry, have carried out several workshops during the year, which have helped to increase the capacity and raised awareness among both government officials and the private sector.

#### ***2.8.4 Program of Assistance to Trade Support Institutions in Liberia (PATASIL)***

PATASIL is provided through technical support from the African Development Bank. PATASIL impacts three institutions; The Ministry of Commerce & Industry, Liberia Chamber of Commerce and the National Port Authority.

Institutional and human capacities were severely weakened by fourteen (14) years of conflict. This conflict impaired the ability of educational institutions to engage in meaningful human capital formulation. As a result, in post war Liberia there are many idled people who lack any educational experience and are over-aged for primary and secondary. Many sectors of society were unable to conceptualize, formulate, design, and implement public policies and national development plans. The trade sector has not been spared from these capacity challenges.

The proposed PATASIL will play an important role in strengthening the capacity to trade support institutions in Liberia, resulting in an improved policy environment and delivery of business support services to the private sector, especially SMEs. Project target beneficiaries are Ministry of Commerce and Industry (MOCI), National Ports Authority (NPA) and Liberia Chamber of Commerce (LCC). However, the Project will have far reaching direct impacts on the business community that will benefit from a more transparent trade policy framework; improved service delivery through better trained staff and automation of key services.

#### ***2.8.5 WELD Liberia (UNIDO)***

UNIDO/WELD Liberia project is a peace building multi-skills training program geared toward developing marketable skills for unemployed youth, ex-combatants, and other beneficiaries through certified industrial training in the field of welding, heavy equipment mechanics and maintenance operations, it focuses also on strengthening institutional capacity building and developing complementary entrepreneurial skills to assist beneficiaries jobs and start micro-enterprises. In July 2013 WELD Liberia graduated its first class of 166 students.

#### ***2.8.6 Cassava Processing Project***

Cassava Project building a processing plant that was dedicated to assist rural farmers' process their cassava in Daniels Town Cape Mount County, July 27 2013. This Project is expected to roll out 2 additional plants in 2013/2014. H.E. Joseph N. Boakai Vice- President of Liberia officially launched the project.

#### ***2.8.7 Liberia Innovation Fund for Entrepreneurs (LIFE)***

Liberia Innovation Fund for Entrepreneurs (LIFE) initiative is intended to benefit small businesses that demonstrate the ability to innovate primarily in the sixteen (16) sectors designated by the investment code for Liberian business to have long-term competitive investment to improve their access to finance. LIFE will be managed by the Liberia Bank for Development and Investment (LBDI).

### ***2.8.8 Liberia National Export Strategy (L-NES)***

Liberia – National Export Strategy (L-NES) is mandated to ensure inclusive, equitable and sustainable production to “Lift Liberia” out of poverty, the Ministry is in the process of finalizing the L-NES. Core sectors of the L-NES include: oil palm, rubber, fish and crustaceans, and cocoa. Crosscutting sectors are access to finance, trade logistics and quality and packaging. The Ministry, with support from the ITC, has finalized the Strategy and the plan for its validation is well underway.

### ***2.8.9 Japanese Monetization Project***

This project earmarks funds generated from food aid monetization schemes, to be deposited into a special account at the Central Bank of Liberia and utilized upon the submission of project proposals with socio-economic impact. The MSME Division is one such project underwritten by the Japanese Monetization Project.

### 3 BUREAU OF ADMINISTRATION

#### 3.1 Head of the Bureau Overview



**Hon. Cyril A. Allen II**  
*Dep. Minister - Administration*

When I joined the MoCI family at the beginning of 2013, I knew that our tasks were many and that the learning curve would be steep within the Ministry's Bureau of Administration, but I looked forward to the challenge. Today, after 9 months in the position, it is my pleasure to report on our team's activities and achievements this calendar year. I would also like to thank everyone, especially our MoCI staff members, for their diligent work in supporting the "**Rebranding**" effort that is being undertaken by The Minister of Commerce and Industry, The Hon. Axel M. Addy. Our role has been simple and clear from the beginning, making it easy to coordinate and monitor how we oversee the financial, material, and human resources of The Ministry. I am happy to say that we have made significant achievements in various areas, which we are proud to highlight in this report.

The Division of Knowledge Management & Archives has been able to guide the Ministry in the successful development of its strategic plan, which highlights the specific strategies the ministry will undertake to ensure success during the period (2013-2016).

The Human Resource Division was successful in the automation of the Ministry's employee records into a fully functional database system and created an easy filing system of all employee documentation. The Division in collaboration with the Deloitte Group developed the Ministry's Human Resources Manual and staff handbook. The Division also conducted Induction Training for all employees to better understand the code and conduct of MoCI, established a Training Unit within the division and created a scholarship policy and an Internship Policy.

The Division of Administrative Support Services has developed a full asset and fleet registry for the Ministry as well as restructure and retrain the security and maintenance offices with the Ministry. The Information Technologies Services Division created an access database for the quick tracking of IPDs/EPDs, conducted training of ten (10) staff in using the QuickBooks software and has completed the customization and installation of the QuickBooks Server which is serving the finance, procurement and other divisions with financial reports and etc.

Division of Finance was successful in the management and implementation of the ministry's budget. The Division maintained an 86% budget execution rate and was able to service up to \$70,000 USD in Ministry outstanding Debt.

As you read this report, please keep in mind that we happily continue to serve in this Bureau to achieve the specific goals set by The Ministry of Commerce and Industry. We look forward to this new working year, 2014, and it is our hope that it be as performance driven as 2013 has been.

Thanks!

### **3.2 Bureau of Administration Summary**

The Bureau of Administration at the Ministry of Commerce is charged with managing and coordinating the financial, material and human resources of the Ministry. This Bureau develops, defends and executes the approved fiscal budget as well as mobilizes resources as may be required for the efficient and successful implementation of all the Ministry's projects and programs. The Bureau has successfully instituted a number of major reforms:

#### **3.2.1 Activity Highlights**

The resource lab was enhanced and a staff-training unit was established, completing Ministry staff induction trainings, trainings on Microsoft Excel, QuickBooks, and on ASYCUDA. Ministry-wide security as well as monitoring and evaluation were improved.

1. **A Training Unit** within the Human Resource Division was established to spearhead all trainings and training related issues of the Ministry;
2. **Various workshops** were held on Human Rights and Trade Facilitation;
3. **Successfully installed two Cassava Processing Machines** at Daniels Town, Grand Cape Mount County;
4. **Strengthened the MOCI Security** and provided uniforms;
5. **The Ministry's move to new building**: bid completed, relocation process ongoing;
6. **Trained of ten staff** in using the QuickBooks Software;
7. **Microsoft Excel training** of staff from the Price Analysis & Marketing and Trade Divisions;
8. **ASYCUDA training**, in line with the Ministry's rebranding process
9. **Enhanced the Resource Lab** by networking the entire Lab, configuring its system and serves as training room for staff, meetings, and research.
10. **The Bureau of Public Affairs** was absorbed by the Bureau of Administration

### **3.3 Division of Knowledge Management & Archives**

#### **3.3.1 Overview**

The Division of Knowledge Management & Archives has the responsibility of documenting and archiving all of the Ministry's records – to include policies, regulations, programs, projects and activities being implemented towards the achieving of its goals and mandate.

This Division also assists Administration by conducting investigations and research, as needed, to ensure that activities being implemented are aligned with the Ministry's mandate and Strategic Plan.

