

## **USEITI Implementation Subcommittee**

**Wednesday, January 28, 2015**

**2:00 – 3:30 pm**

### **Meeting Summary**

Teleconference: 1-877-984-1404; Passcode: 2973393# (Leader Code 1923766#)

#### **Meeting Agenda**

2:00 Welcome and Introductions

2:05 IA Staffing Modification Update – Kim

2:10 Updated Project Plan Timeline - Judy

2:20 Clarification on expectations of IA for correspondence with companies - Deloitte

2:25 Data Collection and Reconciliation Project Plan Update - Deloitte

2:30 Workgroup Updates

2:30 Template and Project Level Workgroup Update

2:45 Margin of Error Presentation - Deloitte

2:55 Contextual Narrative Workgroup Update

3:05 Inception Report Workgroup Update

3:15 Workplan Workgroup Update

3:20 Next Steps

3:30 Adjourn

#### **IA Staffing Modification Update**

The Modification to amend the milestone deliverable schedule has been drafted and submitted to Deloitte. We are waiting on the signed copy. Deloitte will be letting ONRR know very soon who will staff their contextual narrative team. They are waiting to confirm three additional team members. Background clearances have been completed for three other Deloitte staff (John M., John C., and Kate M.).

#### **Updated Project Plan Timeline**

The project plan timeline has been updated to reflect the changes to the data collection and reconciliation periods as agreed upon in the full-day Template and Project Level Workgroup discussion on 1/20. Milestone deliverables due dates are changed as follows:

Template and Guidelines sent to companies - March 11, 2015

IA submits the Online Data/Contextual Report Plan to the COR – March 25, 2015

IA submits the Draft Reconciliation Report to the COR – May 4, 2015

IA submits the Final Reconciliation Report to the COR – July 6, 2015

IA submits the Initial Draft USEITI Report to the COR – August 3, 2015

IA submits the Draft USEITI Report to the COR – October 19, 2015

IA submits the Final USEITI Report to the COR – December 2, 2015

The due date for the final USEITI Report was moved up a few days to allow the MSG adequate time to review prior to the December MSG meeting.

#### **Expectations of IA for correspondence with Companies**

Deloitte will be reaching out to companies beginning Feb 12<sup>th</sup> following the COPUS/PASO conference to confirm company contact information and poll for their willingness to report taxes. ONRR is currently preparing a script and polling questions for Deloitte.

#### **Data Collection and Reconciliation Project Plan Update**

It is imperative that the Subcommittee provide Deloitte with comments on the latest draft of the Data Collection and Reconciliation Project Plan. The deadline for comments has been extended to Friday 1/30 and should be submitted to Kim Oliver by COB. Deloitte will present the final project plan and presentation to the MSG at the Feb meeting.

#### **Template & Project Level Workgroup Update**

The workgroup has made several updates to the template and template guidelines for companies. It was also recommended that the decision matrix be updated to reflect that Helium Sales, Helium Royalties, Cost Recovery Fees, and Rights of Way Fees will not be included in the report for reconciliation, but will instead be included in the Contextual Narrative.

Tentative dates for the March webinars are March 11<sup>th</sup> (Houston) and March 18<sup>th</sup> (Denver). The Denver session will be recorded for future trainings.

The Unilateral disclosure report on the data portal will need to be revised and re-published to reflect when account receivables were paid versus billed. There will be a footnote to explain this change. This update will take place prior to the IA sending the reporting template to companies.

The tax workgroup had a call on Monday 1/26 to review the IRS disclosure process. They are fairly close to finalizing the cover memo and decided that they do not need a full day discussion. Subcommittee members should get comments on the cover memo to Curtis as soon as possible.

Workgroups next steps:

- Revise the template in accordance with comments from today
- Update reporting guidelines
- Revise MSG Decision Matrix
- IND members should let Debbie know of any conflicts for Mar 11 and Mar 18<sup>th</sup>
- Prepare workgroup powerpoint presentation
- Finalize tax authorization cover memo

#### **Margin of Error Presentation**

Deloitte presented several options for the “margin of variance” and will present these options for further discussion at the Feb MSG meeting.

#### **Contextual Narrative Workgroup Update**

The Contextual Narrative Workgroup will begin meeting next week and will work to schedule a full day discussion in March. The 18F team and Ryan Ellis have also joined this group. Deloitte

will prepare a presentation on the Online Data Contextual Narrative Plan approach for the Feb MSG meeting.

**Inception Report Workgroup Update:**

The co-chairs currently have the Inception report and are making final revisions to the document. Changes will be discussed at the co-chair meeting next Monday 2/2, and the final draft will be provided to Deloitte to undergo a quality control review. Deloitte will present the final report and presentation to the MSG at the Feb MSG meeting.

**Workplan Workgroup Update:**

The 2014 and 2015 Workplans are pending comments and approval from the International Secretariat.

**Next Steps:**

- Workgroup leads will add Judy Wilson to all workgroup meeting invites
- Workgroups to begin preparing final recommendations and presentations for the full MSG by Feb 4<sup>th</sup>.
- Deloitte Hive tour for co-chairs – Jan 30<sup>th</sup> 1:30pm
- Deloitte Outreach to companies – Feb 12th-20th
- Houston Webinar - 1st week in March (TBD)
- Denver Webinar (recorded) - 2nd week in March (TBD)
- Comments due to Kim on Data Collection and Reconciliation plan – COB Fri Jan 30<sup>th</sup>
- Notify Judy when WG meetings are schedule so she can make sure we are not overlapping.
- All meeting materials will be sent the full MSG on Feb 10<sup>th</sup>.
- MSG Meeting in Washington DC – Feb 24<sup>th</sup>-25<sup>th</sup>

**Next Subcommittee Scheduled for Wednesday, February 4, 2015**

**List of attendees**

Brian Bencivengo, DOI  
Curtis Carlson, Treasury  
Nicholas Cotts, Newmont Mining  
Phil Denning, Shell  
Corey Gill, Goldwyn Global Strategies  
Jennifer Goldblatt, DOI  
Greg Gould, DOI  
John Harrington, Exxon Mobil Corporation  
Jennifer Heindl, DOI  
Alex Klepacz, Deloitte  
Bob Kronebusch, DOI  
Emily Kennedy, API  
AJ Maxwell, Deloitte  
John Mennel, Deloitte  
Chris Mentasti, DOI

Kim Oliver, DOI  
Aaron Padilla, API  
David Romig, Freeport-McMoRan Oil & Gas  
Keith Romig, United Steelworkers  
Jon Swedin, DOI  
Mia Steinle, POGO  
Debbie Gibbs Tschudy, DOI  
Johanna Nesseth Tuttle, Chevron  
Lance Wenger, DOI  
Judy Wilson, DOI