

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting - WEQ, WGQ, REQ, RGQ Meeting Materials
February 18-20, 2003

North American Energy Standards Board

Executive Committee Meeting

Wholesale Electric Quadrant

Wholesale Gas Quadrant

Retail Electric Quadrant

Retail Gas Quadrant

February 18, 19 & 20, 2003

NORTH AMERICAN ENERGY STANDARDS BOARD
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February 18-20, 2003

1. Welcome and Opening Remarks

- The NAESB Office thanks Entergy and Mr. Ed Davis for hosting the February 18-20 Executive Committee meeting. The meeting arrangements are attached and were contained in the meeting announcement.

- For further assistance please reach:

Veronica Thomason at (713) 356 - 0060

- The officers presiding over the Executive Committee meeting are:

Jim Buccigross	- Chairman, presenting the WGQ
Steve Corneli	- WEQ Vice Chairman
Mike Novak	- RGQ Vice Chairman
Jim Minneman	- REQ Vice Chairman
Rae McQuade	- Executive Director and COO

- Transcripts will be available and can be ordered either during the meeting, or by contacting the NAESB office after the meeting for further information, 713-356-0060.

- To participate by phone, please call the NAESB Office (713-356-0060, naesb@aol.com) for conference calling information.



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

Home Page: www.naesb.org

February 5, 2003

TO: NAESB Executive Committee and Interested Industry Participants
FROM: Jim Buccigross, NAESB Executive Committee Chairman
Rae McQuade, NAESB Executive Director
RE: Executive Committee Meeting Agendas - February 18-20, 2003

NORTH AMERICAN ENERGY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING
Hosted by Entergy - Wyndham New Orleans, New Orleans, LA
February 18 - 20, 2003

As announced at the Executive Committee meeting and in other communications, the Executive Committee (EC) will meet at the Wyndham New Orleans hosted by Entergy on February 18 through 20. Below are the meeting arrangements:

WHERE: Wyndham New Orleans
Canal Place, 100 Rue Iberville, New Orleans, Louisiana 70130
phone: 504-566-7006.

WHEN: Tuesday, February 18, 2003 -- 9:00 a.m. to 4:00 p.m. - Wholesale Electric Quadrant
Wednesday, February 19, 2003 -- 8:00 a.m. to 11:00 a.m. - Retail Gas Quadrant
Wednesday, February 19, 2003 -- 11:30 a.m. to 1:30 p.m. - RGQ/REQ EC Joint Session
Wednesday, February 19, 2003 -- 2:00 p.m. to 5:00 p.m. - Retail Electric Quadrant
Thursday, February 20, 2003 -- 9:00 a.m. to 4:00 p.m. - Wholesale Gas Quadrant

For the Retail Gas and Retail Electric Quadrants, a joint session will be held on February 19 from 11:30 a.m. to 1:30 p.m. over a working lunch, to discuss common subcommittee activities across the two quadrants. To accommodate this joint session, the time allotments for the RGQ EC session will end one hour earlier than planned and REQ EC session will begin one hour later than planned.

The materials for the meeting will be emailed to the participants and posted on the web site shortly. Conference calling will be available for those unable to attend in person - please call the office for the dial-in number, pass code and conference leader. Entergy has arranged for a small room block at the Wyndham New Orleans Hotel. The rate is \$139.00 per night. The number for reservations is 504-566-7006. Please mention the North American Energy Standards Board when making the reservation. Should you need assistance with receiving discounted air travel for the meeting, please contact Campbell Travel at 800-501-2570, and identify yourself as an attendee to the NAESB EC February meeting. **For security purposes, please inform the NAESB office of your intent to attend this meeting (naesb@aol.com, 713-356-0060) by February 11, 2003.**

The meeting is open to any interested party. 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,
Rae McQuade

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1. Antitrust Guidelines

- The antitrust guidelines will be covered by Mr. Todd Oncken. The points are:
Antitrust guidelines direct meeting participants to avoid discussion of topics or behavior that would result in anti-competitive behavior including: restraint of trade and conspiracies to monopolize, unfair or deceptive business acts or practices, price discriminations, division of markets, allocation of production, imposition of boycotts, and exclusive dealing arrangements.



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**NORTH AMERICAN ENERGY STANDARDS BOARD
2003 EXECUTIVE COMMITTEE TERMS - Wholesale Gas Quadrant
As of February 5, 2003**

End User Segment		Term Ending
Diane McVicker	Sr. Principal Analyst, Salt River Project	Dec 31, 2005
Gary Hinners	Director of Natural Gas Regulatory Issues, Reliant Energy Services, Inc.	Dec 31, 2005
Kelly Daly	Partner, Morrison & Hecker, rep. Arizona Public Service Co.	Dec 31, 2004
Dona Gussow	Contracts Coordinator, Florida Power and Light	Dec 31, 2003
Tina Burnett	Natural Gas Operations Administrator, Boeing	Dec 31, 2003
Distribution Segment		
Rodger Schwecke	Senior Pipeline Products Projects Manager, Southern California Gas	Dec 31, 2005
Dolores Chezar	Director, Regulatory Policy, KeySpan Energy	Dec 31, 2005
Chris Maturo	Director, Operations Integration, NiSource, Inc.	Dec 31, 2004
Mike Novak	Assistant General Manager, National Fuel Gas Distribution	Dec 31, 2003
Steve Sullivan	Regulatory Manager of Gas Supply, Consolidated Edison of NY	Dec 31, 2003
Pipeline Segment		
Mark Gracey	Consultant - Transportation Services, Tennessee Gas Pipeline Co.	Dec 31, 2005
Bill Griffith	Director, Transmission & Storage, Colorado Interstate Gas Co.	Dec 31, 2005
Dale Davis	Consultant, Williams Gas Pipelines	Dec 31, 2004
Randy Young	Director Regulatory Compliance, Gulf South Pipeline	Dec 31, 2003
Kim Van Pelt	GISB Coordinator, CMS Panhandle Eastern Pipe Line	Dec 31, 2003
Producer Segment		
Jim Busch	Director of Energy Policy and Regulation, BP Energy Company	Dec 31, 2005
Paul Keeler	Managing Attorney, Marketing, Burlington Resources	Dec 31, 2005
Sheri Heslington	Dominion Exploration	Dec 31, 2004
Richard Smith	Director, Regulatory Affairs, ExxonMobil	Dec 31, 2003
V A C A N C Y	V A C A N C Y	Dec 31, 2003
Services Segment		
Suzanne Calcagno	Associate Director - Government and Regulatory Affairs, UBS Warburg Energy	Dec 31, 2005
V A C A N C Y	V A C A N C Y	Dec 31, 2005
Leigh Spangler	CEO, Latitude Technologies	Dec 31, 2004
Jim Buccigross	Vice President, 8760 Inc.	Dec 31, 2003
Keith Sappenfield	Director, Regulatory Compliance, EnCana Energy Services	Dec 31, 2003

OFFICERS: Jim Buccigross is 2003 chairman of the Executive Committee, Mike Novak is 2003 RGQ vice chairman; Jim Minneman is the 2003 REQ vice chairman, and Steve Corneli is the 2003 WEQ vice chairman.



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**NORTH AMERICAN ENERGY STANDARDS BOARD
2003 EXECUTIVE COMMITTEE TERMS - Retail Electric Quadrant
As of February 5, 2003**

Distribution Segment		Term Ending:
Ruth Kiselewich	Director Special Projects and Supplier Services, Baltimore Gas & Electric Company (MAAC NERC Region)	Dec 31, 2005
Terry Moran	Regulatory Issues Manager, PSEG (MAAC NERC Region)	Dec 31, 2005
William Newbold	Strategy Manager of Electric Choice Implementation Team, Detroit Edison (ECAR NERC Region)	Dec 31, 2004
Jonathan Kubler	Manager of Pricing and Rates, Georgia Power Company	Dec 31, 2004
End User Segment		Term Ending:
V A C A N C Y		Dec 31, 2005
Steve LaFond	Corporate Electricity Resources, Boeing Corporation	Dec 31, 2005
Barbara Alexander	Consumer Affairs Consultant, State of Maine Public Advocate	Dec 31, 2004
V A C A N C Y		Dec 31, 2004
Services Segment		Term Ending:
Jim Minneman	Director of Business Services, PPL Solutions LLC	Dec 31, 2005
Dick Brooks	Vice President Secure Systems and Products Strategy, Systrends, Inc	Dec 31, 2005
Rob Connell	Manager of Commercial Systems Applications, Electric Reliability Council of Texas	Dec 31, 2004
Mark S. Jarrett	Team Leader - Market Information and Analysis, Market Intelligence, Southern Company	Dec 31, 2004
Supplier Segment		Term Ending:
Bill Barkas	Manager of Retail State Government Relations, Dominion Retail, Inc.	Dec 31, 2005
Felecia Lokey	Director Retail Regulatory Affairs, North American, TXU Energy	Dec 31, 2005
V A C A N C Y		Dec 31, 2004
Heidi Schrab	Market Development Operations Manager, Green Mountain Energy Company	Dec 31, 2004



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**NORTH AMERICAN ENERGY STANDARDS BOARD
2003 EXECUTIVE COMMITTEE TERMS - Wholesale Electric Quadrant
As of February 5, 2003**

End User Segment		Term	Sub-Segment
John Hughes	Director Technical Affairs, Electricity Consumers Resource Council (ELCON)	12-31-2005	Large Industrial
David Meade	Manager Structured Power, Praxair, Inc.	12-31-2004	Large Industrial
Steve Sayuk	Manager Americas Supply, Power & Gas Services Group, ExxonMobil Power & Gas Services, Inc.	12-31-2004	End Use (Self Generation)
Randy Corbin	Assistant Director Analytical Services, Ohio Consumers' Counsel	12-31-2005	Commercial/Residential
Paul Jett	Manager of Electric System Operation Customer Choice Transition, Cinergy Services Inc.	12-31-2005	End Use (In other segments as well)
Lou Ann Westerfield	Policy Strategist, Idaho Public Utilities Commission, rep. National Association of Regulatory Utility Commissioners	12-31-2004	Regulators
Distribution/LSE Segment		Term	Sub-Segment
Thomas Ringenbach	Manager Business Standards, American Electric Power Service Corporation	12-31-2004	IOU
Jack Leonard	Director, Transmission Management, Exelon PECO Energy	12-31-2005	IOU
Patrick W. Frazier	Vice President of Energy Operations, American Municipal Power Ohio Inc.	12-31-2004	Muni/Coop
Daniel E. Cooper	Engineering Manager, Michigan Public Power Agency	12-31-2005	Muni/Coop
Syd Berwager	Senior Manager Policy Coordination and Project Management, Bonneville Power Administration/Power Business Line	12-31-2005	Other
V A C A N C Y	V A C A N C Y	12-31-2004	Competitive Retailer
Generation Segment		Term	Sub-Segment:
Bob Goss	Deputy Assistant Administrator of Power Resources, Southeastern Power Administration	12-31-2004	Fed/State/Prov.
Louis Oberski	Transmission Manager, Dominion Energy Marketing Inc.	12-31-2004	IOU
Tony Reed	Project Manager, Southern Company Generation and Energy Marketing	12-31-2005	IOU
Barry Green	Manager US Regulatory Affairs, Ontario Power Generation	12-31-2004	Merchant
Steven B. Corneli	Director of Regulatory Affairs, NRG Power Marketing Inc.	12-31-2005	Merchant
William J. Gallagher	General Manager of Vermont Public Power Supply Authority	12-31-2005	Muni/Coop
Marketer/Broker Segment		Term	Sub-Segment:
Gary L. Jackson	Senior Manager External Markets and Policy, Tennessee Valley Authority Bulk Power Trading	12-31-2005	Fed/State/Prov
Joel Dison	Project Manager, Southern Company Generation	12-31-2005	IOU Affiliated



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	and Energy Marketing		
Clay A. Norris	Division Director, Planning, North Carolina Municipal Power Agency #1	12-31-2004	Muni/Coop
Charles Yeung	Director of Business Standards, Reliant Resources	12-31-2004	Not IOU Affiliated
Alan Johnson	Senior Policy Analyst, Mirant	12-31-2005	Not IOU Affiliated
Michael F. Gildea	Director of Regulatory Policy, Duke Energy North America	12-31-2004	IOU Affiliated

Transmission Segment		Term	Sub-Segment:
Steven C. Cobb	Manager Grid Access and Scheduling Services, Salt River Project	12-31-2004	Fed/State/Prov.
Darrell Gerrard	Vice President Transmission Systems, PacifiCorp	12-31-2004	IOU
John E. Lucas	Manager, Transmission Services, Southern Company	12-31-2005	IOU
Mary Ellen Paravalos	Manager ITC Development, National Grid USA	12-31-2005	ITC
Dan Klempel	Director Transmission Regulatory Compliance, Basin Electric Power Cooperative	12-31-2005	Muni/Coop
Julie Voeck	Manager Strategic Policy and Planning, American Transmission Company	12-31-2004	ITC