### **3.3.2 Activity Highlights**

11. **Hosted Human Rights workshop on** business and regulatory environments
12. **Attended ECOWAS Experts' Meeting on Gender & Trade Workshop**
13. **Coordinated Workshop for Fula Business Assoc. on Trade Facilitation**
14. **Develop method for digitizing** MoCI's documents and records
15. **Developed template for Monitoring & Evaluation** of MoCI programs, projects and activities

### **3.3.3 Strategic planning**

The Ministry the Ministry has prepared a three year Strategic Plan to address three Results Areas necessary for the cumulative success in achieving its goals. Each result area specifies strategies that the ministry will undertake to ensure success during the period of this plan (2013-2016) and they also cut across all of the Ministry Bureau and functions. The plan will be soon posted on the Ministry's Website for public consumption. However, some of our partners have already started receiving this document to align their areas of work with the Ministry's for successful partnering.

## **3.4 Human Resource Division**

### **3.4.1 Overview**

The Human Resource Division performs Human Resource functions relating to staff recruitment, placement, career development, promotion, training, job classification, salary administration, staff relations and other areas of Human Resource Management. It also supervises controls, conducts, coordinate employees' training, prepare terms of references for The Ministry's staffs and monitors staff performance & attendance at The Ministry. It also oversees all social and employees' welfare programs and activities; carry out job analysis, formulate and interpret personnel policy; arrange transfers of staff, advertise vacancies, interview and test applicants, select most suitable candidates and settle terms of employment or submit personnel listing to the Civil Service Agency and Ministry of Finance.

With the new strategic focus of the Ministry in rebranding its activities, institutional capacity building is paramount to senior management. To ensure that the right capacity is on-hand for the implementation of the new plan, The Ministry with support from the Deloitte Group carried out the below activities:

### **3.4.2 Activity Highlights**

16. **Prepared HR Manual and Staff Handbook** with a training package to internal trainings in Computer Skills;
17. **Conducted Induction Training** and code of conduct for employees of MoCI as part of the rebranding process of the Ministry;



18. **Established a Training Unit** within the Human Resource Division to spearhead all trainings and training related issues of the Ministry. Established a fully functional Database System for the Ministry;
19. **Prepared a scholarship policy** for employees of the ministry in the local universities;  
**Established an Internship policy** for the Ministry.

### 3.4.3 Table 1: Profile of Ministry Personnel

• Total number of employees	265
○ Males	212
○ Females	53
• Age range	24 – 57
• New Hires	15
• Promotion	4
• Transfers	10
Education	
○ Masters Degree	9
○ Bachelors Degree	81
○ Undergraduate Student	73
○ High School Diploma	101
○ Computer knowledge	110
• Contractors	34
• Staff on Allowance	30
• Retirement	8

### 3.4.4 Training

Trainings (both locally and internationally) was a great part of MoCI's capacity building strategy during FY2012/2013. In total, 35 of the Ministry's staff benefited from these trainings and have shown great productivity as it relates to their area of duty. These trainings were relevant for their work and our partners assisted many times. Above is a table highlighting the number of training as per the Bureau and Division.

**Table 2: Staff Training by Division**

Bureau	Division	# of Trainings	Local # of Trainings	# of International Trainings
Commerce & Trade	Foreign Trade	2	-	-
	Consumer Education & Protection	2	-	-
	Inspectorate	4	5	-
	Price, Analysis and Marketing	3	1	-
	Standards	2	1	-
Industry	MSME	1	3	-
	Indus, Adm. & Comp, Supp.	-	-	-

<b>Administration</b>	NSL	1	-
	HR	3	-
	Finance	3	-
	IT/EDP	1	-
	Planning and Research	1	-
	Procurement and Maintenance	1	-
<b>Total Trained during the Period</b>		<b>25</b>	<b>10</b>

### 3.5 Division of Finance

#### 3.5.1 Overview

The Finance Division is responsible for, amongst others the financial management of the Ministry which includes the preparation, management and execution of the annual budget, and all financial reports. The Finance Division is headed by a Comptroller and assisted by a Deputy Comptroller.

#### 3.5.2 Activity Highlights

- **QuickBooks Training Conducted**
- **Financial Management Training** program at WAIFEM in Lagos, Nigeria

#### 3.5.3 Finance Highlights

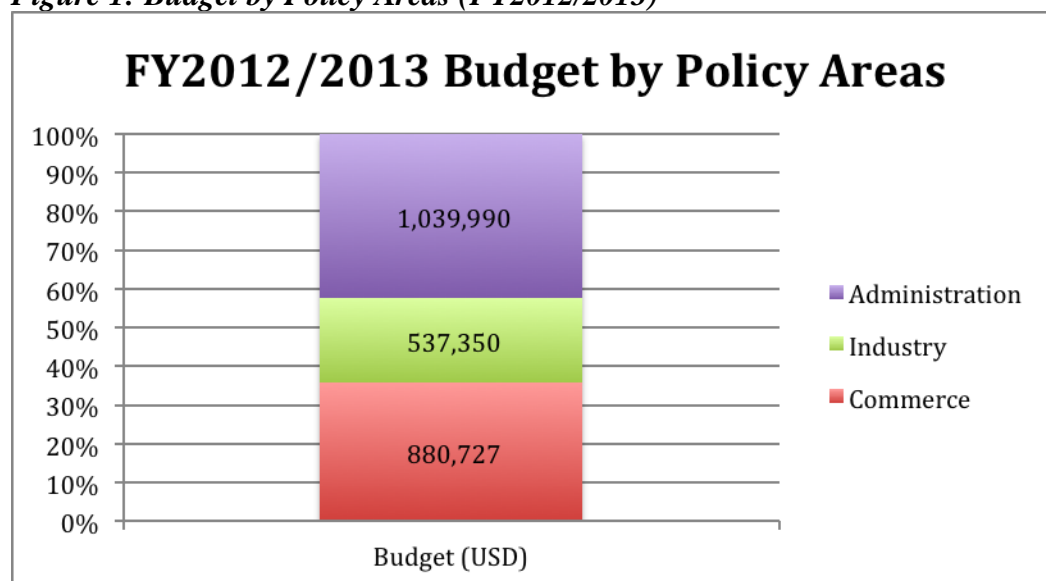
- **Core Budget Execution Rate** of 98%
- **Total Budget Expenditure** of \$ 2,458,067
- **Completed 2 major projects:** NSL & IPS

#### 3.5.4 Budgetary Performance FY2012/2013

##### 3.5.4.1 Core Budget

The Finance Division commenced 2013 with the execution of the FY 2012/2013 budget adjusted appropriation of US\$2,458,067, of this amount, US\$1,192,703 were appropriated to compensation to Employees and US\$1,265,364 appropriated to Goods and Services.

**Figure 1: Budget by Policy Areas (FY2012/2013)**



**MoCI's Total Budget Expenditure** is US\$ 2,458,067 for the FY2012/2013 period.

Out of the Ministry's Core Budget of US\$ 2,458,067, US\$ 2,450,037 was allotted and US\$ 2,397,015 of the total allotment was expended. The Core Budget execution rate was 98% at the end of FY2012/2013 using both, expenditure as percentage of total allotment and expenditure as percentage of annual appropriation.

