

Annex A - UK EITI Work plan- August 2014

Key

	Complete
	On-going
	Pending

Prioritized objectives (explained)	Context: Preconditions and Risks	Capacity constraints	Sub headings & EITI requirement addressed	Activities	Expected Output	Expected Outcome	Responsible Entity	Timeline	Cost				Status
									2013	2014	2015	2016	
1. Increase public understanding of the social and economic impacts of the UK's extractive industries and enrich public debate on the governance and stewardship of the UK's oil, gas and mineral resources.	Precondition- Functions legislation to allow HMRC to engage in EITI.	1.Lack of awareness on the extractives industry in the UK. 2. Information is currently not consolidated and is published through a variety of means and agencies. 3. Current inconsistent production of data. 4.Lack of awareness on EITI.	Raising awareness of EITI - requirement 1.1	1.1 UK issues unequivocal statement of its intention to implement the EITI.	A statement from the UK Government committing to implement EITI in the country	Demonstrated commitment of the UK Government to implement EITI in the UK	UK Prime Minister David Cameron	May-2013					Complete
			Raising awareness of EITI - requirement 1.2	1.2 HMG appoints senior individual to lead UK EITI implementation	Jo Swinson/Jenny Willot appointed as the EITI Champion for the UK	To champion EITI and provide strategic leadership to the process.	UK Government	May-2013					Complete
			Raising awareness of EITI - requirement 1.3g	1.3 Form a communications sub-group	sub-group to promote EITI & make recommendations on how to promote EITI to MSG	Maximise audience of EITI report	EITI Secretariat & members	Mar-2014					Complete
			Raising awareness of EITI - requirement 1.3g	1.4 Create and develop first version of communications plan	Communications plan to be presented to MSG for agreement and then implemented	Maximise audience of EITI report	Communications sub group & UK EITI Secretariat	Jun-2014					Complete
			Raising awareness of EITI - requirement 1.3g	1.5 Develop EITI website which will be used to disseminate information to wider stakeholders	Creation of an EITI website on gov.uk	To provide information on EITI to a range of audiences. This includes general information on EITI through to details of the UK MSG such as minutes from meetings.	EITI UK Secretariat	May-2013					Complete
			Raising awareness of EITI - requirement 1.3	1.6 The EITI Champion to issue an article in the Sunday Telegraph EITI supplement explaining the reasons that the UK has signed up to EITI	Article by the EITI Champion in the Sunday Telegraph EITI supplement	To raise awareness of EITI in the UK and increase understanding of why the UK has signed up.	EITI Champion	Oct-2013					Complete
			Raising awareness of EITI - requirement 1.3	1.7 Issue a ministerial blog following the first meeting of the Multi stakeholder group through civil society networks	EITI champion to publish a blog posted on Transparency International's website	To inform stakeholders that the MSG has been formed and has commenced work on implementation	EITI Champion	Oct-2013					Complete
			Raising awareness of EITI - requirement 1.3g	1.8 Develop a UK EITI brand to increase awareness	Informative website and UK logo	Increase awareness and support for UK implementation of EITI in the UK	Communications sub group	Jun-2014					Complete
			Raising awareness of EITI - requirement 1.3	1.9 Hold launch event to raise awareness of UK's commitment to become EITI-compliant	Event with speakers and break out session.	Increase awareness and support for UK implementation of EITI in the UK	EITI UK Secretariat	Jul-2013	£500				Complete
			Raising awareness of EITI - requirement 1.3	1.10 Hold annual outreach events to provide stakeholders an update on progress & restate UK's commitment to EITI. Also to listen to views.	Annual event aimed at communicating with a wide audience	Increase awareness and support for UK implementation of EITI in the UK	UK MSG	annually		£500	£500	£500	Pending
			Raising awareness of EITI - requirement 1.3	1.11 Hold a mining event on EITI to engage with the mining sector	Mining event-12 June at the Institute of Materials, Minerals and Mining	Increase awareness and support amongst mining stakeholders of EITI in the UK	UK MSG & UK EITI Secretariat	Jun-2014					Complete
			Raising awareness of EITI - requirement 1.3	1.12 Conduct outreach to oil, gas and mining companies about EITI implementation	Increase support and awareness of UK EITI	Gain compliance with EITI by companies in scope	UK MSG & UK EITI Secretariat	June 2014 onwards					On-going
			Raising awareness of EITI - requirement 1.3	1.13 Use range of communications channels to ensure that all companies within scope of UK EITI are aware of the need to report in 1st report	Industry guidance notes, articles in trade magazines, annual event.	Increase understanding and compliance with UK EITI.	UK MSG & UK EITI Secretariat	June 2014 onwards	£1,000				On-going
			Raising awareness of EITI - requirement 1.3	1.14 Use range of communications channels to ensure that all EITI companies understand how to report using the EITI template	Industry guidance notes, articles in trade magazines, annual event.	Increase industry participation in UK EITI	UK MSG & UK EITI Secretariat	January 2015 onwards					Pending
