Annex: Project-level reporting flowchart

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Step 1 - Identify legal agreements

What are the types of legal instruments governing the extractive activities in the country?

List all the legal instruments governing the extractive activities in the country.

Examples:
- Licenses, leases, permits, concessions, tenements, production sharing agreements, production sharing contracts, joint venture agreements, joint operating agreements, others

Are substantially interconnected agreements relevant?

Learn more here

Yes
Identify which precise agreements are geographically linked and have equivalent terms.

No
Projects are defined as the legal instruments listed above.

Document how the definition is applied

See example
Step 2 - Identify which revenue streams should be reported by project

Which extractive sector payments are levied on a project basis, and which are levied on a company basis?

Distinguish the between payments depending on how they are imposed/levied.

Examples:
- **Project-level** payments are Royalties, production entitlements, license fees and bonuses
- **Company-wide** payments are corporate income tax, excise tax, and dividends

Are there any obstacles to disclosing project-level payments by individual payment?

- **Yes**
  
  Government or corporate reporting does not enable assessment of compliance toward existing laws. EITI Reports should cover the gaps while reforms to government and corporate reporting systems are sought.

- **No**
  
  Project-level payments are defined as listed above.

Document how revenues should be reported

See example
Step 3 - Identify who should report what

Do projects involving multiple participants/companies exist in the country?

Yes
Who effectuates project-level payments to the government?

No
Each company reports as defined under steps 1 and 2

Project where only operators pay
Operators should disclose their effectuated payments per project, including those made on behalf of each joint venture.

Projects where every participant pays
Each participant should report their respective effectuated payment for each project.

Does a state-owned enterprise operate in your country?

Yes
What role do they play and how do they disaggregate payments and/or receipts?

No
Project-level payments are disclosed as described above.

SOEs participates in projects and receives in-kind revenues, or values equivalent to sale of state's share
SOE should disclose the state's share by volume and values, for each project.

SOEs receives payments on behalf of the government
SOE should report receipts as government agencies do, disaggregating by project for project-specific receipts

SOEs operate as private companies
SOE should report payments per project the same way as private companies
Step 4 - Agree on a reporting framework and templates

Reporting templates

Reporting templates should be designed to capture all project-level payments that are not systematically disclosed and reliable.

See EITI's summary data template, enabling project-level reporting.