

**USEITI Multi-Stakeholder Group Meeting
December 15-16, 2015
U.S. Department of the Interior
1849 C Street NW - South Penthouse
Washington, DC 20240**

Conference Line: 888-455-2910 Passcode: 7741096
International Conference Line: 1-210-839-8953 Passcode: 7741096
Webex: <http://bit.ly/1cR9W6t>

AGENDA

DAY 1 – Tuesday, December 15, 2015

- 10:00-10:15am** **Welcome, Introductions, and Agenda Review** – *Kris Sarri, Designated Federal Officer (DFO), Department of the Interior (DOI)*
- 10:15-10:45am** **USEITI MSG Business**
- Update on EITI Implementing Countries Workgroup – *Paul Mussenden, DOI*
 - Review and Approve September Meeting Minutes – *Patrick Field, CBI, Facilitator*
 - Update on Membership and other Administrative Matters – *Judy Wilson, DOI*
- 10:45-12:00pm** **Review and Endorsement of the 2015 US EITI Report**
- Review of MSG Terms of Reference and International Standards on Endorsement – *Paul Mussenden, DOI, and Patrick Field, CBI, Facilitator*
 - Overview of the 2015 Executive Summary – *Isabelle Brantley, Deloitte, Independent Administrator (IA)*
 - Overview of the 2015 Online Report – *Michelle Hertzfeld and Eric Ronne, General Services Administration 18F*
 - Final Discussion and Seeking of Endorsement – *Co-Chairs and the MSG*
- 12:00pm-1:25pm** **LUNCH BREAK** (*and Sector Caucus*) (1.5 hours)
- 1:25-1:30pm** **Reconvene for Public Comment**
- 1:30-1:45pm** **Public Comment** [*Queue at 1:00 pm*]
- 1:45-2:00pm** **Outreach Activities for the 2015 Report** – *Veronika Kohler, NMA, MSG Co-Chair*

2:00-2:15pm **Update and Background on EITI-Relevant SEC 1504 Regulations –
DOI**

2:15-3:30pm **Reflections on 2015**

- Facilitated, structured discussion among the MSG regarding the First Year Report lessons
 - What worked well?
 - What are key successes of our 2015 report?
 - What areas need further work and progress in 2016?
 - What changes in process and coordination would improve efficiency and effectiveness in 2016?
 - What are possible areas in the contextual narrative that could be further detailed or explored in 2016?
- Summary of discussions – *Patrick Field, CBI, Facilitator*

3:30pm **Adjourn for Reception**

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DAY 2 – Wednesday, December 16, 2015

- 9:00 – 10:00am** *Sector Caucuses or Workgroup/Subcommittee Work (as determined in Day 1)*
- 10:00 – 10:25am** **Welcome and International Update – Kris Sarri, DFO, DOI**
- Ambassador Warlick, U.S. Department of State – *Kris Sarri, DFO, DOI - Introduction*
- 10:25 – 10:45am** **Summary of Day 1, and Day 2 Agenda Review – Patrick Field, CBI, Facilitator**
- 10:45 – 11:45am** **Overview of 2016**
- Overview of Key Meetings, Milestones and Activities – *Judy Wilson, DOI*
 - Overview of IA Scope for 2016 – *Greg Gould, DOI, Co-chair*
 - Reviewing materiality threshold and reporting year, review of 2013-2015 data – MSG discussion and decision
 - Overview of MSG Direction needed by March 2016 and draft Timeline/Work Plan for Discussion – *John Mennel, Deloitte, IA*
 - In-scope commodities, revenue streams, including corporate taxes, margin of variance, reporting, and reconciliation process
 - MSG facilitated discussion – *Patrick Field, CBI, Facilitator*
- 11:45-1:10pm** **LUNCH BREAK (and Sector Caucus)**
- 1:10-1:15pm** **Reconvene for Public Comment**
- 1:15-1:30pm** **Public Comment [Queue at 1:00 pm]**
- 1:30-3:30pm** **Charging the Subcommittees for 2016**
- The subcommittee chairs will offer initial ideas/scope for 2016, then the MSG will discuss, refine, and decide
 - Implementation Subcommittee – *Greg Gould, DOI, Co-chair*

- Online Report Advisory Work Group
- State and Tribal Opt-In Subcommittee – *Danielle Brian, POGO, Co-Chair*
- Communications Subcommittee – *Veronika Kohler, NMA, Co-Chair*

3:30-4:00 pm

Final Work of the December MSG Meeting

- Approve the 2016 Workplan – *Chris Mentasti, DOI*
- Discuss and Conclude any Final Outstanding Items – *Patrick Field, CBI, Facilitator*
- Review Updated Decision Matrix – *Patrick Field, CBI, Facilitator*
- Wrap-up and Confirm Next Steps and Action Items for 2016 – *Patrick Field, CBI, Facilitator*

4:00pm

Adjourn

The next USEITI Multi-Stakeholder Group meeting is March 8-9, 2016; additional information will be posted on the USEITI website at www.doi.gov/eiti.