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NORTH AMERICAN ENERGY STANDARDS BOARD 2003 EXECUTIVE COMMITTEE TERMS - Retail Gas Quadrant

As of February 4, 2003

DISTRIBUTORS SEGMENT		TERM END:
Nancy Cianflone	Director, Marketing Services Area, KeySpan Energy	Dec 31, 2003
Joseph M. Jansen	Manager Supplier Regulations, Public Service Electric and Gas Company	Dec 31, 2003
Leslie H. Nishida	Gas Federal Regulatory Supervisor, Wisconsin Public Service Corporation	Dec 31, 2003
Michael Novak	Assistant General Manager, National Fuel Gas Distribution Corporation	Dec 31, 2004
William Oppenheim	Manager, Asset Optimization, PECO Energy	Dec 31, 2004
Steven M. Zavodnick	Senior Engineer Gas Operations, Baltimore Gas and Electric Company	Dec 31, 2003
END USERS SEGMENT		TERM END:
Bruce M. Hayes	Senior Regulatory Analyst, Ohio Consumers' Counsel	Dec 31, 2004
V A C A N C Y		Dec 31, 2003/4
V A C A N C Y		Dec 31, 2003/4
V A C A N C Y		Dec 31, 2003/4
V A C A N C Y		Dec 31, 2003/4
V A C A N C Y		Dec 31, 2002
SERVICE PROVIDERS SEGMENT		TERM END:
Rod Sipe	President, New Science Partners	Dec 31, 2004
V A C A N C Y		Dec 31, 2003/4
V A C A N C Y		Dec 31, 2003/4
V A C A N C Y		Dec 31, 2003/4
V A C A N C Y		Dec 31, 2003/4
V A C A N C Y		Dec 31, 2002
SUPPLIER SEGMENT		TERM END:
Suzanne Calcagno	Associate Director, Government & Regulatory Affairs, UBS Warburg Energy, LLC	Dec 31, 2003
Barbara A. Fatina	Vice President, Exelon Energy	Dec 31, 2004
Marcy McCain	Project Manager - Regulatory Affairs, Duke Energy Gas Transmission, LLP	Dec 31, 2003
Richard Zollars	Director, Data and Information, Dominion Retail, Inc.	Dec 31, 2004
V A C A N C Y		Dec 31, 2003/4
V A C A N C Y		Dec 31, 2002

**NAESB Executive Committee Subcommittee Leadership
As of February 12, 2003**

Name	Seg	Company	Email	Phone	Fax
Wholesale Gas Quadrant					
Triage:					
Kim Van Pelt	pl	CMS Panhandle Eastern Pipe Line Co.	kvanpelt@cmsenergy.com	713-989-7354	713-989-1121
Mike Novak	l	National Fuel Gas Distribution	novakm@natfuel.com	716-857-7884	716-857-7687
Tina Burnett	e	Boeing Co.	tina.m.burnett@boeing.com	206-544-5752	206-544-5245
Keith Sappenfield	s	EnCana Corporation	keith.sappenfield@encana.com	832-204-1247	713-952-3617
Sheri Heslington	p	Dominion Exploration & Production, Inc.	sheri_j_heslington@dom.com	801-463-1390	801-463-9443
Alternates:					
Randy Young	pl	Gulf South Pipeline Company, LP	randy.young@gulfsouthpl.com	713-544-4715	713-544-6257
Dolores Chezar	l	KeySpan Energy	dchezar@keyspanenergy.com	718-403-2927	718-246-2927
Bill Hebenstreit	e	El Paso Merchant Energy, LP	hebenstreit.bill@epenergy.com	713-420-3474	713-420-7577
Jim Buccigross	s	8760 Inc.	jhb@8760.com	508-238-0345	508-238-0858
NONE LISTED	p				
Business Practices:					
Kim Van Pelt	pl	CMS Panhandle Eastern Pipe Line Co.	kvanpelt@cmsenergy.com	713-989-7354	713-989-1121
Mike Novak	l	National Fuel Gas Distribution	novakm@natfuel.com	716-857-7884	716-857-7687
Tina Burnett	e	Boeing Co.	tina.m.burnett@boeing.com	206-544-5752	206-544-5245
Keith Sappenfield	s	EnCana Corporation	keith.sappenfield@encana.com	832-204-1247	713-952-3617
Sheri Heslington	p	Dominion Exploration & Production, Inc.	sheri_j_heslington@dom.com	801-463-1390	801-463-9443
Contracts:					
Suzanne Calcagno	s	UBS Warburg Energy	suzanne.calcagno@ubswenergy.com	713-584-4880	713-584-2138
Keith Sappenfield	s	EnCana Energy Services	keith.sappenfield@encana.com	832-204-1247	713-952-3617
EDM:					
Carl Caldwell	s	CGI	carl.caldwell@cgiusa.com	713-868-5537 x1134	281-360-0301
Dick Brooks	s	Systrends, Inc.	dick@systrends.com	480-756-6777	240-352-0714
Leigh Spangler	s	Latitude Technologies, Inc.	lspangler@latitudetech.net	972-747-1983	972-747-8067
Christopher Burden	pl	Williams Gas Pipeline	christopher.burden@williams.com	713-503-0493	713-215-3946
IR:					
Dale Davis	pl	Williams Gas Pipeline	dale.m.davis@williams.com	713-215-2396	713-215-3946
Technical:					

**NAESB Executive Committee Subcommittee Leadership
As of February 12, 2003**

Name	Seg	Company	Email	Phone	Fax
Kim Van Pelt	pl	CMS Panhandle Pipe Line Companies	kvanpelt@cmsenergy.com	713-989-7354	713-989-1121
Annual Plan Subcommittee:					
Randy Young	pl	Gulf South Pipeline Company, LP	randy.young@gulfsouthpl.com	713-544-4715	713-544-6257
Iris King	pl	Dominion Transmission, Inc.	iris_g_king@dom.com	304-627-3213	304-627-3530
Sheri Heslington	p	Dominion Exploration & Production, Inc.	sheri_j_heslington@dom.com	801-463-1390	801-463-9443
Dolores Chezar (vice chair)	l	KeySpan Energy	dchezar@keyspanenergy.com	718-403-2987	718-246-2927
Rodger Schwecke	l	Southern California Gas Company	rschwecke@socalgas.com	213-244-5573	213-244-8449
Jim Buccigross	s	8760 Inc.	jhb@8760.com	508-238-0345	508-238-0858
NONE LISTED	e				
Retail Electric Quadrant					
Triage:					
Heidi Schrab	su	Green Mountain Energy Company	heidi.schrab@greenmountain.com	512-691-6104	512-691-6151
Barbara Alexander	e	Maine Office of Public Advocate	barbalex@ctel.net	207-395-4143	207-395-4143
Ruth Kiselewich	d	Baltimore Gas & Electric Co.	ruth.c.kiselewich@bge.com	410-265-4003	410-265-4696
Rob Connell	s	Electric Reliability Council of Texas	rconnell@ercot.com	512-248-3963	512-248-3963
Alternates:					
Theresa Hess	su	Reliant Energy Retail Services	thess@reliant.com	713-207-7106	713-207-0399
Jim Minneman	s	PPL Solutions	jmminneman@pplweb.com	610-774-5774	610-774-7229
Terry Moran	d	Public Service Electric & Gas Co.	terrence.moran@pseg.com	973-430-7105	973-624-4107
Steve LaFond	e	Boeing	steven.c.lafond@boeing.com	206-544-0583	
Customer Processes Subcommittee:					
Walt Fenoglio	su	TXU Energy	walt.fenoglio@txu.com	214-812-3115	214-812-5014
Rick Alston		Old Dominion Electric Cooperative	ralston@odec.com	804-968-4051	804-747-5742
Felecia Lokey	su	TXU Energy Retail	felecia.lokey@txu.com	214-812-8896	214-812-5014
Supplier-Utility Interface Subcommittee:					
Bill Newbold	d	Detroit Edison Company	newboldw@dteenergy.com	313-235-7895	
Technical Electronic Implementation Subcommittee:					
Dick Brooks	s	Systrends, Inc.	dick@systrends.com	480-756-6777	240-352-0714
Annual Plan Subcommittee:					
Theresa Hess (vice chair)	su	Reliant Energy Retail Services	thess@reliant.com	713-207-7106	713-207-0399

**NAESB Executive Committee Subcommittee Leadership
As of February 12, 2003**

Name	Seg	Company	Email	Phone	Fax
Jim Minneman	s	PPL Solutions	jmminneman@pplweb.com	610-774-5774	610-774-7229
Terry Moran	d	Public Service Electric & Gas Co.	terrence.moran@pseg.com	973-430-7105	973-624-4107
Steve LaFond	e	Boeing	steven.c.lafond@boeing.com	206-544-0583	
Wholesale Electric Quadrant					
Triage:					
Jack Leonard	d	PECO Energy Company	jack.leonard@peco-energy.com	215-841-4879	215-841-4234
Barry Green	g	Ontario Power Generation	barry.green@opg.com	416-592-7883	416-592-8519
Mike Gildea	m	Duke Energy North America, LLC	mfgildea@duke-energy.com	713-598-5082	713-627-6566
John Hughes	e	Electricity Consumers Resource Council	jhughes@elcon.org	202-682-1390	202-289-6370
Darrell Gerrard	t	PacifiCorp	darrell.gerrard@pacificorp.com	503-813-6994	
Alternates:					
Daniel Cooper	d	Michigan Public Power Agency	dcooper@mpower.org	517-232-8919 x114	517-323-8373
Bob Goss	g	Southeastern Power Administration	bobg@sepa.doe.gov	706-213-3860	706-213-3884
Joel Dison	m	Southern Company Services	jjdison@southernco.com	205-257-6481	205-257-6824
Steve Sayuk	e	ExxonMobil Gas Marketing	steve.m.sayuk@exxonmobil.com	713-656-3203	713-656-7343
Mary Ellen Paravalos	t	National Grid USA	mary.ellen.paravalos@us.ngrid.com	508-389-3233	508-389-3129
Market Standard Subcommittee:					
Mike Gildea	m	Duke Energy North America	mfgildea@duke-energy.com	713-598-5082	713-627-6566
Barry Lawson	e	National Rural Electric Cooperative Assoc.	barry.lawson@nreca.org	703-907-5781	703-907-5517
Standards Review Subcommittee:					
Charles Yeung	m	Reliant Energy Services, Inc.	cyeung@reliant.com	713-207-2935	713-207-9256
Market Operations Subcommittee:					
Mary Ellen Paravalos	d	US National Grid	mary.ellen.paravalos@us.ngrid.com	508-389-3233	508-389-3129
Lou Oberski		Dominion Energy Marketing, Inc.	lou_oberski@dom.com	804-273-4064	804-273-2927
Inadvertent Interchange Payback Task Force:					
Bob Goss	g	Southeastern Power Administration	bobg@sepa.doe.gov	706-213-3860	706-283-1787
Robert Blohm		Economist – JIITF (NERC)	rb112@columbia.edu	609-585-5451	
Joe Hopf		Ameren Energy, Inc.	jhopf@amerenenergy.com	314-613-9078	
Electric Trading Task Force:					
Tony Reed		Southern Company Generation and	tareed@southernco.com	205-257-7766	205-257-6824

