

Insert [[Company and Logo]

Address

Tel No.:

Email:

Insert [Organization or Company name along with Complete
Administrative Location on the Concessions Areas]

**TEMPLATE FOR ANNUAL LOCAL CONTENT PLAN
FOR EXPLORATION AND EVALUATION PHASE**

*This template is created in accordance with the Requirements set forth in Chapter IX of the Mining Code no.
12/2021 of 30 June 2021*

Signatures:				
Prepared by: Checked by: Approved by:				
Role and Name:				
Rev	Date	Originated	Checked	Approved
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1. Annual Local Content Plan

The organization or company shall explain in their Annual Local Content Plan, their commitment to employ Timor-Leste Nationals, provide training plan to Timorese workforce, provide training and transfer of knowledge and Technology plan to Timor-Leste Individual or entities, the Procurement of Goods and Services required for Mining Activities and promote and contribute to development to the host and neighboring community of the concessions area, with the inclusion of expenditure for Timor-Leste Local Content.

The organization or the company shall ensure that their Annual Local Content Plan provided in this document are measurable, achievable, fair, and transparent during the period undertaking the Mining Activities and shall demonstrate how the organization or the company fulfill its commitment for Local Content.

1.1 Timor-Leste Local Content Expenditure


The organization or company shall provide how much budget they committed to spend for each category or element of Local Content aspect, in a form of a table. The expenditure shall cover the company commitment for the period undertaking the Mining Activities, for example 1 year.

The organization or company may use the sample of table below to provide the budget commitment details for each category or element of local content aspect.

Table 1. Timor-Leste Local Content Expenditure

No.	Local Content Category	Annual Local Content Expenditure
1.	Employment of Timor-Leste Nationals	\$....
2.	Training for Timor-Leste Nationals	\$...
3.	Training and Technology and Knowledge Transfer for Timor-Leste Individuals or Entities	\$...
4.	Procurement of Goods and Services	\$.....
5.	Local Community Development	\$.....

Note:

 For further explanation on Table 1, no. 2 and 3, Kindly refer to the information provided under section 1.2.2 (a) and (b) of this document.

1.2 Timor-Leste Local Content Commitment

1.2.1 Annual Employment Commitment

a). The number of employment positions

The Organization or Company shall explain the method/mechanism of mapping out the employment required for the Mining Activities such as Professional, Skilled and Unskilled positions for the Concession area, who will hired for the Mining Activities.

After Mapping out, the Organization or company shall provide, under this section, the current Operations and Management Structure and details list of the numbers of positions of Timor-Leste Nationals and Other Country

Nationalities who will be employed in the category of Professional, Skilled and Unskilled during the Mining Activities and be presented in a form of a Table.

For instance: The Organization or Company may consider using this sample of table to present their commitment for employment.

Table 2. Annual Employment Commitment


Positions	Employment Category (Professional, Skilled or Unskilled)	Number of Employment	Timor-Leste Nationals (TLN) or Other Country Nationalities (OCN)
For example: Geology Manager	Professional	1	Indonesian (OCN)
Junior Geologists	Skilled	3	TLN

The Organization or Company shall explain how it assures the employment for the Mining Activities is preferentially reserved for Timor-Leste Nationals in all employment categories for the concession area, to give more opportunities to Timor-Leste Nationals to participate in the Mining Activities and to comply with the requirement stipulated under Article 90-91 of the Mining Code no. 12/2021 of 30 June 2021.

The Organization or Company must ensure that the job is fairly distributed to host and neighboring community of the concession's areas.

The Organization or Company may carry out in-country labor market assessment to determine the available workforce required for the Mining Activities.

Note:

-  *The applicant detail annual workforce plan shall include the recruitment of Community Relations Officer and Technical Director as required under Article 65 and 88 of the Mining Code, as well as other numbers of positions that will be recruited within the year and reflect them in applicant current operation and management structure.*

b). The Recruitment Activities

The Organization or Company shall explain the method to carry out the recruitment activities to select the employees to work for the Mining Activities, what are the means used to publicize of the available vacant positions that can reach to National, Municipality, Administrative and Village level (at Sucos and Aldeias level) in the host and neighboring community of the concession area, to attract more interested labor.

The organization or Company shall ensure to conduct an open, transparent and equal recruitment process, including the advertisement of the positions shall be posted for public access in the Municipality, Administrative and Village level (Suco and Aldeia) and through local media and churches.

c). The Employment Contractual Arrangements

The Organization or company shall establish the employment contractual agreement between the employer and the employees to comply with Applicable Laws in Timor-Leste.

