

November 5-6, 2013 USEITI Multi-Stakeholder Group Meeting
U.S. Department of the Interior, Room 5160, 1849 C Street NW; Washington, DC 20240
Conference Line: 1-866-707-0640 Passcode: 1500538, Webex: <http://bit.ly/ZQ9aQP>

Tuesday, November 5

- 10:00-10:30am** **Welcome and Introductions**
- 10:30-11:00am** **USEITI MSG Business**
- Update on Nominations Process to Fill Vacancies
 - DOI Transitions
 - International Update
- 11:00am-12:00pm** **Candidacy Application Update**
- Public Comment Period and Final Outreach Session
 - Outreach Sessions and Feedback Received to date
 - Written Feedback Received to date
- 12:00-1:00pm** **Break to Get Lunch**
- 1:00-1:15pm** **Public Comment (*Queue at 12:45pm*)**
- 1:15-2:15pm** **Updating the Draft Application**
- MSG Guidance for Subcommittee
 - Requirements 1.1- 1.4
 - Workplan
 - Request for Adapted Implementation
 - December MSG Meeting Plan
- 2:15-2:30pm** **Break**
- 2:30-3:45pm** **Interior Data Tutorial**
- What data currently exists at DOI, how it looks, who uses it and how
 - Initial Observations from MSG
- 3:45-4:00pm** **Wrap-up /Next Steps for Day 2/ Adjourn**

**Members of the public wishing to make comments should call in or come to the meeting room at 12:45 pm in order to identify themselves to the facilitator and join the queue to speak.*

Wednesday, November 6

- 9:30-9:45am** **Welcome and Introductions**
- 9:45-10:00am** **Introduction of EITI International Secretariat**
- 10:00am-12:00pm** **EITI International Secretariat: Successful EITI Implementation**
Lessons Learned from MSGs in Compliant Countries
- Sample Workplans
 - Standard features
 - How they are updated and change over time
 - Sample EITI Reports
 - Standard features: narrative and reconciled data
 - How reports are prepared and by whom
 - Role of companies, governments, civil society
 - Role of reconcilers, how they are hired and at what cost
 - Role of MSGs and secretariats
 - How reports are reviewed and deemed compliant (validation)
 - Role of EITI Secretariat and Board
 - Role of validator, how they are hired and at what cost
 - How reports are updated and change over time
 - Q&A with MSG
 - How might the processes above be different for a large OECD country like the U.S.?
- 12:00-1:15pm** **Lunch / Sector Caucuses**
- 1:15-1:30pm** **Public Comment (*Queue at 1:00pm*)**
- 1:30-3:00pm** **Brainstorm: USEITI Reporting**
- Standard and additional features, initially and how they might change
 - Publicly sourced narrative
 - Unilateral disclosures
 - Reconciled data
 - How USEITI reports might be prepared and by whom
 - Role of companies, governments, civil society
 - Role of reconciler and how they can be hired
 - Role of MSG and secretariat
 - Timing for initial USEITI reporting, updates and validation
- 3:00-3:30pm** **Break**
- 3:30-4:15pm** **Next Steps for Implementation**
- Tentative schedule for 2014 MSG Meetings and Tasks
 - Subcommittee Tasks
- 4:15-4:30pm** **Wrap Up/ Adjourn**

**Members of the public wishing to make comments should call in or come to the meeting room at 1pm in order to identify themselves to the facilitator and join the queue to speak.*