**Figure 2.1**

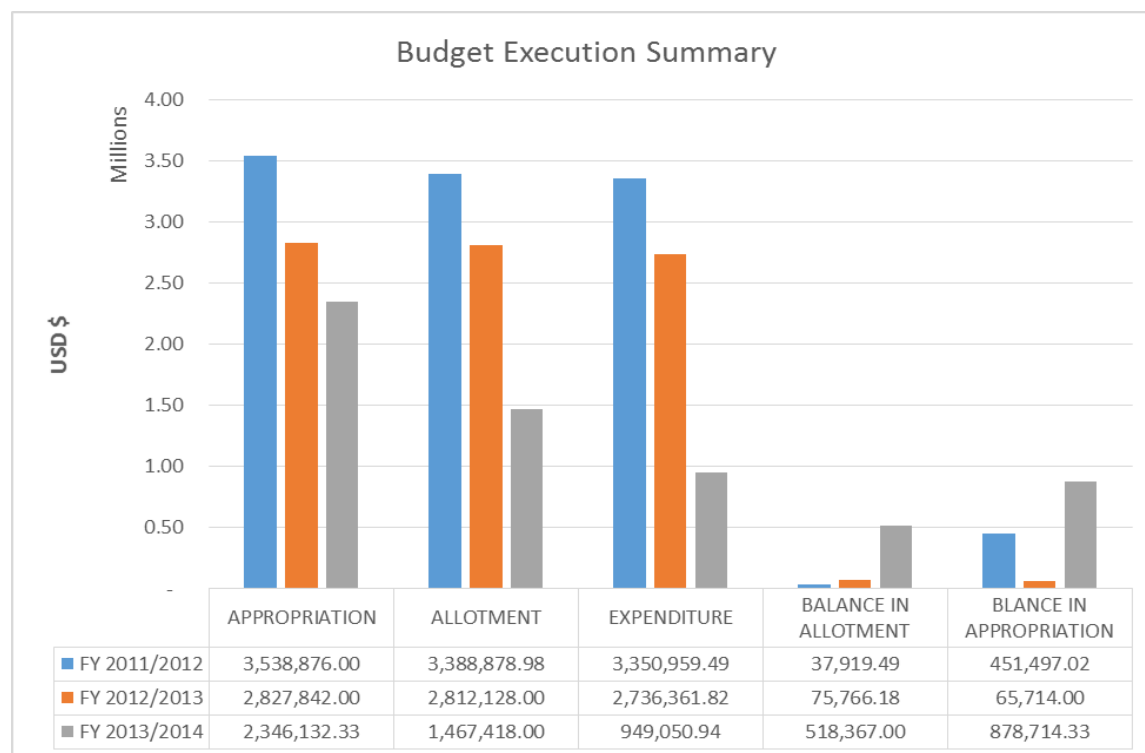
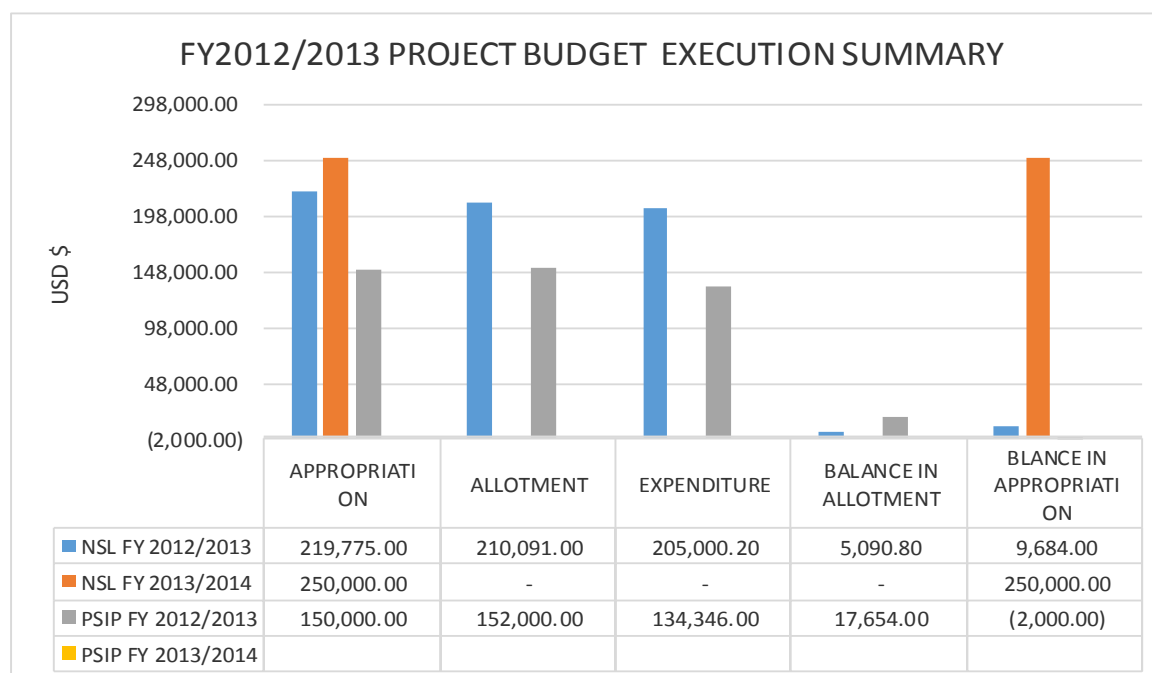


Figure 2.2



### 3.5.4.2 PSIP Budget

The Ministry executed two Public Sector Investment Plan (PSIP) projects during FY2012/2013 with a total original appropriation of US \$450,000 and an adjusted appropriation of US \$362,740 due to austerity measures introduced by the Ministry of Finance during the Fiscal period based on budget shortfall. The projects were the National Standards Laboratory with an original appropriation of US \$300,000 and an adjusted appropriation of US\$ 220,091 and the Intellectual Property Systems with an original appropriation of US\$ 150,000 and an adjusted appropriation of US\$ 142,694.

The entire US\$ 220,091 adjusted appropriation of the National Standards Laboratory was allotted, US\$ 215,000 utilized with an execution rate of 97% at the end of the budget year. US\$ 134,346 of the Intellectual Property System adjusted appropriation of US\$ 142,649 was allotted and expended translating in an execution rate of 94%.

### 3.5.5 FY2013/2014 Budget Preparation

#### 3.5.5.1 Core Budget

During the period under review, the Ministry prepared and submitted to the Ministry of Finance for consideration a total Core Budget of US\$ 2,943,293 of which US\$ 2,576,067 was for the existing structures at the Ministry and US\$ 367,226 addendum budget for the then Bureau of Public Affairs. Of the US\$ 2,576,067, US\$ 930,727 was budgeted for the Bureau of Commerce and Trade, US\$ 537,350 for Bureau of Industry, US\$ 1,011,990 for the Bureau of Administration US\$ 96,000.

The Ministry of Finance however later reduced MoCI's Core Budget submission from US\$ 2,943,293 to US\$ 2,200,932 and adjusted some budget line items.

### **3.5.5.2 PSIP Budget**

The Ministry submitted US\$ 2,521,555 for six projects in FY2013/2014; Training and Development Strategy US\$ 140,000, Liberia Innovation Fund for Entrepreneurs (LIFE) US\$ 500,000, Special Project Implementation Unit (SPIU) US\$ 500,000, MoCI Relocation US\$200,000, National Standards Laboratory US\$ 837,780 and Intellectual Property System (IPS) US\$ 343,775. The total budget that the Ministry of Commerce and Industry submitted to the Ministry of Finance for FY2013/2014 inclusive of PSIP was US\$ 5,464,848. Of all of these projects, only the National Standards Laboratory received an approved budget of US\$ 250,000, which is still pending on condition that a new project proposal is submitted, vetted and approved before funding is released.