			Collect contextual info for EITI Report- requirement 3.1	1.15 Form contextual information sub group	recommendations to MSG on contextual information to be included in EITI Report and collecting information	ensure quality information in the annual EITI Report that provides understanding of the sector	Secretariat and sub-group members	Dec-2013					Complete
Collect contextual info for EITI Report- requirement 3.2	1.16 Research and present information on the legal framework for oil and gas in the UK for the contextual section of the EITI report	Annual EITI report	Publication of an EITI report that improves public understanding and debate of the extractive industries	UK MSG & UK EITI Secretariat	June - December 2015					Pending			

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									2013	2014	2015	2016				
			Collect contextual info for EITI Report-requirement 3.2	1.17 Research and present information on the legal framework for mining in the UK for the contextual section of the EITI report	Annual EITI report	Publication of an EITI report that improves public understanding and debate of the extractive industries	UK MSG & UK EITI Secretariat	June - December 2015					Pending			
			Collect contextual info for EITI Report-requirement 3.2	1.18 Research and present information on the fiscal regime in the UK for oil and gas sector for the contextual section of the EITI report	1st EITI report	Improve public understanding and debate of the extractive industries	UK MSG & UK EITI Secretariat	June - December 2015					Pending			
			information for EITI Report (contextual information) - requirement 3.2	1.19 Research and present information on the fiscal regime in mining industry for the UK for the contextual section of the EITI report	1st EITI report	Improve public understanding and debate of the extractive industries	UK MSG & UK EITI Secretariat	June - December 2015					Pending			
			Collect contextual info for EITI Report-requirement 3.3	1.20 Research and present information giving an overview on the oil and gas sector in the UK for the contextual section of the EITI report	1st EITI report	Improve public understanding and debate of the extractive industries (oil and gas)	UK MSG & UK EITI Secretariat	June - December 2015					Pending			
			Collect contextual info for EITI Report-requirement 3.3	1.21 Research and present information giving an overview on the mining sector in the UK for the contextual section of the EITI report	1st EITI report	Improve public understanding and debate of the extractive industries (mining)		June - December 2015					Pending			
			Collect contextual info for EITI Report-requirement 3.4	1.22 Research and present information on the contribution to the economy from the oil and gas sector in the UK for the contextual section of the EITI report	1st EITI report	Improve public understanding and debate of the extractive industries	UK MSG & UK EITI Secretariat	June - December 2015					Pending			
			Collect contextual info for EITI Report-requirement 3.4	1.23 Research and present information on the contribution to the economy from the mining sector in the UK for the contextual section of the EITI report	1st EITI report	Improve public understanding and debate of the extractive industries	UK MSG & UK EITI Secretariat	June - December 2015					Pending			
			Collect contextual info for EITI Report-requirement 3.5	1.24 Research and present information on production data for oil and gas sector in the UK for the contextual section of the EITI report	1st EITI report	Improve public understanding and debate of the extractive industries	UK MSG & UK EITI Secretariat	June - December 2015					Pending			
			Collect contextual info for EITI Report-requirement 3.5	1.25 Research and present information on production data for mining sector in the UK for the contextual section of the EITI report	1st EITI report	Improve public understanding and debate of the extractive industries	UKM MSG & UK EITI Secretariat	June - December 2015					Pending			
			Collect info for reconciliation - requirement 5.2	1.26 Establish sub-group to consider requirements for independent administrator	recommendations on independent administrator to MSG	agreed ToR for administrator, procurement process etc.	Secretariat & sub-group members	Jul-2014					Complete			
			Collecting information for reconciliation - requirement 5.2	1.27 Agree assurances to be provided by reporting entities to the independent administrator	information should be provided to the independent administrator by the participating companies and government entities	Improve the credibility of the data.	UK MSG & UK EITI Secretariat	Oct to Dec 2014					Pending			
			Collecting information for reconciliation - requirement 5.2	1.28 Draft and agree Terms of Reference for the Independent administrator	Terms of Reference document	To ensure the reconciliation is carried out thoroughly & independent administrator understands role	UK MSG, independent administrator & UK EITI Secretariat	Oct to Dec 2014					Pending			
			Collecting information for reconciliation - requirement 5.2	1.29 Reconciliation subgroup to recommend text for waiver for companies to authorise government release details of receipts to administrator for reconciliation	recommendation on text of waiver	Text of waiver to be agreed that will allow reconciliation to take place	sub-group, industry and MSG	Jan-2015					Pending			