**NAESB Executive Committee Subcommittee Leadership
As of February 12, 2003**

Name	Seg	Company	Email	Phone	Fax
		Energy Marketing			
Bob Schwermann		SMUD	bschwer@smud.org	916-732-5519	
Robert Harshbarger	t	Puget Sound Energy	robert.harshbarger@pse.com	425-462-3348	206-604-3251
Contracts:					
Joel Dison	m	Southern Company Services	jjdison@southernco.com	205-257-6481	205-257-6824
Alan Johnson	m	Mirant	alan.r.johnson@mirant.com	678-579-3108	678-579-7726
Keith Sappenfield	s	EnCana Corporation	keith.sappenfield@encana.com	832-204-1247	713-952-3617
Funds Transfer Agent Agreement Task Force:					
Keith Sappenfield	s	EnCana Energy Services	keith.sappenfield@encana.com	832-204-1247	713-952-3617
Amy Gasca		AmPro Energy	agasca@amproenergy.com		
Master Service Agreement Task Force:					
John Crespo	t	American Electric Power	jccrespo@aep.com		
Melissa Lauderdale		EEI	mlauderdale@eei.com		
Steven Bunkin		Goldman, Sachs & Co.	steven.bunkin@gs.com	212-902-0952	212-428-3675
Annual Plan Subcommittee:					
John Hughes	e	Electricity Consumers Resource Council	jhughes@elcon.org	202-682-1390	202-289-6370
Randy Corbin	e	Ohio Consumers Counsel	corbin@occ.state.oh.us	614-466-9469	614-466-9475
Ed Thompson	d	Consolidated Edison	thompsonedwin@coned.com	212-460-8199	212-673-0649
Thomas Ringenbach	d	American Electric Power	tjringenbach@aep.com	614-883-7542	614-883-7725
Syd Berwager	d	Bonneville Power Administration	sdberwager@bpa.gov	503-230-5657	503-230-7463
Tony Reed	g	Southern Company Services	tareed@southernco.com	205-257-7766	205-257-5858
Steven Corneli	g	NRG Power Marketing Inc.	steve.corneli@nrgenergy.com	612-313-8928	612-492-8301
Brian Evans-Mongeon	g	Vermont Public Power Supply Authority	bemongeon@vppsa.com	802-244-7678 x232	802-244-6889
Charles Yeung	m	Reliant Energy Services, Inc.	cyeung@reliant.com	713-207-2935	713-207-9256
Alan Johnson	m	Mirant Americas Energy Marketing	alan.r.johnson@mirant.com	678-579-3108	678-579-5760
Gary Jackson	m	Tennessee Valley Authority	gljackson2@tva.gov	423-751-2593	423-751-3529
Steven Cobb	t	Salt River Project	sccobb@srpnet.com	602-236-3965	602-236-3808
Ed Davis (vice chair)	t	Entergy Services Inc.	edavis@entergy.com	504-310-5884	504-310-5877
Barbara Rehman	t	Bonneville Power Administration	bmrehman@bpa.gov	360-418-8079	360-418-8207

**NAESB Executive Committee Subcommittee Leadership
As of February 12, 2003**

Name	Seg	Company	Email	Phone	Fax
Retail Gas Quadrant					
Triage:					
Rod Sipe	s	New Science Partners	rod.sipe@enform.com	713-350-1014	713-438-1000
Bruce Hayes	e	Ohio Consumers Counsel	hayes@occ.state.oh.us	614-387-2964	614-466-9475
Suzanne Calcagno	su	UBS Warburg Energy	suzanne.calcagno@ubswenergy.com	713-584-4880	713-584-2138
Nancy Cianflone	d	KeySpan Energy Delivery	ncianflone@keyspanenergy.com	718-403-2505	718-596-7802
Alternates:					
Marcy McCain	su	Duke Energy – Algonquin	mlmccain@duke-energy.com	713-627-4738	713-627-5947
Steve Zavodnick	d	Baltimore Gas & Electric	steven.m.zavodnick@bge.com	410-291-4908	410-291-5104
Customer Processes Subcommittee:					
Bill Oppenheim	d	Peco Energy Company	william.oppenheim@peco-energy.com	610-832-6414	610-832-6499
Barb Fatina		Exelon Energy	barb.fatina@exeloncorp.com	708-236-7900	708-236-7902
Supplier-Utility Interface Subcommittee:					
Suzanne Calcagno	su	UBS Warburg Energy	suzanne.calcagno@ubswenergy.com	713-584-4880	713-584-2138
Technical Electronic Implementation Subcommittee:					
Rod Sipe	s	New Science Partners	rod.sipe@enform.com	713-350-1014	713-438-1000
George Behr	s	Energy Services Group, Inc.	gbeh@energyservicesgroup.net	717-975-1927	801-991-7614
Annual Plan Subcommittee:					
Steve Zavodnick (vice chair)	d	Baltimore Gas & Electric	steven.m.zavodnick@bge.com	410-291-4908	410-291-5104
Marcy McCain	su	Duke Energy – Algonquin	mlmccain@duke-energy.com	713-627-4738	713-627-5947
Gas Practices Inventory Task Force:					
Bruce Hayes	e	Ohio Consumers Counsel	hayes@occ.state.oh.us	614-387-2964	614-466-9475
Ken Yagelski	d	Washington Gas	kyagelski@washgas.com	703-750-4413	703-750-5553



North American Energy Standards Board

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North American Energy Standards Board Draft 2003 Calendar of Board and Executive Committee Meetings

Month	Day	Date	Time (Local Time)	Meeting/Event	Location/Sponsor
February	Tue	18	9:00 am – 4:00 pm	Executive Committee Meeting – WEQ	Entergy/New Orleans
	Wed	19	8:00 am – 5:00 pm	Executive Committee Meeting – RGQ, REQ	
	Thu	20	9:00 am – 4:00 pm	Executive Committee Meeting – WGQ	
March	Thu	20	8:00 am - Noon	Board Meeting	AGA/Washington, D.C.
April	Tue	8	9:00 am – 4:00 pm	Executive Committee Meeting – WEQ	FPL/Ft. Lauderdale, FL
	Wed	9	9:00 am – 4:00 pm	Executive Committee Meeting – WGQ	
	Thu	10	8:00 am – 5:00 pm	Executive Committee Meeting – RGQ, REQ	
June	Tue	3	9:00 am – 4:00 pm	Executive Committee Meeting – WEQ	AGA/Washington, D.C.
	Wed	4	8:00 am – 5:00 pm	Executive Committee Meeting – RGQ, REQ	
	Thu	5	9:00 am – 4:00 pm	Executive Committee Meeting – WGQ	
June	Thu	26	8:00 am - Noon	Board Meeting	Houston, TX
August	Tue	5	9:00 am – 4:00 pm	Executive Committee Meeting – WEQ	PECO/Philadelphia, PA
	Wed	6	9:00 am – 4:00 pm	Executive Committee Meeting – WGQ	
	Thu	7	8:00 am – 5:00 pm	Executive Committee Meeting – REQ, RGQ	
September	Tue	16		Annual Meeting	
	Wed	17		Annual Meeting	
	Thu	18	8:00 am - Noon	Board Meeting	
October	Tue	7	9:00 am – 4:00 pm	Executive Committee Meeting – WEQ	Systrends/Tempe, AZ
	Wed	8	8:00 am – 5:00 pm	Executive Committee Meeting – REQ, RGQ	
	Thu	9	9:00 am – 4:00 pm	Executive Committee Meeting – WGQ	
December	Thu	4	8:00 am - Noon	Board Meeting	



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	Tue	9	9:00 am – 4:00 pm	Executive Committee Meeting – WEQ	
	Wed	10	9:00 am – 4:00 pm	Executive Committee Meeting – WGQ	
	Thu	11	8:00 am – 5:00 pm	Executive Committee Meeting – REQ, RGQ	



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North American Energy Standards Board Document Availability and Due Dates Supporting Board and Executive Committee Meetings

Month	Date	Day	Deliverable Date	Meeting/Supporting Materials
February	18	Tue		Executive Committee Meeting - WEQ
	19	Wed		Executive Committee Meeting - RGQ, REQ
	20	Thu		Executive Committee Meeting - WGQ
			December 19	Recommendations on Proposed Standards Due from Subcommittees
			December 20	Recommendations on Proposed Standards Distributed for Comment from Office
			January 27	EC Agendas From EC Chair and Vice Chairs, Distributed by Office Same Day
			January 30	Triage Call to address new requests
			January 31	Joint EC Call to address new requests
			January 31	Industry Comments Due in Recommendations on Proposed Standards
		January 31	Deadline for any work papers to be included in EC Book	
		February 3	EC Book Prepared and Electronically Distributed	
March	20	Thu		Board Meeting
			February 20	Board Agenda Prepared with Chairman and Distributed by Office
			March 3	Board Book Prepared and Electronically Distributed by Office
April	8	Tue		Executive Committee Meeting - WEQ
	9	Wed		Executive Committee Meeting - WGQ
	10	Thu		Executive Committee Meeting - RGQ, REQ
			February 21	Recommendations on Proposed Standards Due from Subcommittees
			February 24	Recommendations on Proposed Standards Distributed for Comment from Office



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Month	Date	Day	Deliverable Date	Meeting/Supporting Materials
			March 17	EC Agendas From EC Chair and Vice Chairs, Distributed by Office Same Day
			March 20	Triage Call to address new requests
			March 21	Joint EC Call to address new requests
			March 21	Industry Comments Due in Recommendations on Proposed Standards
			March 21	Deadline for any work papers to be included in EC Book
			March 24	EC Book Prepared and Electronically Distributed
June	3	Tue		Executive Committee Meeting - WEQ
	4	Wed		Executive Committee Meeting - RGQ, REQ
	5	Thu		Executive Committee Meeting - WGQ
			April 16	Recommendations on Proposed Standards Due from Subcommittees
			April 17	Recommendations on Proposed Standards Distributed for Comment from Office
			May 9	EC Agendas From EC Chair and Vice Chairs, Distributed by Office Same Day
			May 15	Triage Call to address new requests
			May 16	Joint EC Call to address new requests
			May 16	Industry Comments Due in Recommendations on Proposed Standards
			May 16	Deadline for any work papers to be included in EC Book
			May 19	EC Book Prepared and Electronically Distributed
June	26	Thu		Board Meeting
			May 22	Board Agenda Prepared with Chairman and Distributed by Office
			June 9	Board Book Prepared and Electronically Distributed by Office



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Month	Date	Day	Deliverable Date	Meeting/Supporting Materials
August	5	Tue		Executive Committee Meeting - WEQ
	6	Wed		Executive Committee Meeting - WGQ
	7	Thu		Executive Committee Meeting - REQ, RGQ
			June 18	Recommendations on Proposed Standards Due from Subcommittees
			June 19	Recommendations on Proposed Standards Distributed for Comment from Office
			July 7	EC Agendas From EC Chair and Vice Chairs, Distributed by Office Same Day
			July 17	Triage Call to address new requests
			July 18	Joint EC Call to address new requests
			July 18	Industry Comments Due in Recommendations on Proposed Standards
		July 18	Deadline for any work papers to be included in EC Book	
		July 21	EC Book Prepared and Electronically Distributed	
September	16	Tue		Annual Meeting
	17	Wed		Annual Meeting
September	18	Thu		Board Meeting
			August 15	Board Agenda Prepared with Chairman and Distributed by Office
			September 2	Board Book Prepared and Electronically Distributed by Office
October	7	Tue		Executive Committee Meeting - WEQ
	8	Wed		Executive Committee Meeting - REQ, RGQ



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Month	Date	Day	Deliverable Date	Meeting/Supporting Materials
	9	Thu		Executive Committee Meeting - WGQ
			August 19	Recommendations on Proposed Standards Due from Subcommittees
			August 20	Recommendations on Proposed Standards Distributed for Comment from Office
			September 8	EC Agendas From EC Chair and Vice Chairs, Distributed by Office Same Day
			September 18	Triage Call to address new requests
			September 19	Joint EC Call to address new requests
			September 19	Industry Comments Due in Recommendations on Proposed Standards
			September 19	Deadline for any work papers to be included in EC Book
			September 22	EC Book Prepared and Electronically Distributed
December	4	Thu		Board Meeting
			November 4	Board Agenda Prepared with Chairman and Distributed by Office
			November 19	Board Book Prepared and Electronically Distributed by Office
December	9	Tue		Executive Committee Meeting - WEQ
	10	Wed		Executive Committee Meeting - WGQ
	11	Thu		Executive Committee Meeting - REQ, RGQ
			October 21	Recommendations on Proposed Standards Due from Subcommittees
			October 22	Recommendations on Proposed Standards Distributed for Comment from Office
			November 10	EC Agendas From EC Chair and Vice Chairs, Distributed by Office Same Day
			November 20	Triage Call to address new requests
			November 21	Joint EC Call to address new requests



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North American Energy Standards Board Document Availability and Due Dates Supporting Board and Executive Committee Meetings

Month	Date	Day	Deliverable Date	Meeting/Supporting Materials
			November 21	Industry Comments Due in Recommendations on Proposed Standards
			November 21	Deadline for any work papers to be included in EC Book
			November 24	EC Book Prepared and Electronically Distributed

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting - WEQ, WGQ, REQ, RGQ Meeting Materials
February 18-20, 2003

2. Triage Report and EC 2-7-03 Conference Call



North American Energy Standards Board

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February 3, 2003

TO: NAESB Triage Subcommittee: Kim Van Pelt, Mike Novak, Tina Burnett, Keith Sappenfield, Sheri Heslington, Heidi Schrab, Barbara Alexander, Ruth Kiselewich, Rob Connell, Jack Leonard, Barry Green, Mike Gildea, John Hughes, Darrell Gerrard, Rod Sipe, Bruce Hayes, Suzanne Calcagno, Nancy Cianflone

Requesters: William Griffith, Mike Novak

CC: All NAESB EC Members

FROM: Rae McQuade, Executive Director

RE: Triage Subcommittee Results – January 31, 2003

**NORTH AMERICAN ENERGY STANDARDS BOARD
TRIAGE SUBCOMMITTEE RESULTS OF CONFERENCE CALL
January 31, 2003**

1. Administrative

Mr. Buccigross welcomed the attendees, took a roll call by segment, and gave the antitrust advice. It was noted that, because there was not a quorum, the requests would need to go out for notational vote. Ms. Van Pelt moved, seconded by Mr. Zavodnick, to adopt the agenda. The agenda was accepted as written, with no objections.