## **3.5.6 FY2013/2014 Approved Budget**

### **3.5.6.1 Core Budget/PSIP**

**The Ministry received an approved budget of US\$2,596,132** from the Ministry of Finance for FY2013/2014 with a core budget component of US\$ 2,346,132 for the Ministry and a project budget component of US\$ 250,000 for the National Standards Laboratory.

**The approved Core Budget of US\$2,346,132** is comprised of US\$ 1,040,075 for Compensation to employees, US\$ 1,273,392 for Goods and Services, and US\$ 32,665 for Capital Expenditure. Special Allowance for Presidential Appointees was allotted only from July to October 2013.

The approved Core Budget, of US\$ 2,346,132, itself is made up of US\$800,363 for the Bureau of Commerce, US\$ 523,029 for the Bureau of Industry and US\$ 1,022,740 for the Bureau of Administration.

The Ministry of Finance upon releasing the FY2013/2014 approved budget to line ministries and agencies of government provided the flexibility of allowing them to shift from and shift to in their respective budgets based on priorities, but with a caveat not to touch personnel as well as making budgetary transfer difficult.

The Finance Division is executing the budget consistent with Public Procurement and Concession Commission Act (PPCCA) of 2010 and the Public Financial Management Law (PFM) Law of 2009.

## **3.6 Division of Administrative Support Services**

### **3.6.1 Overview**

The Administrative Support Services Division (ASSD) was established in 2013 as a result of USAID 2001 Assessment of Liberia Ministry of Commerce & Industry. Accordingly, the Division handles administrative and logistical needs of the Ministry and also reduces the workload on the overburdened Assistant Minister for Administration.

### 3.6.2 *Activity Highlights*

- **Successfully installed two Cassava Processing Machines** at Daniels Town, Grand Cape Mount County
- **Strengthened the MOCI Security** and provided uniforms
- **Facilitated moving the Ministry** to its new location
- **Facilitated internal asset coding**
- **90% Inventory Assessment** of all its non-human resources in Monrovia
- **Assets Management Workshops**

## 3.7 Procurement Unit

### 3.7.1 *Overview*

The Procurement Unit serves as arm of the Ministry in implementing the Public Procurement and Concession Commission Act passed into Law in September 2010. This unit ensures that goods, works and services are procured in keeping with the regulation.

### 3.7.2 *Activity Highlights*

- **The Ministry's move to new building:** bid completed, relocation process ongoing;
- **Instituting a monthly inventory report** is in progress;
- **Routine procurement** planning activities (Ministry's operational supplies).

## 3.8 Division of Information Technology Support Services

### 3.8.1 *Overview*

The Division of Information Technology Support Services (ITSS) previously the Electronic Data Processing Division (EDP) is fully responsible for the overall technological aspect of the Ministry, its obligation is to provide quality IT services and assistance in the working environment (Help-Desk). It installed, configured, maintained, troubleshoots and repaired or replaced computers and networks equipment where need be. It plays a high technical and supportive advisory role to staffs in providing assistance on computer related activities as well as automating other divisions to enhance productivity. The Division has been supportive in promoting and developing the basic computer knowledge skills of employees in various areas:

### 3.8.2 *Activity Highlights*

- **Training of Ten (10) staff** (Finance Division, Procurement Unit, Internal Audit, and Human Resource Division) in using the QuickBooks Software;
- **Customization of software** in line with the ministry financial work activities;
- **Microsoft Excel training** of staff from the Price Analysis & Marketing and Trade Divisions in;
- **ASYCUDA training**, in line with the Ministry's rebranding process
- **Created an Access Database** for quick on-hand reporting and statistics
- **Enhanced the Resource Lab** by networking the entire Lab, configuring its system and serves as training room for staff, meetings, and research.

### 3.9 Division of Public Affairs

**The Bureau of Public Affairs was absorbed by the Bureau of Administration, and will be the Division of Public Affairs during FY2013/2014.**

#### *3.9.1 Overview*

The Bureau of Public Affairs was created with the intent to make the commerce of Liberia more participatory and transparent. The Bureau executes several awareness programs that would highlight major commercial and industrial opportunities.

The Bureau is clothed with the administrative responsibility to provide basic information to the public on the achievements and challenges of the Ministry of Commerce and Industry. It also designs and undertakes major consumer education across the country. The structural make-up of the Bureau comprises of only the Division of Information Services.

## 4 BUREAU OF COMMERCE AND TRADE



*Hon. Candace B. Eastman*  
*Dep. Minister – Commerce & Trade*

### 4.1 Head of the Bureau Overview

The Bureaus of Trade and Industry at MoCI have created positive change in the lives of consumers through their efforts in trade facilitation, empowering Liberians through opportunities to build skills and leverage tools that bring about value in commerce, as well as consumer protection. 2013 saw the emergence of new efforts as our staff strived to tackle issues faced by ordinary Liberians.

The PAMD team created market reports to systematically review the status of essential commodities and were successful in avoiding all potential shortages that have occurred in the market in past years. The Bureau of Industrial Development and Compliance buttressed this work by looking at the broader sectors of the marketplace to understand where the application of tariffs may be essential in protecting local industry. Stakeholder meetings focused on barriers to trade and issues of commerce facilitation led to the formation of the Trade Facilitation Forum, which is composed of organizations such as LIBA and the Broker Association who work alongside Customs and the NPA to resolve issues that ultimately impact the public. Other work narrowed in on services from BIVAC focused on consumer protection like ensuring that goods entering into the commerce of Liberia meet those standards provided for through MOCI and are adequately labeled in English. A one-stop shop for business registration services to the public improved upon the registration process which now only takes 48hrs instead of up to 3months. This contributed to the ease in doing business and increased revenue to the GoL. Furthermore, this change has impacted Liberia's Doing Business Score which provides for access up to Three Hundred Million USD worth of funding through MCC.

The Bureau of Industry and MSME Division provided multiple opportunities to Liberian-owned businesses such as training in business planning and development, technical and vocational training, showcasing businesses to potential investors, and providing businesses tax waivers. The WELD program provides skills in welding, use of big machinery and carpentry graduated approximately 200 graduates in its inaugural year. Moreover, through the MSME division over \$200,000 has been generated in contracts by Liberian-owned businesses. The Bureau of Industry also finalized the opening of a cassava mill in Grand Cape Mount County for the farmers to have access to another option for selling their crop.



The MOCI is improving upon the way in which inspections are conducted. This has been a big challenge as the MOCI finds balance in support of the private sector and the protection of consumers. This is an on-going effort, but we also see this as an opportunity to structure the way in which our departments align goals. For example, the Standards Division is working closely with the Inspectorate to devise transparent and measurable methods to support inspections and create government revenue from services provided to the private sector. As we move forward to a new year, we know there is much work to be done and improved upon and ask for support from our colleagues and partners.

Thanks!

## 4.2 Bureau of Commerce and Industry Summary

The Bureau of Commerce and Trade is responsible for trade management system and procedures, issuance of permits, collection, evaluation and publication of trade data, promotion of fair pricing, consumer education, protection, and enforcement.