			Collecting information for reconciliation - requirement 5.2	1.30 Commence the procurement process for the independent administrator	Go out to tender	Increase confidence with stakeholders on the value of EITI	UK EITI Secretariat and relevant MSG sub group	Jan-2015					Pending			
			Collecting information for reconciliation - requirement 5.2	1.31 Independent administrator to collect information from government and companies for reconciliation	Complete reconciliation	Independent third party reconciliation will add weight to the tax payment figures put into the public domain.	Independent reconciler, HMRC, DECC & companies in scope if EITI	Nov-2015		tbc	tbc	tbc	Pending			
			2. Ensure information is readily accessible and presented to the public in a clear manner	Precondition- All stakeholders need to be engaged on EITI and need to have a good understanding of the extractives industry on the UK Need an informed and engaged MSG -Expertise needed on presentation of the data	1. Lack of awareness on the extractives industry in the UK. 2. Information is currently not consolidated and is published through a variety of means and agencies.	How we share information - requirement 1.3	2.1 Ensure that EITI website is updated in a timely manner to provide relevant information	Up to date EITI website	Valuable information source for stakeholders leading to increased understanding and awareness of UK EITI.	UK EITI Secretariat	July 2013 onwards					On-going
						Quality control of the presentation of the report - 6.1	2.2 Use MSG members to ensure that the report content is accessible to multiple audiences	focused communications	Maximise audience of EITI report	MSG	Jan-2016					Pending

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3. Enhance accountability to the UK public on the revenues from the UK's extractive industries	Precondition- All stakeholders need to be engaged on EITI and know how to use the information that is in the EITI report to encourage debate.	3. Lack of awareness on EITI.	Quality control of the presentation of the report - req 6.1	2.3 Ensure the report is written in plain English	Increased support and understanding amongst key stakeholder groups	Increase understanding and awareness of UK EITI and ensure messages resonate with industry, civil society and Government representatives	Communications sub group	September 2015 to January 2016					Pending
			How we share information - req 6.2	2.4 Consider and agree the presentation of EITI reports. Decide whether the data should be machine readable, whether information should be coded or tagged so it can be compared with other publicly available data.	Access to a range of data that can be manipulated	Increase understanding of the extractive industries in the UK and encourage debate.	UK MSG & UK EITI Secretariat	October to November 2015					Pending
			Quality control of the presentation of the report - req 1.3g (iv)	2.5 Independent administrator to present EITI report to the MSG to consider and endorse before publication	EITI report	MSG supports and has confidence in EITI report and is willing to promote it.	Independent reconciler & UK MSG	January to February 2016					Pending
			the presentation of the report - req 1.3g (iv)	2.6 MSG to agree 1st EITI report ahead of publication (repeated every year)	Endorsed 1st EITI report	MSG supports and has confidence in EITI report and is willing to promote it.	UK MSG & UK EITI Secretariat	Feb-16					Pending
			How we share information - req 6.1	2.7 Update the communications plan to promote the published report	Develop and update the communications plan	Maximise audience of EITI report	Communications sub group & UK EITI Secretariat	October to November 2015					Pending
			How we share information req 6	2.8 Publication of 1st EITI report	Publish report	Report is used as a tool to improve debate on extractive industry issues	UK MSG & UK EITI Secretariat	Apr-2016					Pending
			How we share information - rec 6.1	2.9 Use MSG member networks to promote EITI report	Dissemination of the report to a wide audience	Report is used as a tool to improve debate on extractive industry issues	Communications sub group, UK MSG & UK EITI Secretariat	April to July 2016					Pending
			How we share information - rec 1.3	2.10 During outreach, consult stakeholders on how to present information e.g. would a summary report be valuable	Recommendations received during outreach activities	A record of outreach and comments received is maintained that should be reviewed regularly	Communications sub group and UK EITI Secretariat	Oct - Dec 2015					Pending
			How we share information - req 6.1	2.11 Targeted communications to specific civil society groups to raise awareness of the EITI report	Increase awareness of the EITI report	Stimulate debate on the UK extractive industries	Communications sub group and UK EITI Secretariat	April to July 2016			£700	£700	Pending
	Precondition- All stakeholders need to be engaged on EITI and know how to use the information that is in the EITI report to encourage debate.	1. Lack of awareness on the extractives industry in the UK. 2. Information is currently not consolidated and is published through a variety of means and agencies. 3. Current inconsistent production of data. 4. Lack of awareness on EITI.	Capacity building - req 1.3	3.1 HMRC presentation for the MSG on taxes under the oil and gas regime	Presentation by HMRC tax expert at a meeting of the MSG	Increase MSG understanding of the extractive industries in the UK and identify next steps for implementation	HMRC representatives	Dec-2013					Complete