2. New Requests

R03001

Request: Request two new data elements be added to the Request for Confirmation, Confirmation Response and Scheduled Quantity for Operator. The new data elements would be used at the same level as the Location Data and would be used to define a limit on the total amount of capacity that could be confirmed as delivery or receipt. This limit process is necessary to handle the instance when service requestors nominate transactions for both forwardhaul and displacement transactions. Because displacement transactions have the effect of increasing the total amount of forwardhaul capacity that can be scheduled, if the displacement transactions are reduced during the confirmation process, the remaining forwardhaul transactions may exceed the operational capacity. The proposed data elements would be used in the same manner as existing confirmation quantities so that, in the event of a mismatch during confirmations, the lesser-of rule would apply. The requester believes that this function could be accomplished on a Mutually Agreeable basis via EDI/EDM through the creation of new data elements.

Discussion: Mr. Griffith reviewed the request submitted by El Paso Western Pipelines. There was no discussion.

Triage Recommendation: Ms. Van Pelt moved, seconded by Mr. Zavodnick, to find R03001 within NAESB scope. The motion passed without objection.



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R03002

Request: Review NAESB WGQ Version 1.6 Standards Booklets and Implementation Guides to remove references to actions and dates that have already passed (e.g. 1.1.6, 1.1.8, 1.3.32, 1.3.78, 2.1.5, 4.3.1, 4.3.2 and 7.3.25). Modifications to standards should maintain the intent and usage of the standards, however, recommendations to delete Standards, where appropriate, are a potential outcome.

Discussion: Mr. Novak reviewed the request submitted by National Fuel Gas Distribution Corporation. There was no discussion.

Triage Recommendation: Mr. Zavodnick moved, seconded by Ms. Van Pelt, to find R03002 within NAESB scope. The motion passed without objection.

Triage Disposition of R03001 & R03002

Ms. Hess moved, seconded by Mr. Zavodnick, to assign R03001 and R03002 to the Wholesale Gas Quadrant. The motion passed without objection.

Ms. Van Pelt moved, seconded by Mr. Novak, to assign R03001 to the WGQ BPS to be addressed in normal course of business. The motion passed without objection.

Ms. Van Pelt moved, seconded by Mr. Novak, to assign R03002 to the WGQ BPS to be handled in the normal course of business. The motion passed without objection.

3. Adjourn

Mr. Novak moved, seconded by Ms. Van Pelt, to adjourn the meeting at 2:32 p.m.



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4. Meeting Attendees:

Triage Members:

Wholesale Gas Quadrant

		Present	Vote 1	Vote 2	Vote 3	Vote 4 (WGQ)	Vote 5 (WGQ)
Kim Van Pelt	CMS Panhandle Eastern Pipe Line	yes	yes	yes	yes	yes	yes
Mike Novak	National Fuel Gas Distribution	yes	yes	yes	yes	yes	yes
Tina Burnett	Boeing	ballot	yes	yes	yes	yes	yes
Keith Sappenfield	EnCana Energy Services	yes	yes	yes	yes	yes	yes
Sheri Heslington	Dominion Exploration & Production, Inc.	ballot	yes	yes	yes	yes	yes

Retail Electric Quadrant

Theresa Hess (alt.)	Reliant Energy Retail Services	yes	yes	yes	yes		
Barbara Alexander	Maine Office of Public Advocate	ballot	yes	yes	yes		
Ruth Kiselewich	Baltimore Gas & Electric Company	yes	yes	yes	yes		
Rob Connell	Electric Reliability Council of Texas						

Wholesale Electric Quadrant

Jack Leonard	Exelon PECO Energy						
Barry Green	Ontario Power Management	yes	yes	yes	yes		
Mike Gildea	Duke Energy North America	ballot	yes	yes	yes		
John Hughes	Electricity Consumers Resource Council	ballot	yes	yes	yes		
Darrell Gerrard	PacifiCorp						

Retail Gas Quadrant

Rod Sipe	New Science Partners						
Bruce Hayes	Ohio Consumers Counsel	ballot	yes	yes	yes		
Suzanne Calcagno	UBS Warburg Energy	ballot	yes	yes	yes		
Nancy Cianflone	KeySpan Energy Delivery						



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Other Attendees:

Rae McQuade	NAESB, Executive Director	Administrative
Meghan McMillan	NAESB, Staff	Administrative
Alan Johnson	Mirant	
Jim Buccigross	Group 8760	
Steve Zavodnick	Baltimore Gas and Electric	
Bill Griffith	El Paso Energy	Requestor
Dale Davis	Williams Gas Pipeline	
Marino Annunciata	PA Public Utility Commission	



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February 11, 2003

TO: NAESB Executive Committee and Interested Industry Participants

FROM: Jim Buccigross, NAESB Executive Committee Chairman
Rae McQuade, NAESB Executive Director

RE: Notes From the NAESB Executive Committee Conference Call – February 7, 2003

**NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Conference Call
February 7, 2003**

1. Welcome & Administrative Items

Mr. Buccigross welcomed the attendees and read the antitrust guidelines. The roll of Executive Committee members was called according to Quadrant, with no quadrant having quorum. Ms. Chezar moved, seconded by Ms. Heslington, to adopt the agenda as written. Absent objection, the agenda was adopted as written. All substantive votes were sent for notational ballot. Notational ballot results are noted in the voting record.

2. Adoption of Triage Recommendations for New Requests

Mr. Buccigross read the recommendations of the Triage Subcommittee on February 7, 2003:

The Triage Subcommittee unanimously recommended that R03001 and R03002 are within NAESB scope and be assigned to the Wholesale Gas Quadrant.

The Wholesale Gas Quadrant members of the Triage Subcommittee unanimously recommended that R03001 and R03002 be sent to the BPS to be addressed in the normal course of business.

Ms. Kiselewich moved, seconded by Ms. Chezar, that the Executive Committee adopt the Triage Subcommittee's recommendation that R03001 and R03002 are within NAESB scope and be assigned to the Wholesale Gas Quadrant. Absent objection the motion passed. A notational ballot was issued for this motion (Vote 1).

Ms. Chezar moved, seconded by Ms. Heslington, that the Wholesale Gas Quadrant of the Executive Committee adopt the Triage Subcommittee's recommendation that R03001 and R03002 be sent to the BPS to be addressed in the normal course of business. Absent objection the motion passed. A notational ballot was issued for this motion (Vote 2).

3. Adoption of December 6, 2002 Minutes

Mr. Buccigross opened discussion on adoption of the December 6, 2002 minutes. Ms. Hess noted the attendance record did not reflect she served as an alternate for Ms. Schrab. Mr. Zavodnick moved, seconded by Ms. King, to adopt the December 6, 2002 conference call minutes, as modified. Absent objection the motion passed. A notational ballot was issued for this motion (Vote 3).

4. Other Business

No other business was discussed.



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5. Adjourn

The call adjourned at 1:50 p.m. CST.

6. Executive Committee Members – Attendance and Voting Record:

Wholesale Gas Quadrant		Present	V1	V2	V3
End User Segment					
Diane McVicker	Principal Fuel Supply Sr. Analyst, Salt River Project		Yes*	Yes*	Yes*
Gary Hinners	Director of Natural Gas Regulatory Issues, Reliant Energy Services, Inc.		Yes*	Yes*	Yes*
Kelly Daly	Partner, Morrison & Hecker, rep. Arizona Public Service Co.				
Dona Gussow	Contracts Coordinator, Florida Power and Light	Yes	Yes	Yes	Yes
Tina Burnett	Natural Gas Operations Administrator, Boeing		Yes*	Yes*	Yes*
Distribution Segment					
Rodger Schwecke	Senior Pipeline Products Manager, Southern California Gas				
Dolores Chezar	Director, Regulatory Policy, KeySpan Energy	Yes	Yes	Yes	Yes
Chris Maturo	Director, Operations Integration, NiSource				
Mike Novak	Assistant General Manager, National Fuel Gas Distribution	Yes	Yes	Yes	Yes
Steve Sullivan	Regulatory Manager of Gas Supply, Consolidated Edison of NY				
Rick Ishikawa, alt.	Transportation Contract Administrator, Southern California Gas Company		Yes*	Yes*	Yes*
William Oppenheim, alt.	Manager, Asset Optimization, PECO Energy		Yes*	Yes*	Yes*
Pipeline Segment					
Mark Gracey	Consultant – Business Processes, Tennessee Gas Pipeline Co.				
Bill Griffith	Director, Transmission & Storage, Colorado Interstate Gas Co.		Yes*	Yes*	Yes*
Dale Davis	Consultant, Williams Gas Pipelines				
Randy Young	Director Regulatory Compliance, Gulf South Pipeline		Yes*	Yes*	Yes*
Kim Van Pelt	GISB Coordinator, CMS Panhandle Eastern Pipe Line		Yes*	Yes*	Yes*
Paul Love, alt.	Director, Electronic Customer Services, Natural Gas Pipe Line Company of America		Yes*	Yes*	Yes*
Producer Segment					
Jim Busch	Director of Energy Policy and Regulation, BP Energy Company				
Paul Keeler	Managing Attorney, Marketing, Burlington Resources				
Sheri Heslington	Dominion Exploration	Yes	Yes	Yes	Yes
Richard Smith	Director, Regulatory Affairs, ExxonMobil				
V A C A N C Y					
Services Segment					
Suzanne Calcagno	Associate Director – Government and Regulatory Affairs, UBS Warburg Energy				
Leigh Spangler	CEO, Latitude Technologies	Yes	Yes	Yes	Yes
Jim Buccigross	Vice President, 8760 Inc.				
Keith Sappenfield	Director, EnCana Energy Services	Yes	Yes	Yes	Yes
V A C A N C Y					
Retail Electric Quadrant					



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Distribution Segment

Ruth Kiselewich	Director Special Projects and Supplier Services, Baltimore Gas & Electric Company	Yes	Yes	Yes
Terry Moran	Regulatory Issues Manager, PSEG (MAAC NERC Region)	Yes	Yes	Yes
William Newbold	Strategy Manager of Electric Choice Implementation Team, Detroit Edison (ECAR NERC Region)		Yes*	Yes*
Jonathan Kubler	Manager of Pricing and Rates, Georgia Power Company	Yes	Yes	Yes

End User Segment

Steve LaFond	Corporate Electricity Resources, Boeing Corporation	Yes	Yes	Yes
Barbara Alexander	Maine Office of Public Advocate	Yes	Yes	Yes
V A C A N C Y				
V A C A N C Y				

Services Segment

Jim Minneman	Director of Business Services, PPL Solutions LLC	Yes	Yes	Yes
Dick Brooks	Vice President Secure Systems and Products Strategy, Systrends, Inc		Yes*	Yes*
Rob Connell	Manager of Commercial Systems Applications, Electric Reliability Council of Texas	Yes	Yes	Yes
Mark Jarrett	Team Leader – Market Information and Analysis, Market Intelligence, Southern Company			

Supplier Segment

Bill Barkas	Manager of Retail State Government Relations, Dominion Retail, Inc.	Yes	Yes	Yes
Felecia Lokey	Director Retail Regulatory Affairs North American TXU Energy			
Theresa Hess, alt.	Reliant Energy Retail Services	Yes	Yes	Yes
Heidi Schrab	Market Development Operations Manager, Green Mountain Energy Company			

Wholesale Electric Quadrant

End User Segment

John Hughes	Director Technical Affairs, Electricity Consumers Resource Council (ELCON)		Yes*	Yes*
David Meade	Manager Structured Power, Praxair, Inc.			
Steve Sayuk	Manager Americas Supply, Pwr. & Gas Services Group, ExxonMobil Power & Gas Services, Inc.			
Randy Corbin	Assistant Director Analytical Services, Ohio Consumers' Counsel			
Paul Jett	Manager of Electric System Operation Customer Choice Transition, Cinergy			
Lou Ann Westerfield	Policy Strategist, Idaho Public Utilities Commission, rep. National Association of Regulatory Utility Commissioners			Yes*

Distribution/LSE Segment

Thomas Ringenbach	Manager Business Standards, American Electric Power Service Corporation	Yes	Yes	Yes
Jack Leonard	Director, Transmission Management, Exelon PECO Energy			
Patrick W. Frazier	Vice President of Energy Operations, American Municipal Power Ohio Inc.			
Daniel E. Cooper	Engineering Manager, Michigan Public Power Agency			
Syd Berwager	Senior Manager Policy Coordination and Project Management, Bonneville Power Administration/Power Business Line	Yes	Yes	Yes
V A C A N C Y				

