



April 17, 2023

VIA ELECTRONIC MAIL

Mark Bittner
Director, FOIA and Transparency
Department of the Treasury
1500 Pennsylvania Avenue NW
Washington, DC 20220
FOIA@treasury.gov

Re: Freedom of Information Act Request

Dear FOIA Officer:

Pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the implementing regulations of the Department of the Treasury, 31 C.F.R. Part 1, Subpart A, American Oversight makes the following request for records.

Requested Records

American Oversight requests that the Department of the Treasury produce the following records within twenty business days:

A copy of the final Terms of Reference of the Qatar-US Investment Forum 2021 Coordinating Committee.¹

Fee Waiver Request

In accordance with 5 U.S.C. § 552(a)(4)(A)(iii) and your agency's regulations, American Oversight requests a waiver of fees associated with processing this request for records. The subject of this request concerns the operations of the federal government, and the disclosures will likely contribute to a better understanding of relevant government procedures by the general public in a significant way. Moreover, the request is primarily and fundamentally for non-commercial purposes.

American Oversight requests a waiver of fees because disclosure of the requested information is "in the public interest because it is likely to contribute significantly to public understanding of operations or activities of the government."² The public has a significant interest in records of top officials' communications with officials in the

¹ For further identifying information, please see records obtained by American Oversight from the Department of the Treasury included as Exhibit A.

² 5 U.S.C. § 552(a)(4)(A)(iii).



Middle East during the end of the Trump administration.³ Records with the potential to shed light on this matter would contribute significantly to public understanding of operations of the federal government, including whether and to what extent officials were coordinating and communicating with officials from the Middle East at the end of the Trump Administration. American Oversight is committed to transparency and makes the responses agencies provide to FOIA requests publicly available, and the public's understanding of the government's activities would be enhanced through American Oversight's analysis and publication of these records.

This request is primarily and fundamentally for non-commercial purposes.⁴ As a 501(c)(3) nonprofit, American Oversight does not have a commercial purpose and the release of the information requested is not in American Oversight's financial interest. American Oversight's mission is to promote transparency in government, to educate the public about government activities, and to ensure the accountability of government officials. American Oversight uses the information gathered, and its analysis of it, to educate the public through reports, press releases, or other media. American Oversight also makes materials it gathers available on its public website and promotes their availability on social media platforms, such as Facebook and Twitter.⁵

American Oversight has also demonstrated its commitment to the public disclosure of documents and creation of editorial content through regular substantive analyses posted to its website.⁶ Examples reflecting this commitment to the public disclosure of documents and the creation of editorial content include the posting of records related to the Trump Administration's contacts with Ukraine and analyses of those contacts;⁷ posting records and editorial content about the federal government's response to the Coronavirus pandemic;⁸ posting records received as part of American Oversight's "Audit the Wall" project to gather and analyze information related to the administration's proposed construction of a barrier along the U.S.-Mexico border, and

³ See e.g., Kate Kelly & David Kirkpatrick, *Kushner's and Mnuchin's Quick Pivots to Business With the Gulf*, N.Y. Times, May 22, 2022, <https://www.nytimes.com/2022/05/22/business/jared-kushner-steven-mnuchin-gulf-investments.html>.

⁴ See 5 U.S.C. § 552(a)(4)(A)(iii).

⁵ American Oversight currently has approximately 16,000 followers on Facebook and 112,300 followers on Twitter. American Oversight, Facebook, <https://www.facebook.com/weareoversight/> (last visited Apr. 17, 2023); American Oversight (@weareoversight), Twitter, <https://twitter.com/weareoversight> (last visited Apr. 17, 2023).

⁶ See generally News, American Oversight, <https://www.americanoversight.org/blog>.

⁷ *Trump Administration's Contacts with Ukraine*, American Oversight, <https://www.americanoversight.org/investigation/the-trump-administrations-contacts-with-ukraine>.

⁸ See generally *The Trump Administration's Response to Coronavirus*, American Oversight, <https://www.americanoversight.org/investigation/the-trump-administrations-response-to-coronavirus>; see, e.g., *CDC Calendars from 2018 and 2019: Pandemic-Related Briefings and Meetings*, American Oversight, <https://www.americanoversight.org/cdc-calendars-from-2018-and-2019-pandemic-related-briefings-and-meetings>.

analyses of what those records reveal;⁹ the posting of records related to an ethics waiver received by a senior Department of Justice attorney and an analysis of what those records demonstrated regarding the Department's process for issuing such waivers;¹⁰ and posting records and analysis of federal officials' use of taxpayer dollars to charter private aircraft or use government planes for unofficial business.¹¹

Accordingly, American Oversight qualifies for a fee waiver.