1.2.2 Training and Technology and Knowledge Transfer Commitment


In the commitment to enhance knowledge and skills of Timor-Leste Nationals and Timor-Leste entities, the Organization or company shall adhere to the training and technology and knowledge transfer principle stipulated

under the article 92 of the Mining Code no.12/2021 of 30 June 2021. The Company shall explain the method and management and timeline for executing the training and technology and knowledge transfer aspects to this document.

a). Annual Training Commitment for Timor-Leste Nationals

The Organization or company shall provide a detailed plan to train Timor-Leste Nationals employees to develop and increase their knowledge, skills and competency based on good mining industry practices. The plan shall include the method and management of trainings, focus areas or discipline, training sites and clear timeline for executing the program.

Note:

 *The applicant detail annual training plan that will be provided shall also include the plan to train and transfer the knowledge from expatriate geologists to TLN employees in the relevant field, and the succession plan for TLN employees while the applicant employing the expatriate geologists.*

b). Annual Training and Technology and Knowledge Transfer Commitment for Timor-Leste Individuals or Entities

The Organization or Company shall provide a detailed plan and program for transferring the knowledge to the identified Timor-Leste beneficiaries (Individuals or entities) with clear method, management, disciplines or area of focus, sites, and timeline for its execution, to contribute to the knowledge and technology transfer, and to fulfill the obligations stipulated under article 92 of the Mining Code no.12/2021 of 30 June 2021.

2.2.3 Annual Procurement of Goods and Services Strategy and Plan

The Organization or company shall ensure the Procurement of Goods and Services required for the Mining Activity comply with the principles regulated under article 93 of the Mining Code no.12/2021 of 30 June 2021.

The Organization or company shall provide the procurement strategy and procurement plan with the purpose of using TL goods and TL services required for the Mining Activities including the estimated cost for each good and services to be supplied out from Timor-Leste to the Mining Activities. This commitment shall incorporate in a form of a Table format.

The Organization or Company may carry out the supply chain market capacity assessment in Timor-Leste to determine the goods and services that will be supplied to the Mining Activities.

The organization or Company shall make its best endeavor to purchase Timor-Leste Goods and Timor-Leste Services from Timor-Leste Suppliers in the minimum amount equivalent to 20% of the Organization or Company Annual Expenditure to contribute to increase Timor-Leste Local Content value added, as required under article 93 (e) of the Mining Code no.12/2021 of 30 June 2021.

To give more contribution to Timor-Leste Local Content enhancement and sustainability, the Organization or Company may encourage any international suppliers to build partnerships with any potential Timor-Leste Suppliers and become a pure Timor-Leste supplier in accordance with TL supplier definition stipulated under Article 2 (hhh) of the Mining Code no.12/2021 of 30 June 2021. This model will contribute to add more value to Timor-Leste Local Content in terms of providing a good opportunity for TL supplier to participate if there are any business

opportunities arises in the future; and facilitate in the development of knowledge and skills of Timor-Leste employees through knowledge transfer from the international expertise to national staff.

In assessing the supply chain market capacity, the organization or company is proposed to conduct the “Early Supplier Information and Engagement Session or Workshop” and invite Camara do Comercio Timor-Leste (CCITL), Associação Empresarial das Mulheres de Timor-Leste (AEMTL), Instituto de Apoio ao Desenvolvimento Empresarial (IADE) and other existing TL suppliers (host municipality level preferably) to participate in the event. The objective is to share the early information regarding the goods and services that will be procured for the mining activities to attract more interested suppliers who is able to perform the scope of work to support the Mining Activities.

The Procurement of goods and services information can be organized and provides in a sample of table below.

Table 3. Annual Procurement of Goods and Services Plan

Subcontract Name	Subcontractor	expected Action	Start Date	End Date	Subcontract Value
<i>Please describe the types of goods and services to be procured for Mining Activities</i>	<i>Please mention the name of subcontractor that later be identified through competitive tendering process</i>	<i>Please mention the process of procuring the goods and services through competitive tendering process</i>	<i>Please indicate the expected start date of providing goods/services</i>	<i>Please indicate the expected end date of providing goods and services</i>	<i>Please provide the estimated budget commitment for the provision of goods and services.</i>
<i>For example: Catering services</i>	<i>TBC (After contract awarded)</i>	<i>Tender</i>	<i>2 February 2024</i>	<i>1 February 2025</i>	<i>\$5,000.00</i>

2.2.4 Local Community Development

The organization or company shall commit to provide the annual investment offer of USD \$___ (as provided on Table 1 no. 5) for the community as the efforts to promote and contribute to development to the host and neighboring community of the concessions area.

In the preparation of community development plans and programs, the Organization or company shall consult with local authorities and community, aiming to establish programs that help to address the needs of the host and neighboring community. Subsequently, prior to the implementation of the programs, the Organization or Company shall consult and obtain alignment with the Regulatory Authority.