



North American Energy Standards Board

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via email and posting

TO: NAESB Executive Committee (EC) Members, Annual Plan Coordinators and Posting For Interested Parties

FROM: Rae McQuade, Executive Director

RE: Kick Off Meeting Announcement for January 15, 2003

DATE: January 9, 2003

Dear NAESB Interested Parties,

A kick-off meeting conference call for the Annual Plan Subcommittee has been scheduled for January 15 from 10:00 am central to 11:00 am central. A draft agenda is shown below. Please call the office (713-356-0060) for call-in instructions if you would like to participate.

Jim Buccigross, as chair of the EC will preside over the meeting. The plans will be reviewed to determine if there are any items that would benefit from multi-quadrant attention in the near future. This, as with all NAESB meetings, is an open meeting. Please notify the NAESB Office (naesb@aol.com) by January 13 if you will be participating to ensure adequate lines are available.

We look forward to your attendance.

Best Regards,
Rae McQuade

DRAFT AGENDA

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|------------|----|---|
| 10:00 am C | 1. | Welcome <ul style="list-style-type: none">• Antitrust Guidelines• Welcome to attendees |
| | 2. | Review of 2003 Annual Plan Items To Determine if Multi-Quadrant activity is needed |
| | 3. | Planning activities for development of 2004 Quadrant Annual Plans |
| | 4. | Calendar of Meetings for 2003 |
| | 5. | Other Business |
| 11:00 am C | 6. | Adjourn |