Notwithstanding its fee waiver request, pursuant to 31 C.F.R. § 1.7(e), American Oversight hereby states that it is willing to pay fees in an amount not more than \$25.00.

Guidance Regarding the Search & Processing of Requested Records

In connection with its request for records, American Oversight provides the following guidance regarding the scope of the records sought and the search and processing of records:

- Please search all locations and systems likely to have responsive records, regardless of format, medium, or physical characteristics.
- Our request for records includes any attachments to those records or other materials enclosed with those records when they were previously transmitted. To the extent that an email is responsive to our request, our request includes all prior messages sent or received in that email chain, as well as any attachments to the email.
- Please search all relevant records or systems containing records regarding agency business. Do not exclude records regarding agency business contained in files, email accounts, or devices in the personal custody of your officials, such as personal email accounts or text messages. Records of official business conducted using unofficial systems or stored outside of official files are subject to the

⁹ See generally *Audit the Wall*, American Oversight, <https://www.americanoversight.org/investigation/audit-the-wall>; see, e.g., *Border Wall Investigation Report: No Plans, No Funding, No Timeline, No Wall*, American Oversight, <https://www.americanoversight.org/border-wall-investigation-report-no-plans-no-funding-no-timeline-no-wall>.

¹⁰ *DOJ Records Relating to Solicitor General Noel Francisco's Recusal*, American Oversight, <https://www.americanoversight.org/document/doj-civil-division-response-noel-francisco-compliance>; *Francisco & the Travel Ban: What We Learned from the DOJ Documents*, American Oversight, <https://www.americanoversight.org/francisco-the-travel-ban-what-we-learned-from-the-doj-documents>.

¹¹ See generally *Swamp Airlines: Chartered Jets at Taxpayer Expense*, American Oversight, <https://www.americanoversight.org/investigation/swamp-airlines-private-jets-taxpayer-expense>; see, e.g., *New Information on Pompeo's 2017 Trips to His Home State*, American Oversight, <https://www.americanoversight.org/new-information-on-pompeos-2017-trips-to-his-home-state>.

Federal Records Act and FOIA.¹² It is not adequate to rely on policies and procedures that require officials to move such information to official systems within a certain period of time; American Oversight has a right to records contained in those files even if material has not yet been moved to official systems or if officials have, by intent or through negligence, failed to meet their obligations.¹³

- Please use all tools available to your agency to conduct a complete and efficient search for potentially responsive records. Agencies are subject to government-wide requirements to manage agency information electronically,¹⁴ and many agencies have adopted the National Archives and Records Administration (NARA) Capstone program, or similar policies. These systems provide options for searching emails and other electronic records in a manner that is reasonably likely to be more complete than just searching individual custodian files. For example, a custodian may have deleted a responsive email from his or her email program, but your agency's archiving tools may capture that email under Capstone. At the same time, custodian searches are still necessary; agencies may not have direct access to files stored in .PST files, outside of network drives, in paper format, or in personal email accounts.
- In the event some portions of the requested records are properly exempt from disclosure, please disclose any reasonably segregable non-exempt portions of the requested records. If a request is denied in whole, please state specifically why it is not reasonable to segregate portions of the record for release.
- Please take appropriate steps to ensure that records responsive to this request are not deleted by the agency before the completion of processing for this request. If records potentially responsive to this request are likely to be located on systems where they are subject to potential deletion, including on a scheduled basis, please take steps to prevent that deletion, including, as appropriate, by instituting a litigation hold on those records.

Conclusion

If you have any questions regarding how to construe this request for records or believe that further discussions regarding search and processing would facilitate a more

¹² See *Competitive Enter. Inst. v. Office of Sci. & Tech. Policy*, 827 F.3d 145, 149–50 (D.C. Cir. 2016); cf. *Judicial Watch, Inc. v. Kerry*, 844 F.3d 952, 955–56 (D.C. Cir. 2016).

¹³ See *Competitive Enter. Inst. v. Office of Sci. & Tech. Policy*, No. 14-cv-765, slip op. at 8 (D.D.C. Dec. 12, 2016).