			Capacity building - req 1.3	3.2 International Secretariat to deliver a training workshop for MSG members on EITI	One day workshop for MSG members	Increase MSG understanding of the extractive industries in the UK and identify next steps for implementation	Communications sub group, UK MSG & UK EITI Secretariat	Nov-2013					Complete
			Capacity building - req 1.3	3.3 Mining experts on MSG to give presentation on mining and aggregates in UK	Presentations by mining experts at a meeting of the MSG	Increase MSG understanding of the extractive industries in the UK and identify next steps for implementation	Dr Patrick Foster (Camborne School of Mines) and Jerry McLaughlin (Mineral Products Association)	Feb-2013	£100				Complete
			Capacity building - req 1.3	3.4 Invitation to Eddie Rich from the International Secretariat to attend UK MSG meetings	Standing observer slot for EITI international secretariat detailed in Terms of Reference	Increase MSG understanding of the EITI implementation process and resolve queries	International EITI Secretariat	Jun-2013					Complete
			Capacity building - req 1.3	3.5 Development of an introduction to EITI to be circulated to companies in scope of EITI	Publication of guidance notes developed with industry MSG members	Increase support and compliance with UK EITI	Communications sub group & UK EITI Secretariat	June to July 2014					Complete
			Capacity building - req 1.3	3.6 Monitor the need for training activities, workshops etc. for MSG members	Various training activities	Increase MSG understanding of the extractive industries in the UK and identify next steps for implementation	UK MSG & UK EITI Secretariat	October 2013 onwards					On-going
			Contextual information requirement 3.11	3.7 Decide whether a publicly available register of beneficial ownership should be maintained	Beneficial ownership included in the 1st EITI report	Increase understanding of UK extractive companies	UK MSG	Feb-2013					Complete
			Contextual information - requirement X	3.8 Decide whether information on revenue management should be included within contextual information	More detailed 1st EITI report	Increase understanding of UK extractive companies and stimulate debate on the extractive industries	UK MSG	April-June 2014					Complete
			information into public domain - requirement 3.9	3.9 Clarify whether DECC's publicly available register of licences meets the requirements of EITI	More comprehensive information in the 1st EITI Report	Increase accountability of UK Government and stimulate debate on the extractive industries	Communications sub group, UK MSG & UK EITI Secretariat	September 2014 to January 2015					Pending
			information into public domain - requirement 3.10	3.10 Update DECC Guidance to make explicit that details of all applicants for licence rounds will be published in EITI report	More comprehensive information in the 1st EITI Report	Increase accountability of UK Government and stimulate debate on the extractive industries	DECC	Apr-2014					Complete
MSG Attendance	3.11 Invite representatives from other countries to attend MSG meetings and share UK's experience	Share experiences with colleagues overseas	Increase understanding of options to implement EITI for UK and other countries sharing good practice.	UK EITI Secretariat	December 2013 onwards					On-going			

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4. Support the UK government's championing of extractives transparency and open government	Precondition- The profile of EITI needs to be raised and more needs to be done to promote what the UK is doing with implementation. Reliant on all companies complying with EITI.	1. No budget for EITI. 2. DFID is responsible for international influencing.	MSG Attendance	4.1 Allow nominated people to attend MSG meetings	Increase the pool of people that can attend MSGs while retaining a smaller MSG that concentrates on participation	Create an inclusive and open MSG to increase support of EITI and strengthen knowledge base of MSG members	UK EITI Secretariat & UK MSG	December 2013 onwards					On-going
			MSG Attendance	4.2 Invite experts to MSG meetings and sub groups to provide advice	Increase the pool of people that can attend MSGs while retaining a smaller MSG that concentrates on participation	Create an inclusive and open MSG to increase support of EITI and strengthen knowledge base of MSG members	UK EITI Secretariat & UK MSG	December 2013 onwards					On-going
			MSG Attendance	4.3 Participate in EITI calls with other developed countries to share experiences	Share EITI experience with other countries	Expand understanding of options to implement EITI for UK and other countries	UK EITI Secretariat	Oct 13 and onwards					On-going
			MSG Attendance	4.4 Consider methods to encourage good practice by companies	Disseminate information on good practice by companies	Helping to share good practice	UK MSG & UK EITI Secretariat	Dec-2014					Pending
