

**USEITI Outreach and Communications Subcommittee  
Meeting Summary for Monday, July 21, 2014**

**Agenda**

- Communications Plan
- Update from Working Groups
  - Payor Company working group
    - Dear Reporter Letter to all payor companies – feedback?
    - Dear Reconciler letter
  - Outreach Materials
    - Outreach materials gaps?
    - Access by MSG members to these materials?
- Other business?
- Next Call

**Communication Plan**

- Please send the Communications Plan to your sectors for your review
- Ensure we identified the relevant stakeholders
- We would like to finalize the plan as soon as possible – please request feedback from from your sector by COB, July 25<sup>th</sup>.

**Dear Reporter letter**

- Feedback
  - ONRR has received about a dozen responses from companies regarding the letter, but no major concerns have been expressed.
  - One Independent reporter was concerned about the project level definition.
  - One major was active in reconciling their payor codes as well as dollars.

**Outreach Materials**

- EITI Fact Sheet is up on the website
- Milestones Deadlines
- Members
- Frequently asked questions document
  - What is the benefit of EITI
    - Improve transparency etc.
    - There is a Domestic benefit – should we also include the International benefit
  - Should have something to the full subcommittee by Friday
- Are we missing any outreach materials?
  - Please provide suggestions to Jerry.
- The outreach information will be located after MSG approval on the DOI.gov/EITI webpage.

- DOI will have a link from the main page to ensure that the documents aren't buried in the website.
- Process for Reviewing Documents:
  - Group consensus was that a face-to-face meeting to review outreach materials was not needed. Instead, documents will be reviewed on a rolling basis by the group.
  - Jerry will develop a timeline this week that will provide a review schedule of the outreach material documents by the subcommittee
  - It was suggested that dropbox may be a good collaborative place to share documents. Susan and Jerry will explore potential document sharing tools.
  - The goal is to have all outreach materials reviewed and approved by the Subcommittee before the September MSG meeting. These materials will then be formally presented to the MSG for review and approval at the September meeting. Once approved by the MSG, they will be posted to the DOI website so that all MSG members have access to the materials.

### **Other Business**

None

### **Next Meeting**

The next conference call will be held Monday 8/4/2014 at 11am Eastern.

### **Subcommittee Members in Attendance**

Laurie Sherman- Transparency International USA  
Susan Ginsberg- Independent Petroleum Association of America  
Debbie Gibbs-Tschudy- DOI  
Amanda Lawson- Walter Energy Inc.  
Jerry Gidner- DOI  
Chris Mentasti- DOI  
Judy Wilson- DOI  
Emily Kennedy- API