¹⁴ Presidential Memorandum—Managing Government Records, 76 Fed. Reg. 75,423 (Nov. 28, 2011), <https://obamawhitehouse.archives.gov/the-press-office/2011/11/28/presidential-memorandum-managing-government-records>; Office of Mgmt. & Budget, Exec. Office of the President, Memorandum for the Heads of Executive Departments & Independent Agencies, “Managing Government Records Directive,” M-12-18 (Aug. 24, 2012), <https://www.archives.gov/files/records-mgmt/m-12-18.pdf>.

efficient production of records of interest to American Oversight, please do not hesitate to contact American Oversight to discuss this request. American Oversight welcomes an opportunity to discuss its request with you before you undertake your search or incur search or duplication costs. By working together at the outset, American Oversight and your agency can decrease the likelihood of costly and time-consuming litigation in the future.

Where possible, please provide responsive material in an electronic format by email. Alternatively, please provide responsive material in native format or in PDF format on a USB drive. Please send any responsive material being sent by mail to American Oversight, 1030 15th Street NW, Suite B255, Washington, DC 20005. If it will accelerate release of responsive records to American Oversight, please also provide responsive material on a rolling basis.

We share a common mission to promote transparency in government. American Oversight looks forward to working with your agency on this request. If you do not understand any part of this request, please contact Ben Sparks at foia@americanoversight.org or (202) 873-1741. Also, if American Oversight's request for a fee waiver is not granted in full, please contact us immediately upon making such a determination.

Sincerely,

/s/ Ben Sparks

Ben Sparks
on behalf of
American Oversight

EXHIBIT A

[WARNING: ATTACHMENT(S) MAY CONTAIN MALWARE]RE: [WARNING: ATTACHMENT(S) MAY CONTAIN MALWARE]RE: QAT-US dialogue

From: Hamad Madi Al-Hajri <hmalhajri@mof.gov.qa>
To: "McEntee, Zachary" <zachary.mcentee@treasury.gov>
Cc: Saud Abdulla Al-Attiyah <salattiyah@mof.gov.qa>
Date: Wed, 06 Jan 2021 00:27:53 +0000
Attachments: Qatar US Investment Forum Co-Ordinating Committee ToR 270920(rl) (V12.1.20 Clean Word).pdf (199.49 kB); Qatar US Investment Forum Co-Ordinating Committee ToR 270920(rl) (V12.1.20 Clean Word).doc (84.99 kB)

**** Caution:** External email. Pay attention to suspicious links and attachments. Send suspicious email to suspect@treasury.gov **

Classification: **PUBLIC**

Dear Zach,

As per Saud Al-Attiyah's request, attached to this email is the ToR reflecting the discussions on # of committee members (3.2 and 5.1).

Best,
H



Hamad Madi Al-Hajri

International Cooperation Dept.
+9744446 1938



From: Zachary.McEntee@treasury.gov <Zachary.McEntee@treasury.gov>
Sent: Tuesday, January 5, 2021 8:06 PM
To: Saud Abdulla Al-Attiyah <salattiyah@mof.gov.qa>
Cc: Hamad Madi Al-Hajri <hmalhajri@mof.gov.qa>
Subject: Re: [WARNING: ATTACHMENT(S) MAY CONTAIN MALWARE]RE: QAT-US dialogue

Thank you for this. In addition to the Co-Chairman (Sec Mnuchin) and Deputy Chairman (myself), our three positions on the 3.2 and 5.1 will be:

- Treasury Deputy Secretary
- Treasury Undersecretary for International Affairs
- Treasury Assistant Secretary for International Finance

From: Saud Abdulla Al-Attiyah <salattiyah@mof.gov.qa>
Date: December 29, 2020 at 8:32:49 AM GMT+2
To: McEntee, Zachary <Zachary.McEntee@treasury.gov>
Cc: Hamad Madi Al-Hajri <hmalhajri@mof.gov.qa>
Subject: [WARNING: ATTACHMENT(S) MAY CONTAIN MALWARE]RE: QAT-US dialogue

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Classification: PUBLIC

Dear Zach,

Please find attached the ToR after we had our legal team review it. Kindly note that for section 3.2 and 5.1, **we expect from our side one member from each of the following entities** (in addition of course to the Chairmen and Deputy Chairmen who will be from Ministry of Finance-Qatar):

1. Ministry of Foreign Affairs – Qatar
2. Investment Promotion Agency Qatar (IPAQ)
3. Qatar Investment Authority

Kindly let us know how many will be from your side. Looking forward to seeing you soon.

