

Public-Private Alliance for Responsible Minerals Trade Work Plan

Reminder on language on activities from the PPA MOU

The Participants share the following Goals:

- To support the development of supply chain systems that enable Supply Chain Actors to source minerals that are validated, certified, and traced to mines that are conflict-free, and monitored and audited using agreed-upon standards and mechanisms, and that lead to scalable, responsible, self-sustaining minerals trade in the GLR.
- To provide a mechanism for appropriate communication and collaboration in developing common positions vis-à-vis all supply chain initiatives, to help ensure that developing systems are harmonized in scope and activity and can be relied on by all Participants.
- To consider additional activities which support the vision of conflict-free minerals extraction and trade in the GLR, upon consensus of the Participants.

The Participants intend to develop a work plan to prioritize activities to achieve the following Objectives:

1. To contribute to, harmonize and concentrate efforts by the ICGLR, OECD, the UN Group of Experts, the Governments of the DRC and Rwanda, PROMINES (Growth with Governance in the Minerals Sector), BGR, iTSCi, Pact, and others to develop, on a pilot basis, OECD-compliant, validated, certified and traceable mines and supply chain routes, to be audited using shared standards and mechanisms, for a significant portion of the gold, tin, tantalum, and tungsten supply in the eastern DRC and Rwanda by the end of 2012, and with additional timeframes for other GLR countries.
2. To decide on a mechanism to solicit and distribute funding and in-kind resources from current Participants and additional contributors to support Objective #1.
3. To develop and maintain a website that becomes a key resource for companies seeking to comply with reporting requirements mandated by section 1502 of Dodd-Frank and that serves as a centralized web-based platform and information resource on the key elements of traceability, due diligence and validation programs to help achieve Alliance goals.
4. To convene meetings on a quarterly basis to facilitate necessary and critical review of in-region conflict free sourcing programs (focused on mine to point of export or otherwise prior to processing) to ensure appropriate coordination by Participants and multiple stakeholders on other initiatives related to conflict-free supply chains and due diligence.
5. To encourage the participation in the work of and new membership in the Alliance by additional stakeholders, including potentially as formal Participants, other governments, government agencies, multilateral institutions, companies, and international and regional implementing and civil society organizations.

PPA Objective	PPA Activity	Measurements/ Deliverables	Timeline	Roles/Leads	Resources
<p>Inform: To develop and maintain a website that becomes a key resource for companies seeking to comply with reporting requirements mandated by section 1502 of Dodd-Frank and that serves as a centralized web-based platform as an information resource of the key elements of schemes.</p>	PPA Website	1) Website up; 2) Appropriate documents translated*; 3) # hits/month; 4) Feedback	November 2012 and ongoing updates	Comms Work Group	Translation resources?
	Communication resources for Participants to use as outreach documents	1) one-page description/fact sheet; 2) Talking points; 3) Template power points; 4) Website	1) November, updated quarterly; 2) 2nd quarter; 3) Updated quarterly	Comms Work Group	Translation resources?
	Other External (public) Communications	1) Periodic updates on major PPA milestones (e.g., RfP)*; 2) Annual Report*; 3) Press outreach as needed; 4) Responding to requests for information; 5) activities aimed at particular sectors? (TBD)	1) March 2012, June 2012, September 2012; 2) December 2012; 3) TBD; 4) TBD; 5) TBD	Comms Work Group	Translation resources?
	Other PPA (internal) Communications	1) Monthly Updates; 2) Quarterly calls; 3) Other updates based on PPA milestones	1) Last week of each month; 2) Last week of each quarter; 3) As needed.	Comms Work Group	
<p>Engage: Solicit feedback from external stakeholders on PPA activities at key junctures. Strive for coordination across stakeholder groups. Use multi-stakeholder nature of organization to advance initiatives</p>	Support or facilitate ongoing dialogue among in-region actors and other Supply Chain Actors with a view to improving the coordination and the communication of in-region activities; Monitor follow-	1) Meetings and ongoing exchange; 2) Key issue areas challenging in-region coordination identified; 3) Recommended actions to address challenges also identified; 4) Follow-through on recommended actions monitored and reported on to PPA membership; 5) Bi-annual review/update of relevant upstream and downstream initiatives on the website	Ongoing; Meeting Opportunities: Brussels Sept. 2012; Paris Nov. 2012	Governance Committee, In-region Work Group, Comms Work Group	

and progress in-region	through on critical coordination action items and commitments (e.g., transparency).				
	Use the tri-partite nature of the PPA to facilitate practical recommendations and implementation guidance for the GLR	1) Letters, statements, and communications as appropriate	Ongoing	Governance Committee, Comms Work Group	
	External Stakeholder Consultations	1) # annual meetings/calls; a. N.A., European, b. In-region; 2) Share public report on meeting outcomes; 3) Develop and maintain external stakeholder list	TBD; piggyback on existing meetings, e.g., RINR Steering Cmte, EICC and GeSI Supply Chain Workshop, OECD meetings, etc.; Coordinate based on funded project milestones	Comms Work Group	Translation resources? Meeting Resources?
Coordinate: A system is established to coordinate members' activities.	Assist in development of web-based platform as information resource on key elements and scopes of programs	Centralized website operating	Ongoing	Comms Work Group	
		All stakeholders advised on website	Ongoing	Comms Work Group	
	Convene periodic meetings to support appropriate coordination by PPA stakeholders	Meetings held and summaries disseminated in timely fashion	As needed	RESOLVE	
Develop: Advance the expansion or	Mobilize and leverage funding for technical	Develop and issue draft Request for Proposal (RfP) for public comment	April 10 th 2012	In-region Work Group,	

establishment of validated chains of custody (CoC) for export and processing (smelting) of 'conflict free' minerals in the GLR that are both ICGLR certified and meet requirements of downstream companies.	support and capacity building services to expand existing or establish reliable, upstream chain of custody systems (from mine site to smelter) that operate in keeping with ICGLR Regulations and OECD Guidelines Examples include but are not limited to the iTSCi Program, BGR's CTC program and electronic tracking systems (including but not limited to MetTrak).			Governance Committee	
		Review public comments and issue finalized RfP.	June 15, 2012	Governance Committee	
		Interested parties to submit RfP(s) that meet the guidelines, both in aim and in content laid out in the RfP	July 15, 2012		
		Issuance of one or more grants ('Grant') to successful applicants	October 2012	Governance Committee, Funders	
		Ensure all PPA-funded/supported organizations and actors fully comply with ICGLR standards. Key Deliverables: 1) Commitment from PPA-funded organizations and actors that they will fully comply with ICGLR RCM standards prior to signing of PPA grant; 2) Assessment of commitment as part of project evaluation	Ongoing	In-region Work Group	
		Plan new round based on available funding from new PPA members and priorities on the ground	2013	In-region Work Group, Governance Committee	
		Monitor progress of Grant work	Quarterly	In-region Work Group	

*Denotes product recommended for translation. For external updates, depending on resources available, could translate full report or a synopsis of it.