

**USEITI Multi-Stakeholder Group Meeting
December 15 and 16, 2015
U.S. Department of the Interior
1849 C Street NW - North 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** – *Paul Mussenden, Department of Interior (DOI)*
- 10:15-10:45am** **USEITI MSG Business**
- Welcome Ambassador Warlick, US State Department and International Update
 - Briefing on Implementing Countries: Bern, Switzerland coordinating country recommendations, Kiev, Ukraine December meeting, National Coordinators Meeting, Lima, Peru – *Paul Mussenden, DOI*
 - Review and Approve September Meeting Minutes
 - Updates on Membership and any other Administrative Matters
- 10:45-12:00am** **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 Executive Summary – *Isabelle Brantley, Deloitte, Independent Administrator*
 - Overview of the On-Line Report -- – *Michelle Hertzfeld, 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** **Gather for Public Comment**
- 1:30-1:45pm** **Public Comment** [*Queue at 1:00 pm*]
- 1:45-2:00pm** **Outreach Activities for 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, Facilitator*

3:30pm

Adjourn for Reception

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DAY 2 – Wednesday, December 16, 2015

- 9:00-10:00am *Sector Caucuses or Work Group/Subcommittee Work (as determined in Day 1)*
- 10:00 – 10:15am Welcome, Summary of Day 1, and Day 2 Agenda Review**
- 10:15 – 11:45am Overview of 2016**
- Overview of Key Meetings, Milestones and Activities– *Judy Wilson, DOI*
 - Overview of IA Scope for 2016 – *Greg Gould, DOI*
 - Reviewing materiality threshold and reporting year, review of 2013-2015 data – MSG discussion and decision
 - Overview of MSG Direction needed by March 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
- 11:45-1:10pm LUNCH BREAK (and Sector Caucus)**
- 1:10-1:15pm Gather 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*
 - On-Line Report Advisory Work Group
 - State and Tribal Opt-In Subcommittee – *Danielle Brian, POGO, Co-Chair*
 - Communications Subcommittee – *Veronika Kohler, MNA, Co-Chair*

3:30-4:00 pm

Final Work of the December MSG Meeting

- Approve the 2016 work plan
- Discuss and Conclude any Final Outstanding Items
- Review Updated Decision Matrix
- Wrap-up and Confirm Next Steps and Action Items for 2016

4:00pm

Adjourn

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