



## North American Energy Standards Board

1301 Fannin, Suite 2350, Houston, Texas 77002

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

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

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February 16, 2004

**TO:** NAESB Executive Committee and Interested Industry Participants  
**FROM:** Todd Oncken, NAESB Deputy Director  
**RE:** Executive Committee Meeting Agendas

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**NORTH AMERICAN ENERGY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING**  
**Hosted by NAESB – Houston, Texas**  
**February 24-26, 2004**

As announced at prior Executive Committee meetings, meeting announcements and in other communications, the Executive Committee (EC) will meet in Houston, Texas hosted by NAESB on February 24-26. Below are the meeting arrangements:

**Where:** Crowne Plaza Houston - Downtown Hotel  
1700 Smith Street  
Houston, TX 77002  
Phone: 713-739-8800

**Contact:** Veronica Thomason  
713-356-0060 (main number)

**WHEN:** Tuesday, February 24, 2004 -- 10:00 a.m. to 4:00 p.m. C – Wholesale Electric Quadrant  
Wednesday, February 25, 2004 – 9:00 a.m. to 10:00 a.m. C – Retail Gas Quadrant  
Wednesday, February 25, 2004 -- 10:00 a.m. to 3:00 p.m. C – RGQ/REQ EC Joint Session  
Wednesday, February 25, 2004 – 3:00 p.m. to 4:00 p.m. C – Retail Elec. Quad. (if necessary)  
Thursday, February 26, 2004 -- 9:00 a.m. to 4:00 p.m. C – Wholesale Gas Quadrant

Meeting arrangements are posted on the NAESB web site (<http://www.naesb.org/pdf/ec022404ma.pdf>). If you intend to attend the EC meetings, please RSVP to the NAESB office ([naesb@naesb.org](mailto:naesb@naesb.org)) by February 20, 2004.

If you plan to participate by conference call, please contact the NAESB Office (713-356-0060 or [naesb@naesb.org](mailto:naesb@naesb.org)) to obtain the calling number and pass code. Consistent with the conference calling policy, a \$50 per line charge will apply, unless: you are a government employee, trade association staff, consumer advocate, or your organization has already paid the flat fee for 2004. The meeting is open to any interested party.

The materials for the meeting will be emailed to the participants and posted on the web site shortly. As always, the chair reserves the right to extend the time of the meeting to ensure that agenda items are addressed. The times indicated on the agenda will be followed to ensure that agenda items are allotted appropriate time slots. Should an agenda item conclude earlier than its stated time slot, the remaining time can be allotted to other agenda items at the discretion of the chair.

Please feel free to call the NAESB office should you have any questions or comments.

Best Regards,  
*Todd Oncken*

cc: Rae McQuade, Executive Director



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## NORTH AMERICAN ENERGY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING Hosted by NAESB – Houston, Texas

**Tuesday, February 24, 2004 – 10:00 am to 4:00 pm Central**

### **WHOLESALE ELECTRIC QUADRANT (WEQ)**

#### **DRAFT AGENDA**

- 10:00 a.m.
1. Welcome
    - Antitrust Guidelines
    - Welcome to members and attendees
    - Introduction and Roll Call
  2. Wholesale Electric Quadrant Draft Agenda & Draft Minutes
    - Adoption of WEQ Agenda
    - Adoption of Draft Minutes
  3. Triage Recommendations
    - Request R04005
    - Request R04006
    - Request R04007
    - Request R04011
    - Request R03035 to the WGQ
  4. Subcommittee Updates
    - Business Practices Subcommittee
      - Inadvertent Interchange Payback Task Force
    - Information Technology Subcommittee
    - Electronic Scheduling Subcommittee
    - Glossary Subcommittee
    - Standards Review Subcommittee
    - Seams Subcommittee
    - Gas Electric Coordination Task Force
  5. JIC Meeting Summary
  6. Nominations and elections
    - BPS Chair
    - GECTF Chair
  7. New Business
    - Transition Issues - NERC Policies 3, 5, 9
    - ISO/RTO WEQ representation
    - Future Meetings
      - Joint with NERC MC March 24 in Nashville
      - NAESB Board March 18 in Houston
      - Next WEQ EC meeting May 4

4:00 p.m.