### 4.2.1 Activity Highlights

During FY2012/2013 the Bureau's Divisions produced the following outputs:

- **Trade statistics** published quarterly;
- **Price Analysis and Marketing** published price statistics and began weekly market report of sensitive commodities;
- **Inspection Methodology** improved by the inspectorate, leading to significant seizures of irregular consignment imports and attempted smuggled rice.
- **CEPU** hosted a consumerism workshop and investigated and redressed 94 cases;
- **ASYCUDA training**, in line with the Ministry's rebranding process;
- **Coordinated Workshop** for Fula Business Assoc. on Trade Facilitation;
- **LBR** automated and streamlined business registration processes and improved its transparency;
- **Maintained monetization** of the Japanese commodity grant (Rice and petroleum products) generating a little over US\$24 million to support social economic development projects in Liberia;
- **Sought grant approval** for a number of GoL's funding projects-Japan-Liberia Paddy and Seed Rice Project; MSME Project; ELWA Infrastructure Community Development Project; Construction of five storage facilities and the Grand Cape Mount Bridge Project;
- **Established an Economic Empowerment Scheme (EES)** for the retail sale of cement, in collaboration with the management of CEMENCO. This scheme has provided more than 1400 jobs to ordinary Liberian citizens;
- **Completed Commodity Profiles** for Rice, Petroleum Products, Cement and Flours.

- **Developed a realistic costing format** for import-cost verification to ease the regulation and monitoring of politically sensitive commodities;
- **Staff training** for the ASYCUDA EPD automation program and with additional support from UNCTAD, provided training for the brokers;
- **Trade Facilitation** – championed discussions which reduced the number of identified non-tariff barriers from 19 to 11, conducted four Trade Facilitation Forum meetings which brought together private and public stakeholders, conducted an in-depth non-tariff barriers study, and drove a reduction in the requirement for Import Permit Declarations and Export Permit Declarations.

### 4.3 Division of Trade

#### 4.3.1 Overview

The Division of Foreign Trade has a mandate to promote, regulate and monitor international trade. The Division is structured into three sections: Internal Commercial Relations, Trade Promotion Office and Trade Information Service. The Internal Commercial Relations section handles enquiries and correspondences pertaining to foreign commerce, the issuance of import and export permits, the authentication of product origins, and certificates of origin. The Trade Promotion Office (TPO) is the conduit for the government to develop, expand, diversify and promote trade, especially exports. The office collects statistical data and analyzes it according to trade classifications. The trade Information Service (TIS) provides trade information and serves as a reference library. Recently, the TIS has been transformed into a Trade Information Center with the objective to promote agricultural exports, while at the same time facilitating export permit documentation.

#### 4.3.2 Activity Highlights

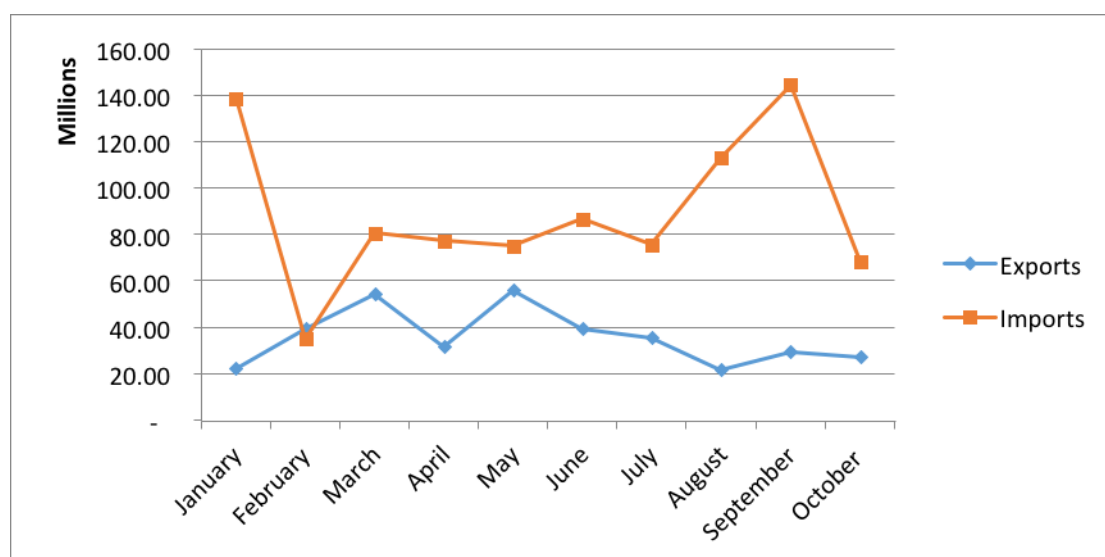
- **Disseminated trade information** through publication of trade reports on the MoCI website and delivering raw data to students, government, businesses and the general public;
- **Increased Stakeholder Engagements** with the private sector, including business associations and trade associations;
- **Streamlined trade document processing** (EPDs, IPDs and Invoices);
- **Advanced Liberia's Trade Position** at regional negotiations on the Economic Partnership Agreement (EPA) and the Common External Tariff;
- **Held a workshop** on Trade Facilitation for Customs Brokers and Fula Business Community;
- **Participated in staffs** training for the ASYCUDA EPD automation program;
- **Facilitated the Iranian and Ghanaian Trade Fairs;**
- **Rectified errors** in the ASYCUDA Report on Rice;
- **Reduced items requiring IPD.**

#### 4.3.3 Trade Highlights

- **Imports and exports** have remained on a flat trend during FY2012/2013;
- **Balance of trade** was negative for the entire period, with some volatility;

- **Iron ore** has replaced rubber as Liberia’s most important export commodity;
- **Trading partnerships** are led by USA as the largest trading partner and China as second largest import trading partner.

**Figure 3: Total recorded monthly Liberian Overseas Trade (USD), Jan-Oct 2013**



Source: MoCI Division of Trade

For more Trade data, see the MoCI website ([www.moci.gov.lr](http://www.moci.gov.lr))

#### 4.4 Division of Price Analysis and Marketing

##### 4.4.1 Overview

The Division of Price Analysis and Marketing (DPAM) was established for the purpose of limiting the prices of basic consumable items on the Liberian Market occasioned by the upsurge in oil prices in 1973 globally.

In order to effectuate the “Price Control Legislation” the Government of Liberia promulgated, as inscribed on the Import Permit Declaration, (IPD), Form currently in use that all commodity prices are subject to approval by DPAM before placing them on the market. In 2010, the ministry shifted paradigms from “Price Control” to “Price Regulation and Monitoring” of politically sensitive commodities (rice, petroleum products, pharmaceutical products and cement). DPAM makes quarterly reports to the Ministry’s Senior Management Team. In the FY2012/2013, Price Analysis and Marketing undertook a few sizeable activities:

##### 4.4.2 Activity Highlights

- **Conducted comprehensive import-cost verification** to prevent under-invoicing;
- **Began price regulation and monitoring** of politically sensitive commodities;
- **Secured excess of US\$9million in funding** for multiple development projects from the Japanese Counterpart Value Fund;

- **Developed a new activity plan** for the operation of the Division, aimed at moving the Division away from price mark-up and toward a competition monitoring system, and drove the design of an Essential Commodities Index.

#### 4.4.3 Price Analysis and Marketing Highlights

**The Situation of rising prices** among three essential commodities has occurred across the board in FY2012/2013. However, there is generally stability in the supply of the four essential commodities (rice, cement, petroleum products and flour).