Best,
Saud Al Attiyah

From: Zachary.McEntee@treasury.gov <Zachary.McEntee@treasury.gov>
Sent: Wednesday, December 2, 2020 12:42 AM
To: Saud Abdulla Al-Attiyah <salattiyah@mof.gov.qa>
Subject: RE: QAT-US dialogue

My friend,

As discussed please see the attached pdf with a few changes we have made for your review. I would note that for the chairmen we listed the Secretary of Treasury as the Co-Chairmen and for the Deputy Chairman we listed me/my position and left your deputy chairman position to be inserted by you.

Please let me know your thoughts.

Best,
Zac

From: Saud Abdulla Al-Attiyah <salattiyah@mof.gov.qa>
Sent: Monday, November 23, 2020 5:51 AM
To: McEntee, Zachary <Zachary.McEntee@treasury.gov>
Subject: [WARNING: ATTACHMENT(S) MAY CONTAIN MALWARE]Re: QAT-US dialogue

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Hi Zach,

Thank you for your email.

Attached is the word document for your team to make their edits and send it back to us for review. As for the clarifications your team requested, I hope the answers below are sufficient.

- In 1.2, my team was asking for clarification on what "offer tailored business opportunities" means.

The reference to the Forum offering "tailored business opportunities" is intended to describe the Forum as providing a conducive environment for specific priority businesses to showcase their capabilities to potential target customers and other stakeholders, obtain information to better understand client requirements and to possibly discuss actual transactions. For example, the Forum could provide facilities such as product demonstration areas, meeting booths, hospitality arrangements etc.

- My team also wasn't sure what "international best practices" meant in 9.2(b). if you could please clarify that that would be great as well for them.

The reference to "international best practice" is intended to refer to the aspiration we have to apply latest developments and best practices in the global exhibition industry at the Forum (e.g.: technology, health and safety, information gathering and data analytics etc.) so that it results in a "customer experience" that surpasses expectations and hopefully lays the foundation for future similar events.

Please let me know if you or your team have any more questions. We truly look forward to further working together on this great initiative!

With best,
Saud Al-Attiah

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Sent from my iPad

On Nov 21, 2020, at 1:02 AM, Zachary.McEntee@treasury.gov wrote:

My friend,

I am reviewing the document you gave me at the breakfast, with our team and they have a few edits. Do you mind sending the document to me in word so I can have my team make those edits and we can further coordinate on this great project?

Additionally, do you mind advising on the below questions?

- In 1.2, my team was asking for clarification on what "offer tailored business opportunities" means.
- My team also wasn't sure what "international best practices" meant in 9.2(b). if you could please clarify that that would be great as well for them.

Thank you!

From: Saud Abdulla Al-Attiah <salattiyah@mof.gov.qa>
Sent: Wednesday, November 11, 2020 2:13 AM
To: McEntee, Zachary <Zachary.McEntee@treasury.gov>
Subject: Re: QAT-US dialogue

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Dear Zac,

Sure anytime my friend.

Sent from my iPad

On Nov 10, 2020, at 11:34 PM, Zachary.McEntee@treasury.gov wrote:

بريد إلكتروني خارجي: هذا البريد الإلكتروني مرسل من خارج وزارة المالية. لا تضغط على الروابط أو تفتح المرفقات ما لم تتعرف على المرسل وتتأكد من أمان المحتوى.

!Hi

Hope youre doing alright. When you have time tomorrow do you mind giving me a call? I just want to clarify one thing quickly.