Generation Segment

Bob Goss	Deputy Assistant Administrator of Power Resources, Southeastern Power Administration		Yes*	Yes*
Louis Oberski	Transmission Manager, Dominion Energy Marketing Inc.		Yes*	Yes*



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Tony Reed	Project Manager, Southern Company Generation and Energy Marketing			
Barry Green	Manager US Regulatory Affairs, Ontario Power Generation	Yes*		Yes*
Steven B. Corneli	Director of Regulatory Affairs, NRG Power Marketing Inc.	Yes*		Yes*
William J. Gallagher	General Manager of Vermont Public Power Supply Authority			

Marketer/Broker Segment

Gary L. Jackson	Manager External Markets and Policy, Tennessee Valley Authority Bulk Power Trading	Yes*		Yes*
Joel Dison	Project Manager, Southern Company Generation and Energy Marketing	Yes*		Yes*
Clay A. Norris	Division Director, Planning, North Carolina Municipal Power Agency #1			
Charles Yeung	Director of Business Standards, Reliant Resources	Yes	Yes	Yes
Alan Johnson	Senior Policy Analyst, Mirant	Yes	Yes	Yes
Michael F. Gildea	Director Regulatory Policy, Duke Energy North America	Yes	Yes	Yes

Transmission Segment

Steven C. Cobb	Manager Grid Access and Scheduling Services, Salt River Project	Yes	Yes	Yes
Darrell Gerrard	Vice President Transmission Systems, PacifiCorp			
John E. Lucas	Manager, Transmission Services, Southern Company		Yes*	Yes*
Mary Ellen Paravalos	Manager ITC Development, National Grid USA			
Dan Klempel	Director Transmission Regulatory Compliance, Basin Electric Power Cooperative			
Julie Voeck	Manager Strategic Policy and Planning, American Transmission Company		Abstain	Yes*

Retail Gas Quadrant

DISTRIBUTORS SEGMENT

Nancy Cianflone	Director, Marketing Services Area, KeySpan Energy			
Joseph M. Jansen	Manager Supplier Regulations, Public Service Electric and Gas Company	Yes	Yes	Yes
Leslie H. Nishida	Gas Federal Regulatory Supervisor, Wisconsin Public Service Corporation	Yes	Yes	Yes
Michael Novak	Assistant General Manager, National Fuel Gas Distribution Corporation	Yes	Yes	Yes
William Oppenheim	Manager, Asset Optimization, PECO Energy		Yes*	Yes*
Steven M. Zavodnick	Senior Engineer Gas Operations, Baltimore Gas and Electric Company	Yes	Yes	Yes

END USERS SEGMENT

Bruce M. Hayes	Senior Regulatory Analyst, Ohio Consumers' Counsel		Yes*	Yes*
VACANCY				
VACANCY				
VACANCY				
VACANCY				
VACANCY				

SERVICE PROVIDERS SEGMENT

Rod Sipe	President, New Science Partners	Yes	Yes	Yes
VACANCY				
VACANCY				
VACANCY				
VACANCY				
VACANCY				

SUPPLIER SEGMENT

Suzanne Calcagno	Associate Director, Government & Regulatory Affairs, UBS Warburg Energy, LLC			
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Barbara A. Fatina	Vice President, Exelon Energy	Yes	Yes	Yes
Marcy McCain	Project Manager – Regulatory Affairs, Duke Energy Gas Transmission, LLP	Yes	Yes	Yes
Richard Zollars	Director, Data and Information, Dominion Retail, Inc.			
V A C A N C Y				
V A C A N C Y				

* Notational votes.

Other Attendees:

Todd Oncken	NAESB Staff	Administrative
Brenda Anderson	Bonneville Power Administration	
Mariam Arnaout	AGA	
Bernard Kramer	MichCon	
Barry Lawson	NRECA	
Marjorie Perlman	Energy East Management Co.	
Ross Pultz	Ohio Consumers' Counsel	
Barbara Rehman	Bonneville Power Administration	

3. Annual Plan Subcommittee

- ***Meeting Notes : 1-15-03***
- ***Meeting Notes : 2-3-03***
- ***Meeting: 2-11-03***



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via email and posting

TO: NAESB Executive Committee Members, Annual Plan Coordinators and Posting for Interested Parties

FROM: Rae McQuade, Executive Director

RE: Annual Plan Subcommittee Conference Call Minutes – January 15, 2003

DATE: January 16, 2003

**NORTH AMERICAN ENERGY STANDARDS BOARD
ANNUAL PLAN SUBCOMMITTEE CONFERENCE CALL
January 15, 2003**

1. Administrative

Mr. Buccigross welcomed participants and read the antitrust guidelines. Participants introduced themselves. Mr. Buccigross, as Chair of the Executive Committee, presided over the Annual Plan Subcommittee (APS) conference call. Mr. Buccigross outlined the goal of today's call as identifying potential cross-quadrant issues and developing a plan to move forward.

Mr. Buccigross noted, as a result of the NERC/NAESB MOU, all requests for standards that come to NAESB, as well as 2004 Annual Plan items, will go through the NERC/NAESB JIC process. Mr. Buccigross said this process will most likely affect the WEQ, but could also impact the other quadrants as well. For clarity, Ms. McQuade explained NAESB has only committed to sending requests for WEQ standards and WEQ Annual Plan items through the JIC process. Mr. Buccigross concurred, but offered the example of an REQ item that impacts a WEQ item, noting this was an undefined grey area.

Mr. Buccigross proposed to add selection of co-chair under Agenda Item 1. Mr. Novak moved, seconded by Mr. Zavodnick, to adopt the agenda as modified. On a procedural vote the motion passed unanimously.

Mr. Buccigross opened discussion on the selection of an APS Co-chair. Mr. Buccigross nominated Mr. Zavodnick. Ms. McQuade, noting the obvious connection with the JIC, suggested a member of the JIC serve as an additional co-chair of the APS. Mr. Davis, a JIC alternate, volunteered to serve in that capacity. Seeing no other nominations, Mr. Buccigross announced that he, Mr. Zavodnick, and Mr. Davis are the APS Co-chairs. Mr. Buccigross anticipated most of the work of this subcommittee would occur through conference calls and posting of documents. [After the meeting, Ms. Chezar also volunteered to co-chair and was welcomed by Mr. Buccigross.]

2. Review of 2003 Annual Plan Items to Determine if Multi-Quadrant activity is needed

Mr. Buccigross opened discussion and asked meeting participants to identify items on the 2003 Annual Plans that might require cross-quadrant consideration. Mr. Buccigross noted the list established to day is subject to modification, should the need arise.



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Items identified include:

- Contracts, specifically the WEQ FTAA and WGQ Credit Annex
- WGQ EDM Standards
- Creditworthiness
- All REQ items, excluding Item 7, Load Profiling, and Item 11 Settlement Process
- All RGQ items, excluding Item 1, Inventory Existing Natural Gas Practices within States, and Item 2, Examine Wholesale Gas Quadrant EDM Standards
- WEQ electricity trading day
- WGQ Financial Hedging provisional item
- Cybersecurity

Meeting participants engaged in a lengthy discussion regarding inclusion of WGQ EDM on this list. Mr. Novak suggested placing examination and coordination of EDM standards, possibly leading to a comprehensive EDM Implementation Manual, as a provisional item on the 2003 WGQ Annual Plan. Numerous members of the WGQ opposed this approach and instead favored adding the item as provision if and when the issue arose.

Great concern was voiced about rushing the process of moving into a comprehensive approach regarding EDM. Ms. Van Pelt expressed the opinion that RGQ or REQ work on EDM issues would not affect the existing body of WGQ EDM work. Ms. Davis said each of the quadrants needs to look at WGQ EDM and decide which part they want to use, if any, before a coordinated effort begins. Ms. Davis expressed concern that putting EDM coordination as a provisional item on the 2003 WGQ Annual Plan could supersede this process. She expressed additional concern that the coordination effort should not be done piecemeal, but rather across all four quadrants to preserve resources. Ms. Van Pelt concurred with Ms. Davis's statements, and further questioned the feasibility and appropriateness of combining cross-quadrant EDM issues at this time.

Mr. Novak favored a maximum amount of coordination among quadrants on EDM, noting the retail quadrants already use the WGQ EDM standards. Further, Mr. Novak said it is highly probable that in 2003 the retail quadrants will have reviewed existing WGQ EDM standards and be prepared to discuss the process of coordinating EDM standards across quadrants. Mr. Novak pointed to the desirability of one implementation manual instead of four separate manuals, and asserted placing EDM coordination on this list opens up that discussion.

At the end of discussion on EDM standards, Mr. Buccigross summed that EDM is obviously an issue that deserves to be placed on the list. However, he noted the timeframe and which quadrants it impacts has yet to be determined and will be addressed in a subsequent meeting of the APS.

Ms. Chezar expressed concern about adding Creditworthiness because the WGQ has already developed a work plan for a unique issue. She questioned if placing creditworthiness on this list would halt the WGQ work. As a compromise, Mr. Novak suggested listing creditworthiness with a specific exclusion for the current work of the WGQ regarding capacity release.

Ms. Chezar inquired about the impact of putting a topic on the list being developed in today's meeting. Mr. Buccigross responded all that is being done today is the



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identification of items that will be worked on in future meetings. Regarding determining if a topic should be placed on the list, Mr. Buccigross used the analogy that if we see something called “zebra” on more than one annual plan, this group should determine if cross-quadrant issues exist. Ms. Chezar suggested narrowing that scope to be the search for cross-over work planned and defined. She noted that some of the annual plan items are nothing more than a few sentences and more information is needed before such a recommendation can be made.

The participants further discussed the impact of today’s list, as well as the working of the APS. Ms. Chezar asked if potential items are considered joint items, how does the process work through to the actual subcommittee activity. Mr. Buccigross explained the APS would have to approve a change if it affects an Annual Plan. Further, he explained the change to an annual plan would proceed through the normal process of annual plan modification. Ms. Van Pelt inquired as to whether identification as a cross-quadrant issue is enough to move an item from provisional to active on an annual plan. Mr. Buccigross explained the process of moving an item from provisional to active remains the same – it still requires a standards request and Board approval. Ms. McQuade concurred.

3. Planning activities for development of 2004 Quadrant Annual Plans

Due to time considerations, Mr. Buccigross tabled discussion of Agenda Item 3.

4. Calendar of Meetings for 2003

Mr. Buccigross recommended working from the list of topics identified under Agenda Item 2, addressing two issues per conference call. Accordingly, the following conference call schedule was developed:

- February 3, 2003 from 8:00 a.m. to 10:00 a.m. CST; topic: contracts and EDM Standards
- February 11, 2003 from 10:00 a.m. to noon CST; topic: common issues of the REQ and RGQ 2003 Annual Plans

5. Other Business

No other business was discussed.

6. Adjourn

Mr. Buccigross adjourned the call at 11:15 a.m. CST.

7. Meeting Attendees:

Name	Company	Notes
Barbara Alexander	State of Maine Public Advocate	
Janette Arreguin	PNM	
Bill Barkas	Dominion Retail	
William Bourbonnais	Wisconsin Public Corp	
Jim Buccigross	Group 8760	APS Co-chair
Kathryn Burch	Duke Energy - Texas Eastern	
Christopher Burden	Williams Gas Pipe Line	
Dolores Chezar	Key Span	APS Co-chair



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Nancy Cianflone	Key Span	
Steven Cobb	Salt River Project	
Randy Corbin	Ohio Consumers Counsel	
Edward Davis	Entergy	APS Co-chair
Dale Davis	Williams Gas Pipe Line	
Greg Dodson	Dominion Resouce Services	
Mark Gracey	Tennessee Gas Pipeline	
Bill Griffith	El Paso Western - CIG	
Tom Gwilliam	Iroquois Gas Transmission	
Bill Hebenstreit	El Paso Merchant Energy	
Gary Jackson	TVA	
Jon Keeler	Great Lakes Transmission	
Iris King	Dominion Transmission	
Marcy McCain	Duke Energy Gas Transmission	
Rae McQuade	NAESB	Administrative
Terry Moran	Public Service Electric & Gas	
Michael Novak	National Fuel	
Gene Nowak	Kinder Morgan - NGPL	
Todd Oncken	NAESB	Administrative
Bill Oppenheim	Peco	
Tom Ringenbach	American Electric Power	
Keith Sappenfield	Encana Corp.	
Ken Schubert	TransCanada Pipeline	
Roger Schwecke	Southern California Gas Company	
Mike Stender	El Paso	
Kim Van Pelt	Panhandle Eastern	
Steve Zavodnick	Baltimore Gas & Electric	APS Co-chair



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via email and posting

TO: NAESB Executive Committee Members, Annual Plan Coordinators and Posting for Interested Parties

FROM: Rae McQuade, Executive Director

RE: Annual Plan Subcommittee Conference Call Minutes – February 3, 2003

DATE: February 6, 2003

**NORTH AMERICAN ENERGY STANDARDS BOARD
ANNUAL PLAN SUBCOMMITTEE CONFERENCE CALL
February 3, 2003**

1. Welcome

Mr. Buccigross welcomed participants and announced Mr. Zavodnick would lead the conference call. Mr. Buccigross called the roll of attendees and introductions were made. Mr. Oncken gave the antitrust advice. The agenda was adopted without modification. It was suggested that for Annual Plan Subcommittee (APS) calls, quadrant affiliation be noted on the attendance record. Regarding adoption of the January 15, 2003 APS conference call minutes, a clarification was proposed regarding Ms. Alexander's organizational affiliation. Ms. Chezar moved, seconded by Mr. Buccigross, to adopt the minutes from the January 15, 2003 APS conference call, as modified. The minutes were adopted unanimously.