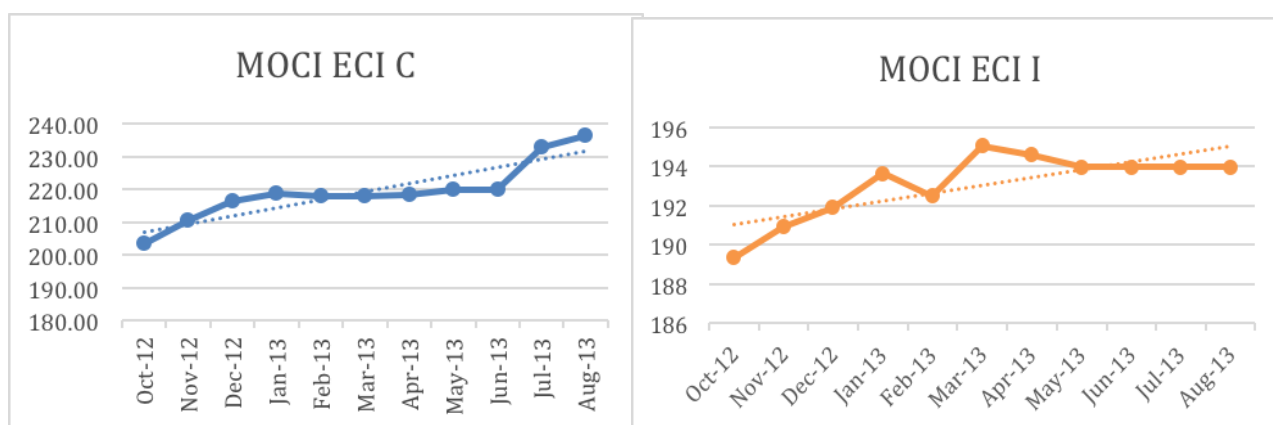
#### 4.4.4 Essential Commodity Statistics

The Essential Commodities Report is compiled by the Price Analysis and Marketing Division of the Ministry of Commerce and Industry using price data collected by the Liberian Institute for Statistics and Geo-Informational Services (LISGIS), stock information collected from key distributors, and international price data from International Institutions. The report is intended to inform policy makers, businesses and consumers and is not designed as a guide to set prices. Price data from LISGIS is only available for the Monrovia region; consequently this report does not accurately reflect conditions outside of Monrovia.

**The Three Essential Commodities included in the report: rice, cement, and petroleum products.**

The ECI index is made up of fifty items that makes up fifty percent of the economic activity in Liberia. It is not a replacement for the LISGIS CPI index, but was established by MoCI in order to track the *essential commodities*. ECI Industry is targeted to industrial users and reflects manufacturing inputs. The ECI Commerce is targeted to commercial producers and covers the cost of commercial goods.

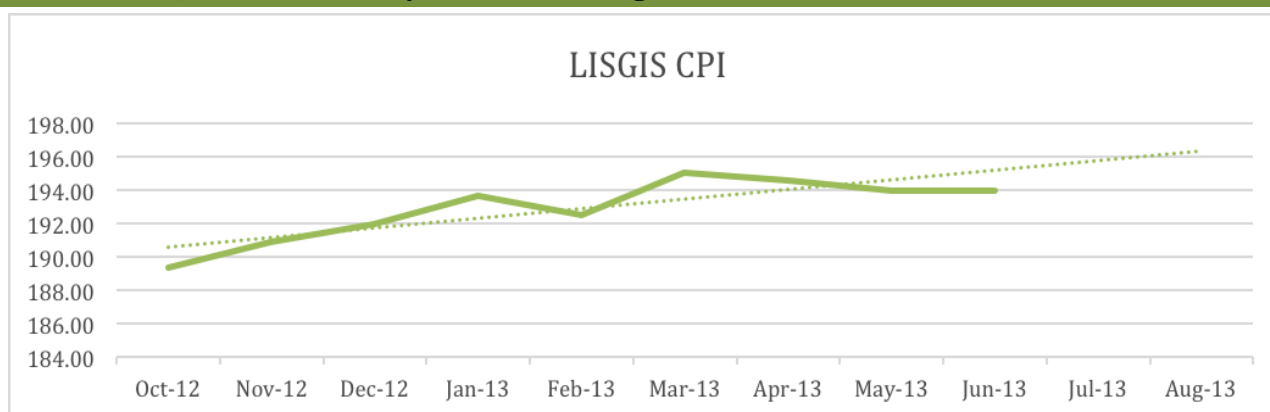
**Figure 4: General change in prices**



**Table 3: Selected GoL price indices (2005=100)**

	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13
<b>MOCI ECI C</b>	203.64	210.58	216.42	218.70	218.25	218.02	218.43	219.87	219.87	232.98	236.67
<b>MOCI ECI I</b>	228.09	207.81	212.09	220.72	219.27	219.44	219.42	220.32	220.56	223.76	224.72
<b>LISGIS CPI</b>	189.35	190.92	191.93	193.66	192.52	195.08	194.61	193.97	193.97	N/A	N/A

Source: LISGIS; MoCI Price Analysis and Marketing



For more Price data, see the MoCI Website ( [www.moci.gov.lr](http://www.moci.gov.lr) )

## 4.5 Inspectorate Division

### 4.5.1 Overview

The Inspectorate Division conducts tours within the business community for the purpose of ensuring that businesses comply and abide by the laws and regulations governing commerce and trade within the Republic of Liberia. Resulting from the introduction of an Inspection Regime, the Division coordinates inspections, with other relevant units/agencies, to curb irregularities and improprieties, such as hoarding, no price tagging, and non-compliance with regulation governing the sales of consumer goods and business registration guidelines. Since the inspection Conference in January 2013, with the International Finance Corporation (IFC), the Division has moved more towards the efforts of harmonizing inspection across M&As. The Division also participated in a Private Sector Inspection Seminar, which advanced the “Lead Agency” Model of inspection that Ministry is championing. The current inspection incorporates checklist, inspection order, inspection notice and a clear notification to the public of the sectors that will be inspected. The Ministry has also introduced inspection guides under four key areas (Weights and Measures, Industry, Food and Safety and Warehousing). These inspection guides are meant to identify and develop the capacity of

technical inspectors. The Inspectorate is staffed with one hundred and five (105) inspectors. The Division is headed by the Inspector-General who serves as chief administrator.

#### 4.5.2 Activity Highlights

- **Improved inspection method;**
- **Joint enforcement exercise;**
- **Confiscation of illegal rice & petrol consignments** (see Table 4).

**Table 4: Confiscations of Illegal Consignments during FY2012/2013**

No.	Seizure location Area	No. of items in consignment	No. of consignment items auctioned	Value generated & deposited
1.	<b>GANTA PORT OF ENTRY</b>	1,341 bags	1,341 bags	L\$ 853,265.00
2.	<b>YEKEPA BORDER POINT</b>	1,788 bags	410 bags (1,378 were damaged)	L\$ 287,370.00
3.	<b>VOINJAMA COUNTY</b>	40 bags	40 bags	L\$ 28,300.00
4.	<b>BO-WATER</b>	135 gallons	135 gallons	L\$ 23,500.00

#### 4.6 Consumer Education and Protection Unit (CEPU)

##### 4.6.1 Overview

There have been lots of efforts in protecting the consuming public by educating them to the quality of the products on the market. The Ministry has been working with the public to ensure that they receive their money worth and that businesses are selling the right products to our consumers. The below are highlights of what CEPU did during the period to protect and educate the market:

##### 4.6.2 Activity Highlights

- **Investigated and redressed consumer complaints** across various sectors (Used clothing, Electronic products, Services delivery, Building Materials and Food items); 94 cases, total, resulting in the refund of US\$23,591 and LD\$56,700 to consumers.
- **Hosted Consumer Rights Day Celebration** under the theme “Consumer Justice Now” and staged Consumers Awareness programs at Rally Time, Waterside, Red Light, Duala and Clara Town Markets.