!Thanks

<salattiyah@mof.gov.qa> Saud Abdulla Al-Attiyah :From
Wednesday, September 2, 2020 1:42 AM :Sent
<Zachary.McEntee@treasury.gov> McEntee, Zachary :To
; <mkhadija@mof.gov.qa> Mohamed Abu Khadija ; <hmalhajri@mof.gov.qa> Hamad Madi Al-Hajri :Cc
mhalthani@mofa.gov.qa
[WARNING: ATTACHMENT(S) MAY CONTAIN MALWARE]QAT-US dialogue :Subject

External email. Pay attention to suspicious links and attachments. Send suspicious email to :Caution **
** suspect@treasury.gov

,Dear Zac

.I hope all is well with you

I am writing to you regarding the upcoming Qatar-US strategic dialogue. There are a couple of things I would like to go over with you if possible

1. about Attached to this email is the letter of intent we sent your team a while ago (for review) announcing our intent to host an investment forum in the US in 2021, to be jointly organized by both a signing ceremony between Minister Al-Emadi is ok on your end, we would like to organize If all .sides and Secretary Mnuchin at the upcoming strategic dialogue. We think this is a good opportunity to make the announcement about the investment forum
2. establish a task force to start the forum, we would like to If all move forward with regards to the organization process. We are hoping to have the forum take place sometime in Q1 or Q2 2021 .(above (proposal attached
3. .For the joint statement, I am attaching MoF's part. Please let us know if you have any comments
4. Finally, we have put together a powerpoint presentation on how can Qatar expand its role in supporting US supply chain (attached)

with the above mentioned points, and don't hesitate to ask us any Please let us know how can we best move forward .questions. We look forward to hearing from you soon

!I am confident this version of the dialogue will be a huge success for us all

,See you soon

Saud Al-Attiyah

Saud Abdulla Al-Attiyah

Deputy Undersecretary for Economic Affairs
Assistant Undersecretary for Economic Affairs
+97444467366

<image003.png>

<image004.png>

<image005.png>

<image006.png>

<image002.png> <image001.png>

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**TERMS OF REFERENCE OF THE QATAR-US
INVESTMENT FORUM 2021 COORDINATING
COMMITTEE
(the “CO-ORDINATING COMMITTEE”)**

**[If needed, an Arabic Translation to be
included]**

Pursuant to the “Announcement of Intent” signed between the Government of the State of Qatar and the Government of the United States of America (collectively “the **Participants**” and individually the “**Participant**”) on 14 September 2020 the Participants hereby establish a Co-Ordinating Committee in order to:

- (I) facilitate all necessary arrangements for the Qatar-US Investment Forum 2021 to be hosted by the State of Qatar in Washington D.C., New York City or such other venue in the United States of America as the Participants may decide on a mutually agreeable date in 2021 (the “**Investment Forum**”);
- (II) to develop an action plan and deliverables-based timeline for the planning and implementation of all aspects of the Investment Forum; and
- (III) undertake, subject to receiving any necessary approvals from the relevant Participant, all necessary arrangements, for the successful overall delivery of the Investment Forum.

(1) Purpose

1.1 The purpose of the Co-Ordinating Committee is to provide strategic guidance to the Participants and to serve as an advisory body in respect of the successful planning and execution of the Investment Forum in order to:

- (a) promote and strengthen economic and strategic relations;
- (b) establish a mechanism to increase the volume of bilateral trade and investment;
- (c) enhance the chances of signing several trade

<p>and investment agreements;</p> <p>(d) establish an efficient platform for collective engagement with Qatari and US companies; and</p> <p>(e) promote sustainable economic growth between the State of Qatar and the United States of America.</p> <p>1.2 The Investment Forum is intended to offer tailored business opportunities in priority sectors including, but not limited to, the following sectors:</p> <p>(a) Services: Information and communication technology, financial and logistical services, aviation, sports and tourism; and</p> <p>(b) Manufacturing: Oil and Gas supply chain, chemicals and plastics, food processing, biomedicine and more.</p> <p>(2) <u>Term</u></p> <p>2.1 The Co-Ordinating Committee is established with effect from the date of this Terms of Reference and disbands [on the day after the Investment Forum concludes] unless disbanded earlier by either Participant providing written notice thereof to the other Participant. The Participants may jointly extend the duration of the Co-Ordinating Committee in writing.</p> <p>(3) <u>Composition</u></p> <p>3.1 The Co-Ordinating Committee is to be comprised of persons with relevant experience as to the planning and execution of high-profile international events such as the Investment Forum.</p> <p>3.2 The Co-Ordinating Committee is to be made up of 10 individuals appointed by each Participant and as each Participant may from time to time determine.</p> <p>3.3 Each Participant's appointees to the Co-Ordinating Committee are to be selected by the Participants in their absolute discretion from a</p>	
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range of relevant industries and disciplines that they deem necessary for the fulfillment of the Co-Ordinating Committee's objectives and responsibilities.