			Quality control and learning from experience	4.5 Independent administrator to make recommendations for future reconciliations	Generate suggestions to improve reconciliations	Ensure EITI is beneficial to stakeholders and the information produced is comprehensive. UK EITI to benefit from continuous improvement	Independent reconciler	April to June 2016					Pending
			Allowing HMRC to engage in EITI	4.6 provisions to give HMRC the "function" to engage in EITI to be included in the Infrastructure Bill	HMRC are given their role via legislation. They have a "function" set out in legislation for each activity they perform and need a "function" to engage in EITI. This it to be introduced by the Infrastructure Bill.	HMRC will be able to fully participate in EITI.	HMRC	July 2014 to May 2015					On-going
			Quality control and learning from experience	4.7 Review outcome and impacts on EITI implementation	Lessons learned on UK EITI	Ensure EITI is beneficial to stakeholders and the information produced is comprehensive and readily accessible to stakeholders and UK benefits from continuous improvement	UK MSG & UK EITI Secretariat	April to June 2016					Pending
5. Support moves towards common global reporting standards in oil, gas and mining and promote a level playing field for business in the UK and internationally.	Precondition- All companies in scope of EITI will need to comply with the voluntary initiative	information not currently consolidated	Consistency of information	5.1 Agree scope of EITI reporting to include technical aspects of reporting e.g. comprehensiveness and data reliability	The report will have relevant information	Reliable EITI data is produced.	UK MSG	June to December 2014					On-going
			Consistency of information	5.2 Establish sub-group to consider reconciliation	recommendations on taxes to be included within UK EITI and methodology for reconciliation	Agreement of methodology and taxes for reconciliation	UK MSG	Dec-2013				Complete	
			Consistency of information	5.3 Agree accounting period for 1st EITI report (provisional agreement for 2014 figure to be confirmed when model for reconciliation is finalised)	Companies to report figures from a consistent reporting period to the independent administrator	Readers who can compare company information for the same period	UK MSG	Oct-2014				On-going	
			consistency of information - requirement 5.4	5.4 Agree level of disaggregation for the publication of data (provisional agreement reached but will be finalised when model for reconciliation is finalised)	EITI reconciliation to be broken down to a workable level that the stakeholders would find useful.	Publish a report which includes information that stakeholders will value	UK MSG	Oct-2014				On-going	
			information for reconciliation - requirement 5.2	5.5 develop template for companies to populate to initiate reconciliation process.	to allow companies to give information to administrator in correct format for reconciliation.	template to be filled in by companies reporting under EITI.	reconciliation sub-group	September 2014 to January 2015				Pending	
			Consistency of information - requirement 5.5	5.6 Define taxes and revenues to be covered in the EITI report	Agree taxes necessary to meet the EITI Standard and consider value of including other taxes	Publish a report which includes information that stakeholders will value	UK MSG	Jun-2014				Complete	
			Consistency of information	5.7 Monitor and consider existing and upcoming transparency initiatives in the UK EG Chapter 10 Accounting Directive, beneficial ownership	Ensure that UK EITI is consistent with other transparency initiatives	UK EITI will reflect other reporting requirements to ensure any additional requirements are proportionate.	UK Government and extractive companies in scope	January to December 14				On-going	
6. Recognise and support the principles set out in the 2013 EITI Standard	Precondition-Full engagement of stakeholders. Risk- Lack of understanding about the extractives industry in the UK.	1. Lack of awareness on the extractives industry in the UK. 2. Information is currently not consolidated and is published through a variety of means and agencies. 3. Current inconsistent production of data. 4. Lack of	government preparation	6.1 Establish officials group across Government departments to prepare for the 1st MSG meeting	Creation of an officials network across Government departments	Instigate the process of bringing all relevant Government departments together to overcome obstacles to EITI implementation		May-2013				Complete	
			government preparation	6.2 Identify and outline plans to address any potential legal or regulatory obstacles to EITI implementation	Register of obstacles	Removal of obstacles to EITI implementation in the UK	UK EITI Secretariat	Nov-2013			Complete		
			Commitment to EITI principles - Requirement 1.3	6.3 HMG commits to working with civil society and industry to implement EITI.	Strengthen the participative multi stakeholder process of EITI	Ensure UK EITI is an inclusive and collaborative process	EITI Champion	June 2013 onwards			Complete		
			government preparation	6.4 Create UK EITI Secretariat	Formation of UK Secretariat based in the Department for Business, Innovation & Skills (BIS)	throughout EITI by supporting the MSG and EITI champion, coordinating the Government's position, drafting and consulting on the EITI work plan,	UK Government	May-2013			Complete		

