

USEITI Outreach and Communications Subcommittee Meeting Summary for Monday, September 14, 2014

Agenda

1. Communications plan
2. Walk through communications by stakeholder group
3. Materials package
4. Ready to be PDFed and disseminated?
5. Quotes page still missing
6. Dear Reconciler Letter

Congressional Outreach

Nothing to report.

International Outreach

Nothing to report.

Communication Plan

The Subcommittee reviewed a revised Communications Plan based on feedback received from the MSG at the September 2014 MSG meeting. The action section within the Communications Plan has been reformatted to group actions by individual stakeholder group in order to track outreach by group and identify gaps in outreach to a particularly group if necessary. Each action states the purpose of the action, identifies who within the MSG the action has been assigned to, indicates who the appropriate signator for the action is, and provides a notes section with comments regarding the action status.

The Subcommittee walked through the revised Communications Plan and provided suggestions to Jerry on areas for improvement. The Subcommittee was asked to provide any comments it has on the Communications Plan, including additional conferences, to Jerry who will incorporate suggested changes to the Communication Plan in time for the next Subcommittee call.

Workgroup Updates

Payor Company Workgroup

The Payor Company Workgroup has begun work on the Dear Reconciler Letter which will be sent to companies who will be asked to reconcile for the first USEITI report. The group will hold a conference call on September 29th to discuss the Letter. ONRR will provide a revised list of the companies who will be asked to reconcile based on the

decision made by the MSG at the September meeting for the report to be based on calendar year reporting.

The Workgroup has committed to work with the Subcommittee and the DOI Solicitor to not trigger the Paperwork Reduction Act as it drafts the Letter.

ONRR will need help from the Industry Sector in identifying to whom within the companies to send the Letter

Outreach Materials Workgroup

The Workgroup is in the process of incorporating the minor comments to the materials package it received from the MSG at the September meeting. Once incorporated, the materials package documents will be PDF'd, posted to the DOI website, and made available as printed folders for MSG member use.

Meeting was adjourned.

Next Steps/Action Items

1. Subcommittee to provide comments on Communication Plan – specifically additional outreach actions or conferences needed – to Jerry.
2. Payor Company Workgroup to meet to discuss Dear Reconciler Letter.
3. Outreach Materials Workgroup to incorporate minor changes provided by MSG and finalize materials package.

Next Meeting

The next conference call will be held Monday, October 6th at 11 a.m. Eastern.

Subcommittee Members in Attendance

Debbie Gibbs-Tschudy, ONRR
Veronika Kohler, NMA
Susan Ginsberg, IPAA
Johanna Tuttle, Chevron
Amanda Lawson, Walter Energy
Danielle Brian, POGO

Invitees

Jerry Gidner, DOI
Emily Kennedy, API

Staff

None