3.4 The names of each Participant's appointees to the Co-Ordinating Committee are to be notified to the other Participant in writing. The Participants may change their appointees to the Co-Ordinating Committee from time to time in their absolute discretion with [seven (7)] days' written notice to the other Participant.

3.5 Either Participant, upon notifying the other Participant, may invite such other individuals as they deem appropriate to attend and, if required, participate in meetings of the Co-Ordinating Committee.

(4) Chairman

4.1 The Secretary of the U.S. Treasury and Finance Minister of Qatar are to act as the Co-Chairmen of the Co-Ordinating Committee and the Chief of Staff of the U.S. Treasury and the Deputy Undersecretary for Economic Affairs of Qatar are to act as the Deputy Chairmen of the Co-Ordinating Committee.

(5) Quorum

5.1 The Co-Ordinating Committee is only to meet if at least 6 members appointed by each Participant are in attendance (of whom at least one must be [either] the Co-Chairman [or the Deputy Chairman] of each Participant).

5.2 A duly convened meeting of the Co-Ordinating Committee is competent to discuss, review and advise on all or any matters pertaining to the Investment Forum.

5.3 It is expected that all Co-Ordinating Committee members shall proactively contribute sufficient time, attention and expertise to the activities of the Co-Ordinating Committee.

(6) Frequency and Method of Meetings

6.1 The Co-Ordinating Committee is to meet on such

<p>dates and at such times as may be determined jointly by the Co-Chairmen to advise on the successful planning and implementation of the Investment Forum and to address any particular issues that may arise in connection therewith.</p> <p>6.2 Meetings of the Co-Ordinating may take place in person at a location specified jointly by the Co-Chairmen or may take place using such electronic means as may be appropriate.</p> <p>6.3 If such electronic means are used:</p> <ul style="list-style-type: none"> (a) any member of the Co-Ordinating Committee may participate in a meeting of the Co-Ordinating Committee through any form of electronic communication equipment, provided that all persons participating in the meeting are able to hear and speak with each other throughout such meeting; and (b) a person participating by using such electronic means is deemed to be in attendance person at the meeting. <p>(7) <u>Notice of Meetings</u></p> <p>7.1 Meetings of the Co-Ordinating Committee is to be notified to the members jointly by the Co-Chairmen.</p> <p>7.2 Notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, is to be forwarded to each Co-Ordinating Committee member (and any other person invited to attend) no less than [five (5)] days before the date of the meeting or such other notice period as the Co-Chairmen may decide.</p> <p>(8) <u>Minutes of Meetings</u></p> <p>8.1 The minutes of all meetings of the Co-Ordinating Committee, including recording the names of those present and in attendance and any actions arising, is to be circulated to all members within ten (10) days from the date of the meeting in question.</p> <p>(9) <u>Responsibilities</u></p>	
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<p>9.1 The responsibilities of the Co-Ordinating Committee members include:</p> <ul style="list-style-type: none"> (a) participate in duly convened meetings of the Co-Ordinating Committee; (b) proactively identify any challenges that may exist in respect of the Investment Forum and propose advice and recommendations to address such challenges; (c) assist in raising the profile of the Investment Forum on a local, regional and international level through public speaking engagements, professional work opportunities and outreach to their respective contact networks; (d) engage in periodic evaluation processes to help improve or enhance the overall effectiveness of the Investment Forum; and (e) carry out such other functions and responsibilities and provide such other advice in respect of the Investment Forum and/or the purposes or activities of the Co-Ordinating Committee as may be requested by the Chairman from time to time. <p>9.2 More specifically, the Co-Ordinating Committee is to seek to:</p> <ul style="list-style-type: none"> (a) assist the Participants in addressing any challenges encountered by them in arranging any aspects of the Investment Forum; (b) advise the Participants on international best practices and market developments that may be applicable or relevant to the Investment Forum; and (c) evaluate overall progress made by the Participants in achieving their strategic objectives for the Investment Forum. <p>(10) <u>Reporting Responsibilities</u></p> <p>10.1 If required by either Participant, the Co-Ordinating Committee is to produce and submit to the Participants a report describing the activities it may have carried out to facilitate the</p>	
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success of the Investment Forum and such other information as may be required.

(11) Authority

11.1 The Co-Ordinating Committee has no decision-making authority. Ultimate authority for the implementation of any arrangements for, or related to, the Investment Forum lies with the Participant that funds such arrangement, as appropriate.