  8. Adjourn

*Attire – Business Casual*



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## NORTH AMERICAN ENERGY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING Hosted by NAESB – Houston, Texas

Wednesday, February 25, 2004 – 10:00 to 3:00 pm Central

### Joint Session of Retail Gas and Electric Quadrants

#### DRAFT AGENDA

- 10:00 am
1. Welcome
    - Antitrust guidelines
    - Welcome to members and attendees
    - Introduction and roll call
  2. Joint Retail Electric Quadrant & Retail Gas Quadrant Draft Agenda & Draft Minutes
    - Adoption of Joint Agenda
    - Adoption of Joint Draft Minutes
  3. Update on various NAESB activities
    - Other quadrant activities
    - Update on Managing Committee/Board vote on Gas Quality Standards development
    - NARUC meeting
    - Other activities
  4. Review and Modification of 2004 Annual Plans, as appropriate
  5. Approval of subcommittee mission statements
  6. Subcommittee reports
    - Customer Processes Subcommittee (CPS)
    - Supplier Utility Interface Subcommittee (SUIS)
    - Technical Electronic Interchange Subcommittee (TEIS)
    - Gas-Electric Coordination Task Force (GECTF)
  7. Discussion on need for subcommittee leadership
  8. Other Business
- 3:00 pm
9. Adjourn

*Attire – Business Casual*



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## **NORTH AMERICAN ENERGY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING Hosted by NAESB – Houston, Texas**

**Wednesday, February 25, 2004 – 9:00 to 10:00 am Central**

### **RETAIL GAS QUADRANT (RGQ) DRAFT AGENDA**

- |          |    |  |
|----------|----|--|
| 9:00 am  | 1. | Welcome <ul style="list-style-type: none"><li>• Antitrust guidelines</li><li>• Welcome to members and attendees</li><li>• Introduction and roll call</li></ul> |
|          | 2. | Quadrant Size: Discussion and possible vote  |
|          | 3. | Gas Practices Inventory Task Force   |
| 10:00 am | 4. | Adjourn  |

**Wednesday, February 25, 2004 – 3:00 to 4:00 pm Central (If Necessary)**

### **RETAIL ELECTRIC QUADRANT (REQ) DRAFT AGENDA**

- |         |    |  |
|---------|----|--|
| 3:00 pm | 1. | Welcome <ul style="list-style-type: none"><li>• Antitrust guidelines</li><li>• Welcome to members and attendees</li><li>• Introduction and roll call</li></ul> |
|         | 2. | To Be Determined   |
| 4:00 pm | 3. | Adjourn  |

*Attire – Business Casual*



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## NORTH AMERICAN ENERGY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING

Hosted by NAESB – Houston, Texas

Thursday, February 26, 2004 – 9:00 to 4:00 pm Central

### WHOLESALE GAS QUADRANT (WGQ)

#### DRAFT AGENDA

- 9:00 am
1. Welcome
    - Antitrust guidelines
    - Welcome to members and attendees
    - Introduction and roll call
  2. Wholesale Gas Quadrant Draft Agenda & Draft Minutes
    - Adoption of WGQ agenda
    - Adoption of draft minutes
  3. Triage Subcommittee Recommendations
    - Adoption of quadrant and subcommittee assignments for R03033, R03034, R03036, R04001, R04002, R04003, R04004, R04008, and R04010
    - Board of Directors action on R03035
  4. Review of Board Approved 2004 Annual Plan and Assignments
  5. Subcommittee and Task Force Updates and Review of 2004 Annual Plan
    - Business Practices Subcommittee
    - Contracts Subcommittee
    - EDM Subcommittee
    - Information Requirements Subcommittee
    - Technical and ANSI X12 Subcommittee
    - Interpretations Subcommittee
    - Gas and Electric Coordination Task Force (GECTF)
  6. New Business
    - Discussion on recent FERC Creditworthiness NOPR in RM04-4-000
    - Update on FERC Conference on Natural Gas Interchangeability
    - Next WGQ EC Meeting May 6
- 4:00 pm
7. Adjourn

*Attire – Business Casual*