#### 4.7 Liberia Business Registry

##### 4.7.1 Overview

The Liberia Business Registry (LBR) has the mandate to facilitate enterprise formalization and facilitate enterprise growth through improved access to information and finance. LBR is a one-stop-shop that has been jointly established by Government of Liberia Ministries -

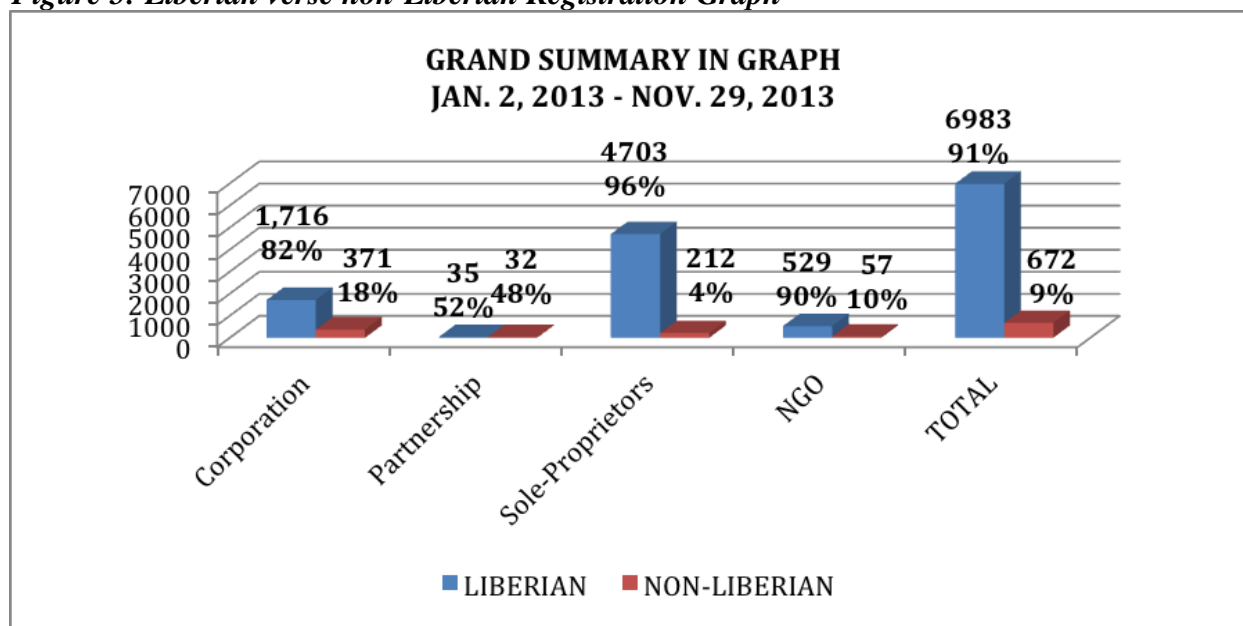
Ministries of Commerce & Industry, Foreign Affairs, Finance; and Agencies Central Bank of Liberia and the National Social Security & Welfare Corporation (NASSCORP).

These Ministries and Agencies delegated their functions as relates to the formalization of enterprises to the LBR thereby making the LBR responsible for the coordination and implementation of the processes of enterprise formalization in Liberia under the direct administrative supervision of the Ministry of Commerce & Industry. LBR performs the authorization, incorporation and registration of every domestic corporation, reregistered corporation or re-domiciled corporation and every foreign corporation seeking authority for a place of business within the Republic of Liberia.

#### 4.7.2 Activity Highlights

- **Automation** of business registration processes in Liberia;
- **Revenue collected:** USS 1,499,331 and LD\$ 30,080,115;
- **Transparency improved** by posting registration figures at LBR office;
- **Business Registration** – streamlined the business registration process and reduce the number of days taken to register a business.

*Figure 5: Liberian verse non-Liberian Registration Graph*



As a result of the automation of the business registration processes in Liberia, a total of 7,459 businesses were registered from January 2, 2013 to November 19, 2013. In the aforementioned total, Liberian owned businesses accounted for 6,980 representing **94%**, while Non-Liberian owned are 479 or **6%** of the total registration.

The registration statistics on the basis of ownership by gender during the period under review shows that 9,665 males and 3,723 females are owners of the registered businesses while generated revenue from business registration and other charges and services are as follows:

Liberian businesses amounted to L\$ 29,252,040.00, Non-Liberian amounted to US\$1,461,166.64.

Reduced in the number of procedures to register businesses from 4 to 2 and also reducing the number of days in registering of businesses from 6 days 2 days and/or 48 hours brought about a better ranking for Liberia from 37 position in 2013 to 31 position in the World Bank Doing Business Ranking in 2014.

Improved transparency by printing all fees and charges for business registration and services on a plastic board at the Liberia Business Registry.



## 5 Bureau of Industry

### 5.1.1 Overview

The Bureau of Industry is the arm of the Ministry of Commerce & Industry that monitors, regulates, promotes, and also facilitates the growth, development and expansion of the industrial sector of Liberia. It is also responsible for coordinating programs with the United Nations Industrial Development Organization (UNIDO) while at the same time serving in the Capacity of the Focal Point for CODEX related activities in Liberia. The Bureau as mandated, develops standards and regulates standard activities in the commerce or Liberia by conducting through the national standard Laboratory of Liberia test of various kinds for products.

As part of its mandate to facilitate the development of the industrial sector of Liberia, the Bureau of Industry ensures good manufacturing practices (GMP) and those industrial establishments meet standards operating procedures. It also undertakes programs to collect and compile industrial statistics on existing and functional industries operating in the commerce of Liberia and supports the Micro Small and Medium Enterprise (MSME) sector which is also known as the informal sector, especially of the economy by its support to the MSME Division at the Ministry of Commerce & Industry.

The Bureau of Industry is comprised of three Divisions and a laboratory: Division of MSME, Division of Industrial Development and Compliance Support, the Division of Standards and the newly established National Standards Laboratory (NSL), all of which are working toward the achievement of a vibrant industrial sector of Liberia by the programs and activities they are undertaking.

### 5.1.2 Activity Highlights

- ❖ **Confiscated substandard** electric breakers (HAVELLS) from the market supervised the disposal of four hundred five (405) bags of spoiled rice
- ❖ **Prepared booklet on Good Manufacturing Practices** for distribution to industries.
- ❖ **Provided technical and vocational training** under their program “Weld-Liberia Work Force Development.”
- ❖ **The Entrepreneurial Exchange 2013 Business Summit** showcased the business plans of nine (9) top Liberian small enterprises, and brought together two discussion panels of national and international business leaders;
- ❖ **The First National MSME Conference** gave 50 small businesses the opportunity to showcase the products and services that Liberia has to offer in a **National Trade Fair**.

## 5.2 Division of Standards

### 5.2.1 Overview

In the global community, Standards and related regulations are features that strongly affect both local and international commodities trade. The Standards and methods used to enhance conformity to such standards can either facilitate efficient international trade or impede access to exports markets. The Ministry of Commerce and Industry, therefore assumes the role of ensuring that equity prevails in commercial transactions involving measurements (weight, length, volume, quality, etc) and to provide standardized methods of traceability.