2. Review of 2003 Annual Plan Items to Determine if Multi-Quadrant activity is needed for Contracts and EDM Standards

Contracts: Mr. Zavodnick opened discussion on the contracts annual plan items. He noted the 2003 WGQ Annual Plan requires work in the development of a credit annex document and the 2003 WEQ Annual Plan requires work on a series of contracts. Mr. Sappenfield provided a brief update on the progress of the WGQ Contracts Subcommittee and WEQ Contracts Subcommittee. Mr. Sappenfield noted possible overlap on the WGQ credit annex, the WEQ FTAA, and the ISDA annex for power and gas.

Regarding the WGQ Credit Annex, Mr. Sappenfield said that while the WGQ and WEQ might develop a joint Credit Annex in the future, the WGQ Contracts Subcommittee was proceeding with the development of the Credit Annex. Mr. Sappenfield said the WGQ Contracts Subcommittee was trying to be consistent with key power documents in case the WEQ decides to use the WGQ Credit Annex as a base for future standards development. However, Mr. Sappenfield clarified that development of the Credit Annex is primarily a WGQ issue, since the EEI and WSPP contracts used for power transactions have internal credit support clauses.

Regarding the WEQ FTAA initiative, Mr. Sappenfield explained the WEQ Contracts Subcommittee planned to use the WGQ FTAA as a base document and modify it to apply to power issues. The question was raised if the existing FTAA standard would be modified to reflect the needs of the electric market. Mr. Novak said that might be feasible, but there is a point where modifications become so much where they alter the way a standard is implemented. Mr. Sappenfield estimated the WEQ FTAA would be complete by the end of the second quarter.



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The International Swaps and Derivatives Association (ISDA), a standards setting body for international derivatives, has approached NAESB about developing a power and gas annex to their agreement. Mr. Sappenfield said the ISDA agreements, if developed, would probably require coordination between the WEQ and WGQ, since the documents and concepts are so similar. In fact, Mr. Sappenfield said there is current discussion as to whether the annex would require one or two agreements. Mr. Sappenfield noted neither the WEQ nor the WGQ has begun work on an ISDA agreement. However, he said the timeframe on these agreements would probably be extended due to the need to educate members on how the overall ISDA agreement works.

There was some concern with the amount of potential workload for the WGQ Contracts Subcommittee, since the only 2003 WGQ Annual Plan item assigned relating to the credit annex. Mr. Sappenfield explained the subcommittee views the credit annex item as credit support tools and, with that interpretation, these other items would fit under that umbrella.

Mr. Sappenfield moved, seconded by Ms. Chezar, to add to the list of cross quadrant work items the FTAA and ISDA power and gas annex – which right now may be one document or two documents. The motion passed unanimously without further discussion.

EDM: Mr. Zavodnick opened discussion of cross-quadrant issues related to EDM standards. He noted the 2003 WGQ Annual Plan has items geared towards ANSI accreditation of the NAESB EDM and increased security. The 2003 WEQ Annual Plan contains items relating to OASIS and Cybersecurity protocol. Mr. Novak proposed deferring discussion of EDM until the all affected subcommittee leadership is present, since the chairs are the technical experts on these issues and could frame the issues we are discussing.

Meeting participants had a lengthy discussion of EDM coordination issues. Opinions were expressed by representatives from each quadrant. During discussion, it was clarified that existing EDM standards and manuals are WGQ EDM standards and manuals. Ms. Davis said her understanding was each of the quadrants would review WGQ EDM to evaluate the existing standards they chose to use. Subsequently, she said the effort would be to compare the results of those evaluations, determine similarities, and develop one set of manuals to accommodate all quadrants, with the understanding that some standards will be quadrant specific. Ms. Davis noted the importance of proceeding in a logical progression.

Mr. Novak suggested that while EDM might not be an immediate concern for cross-quadrant coordination, it likely will be a cross-quadrant issue by the end of 2003, moving into 2004. He noted there should be nothing in the first half of 2003 that would affect the WGQ immediate efforts.

Ms. Van Pelt clarified the WGQ EDM Subcommittee process. According to Ms. Van Pelt, the only thing the WGQ does in relation to EDM without a request is a review of minimum requirements. All other work is done through the request process. Ms. Van Pelt said she only sees the number of EDM manuals as the cross-quadrant issue, stating that there is nothing that can be done to WGQ EDM without WGQ approval. Ms. Van Pelt asserted the discussion of coordination cannot occur prior to the examination of WGQ EDM standards by the other quadrants.

Mr. Dotterweich expressed concerns that NAESB not have a body of standards developed by one quadrant and then modified by another quadrant. Mr. Dotterweich said the immediate concern is probably with the two retail quadrants and the WGQ. How those groups and standards co-exist is another question. For the WEQ, Mr. Dotterweich said, barring a FERC directive, he does not see anything in 2003 with cross-quadrant implications.



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Ms. Hess said the REQ currently sees a need to coordinate with the WGQ on EDM work because the REQ is creating its own EDM using WGQ EDM as a base. Ms. Hess noted there are areas of WGQ EDM the REQ does not understand. Further, Ms. Hess noted some previous discussion that EDM might be an area where there could be similar standards or the same manual. Ms. Hess asked what the groups needed to do to coordinate and move in the direction of that goal. Ms. Van Pelt did not disagree with Ms. Hess's statement, but suggested given the current progress of the REQ EDM effort, this might be an area for coordination in late 2003 or 2004. However, Ms. Van Pelt noted WGQ and REQ communication on the REQ EDM effort is not current barred, and in fact, scheduling WGQ EDM and REQ TEIS meetings on adjoining days in the same location during March has been discussed.

Mr. Novak moved, seconded by Mr. Cobb, to add EDM to the list of cross-quadrant issues with the detail and degree of coordination to be worked out over the next 18 months. During discussion of the motion, Mr. Novak asserted addressing EDM in this manner would result in formal discussion on this critical issue. As a user of EDM on both the wholesale and retail sides, Mr. Novak preferred one manual. Ms. Chezar noted that as the APS is identifying these items, the Executive Committee can assign the coordination task to particular subcommittees. On a suggestion from Ms. Hess, Ms. Davis, and Ms. Chezar, Mr. Novak amended his motion to provide an example of the detail and degree of coordination. Mr. Novak's amended motion now reads, "to add EDM to the list of cross-quadrant issues with the detail and degree (eg, should there be common EDM standards for all quadrants) and degree of coordination to be worked out over the next 18 months. Mr. Cobb accepted the amendment. The motion passed unanimously.

Mr. Davis noted the APS did not discuss the WEQ creditworthiness item, which is assigned to the WEQ Contracts Subcommittee. Mr. Zavodnick explained in the initial meeting it was decided creditworthiness was a separate topic. Creditworthiness will be discussed at a future meeting.

3. Discussion of Cross-Quadrant Glossary

Discussion of Agenda Item 3 was deferred to a future meeting.

4. Planning activities for development of 2004 Quadrant Annual Plans

Discussion of Agenda Item 4 was deferred to a future meeting.

5. Calendar of Meetings for 2003

February 11, 2003 from 10:00 a.m. to noon CST; topic: common issues of the REQ and RGQ 2003 Annual Plans.

February 28, 2003 from 9:30 a.m. to 11:30 a.m. CST; topic: cross-quadrant glossary, WEQ electricity trading day, and creditworthiness.

6. Other Business

Current APS leadership includes Mr. Buccigross as chair and Mr. Zavodnick (RGQ), Mr. Davis (WEQ), and Ms. Chezar (WGQ) as co-chairs. Ms. Hess volunteered to serve as the REQ APS co-chair. Accordingly, all quadrants are now represented in the APS leadership.

Mr. Zavodnick clarified the role of the APS, noting it is not the role of the APS to make any changes to the quadrant annual plans, since that is the purview of the Executive Committee. However, the APS will identify some projects for cross-quadrant work and report those findings to the affected Executive Committees. Further, it was noted the main thrust of the APS is



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moving forward, with hopes that subsequent annual plans will be coordinated prior to Executive Committee and Board approval.

7. Adjourn

Mr. Zavodnick adjourned the meeting at 9:53 a.m. CST.

8. Meeting Attendees:

Name	Company	Notes**
Barbara Alexander	State of Maine Public Advocate	REQ
Mariam Arnaout	AGA	
Jim Buccigross	Group 8760	APS Chair, Several
Dolores Chezar	KeySpan Energy	WGQ Co-chair, Several
Steve Cobb	Salt River Project	WEQ EC, Several
Dale Davis	Williams Gas Pipeline	WGQ
Ed Davis	Entergy	WEQ Co-chair
Jim Dillon	Niagara Mohawk	Not declared
Andrew Dotterweich	Consumers Energy	WEQ
Barry Green	Ontario Power Generation	WEQ
Theresa Hess	Reliant Energy Retail Services	REQ Co-chair
Iris King	Dominion Transmission	WGQ
Bernard Kramer	MichCon	RGQ
Annunciata Marino	PA Public Utility Commission	Several
Terry Moran	PSE&G	Several
Les Nishida	Wisconsin Public Service Corp.	Several
Mike Novak	National Fuel Distribution Corporation	Several
Lou Oberski	Dominion	Several
Todd Oncken	NAESB	Administrative
Marjorie Perlman	Rochester Gas & Electric	Several
Tom Ringenbach	American Electric Power	WEQ
Keith Sappenfield	EnCana Corporation	WGQ Several
Kim Van Pelt	Panhandle Eastern Pipe Line	WGQ
Charles Yeung	Reliant	WEQ EC, Several
Randy Young	Gulf South Pipeline	WGQ EC
Steve Zavodnick	Baltimore Gas & Electric	RGQ Co-chair, Several
Richard Zollars	Dominion Retail	RGQ EC

**** Please note that unless specified by the individual in the meeting, some of the participants' companies are members in several quadrants. Some assumptions were made in the assignment by the NAESB office in preparation of these minutes, but it is preferable the participants self declare during the meeting should such declaration be needed - the designations shown above are questionable. Non-members should also self declare quadrant.**

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting – WEQ, WGQ, REQ, RGQ Meeting Materials
February 18-20, 2003

4. WEQ Agenda – 2-18-03



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NORTH AMERICAN ENERGY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING Hosted by Entergy - Wyndham New Orleans, New Orleans, LA

Tuesday, February 18, 2003 -- 9:00 a.m. to 4:00 p.m. - Wholesale Electric Quadrant (WEQ)

DRAFT AGENDA

- 9:00 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 of December 12, 2002 WEQ EC meeting
 3. WEQ Quadrant Procedures - Drafting Collaborative
 4. Joint Interface Committee Update
 - Request For Standards Development
 5. Subcommittee Updates and 2003 Annual Plan
 - Contracts Subcommittee
 - Market Operations Subcommittee
 - Market Standards Subcommittee
 - Standards Review Subcommittee
 - Update of the 2003 Annual Plan
 6. Overlap of Assignments on the 2003 Annual Plan
 7. ISO CEO Update
 8. Other Business
- 4:00 p.m.
9. Adjourn

Working lunch provided

Attire - Business Casual

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting – WEQ, WGQ, REQ, RGQ Meeting Materials
February 18-20, 2003

5. WEQ Draft Minutes – December 12, 2002



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TO: NAESB Wholesale Electric Quadrant Executive Committee, Posting for Interested Industry Participants

FROM: Meghan McMillan, NAESB Staff

RE: Draft Minutes from the NAESB Wholesale Electric Quadrant Executive Committee Meeting - December 12, 2002

DATE: January 29, 2003

**Wholesale Electric Quadrant Executive Committee
Friday, December 12, 2002
Draft Minutes**

1. Welcome

Mr. Buccigross opened the meeting and thanked Consolidated Edison of New York for hosting the meeting. Mr. Costan gave the antitrust guidelines. Ms. McQuade called the roll of Executive Committee members.