11.2 These terms reflect a political commitment between the Participants and do not create legal rights or obligations under international or domestic law. The specific rights and obligations of the Participants with respect to any arrangements or undertakings, relating to any aspect of the Investment Forum are to be separately decided by the relevant Participant, as appropriate, in writing on a case-by-case basis.

(12) Costs

12.1 Each Participant is to bear its own costs that may arise from the preparation and implementation of these Terms of Reference, except as otherwise decided by the Participants.

(13) Other

13.1 These Terms of Reference may only be modified in a writing signed on behalf of the Participants by a duly authorized representative.

Signed on this ----- day of ----- 2021 in two originals in both Arabic and English languages.

For and on behalf of the Government of the State of Qatar by:

[]

For and on behalf of the Government of the United States of America by:

[]

**TERMS OF REFERENCE OF THE QATAR-US
INVESTMENT FORUM 2021 COORDINATING
COMMITTEE
(the “CO-ORDINATING COMMITTEE”)**

**[If needed, an Arabic Translation to be
included]**

Pursuant to the “Announcement of Intent” signed between the Government of the State of Qatar and the Government of the United States of America (collectively “the **Participants**” and individually the “**Participant**”) on 14 September 2020 the Participants hereby establish a Co-Ordinating Committee in order to:

- (I) facilitate all necessary arrangements for the Qatar-US Investment Forum 2021 to be hosted by the State of Qatar in Washington D.C., New York City or such other venue in the United States of America as the Participants may decide on a mutually agreeable date in 2021 (the “**Investment Forum**”);
- (II) to develop an action plan and deliverables-based timeline for the planning and implementation of all aspects of the Investment Forum; and
- (III) undertake, subject to receiving any necessary approvals from the relevant Participant, all necessary arrangements, for the successful overall delivery of the Investment Forum.

(1) Purpose

1.1 The purpose of the Co-Ordinating Committee is to provide strategic guidance to the Participants and to serve as an advisory body in respect of the successful planning and execution of the Investment Forum in order to:

- (a) promote and strengthen economic and strategic relations;
- (b) establish a mechanism to increase the volume of bilateral trade and investment;
- (c) enhance the chances of signing several trade

<p>and investment agreements;</p> <p>(d) establish an efficient platform for collective engagement with Qatari and US companies; and</p> <p>(e) promote sustainable economic growth between the State of Qatar and the United States of America.</p> <p>1.2 The Investment Forum is intended to offer tailored business opportunities in priority sectors including, but not limited to, the following sectors:</p> <p>(a) Services: Information and communication technology, financial and logistical services, aviation, sports and tourism; and</p> <p>(b) Manufacturing: Oil and Gas supply chain, chemicals and plastics, food processing, biomedicine and more.</p> <p>(2) <u>Term</u></p> <p>2.1 The Co-Ordinating Committee is established with effect from the date of this Terms of Reference and disbands [on the day after the Investment Forum concludes] unless disbanded earlier by either Participant providing written notice thereof to the other Participant. The Participants may jointly extend the duration of the Co-Ordinating Committee in writing.</p> <p>(3) <u>Composition</u></p> <p>3.1 The Co-Ordinating Committee is to be comprised of persons with relevant experience as to the planning and execution of high-profile international events such as the Investment Forum.</p> <p>3.2 The Co-Ordinating Committee is to be made up of 10 individuals appointed by each Participant and as each Participant may from time to time determine.</p> <p>3.3 Each Participant's appointees to the Co-Ordinating Committee are to be selected by the Participants in their absolute discretion from a</p>	
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range of relevant industries and disciplines that they deem necessary for the fulfillment of the Co-Ordinating Committee's objectives and responsibilities.

3.4 The names of each Participant's appointees to the Co-Ordinating Committee are to be notified to the other Participant in writing. The Participants may change their appointees to the Co-Ordinating Committee from time to time in their absolute discretion with [seven (7)] days' written notice to the other Participant.

3.5 Either Participant, upon notifying the other Participant, may invite such other individuals as they deem appropriate to attend and, if required, participate in meetings of the Co-Ordinating Committee.

(4) Chairman

4.1 The Secretary of the U.S. Treasury and Finance Minister of Qatar are to act as the Co-Chairmen of the Co-Ordinating Committee and the Chief of Staff of the U.S. Treasury and the Deputy Undersecretary for Economic Affairs of Qatar are to act as the Deputy Chairmen of the Co-Ordinating Committee.