The Ministry of Commerce and Industry being the statutory body mandated by the Government of Liberia to promote and encourage the maintenance of standardization in relation with manufacturing and trade in commodities carried out the following activities during the period:

### 5.2.2 Activity Highlights

- **Testing of NSL's instrument calibrations**, its precision instruments, gauges and scientific apparatus to determine their degree of accuracy with international standards. Various food and food related products was tested at the National Standard Laboratory leading to the resolution of a number of trade disputes that were standard related (quality, length, width, and volume). Also the monitoring and supervision of re-bagging of rice was active to avoid the sales of contaminated or unwholesome rice on the Liberian market.
- **Drafted Standard Operating Procedures (SOPs)** for four (4) commodities on the market and conducted three (3) separate routine inspections aimed at minimizing the presence of sub-standard, expired and unwholesome goods on the market.
- **Confiscated substandard** electric breakers (HAVELLS) from the market supervised the disposal of four hundred five (405) bags of spoiled rice.

## 5.3 National Standards Lab

The National Standards Laboratory (NSL) is a major component of Liberia's national quality infrastructure. The NSL mission is to provide quality services in the areas of product testing and calibration for the purpose of improving the sanitary and phytosanitary (SPS) system of Liberia, meeting food and basic commodities quality and control and facilitating trade. The purpose of this is to curtail, if not prevent the importation of sub-standard products that may threaten consumer, plant and animal health while at the same time assuring food and agricultural exports from Liberia meet international standards. These services are significant to current national Agenda for Transformation and Vision 2030.

The NSL is comprised of three labs; the unique function of each lab is listed below:

- **Microbiology Lab** conducts testing to detect spoilage and disease causing microorganisms in food, water and non-food materials including drugs.
- **Chemical Lab** conducts testing for quality and safety of food, water and non-food material.
- **Metrology Lab** provides testing and calibration of devices used for weights, volume, dimension, temperature according to international standards. Since its inception in 2011, the National Standards Lab has made significant progress towards establishing a reliable standards framework to facilitate trade and enforce the criterions of the International Organization for Standardization for the quality control of food and basic commodities in Liberia.

#### 5.4 Intellectual Property Systems (IPS)

The Office of the IPS Consultant has the mandate to advise The Ministry on the development of Liberia's Intellectual Property Systems. IPS Consultant activities have jump-started the WIPO&GOL framework for the enhancement of IPRP in Liberia, successfully acceding to 10 international IP Instruments still pending ratification by the Liberia National Legislature; IPS has assisted with the drafting of the new IP law and its implementation through the establishment of the National IP office; hosting of IP Education/Seminars workshops; and design of a branding scheme for specifically Made-In-Liberia products (i.e.: Lofa Country Clothes; Coffee Liberica; and Liberian Red Rice). The IPS Consultant outlook for 2014 is to continue to progress along the WIPO accession framework, and also to facilitate the consolidation of the Copyright and Industrial Property Offices into a single, cohesive unit.

#### 5.5 Division of Industrial Development & Compliance Support

##### 5.5.1 Overview

The Division's mandate is to develop the industrial sector and undertake programs to collect and compile industrial statistics on existing and functional industries operating in the commerce of Liberia. The Division is responsible with administering compliance and consumer safety. It was created as a result of a USAID assessment in line with Government Institutional reforms. The Division is headed by a Director and assisted by an Assistant Director.

##### 5.5.2 Activity Highlights

- **Conducted field survey** on local manufacturing, processing, and service industries' production and sales records of 54 industries.
- **Collaborated on workshop** for National Food-Fortification Alliance (NFA), with Ministry of Health and PHC;
- **Conducted stakeholder workshops** on Liquor Regulations and GMP
- **Prepared booklet on Good Manufacturing Practices** for distribution to industries.

- **Provided technical and vocational training** under their program “Weld-Liberia Work Force Development.”

## 5.6 Division of Micro, Small and Medium Enterprises

### 5.6.1 Overview

The Micro Small and Medium Enterprise (MSME) Policy was developed in recognition of the Government’s inherent conviction that small enterprises can make significant contributions towards poverty alleviation and subsequently, facilitate the creation of a middle income society within the next twenty (20) years in line with Vision 2030 and the Agenda for Transformation. The MSME Division has been fully funded by the Japanese Rice Monetization Fund. The Ministry of Commerce and Industry has been greatly involved in the development of small businesses across the country throughout FY2012/2013.

### 5.6.2 Activity Highlights

- **MSME Technical Working Group (TWG)** of stakeholders was established to share ideas on how to work together to development the skills of small businesses and to strengthen their ability to meet market demands and buzz the private sector to increase jobs for the people.
- **The First National MSME Conference** gave 50 small businesses the opportunity to showcase the products and services that Liberia has to offer in a **National Trade Fair**. The Ministry hosted the conference with over 800 participants, of which most were small business owners. Of these, Four businesses were awarded service contracts to cater to the event which provided temporary jobs to several other individuals and facilitate access to finance with subsequent increase in their revenue.



**Madam President and Minister of Commerce admiring Jola House stall at the 2013 MSME Conference.**

The three day event ended with four of the fifty exhibiting MSMEs winning four different awards based on the rigorous selection process. The four awarded entities are listed in the following table:

Name of Business	Award Won
<i>Falama Inc.</i>	Most Growth Potential
<i>Jola House Inc</i>	Best Exhibit
<i>Water Ways</i>	Most Innovative
<i>Approved Wears</i>	Most Responsive to Customer

Many small businesses benefited from business support services and training opportunities during this period with hope that these support services and trainings will help improve the culture of doing business amongst the MSMEs within the country.

- **The Entrepreneurial Exchange 2013 Business Summit** showcased the business plans of nine (9) top Liberian small enterprises, and brought together two discussion panels consisting of a broad spectrum of international and national business leaders. The summit was co-hosted by MoCI in and Forbes Magazine, with technical assistance from our partners at Building Markets. Participants included leading Liberian businessmen and women, international entrepreneurs and philanthropists, government officials and foreign dignitaries.
- The MSME Directory was launched in December 2013 at the MSME Matchmaking Event, an occasion that brought together a number of MSME service providers to network with potential buyers from the private and public sectors.



The Ministry has seen most of its selected 50 Liberian small businesses shown growth potentials and most of them have also experienced some developments within their business. One of these businesses that we are proud to report here is Falama, Inc.

Falama, Inc. (FI) is a private enterprise engaged in the manufacturing, processing and packaging of local food products.

It is registered under the Liberian laws as a corporation operating in the food industry. The company is 100% Liberian-owned with about 75% of its staff being women (single parents and widows). FI is presently located in Oldest Congo Town adjacent the Levi's C. Williams Middle School with plans of creating operational units in other parts of the country. The business is operated by its founder and CEO, Ms. Angie M. Howard, an experienced and innovative entrepreneur. The overall objective is reduction of surpluses on the market, which has led to wastage in the past. We are also directly involved with training of women farmers

in organic farming with the goal of economically empowering these women within their communities.

With the support of the Ministry of Commerce and Industry through its MSME division and other partners, Falama Inc exhibited during the National Trade Fair and was the winner of the Most Growth Potential award. Since the conference in April, the business has shown great improvements:

- Exhibited at the Global Entrepreneurship Week on Preparing emerging market for investors – **Kigali, Rwanda**
- Completed Training in Financial Management Root Capital – **Kumasa, Ghana**
- Participated in a training program in Indonesia on processing – **Certificate**

Presently, Falama Inc.'s products are on sale in 9 Super Markets across the country and with one of our exhibiting 50 businesses during the conference also a major buyer of Falama Inc.'s Gwei Flour on the market.

## 5.7 PUBLICATION INFORMATION

This is a publication of the Ministry of Commerce & Industry, Monrovia, Liberia

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