2. Wholesale Electric Quadrant Draft Agenda and Draft Minutes of one conference call and one meeting

Mr. Corneli reviewed the agenda. Mr. Cobb moved, seconded by Mr. Jackson, to adopt the agenda. The agenda was adopted without objection on a procedural vote. Mr. Oberski moved, seconded by Mr. Evans-Mongeon, to adopt the October 18 WEQ Executive Committee minutes and November 15 conference call minutes without modification. On a procedural vote, the minutes from both meetings were adopted without objection.

3. Overview of NAESB Organization and Standards Development Process

Mr. Buccigross reviewed the annual plan and standards development process. Mr. Buccigross stated the annual plan items will be assigned to subcommittees, who will then conduct meetings to undertake the development of standards pursuant to each annual plan item. Mr. Buccigross said a recommendation will be drafted at the conclusion of subcommittee work on a standard, which will then be published for a thirty day industry comment period. After the comment period, the recommendation and all submitted comments are sent to the appropriate quadrant Executive Committee for approval through a super-majority vote. Finally, after EC passage, the standard is sent out for ratification by the members of the affected quadrant, with a required two-thirds affirmative vote for passage. Mr. Buccigross also noted cross-quadrant issues in the annual plan are identified at the Board level.

4. Report of Volunteers for Triage

Ms. McQuade reviewed the list of WEQ volunteers for the Triage Subcommittee. Mr. Green reported the Triage subcommittee took action on **Request No. R02012**, submitted by KeySpan Energy, proposing to modify the NAESB WGQ Capacity Release Standards and data sets, to the extent necessary, to incorporate the October 1, 2002 reinstatement of the price cap on capacity release transactions. The Triage subcommittee found Request No. R02012 as properly within NAESB scope and assigned to the Wholesale Gas Quadrant. Further, it was decided Request No. R02012 should be assigned to BPS to be addressed in the normal course of business.



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5. 2003 Annual Plan Review and subcommittee Assignment, Prioritization and Due Date

Mr. Corneli opened discussion of the 2003 WEQ Annual Plan and voiced concerns about the level of detail in the annual plan. He referred members to a work paper provided to summarize and prioritize the annual plan items. The WEQ EC used the work paper as a guide during the following discussion concerning annual plan item priorities.

The Executive Committee discussed the formation, management, and role of subcommittees. Mr. Corneli proposed two different tasks for the WEQ EC subcommittees: 1) to research the status of other standards setting organizations and 2) to identify the need for certain actions relating standards development. During discussion, participants considered the coordination of NAESB standards development with that of other standards development groups. It was suggested that subcommittees invite these other organizations to provide their input at NAESB meetings. Mr. Corneli envisioned subcommittees soliciting input from other standards development groups, as needed, during task 2. Mr. Corneli proposed the formation of a group consisting of chairs and co-chairs of the WEQ subcommittees to steer the subcommittees, manage projects, set agendas and perform other related tasks. Mr. Buccigross noted at least one chair from each subcommittee needs to be an EC member or EC Designated Alternate. Ms. McQuade explained the process of balanced voting pursuant to established NAESB procedures, noting the importance of subcommittees following NAESB procedures. In short, balanced voting allows each segment to have the same number of votes in order to assure that each segment has an equal say in the development of standards.

Mr. Dworzak reviewed the letter sent by EEI, which was distributed to the Executive Committee members for consideration. Mr. Dworzak explained EEI has volunteered to begin a dialogue with NAESB concerning coordination of the EEI Contracts working group with the emerging and evolving NAESB standards process. Mr. Dworzak invited the WEQ Executive Committee members to review the work plan included in the EEI letter and to consider working with EEI on coordination efforts.

Mr. Corneli proposed the group follow Mr. Oberski's suggestion to review the seven annual plan items, identify their priority using a high - medium - low scale, and then assign the items to the appropriate subcommittees and task forces. The revised annual plan, as attached to these minutes, captures the discussion of Annual Plan prioritization and subcommittee assignment.

Establish Subcommittees

During discussion of the WEQ EC subcommittees, Mr. Lucas proposed a coordination committee be formed to start an outreach to NERC and the RTO's and ISO's concerning SMD issues. Mr. Dison moved to name the subcommittees designated as A, B, C and D in the 2003 WEQ Annual Plan and elect interim chairs for those subcommittees. The proposed subcommittee names, corresponding annual plan assignments, and interim leadership were as follows:

EC members of the JIC

Assignment: item 1, Develop business practices standards as needed to complement reliability standards

Mr. Yeung interim chair

Market Standards Subcommittee

Assignment: item 2, Develop business practices standards for OASIS and Electronic Scheduling; item 3, Develop business practices standards in Support of a Standard Market; and item 7, Develop business practices standards related to FERC's forthcoming generation interconnection orders

Mr. Gildea interim chair



North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002
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Home Page: www.naesb.org

Mr. Davis co-chair

Market Operations Subcommittee

Assignment: item 4 Develop business practices standards to Improve the Current Operation of the Wholesale Electric Market; and item 6 Develop business practices standards for Inadvertent Interchange Payback Practice

Ms. Paravalos interim chair

Mr. Oberski co-chair

Contracts Subcommittee

Assignment: item 5, Develop standardized contracts

Mr. Dison interim chair

Mr. Johnson co-chair

Mr. Dison moved, seconded by Mr. Oberski, to accept the names of the subcommittees and their interim chairs and co-chairs as presented above. Upon a procedural vote, the motion passed unanimously.

Mr. Corneli requested subcommittees report back to the Executive Committee during its next scheduled meeting in February 2003 to give updates on their progress.

6. NERC - NAESB MOU Update

Mr. Desselle reviewed the purpose of the MOU. According to Mr. Desselle, the MOU established a Joint Interface Committee (JIC) consisting of representatives from NERC and NAESB that will determine whether NERC or NAESB should develop a particular standard. Mr. Desselle announced the NAESB JIC members, as follows: Michael Desselle, Steve Corneli, David McMillan, Dale Landgren, Charles Yeung, Syd Berwager, John Anderson, and Alex DeBoissiere. Mr. Desselle announced the NAESB JIC alternates, as follows: Barry Green, Bob Goss, Mary Ellen Paravalos, Ed Davis, Gary Jackson, Alan R. Johnson, Andy Dotterweich, Tom Ringenbach, John Hughes, Jim Templeton, and Carl Monroe.

7. ISO CEO Update

Mr. Corneli updated the EC on meetings between representatives from NAESB, NERC and the RTOs and ISOs designed to discuss the appropriate roles, relationships and interactions among the three groups. In part, Mr. Corneli noted at the most recent meeting the participants discussed what role NERC would play with NAESB. Additionally, Mr. Corneli stated the groups are exploring the Technical Advisory Committee concept which has previously been approved by the NAESB Board as a potential vehicle for the RTOs and ISOs participation in the NAESB process. Mr. Corneli noted the groups have a target completion date of March 2003 for an arrangement or agreement regarding future cooperation.

8. Other Business

Election of 2003 NAESB EC Chair

Mr. Buccigross explained the process for electing the 2003 NAESB EC Chair. In The NAESB office will issue a notational ballot via email containing the names of all Executive Committee Vice Chairs who wish to be considered as candidates for the NAESB EC Chair. Mr. Buccigross noted all Executive Committee members are eligible to vote in the EC Chair election.

9. Adjourn

The WEQ Executive Committee meeting adjourned on Thursday, December 12, 2002 at 12:20 p.m. EST.



North American Energy Standards Board

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10. Executive Committee Attendance

End User Segment	Title, Organization	Present
John Hughes	Director Technical Affairs, ELCON	In person
David Meade	Manager Structured Power, Praxair, Inc.	In person
Steve Sayuk	Manager Americas Supply, ExxonMobil Gas Marketing Co.	Phone
Randy Corbin	Ohio Consumers Counsel	Phone
Paul Jett	Manager of Electric System Operation Customer Choice Transition, Cinergy	Phone
Distribution/LSE Segment		
Thomas Ringenbach	Manager Business Standards, American Electric Power Service Corporation	Phone
Jack Leonard	Director, Transmission Management, Exelon PECO Energy	In person
Patrick W. Frazier	Vice President of Energy Operations, American Municipal Power Ohio Inc.	Absent
Daniel E. Cooper	Engineering Manager, Michigan Public Power Agency	Phone
Syd Berwager	Senior Manager Policy Coordination and Project Management, Bonneville Power Administration/Power Business Line	In person
Generation Segment		
Bob Goss	Deputy Assistant Administrator of Power Resources, Southeastern Power Administration	In person
Louis Oberski	Transmission Manager, Dominion Energy Marketing Inc.	In person
Tony Reed	Project Manager, Southern Company Generation and Energy Marketing	In person
Barry Green	Manager US Regulatory Affairs, Ontario Power Generation	In person
Steven B. Corneli	Director of Regulatory Affairs, Ontario Power Generation	In person
William J. Gallagher	General Manager of Vermont Public Power Supply Authority	Absent
Marketer/Broker Segment		
Gary L. Jackson	Manager External Market and Policy, Tennessee Valley Authority Bulk Power Trading	In person
Joel Dison	Project Manager, Southern Company Generation and Energy Marketing	In person
Clay A. Norris	Division Director, Planning, North Carolina Municipal Power Agency #1	Phone
Charles Yeung	Director of Business Standards, Reliant Resources	In person
Alan Johnson	Senior Policy Analyst, Mirant	In person
Michael F. Gildea	Manager Regulatory Affairs, Duke Energy North America	In person
Transmission Segment		
Steven C. Cobb	Manager Grid Access and Scheduling Services, Salt River Project	In person
Darrell Gerrard	Vice President Transmission Systems, PacifiCorp	Absent
John E. Lucas	Manager, Transmission Services, Southern Company	Phone
Mary Ellen Paravalos	Manager ITC Development, National Grid USA	In person
Dan Klempel	Director, Transmission Regulatory Compliance, Basin Electric Power Cooperative	Absent
Julie Voeck	Manager Strategic Policy and Planning, American Transmission Company	Phone



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11. Other Participation

Administrative:

Rae McQuade	-Executive Director
James Costan	-General Counsel
Meghan McMillan	-NAESB Staff

Observers to the Meeting:

Name	Company	In person/Phone
Agriss, Terry	Consolidated Edison	In Person
Arnaout, Mariam	AGA	Phone
Berwager, Syd	Bonneville Power Administration	In Person
Burch, Kathryn	Duke Energy - Texas Eastern	In Person
Burnett, Tina	Boeing	Phone
Calcagno, Suzanne	UBS Warburg Energy LLC	In Person
Connor, Peter	Nisource Distribution Company	Phone
Corcoran, Cynthia	Enbridge Energy	In Person
Daly, Kelly	Stinson Morrison Hecker	Phone
Davis, Dale	Williams Gas Pipeline	In Person
Davis, Ed	Entergy Services	In Person
Desselle, Michael	American Electric Power	In Person
Dotterweich, Andrew	Consumers Energy	In Person
Dworzak, David	EEI	Phone
Evans-Mongeon, Brian	Vermont Public Power	Phone
Green, Joel	Energy Advocates LLP	Phone
Gwilliam, Tom	Iroquois Gas Transmission System	In Person
Hartwell, Jim	Northeast Power Coordinating Council	In Person
Hayes, Bruce	Ohio Consumers' Council	Phone
Hebenstreit, Bill	El Paso Merchant Energy	Phone
Heslington, Sheri	Dominion Exploration & Production, Inc.	Phone
Hess, Theresa	Reliant Energy Retail Services	In Person
Hoffman, Cheryl	Hoffman-Paulson Associates	In Person
Kiselewich, Ruth	Baltimore Gas & Electric	In Person
Lawson, Barry	National Rural Electric Cooperative Assoc.	In Person
Liang-Nicol, Cecilia	Allegheny Energy Supply	Phone
McCain, Marcy	Duke Energy - Algonquin	In Person
Minneman, James	PPL Solutions LLC	In Person
Novak, Michael	National Fuel Gas Distribution Corp.	In Person
Oppenheim, Bill	PECO Energy	In Person
Paulson, Lawrence	Hoffman-Paulson Associates	In Person
Perlman, Marjorie	Energy East	In Person
Sappenfield, Keith	EnCana Corporation	In Person
Spangler, Leigh	Latitude Technologies	Phone
Tammar, Karl	NYISO	In Person
Thompson, Ed	Consolidated Edison	In Person
Watts, Stephen	McGuireWoods, LLP	Phone
Westerfield, Lou Ann	Idaho Public Utilities Commission	Phone
Zavodnick, Steve	Baltimore Gas & Electric	In Person

6. WEQ Drafting Collaborative Quadrant Procedures

1 Definitions

1.1 Definitions Included In NAESB Bylaws

All capitalized terms, if not defined in Section 1.2, shall have the same definitions as specified in the Bylaws or Certificate of Incorporation (Certificate) of NAESB.

