

**USEITI Advisory Committee
Subcommittee Formation and Tasking**

Email to all Committee Members from the DFO Designee on May 13, 2014

Dear USEITI Multi-Stakeholder Group:

Thank you once again for your excellent work and continued engagement and enthusiasm in pursuing USEITI implementation. At the April 2014 MSG meeting, three (3) Subcommittees and several working groups were established to assist the MSG with its responsibilities in meeting the requirements for achieving USEITI compliant status:

1. Implementation
2. State & Tribal Opt-In
3. Outreach & Communications

Based on input from the sector co-chairs, the below outline of subcommittee members and tasks was developed. I've asked the sector co-chairs to serve as chair of a Subcommittee, and each Subcommittee will be actively supported by a staff member of the USEITI Secretariat. In conducting their work, members of the Subcommittees should expect to consult with their sectors regularly and, when needed, engage technical experts.

Given the limited time before the June 10-11, 2014, MSG meeting, I encourage the Subcommittees to promptly move forward with convening the smaller work groups to develop options for Subcommittee review. By May 30, 2014, we're asking that Subcommittees forward to the USEITI Secretariat any recommendations they develop for full MSG consideration at the June meeting.

I look forward to the MSG reconvening in June to consider Subcommittee proposals.

Best regards,
Paul

Paul A. Mussenden
Deputy Assistant Secretary
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Implementation Subcommittee

Chair: Greg Gould (Secretariat: Kim Oliver)

Primary Members: Debbie Tschudy, Curtis Carlson, Keith Romig, David Goldwyn, Nick Cotts and Phil Denning

For full MSG consideration:

1. Develop a proposed strategy and detailed recommendations regarding:
 - a. the accounting period for USEITI reporting; and
 - b. the inclusion of taxes, company-level, and project-level reporting in USEITI reports as required by the EITI standards;
2. Develop a comprehensive outline of the contextual narrative that can be provided to the Independent Administrator; and
3. Consider and report on issues related to online data publication, company level disclosure, and procedures for future data releases.

June MSG Meeting Deliverable for Full MSG Consideration: Report out on work group discussions and proposed strategy for addressing accounting period, taxes, and project-level reporting. Develop a modified proposal for contextual data for the first and second USEITI reports.

State & Tribal Opt-In Subcommittee

Chair: Danielle Brian (Secretariat: Mia Steinle, Chris Mentasti)

Primary Members: Greg Conrad, Michael Matthews, Rebecca Adamson, Veronica Slajer, Rebecca Morse, Mike Flannigan, and Mark Smith

For full MSG consideration:

1. Develop a proposal to prioritize which States should be included in USEITI reporting to satisfy the sub-national requirement under the EITI standard;
2. Coordinate with states to jointly develop an opt-in process for state-level USEITI participation;
3. Develop a plan for incorporating publicly available state-level data in the 1st USEITI report;
4. Develop a proposal to prioritize which Tribes should be included in USEITI reporting; and
5. Coordinate with tribal representatives to jointly develop an opt-in process for including Tribes in USEITI Reporting.

June MSG Meeting Deliverable for Full MSG Consideration: Develop criteria for identifying the states and tribes that should be given priority for outreach efforts and initial inclusion in USEITI Reporting. Present list of possible priority state and tribes for group discussion. Work in partnership with Implementation Subcommittee to develop a presentation to showcase publicly available state level data.

Communications & Outreach Subcommittee

Chair: Veronika Kohler (Secretariat: Emily Kennedy, Rosita Christian)

Primary Members: Mitch Baer, Marina Voskanian, Neil Brown, Laurie Sherman, Susan Ginsberg, and Amanda Lawson

For full MSG consideration:

1. Develop a messaging strategy to convey the benefits of USEITI implementation to relevant stakeholders, including industry, states, and tribes.
2. Develop an outreach and communications strategy to:
 - a. increase public awareness and understanding of USEITI implementation;
 - b. encourage voluntary industry compliance with USEITI reporting; and
 - c. keep states informed about USEITI opt-in planning.
3. Coordinate with other subcommittees to support their communication and outreach; and
4. Develop information materials about the MSG to provide to potential members and other interested stakeholders.

June MSG Meeting Deliverable for Full MSG Consideration: Develop a proposed targeted communications strategy for outreach to industry, particularly to paying companies.