



## North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: [naesb@aol.com](mailto:naesb@aol.com)

Home Page: [www.naesb.org](http://www.naesb.org)

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December 3, 2002

**TO: NAESB Contracts Subcommittee**

**FROM: Suzanne Calcagno (UBS Warburg Energy) & Keith Sappenfield (EnCana Corporation), Co-Chairs Contracts Subcommittee, Rae McQuade (NAESB Executive Director)**

**RE: Agenda for NAESB Contracts Subcommittee Conference Call – December 17, 2002**

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There is a conference call scheduled for Tuesday, December 17, 2002 to discuss possible work items to be included in a “credit annex” spreadsheet. The agenda for the call is provided below. Please contact the NAESB Office to confirm your interest in this meeting. Also, please feel free to call the NAESB office should you have any questions or comments. Conference calling number, password and conference leader information will be available by calling the NAESB Office at 713-356-0060. We look forward to your attendance at the Contracts Subcommittee conference call.

### **NORTH AMERICAN ENERGY STANDARDS BOARD CONTRACTS SUBCOMMITTEE CONFERENCE CALL**

**Tuesday, December 17, 2002 -- 1:00 p.m. to 3:00 p.m. Central  
DRAFT AGENDA**

- 1:00 p.m.
1. Welcome & Administrative Items
    - Antitrust Guidelines
    - Review and approved minutes for the November 18, 2002 conference call
    - Agenda Adoption
  2. Review and discuss items to be included in a “Credit Annex” spreadsheet
  3. Discuss and set dates times for face-to-face meeting in Houston, Texas
    - Tentatively scheduled for Tuesday, January 21, 2003, 9 a.m. to 5 p.m.
  4. Next Steps and Other Business
- 3:00 p.m.
5. Adjourn

***Work paper documents referenced for the 12-17-2002 Conference Call -- (posted on the NAESB Web Site – <http://www.naesb.org/contract.htm>):***

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