(5) Quorum

5.1 The Co-Ordinating Committee is only to meet if at least 6 members appointed by each Participant are in attendance (of whom at least one must be [either] the Co-Chairman [or the Deputy Chairman] of each Participant).

5.2 A duly convened meeting of the Co-Ordinating Committee is competent to discuss, review and advise on all or any matters pertaining to the Investment Forum.

5.3 It is expected that all Co-Ordinating Committee members shall proactively contribute sufficient time, attention and expertise to the activities of the Co-Ordinating Committee.

(6) Frequency and Method of Meetings

6.1 The Co-Ordinating Committee is to meet on such

dates and at such times as may be determined jointly by the Co-Chairmen to advise on the successful planning and implementation of the Investment Forum and to address any particular issues that may arise in connection therewith.

6.2 Meetings of the Co-Ordinating may take place in person at a location specified jointly by the Co-Chairmen or may take place using such electronic means as may be appropriate.

6.3 If such electronic means are used:

- (a) any member of the Co-Ordinating Committee may participate in a meeting of the Co-Ordinating Committee through any form of electronic communication equipment, provided that all persons participating in the meeting are able to hear and speak with each other throughout such meeting; and
- (b) a person participating by using such electronic means is deemed to be in attendance person at the meeting.

(7) Notice of Meetings

7.1 Meetings of the Co-Ordinating Committee is to be notified to the members jointly by the Co-Chairmen.

7.2 Notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, is to be forwarded to each Co-Ordinating Committee member (and any other person invited to attend) no less than [five (5)] days before the date of the meeting or such other notice period as the Co-Chairmen may decide.

(8) Minutes of Meetings

8.1 The minutes of all meetings of the Co-Ordinating Committee, including recording the names of those present and in attendance and any actions arising, is to be circulated to all members within ten (10) days from the date of the meeting in question.

(9) Responsibilities

<p>9.1 The responsibilities of the Co-Ordinating Committee members include:</p> <ul style="list-style-type: none"> (a) participate in duly convened meetings of the Co-Ordinating Committee; (b) proactively identify any challenges that may exist in respect of the Investment Forum and propose advice and recommendations to address such challenges; (c) assist in raising the profile of the Investment Forum on a local, regional and international level through public speaking engagements, professional work opportunities and outreach to their respective contact networks; (d) engage in periodic evaluation processes to help improve or enhance the overall effectiveness of the Investment Forum; and (e) carry out such other functions and responsibilities and provide such other advice in respect of the Investment Forum and/or the purposes or activities of the Co-Ordinating Committee as may be requested by the Chairman from time to time. <p>9.2 More specifically, the Co-Ordinating Committee is to seek to:</p> <ul style="list-style-type: none"> (a) assist the Participants in addressing any challenges encountered by them in arranging any aspects of the Investment Forum; (b) advise the Participants on international best practices and market developments that may be applicable or relevant to the Investment Forum; and (c) evaluate overall progress made by the Participants in achieving their strategic objectives for the Investment Forum. <p>(10) <u>Reporting Responsibilities</u></p> <p>10.1 If required by either Participant, the Co-Ordinating Committee is to produce and submit to the Participants a report describing the activities it may have carried out to facilitate the</p>	
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success of the Investment Forum and such other information as may be required.

(11) Authority

11.1 The Co-Ordinating Committee has no decision-making authority. Ultimate authority for the implementation of any arrangements for, or related to, the Investment Forum lies with the Participant that funds such arrangement, as appropriate.

11.2 These terms reflect a political commitment between the Participants and do not create legal rights or obligations under international or domestic law. The specific rights and obligations of the Participants with respect to any arrangements or undertakings, relating to any aspect of the Investment Forum are to be separately decided by the relevant Participant, as appropriate, in writing on a case-by-case basis.

(12) Costs

12.1 Each Participant is to bear its own costs that may arise from the preparation and implementation of these Terms of Reference, except as otherwise decided by the Participants.

(13) Other

13.1 These Terms of Reference may only be modified in a writing signed on behalf of the Participants by a duly authorized representative.

Signed on this ----- day of ----- 2021 in two originals in both Arabic and English languages.

For and on behalf of the Government of the State of Qatar by:

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For and on behalf of the Government of the United States of America by:

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