1.2 Definitions for the Purposes of this Exhibit

- A** "Entity" - an individual, partnership, firm, corporation or organization who is a Member of the WEQ.
- B** "IOU" - an investor owned entity with substantial business interest in owning and/or operating any two of the following three asset categories --- generation, transmission, distribution.
- C** "Segment Membership" - the Segment Members collectively.
- D** "Segment Procedures" - the procedures that may be attached to this document as exhibits for each of the Segments, as amended.
- E** "Services" - providers of services to participants in the wholesale electric industry, which would include, but not be limited to, software providers, consultants and other Entities not otherwise considered to be a Transmission, Generation, Marketer/Broker, Distribution/Load-Serving Entity or End-User.
- F** "Sub-Segment" - the allocation of Board and EC seats as shown on Attachment A.
- G** "Sub-Segment Principles" - the principles described in Section 2.4 of these Procedures.
- H** "Sunrise" - Sub-Segments may be revisited at any time, but no later than three (3) years from WEQ formation approval by the NAESB Board. .
- I** "WEQ" - the Wholesale Electric Quadrant.
- J** "WEQ Designated Alternates" - the group of WEQ Memberships selected by each WEQ Membership Segment's Sub-Segment to serve in the stead of WEQ EC Members who are unable to attend EC meetings.
- K** "WEQ EC" - the Executive Committee of the WEQ.
- L** "WEQ Membership" - the Voting Members of the WEQ collectively.
- M** "WEQ Segment" - one of five (5) equal Membership Segments of the NAESB WEQ, representing the following **functions** that exist in the operation of the wholesale electric industry: **Transmission; Generation; Marketers/Brokers; Distribution/Load Serving Entities; End User.**

2 Purpose, Scope, Activities and Policies

2.1 Purpose, Scope and Activities

A Purpose

The purpose of the WEQ of NAESB is to propose, evaluate and adopt voluntary Standards that apply to business practice Standards, Model Business Practices and communication protocols including, but not limited to, electronic data interchange ("EDI") record formats. All Standards shall be designed to promote more competitive, efficient and reliable wholesale electric service.

B Scope and Activities

The WEQ is concerned with activities necessary or desirable to achieve the objectives and purposes of the commercial aspects of the wholesale electric industry, and are appropriate to the operation of the wholesale electric market.

The WEQ will work closely with other NAESB Quadrants to strive for consistency where proposed business practice Standards, Model Business Practices and communication protocols affect those other Quadrants.

2.2 Policies

The WEQ shall comply with the policies and procedures specified in the Bylaws and Certificate of NAESB.

2.3 Segment Organization and Description

The WEQ shall be composed of five Segments: (1) Transmission, (2) Generation, (3) Marketers/Brokers, (4) Distribution/Load Serving Entities and (5) End Users. Each prospective Member of the WEQ shall declare the Segment(s), and if applicable, the Sub-Segment, with which they have a legitimate business interest and are to be identified.

A Transmission

Any Entity engaged in the activity of owning, operating or controlling bulk electric transmission facilities in North America.

B Generation

Any Entity engaged in the activity of owning and/or operating wholesale electric generation facilities in North America.

C Marketers/Brokers

Any Entity engaged in the activity of buying and selling wholesale electric power in North America on a physical or financial basis.

D Distribution/Load-Serving Entities

Any Entity engaged in the activity of electric power sales and/or delivery to end use customers in North America, or any Entity designated to represent a distribution utility.

E End Users

Any Entity in North America that is an end use consumer of electricity, engages in electricity regulation, or represents customer interests, or any Entity designated to represent an end user.

2.4 Sub-Segment Principles

The WEQ shall use the following principles to develop Sub-Segments for each Segment. These principles shall continue to be used for future Sub-Segment development. Sunrise rules will apply to the Sub-Segments. Changes to Sub-Segments require a 75% affirmative vote of the WEQ Membership from that Segment of which that Sub-Segment is a part and a 67% affirmative vote of the WEQ Membership as a whole. In both cases, the percentages are calculated based on those members who return ballots. Appeals of the changes to Sub-Segments should be addressed by the aggrieved Sub-Segment to the NAESB Office. The appeals will be considered by the NAESB Board of Directors members who represent the WEQ, and will be resolved through a 75% affirmative vote of the NAESB Board of Directors members representing the WEQ, and a minimum 40% affirmative vote of each of the NAESB Board of Directors members representing the WEQ for each of the WEQ Segments. As noted earlier, the percentages are calculated based on those members who vote.

The Segment organization will operate under the following Sub-Segment Principles:

A No single business interest can by itself pass a Standard.

B All appropriate interests are represented.

C No Sub-Segment may alone block action.

2.5 Sub-Segment Organization

See Attachment A. Attachment A "Procedural Elements" are not intended to conflict with the WEQ Quadrant Procedures. As of January 2003, the Sub-Segments and seats held on the Board of Directors and Executive Committee per Segment are:

Transmission: Sub-segments:	Muni/Coop	Number of Seats:	1
	Fed/State/Provincial		1
	IOU		2
	ITC		2
Generation:	Muni/Coop		1

	Fed/State/Provincial	1
	IOU	2
	Merchant	2
Marketers/Brokers:	Muni/Coop	1
	Fed/State/Provincial	1
	Non- IOU Affiliated	2
	IOU Affiliated	2
Distribution/Load Serving Entities:	Muni/Coop	2
	IOU	2
	Competitive Retailer	1
	<i>(not available to muni/coop, IOU or IOU affiliates)</i>	
	Other	1
	<i>(not available to muni/coop, IOU or IOU affiliates)</i>	
End Users:	End Use <i>(also in another segment)</i>	1
	Regulator	1
	Residential/Commercial	1
	Large Industrial (not in other segments)	2
	End Use (Self Generation)	1

3 Reserved

4 Reserved

5 Members

5.1 Voting Members

A Membership

Membership and voting rights in the WEQ shall be open to any person or legal Entity that:

- 1** Has an active, significant business interest in the wholesale electric market or is the representative or Agent of such a person or Entity, and
- 2** Is current in payment of its membership dues.

B Multiple Memberships Per Quadrant

Memberships in multiple Segments of the WEQ are permissible for any Entity, provided each membership is filed and declared with NAESB, the Entity meets the membership requirements of each Segment joined, membership dues are paid for each Segment and different company personnel are used for each Segment's activities.

C Segment and Sub-Segment Qualification

Upon joining the NAESB WEQ, the Voting Member must identify a Segment and within that Segment, only one Sub-Segment, in accordance with Section 2.3 and the Sub-Segment allocation shown in Attachment A, that it feels most closely aligns with its business interest.

If membership in the Segment is challenged, participation by this Voting Member can be barred by a 67% affirmative vote of that Segment. If a Voting Member is disallowed, the Voting Member has 60 days to appeal the decision to the Board of Directors, and upon receipt of the appeal, the Board of Directors will take action within 60 days. If the Voting Member does not appeal the disallowal or if the Board of Directors upholds the disallowal action in the case of an appeal, reselection of Segment and Sub-Segment will be required. In the case of an appeal, the Voting Member will remain a Voting Member in the Segment and Sub-Segment pending the resolution of the appeal by the Board of Directors.

If membership in the Sub-Segment is challenged, participation by this Voting Member can be barred by a 67% affirmative vote of that Sub-Segment. If a Voting Member is disallowed, the Voting Member has 60 days to appeal the decision to the Board of

Directors, and upon receipt of the appeal, the Board of Directors will take action within 60 days. If the Voting Member does not appeal the disallowal or if the Board of Directors upholds the disallowal action in the case of an appeal, reselection of Segment and Sub-Segment will be required. In the case of an appeal, the Voting Member will remain a Voting Member in the Segment and Sub-Segment pending the resolution of the appeal by the Board of Directors.

D Multiple Corporate Memberships

An Entity may join and vote in all Segments for which it is qualified and for which its membership dues are current. Multiple companies under common control within a corporate organization that desire to become Voting Members must join individually. Members cannot extend their WEQ Membership to their parent company, affiliates, or subsidiaries.

E Service Entities

Service Entities will be viewed as having a legitimate business interest in any Segment and Sub-Segment to which they directly provide service by contracting primarily with Entities that would qualify for Segment and Sub-Segment Membership

6 Meetings of the Members

All meetings held in association with the NAESB organization, or the WEQ, are open to any interested Entity and will be held in accordance with the NAESB Operating Procedures. From time to time, there may be joint meetings of the WEQ with other Quadrants within NAESB, and Segments may meet jointly to transact Quadrant business. Only the EC, Board and the WEQ Membership ratification processes are limited to Voting Members.

7 Board

7.1 Board Representation

The membership of each WEQ Sub-Segment shall elect representatives to the Board from its Sub-Segment in accordance with the NAESB Bylaws, Certificate, and these WEQ Procedures.

7.2 Qualifications of Board Members

A Eligibility

To be eligible to serve as a NAESB Board Member from the WEQ, a nominee must:

- 1** Have a working knowledge of the NAESB process,
- 2** Be willing to commit the time and resources necessary,
- 3** Have the authority to fulfill the obligations as a Board representative,
- 4** Be willing to meet the minimum threshold of participation and attendance established in the NAESB Bylaws, Section 9.7(f), and any other applicable provisions, as set forth in the NAESB Bylaws and
- 5** Be a Voting Member or a partner, an officer, an employee or an agent of a Voting Member of the WEQ.

B One Member, One Seat Per Segment

No two Board Members from the same or affiliated companies can be elected to the Board from the same Segment.

C One Office Per Member Representative

No Board Member elected from the WEQ may hold both a Board seat and an EC seat concurrently in the WEQ or any other NAESB Quadrant. If a WEQ EC Member is elected as a Board Member from the WEQ, the WEQ EC seat is vacated immediately upon the EC Member's assumption of the Board position.

7.3 Number and Election of Board Members

A Number of Board Members

The WEQ shall elect thirty (30) Board Members. Each Segment of the WEQ will elect six (6) Board Members, in accordance with the Sub-Segment allocation shown in Attachment

A of the WEQ Procedures. Vacant seats are subject to Section 7.5 C of these WEQ Procedures.

B Election of Board Members

Nominations for and election of Board Members will be in accordance with the Sub-Segment allocations shown in Attachment A. Only Voting Members of the particular Sub-Segment for which the Board seat is being sought are allowed to vote in this process.

C Board Election Procedures

In preparation for any election of Board Members, other than initial Board Members:

- 1** Nominations may be made at or prior to the close of the WEQ nomination period by any appropriate Sub-Segment Member by submitting the candidate names to the NAESB Office in accordance with the NAESB Operating Procedures.
- 2** All Board nominees shall meet the personal and membership eligibility requirements set out in these WEQ Procedures. NAESB shall confirm that a nominee meets the Board eligibility requirements.
- 3** All eligible nominees shall state in writing their willingness to accept the responsibility of serving as a Board Member, prior to the submission of their names to the Sub-Segment WEQ Membership at the election.
- 4** The WEQ Board nomination period shall end two weeks prior to the commencement of the election period. This deadline may be extended. All nominations will be in writing or by electronic communications.
- 5** Any WEQ Sub-Segment Voting Member who is current in the payment of its membership dues is eligible to one vote per open Sub-Segment seat. The ballot shall contain the names of all eligible nominees.
- 6** The candidates receiving the greatest number of votes shall be elected.
- 7** In the event of a tie, a runoff election will be held to resolve the tie. In the event of another tie, the candidate chosen by lot will be announced as the newly elected Board member. The NAESB Office will conduct the lottery required to resolve the tie.

D Timing of Elections

The election of Board Members shall occur concurrently for all Segments of the WEQ.

7.4 Term of Office

A Terms

Initially, Board Members shall be elected for two-year terms, with half of the terms expiring in alternating years. All subsequent elections for other than filling vacancies during a term, are for two year terms.

B Limit on Number of Terms of Office

Board Members from the WEQ may run for re-election without restriction on the number of terms held.

C Change of Affiliation

In the event that a WEQ Board Member changes member or company affiliation, the Board seat will become vacant and open for re-election as prescribed in Section 7.5 of these WEQ Procedures.

7.5 Vacancies

- A** A person shall cease to be a member of the Board upon (1) the Board Member's resignation, removal, or death; (2) term expiration; or (3) the resignation or lapse, through a delinquency in payment of the membership dues, of the Segment Membership of the Entity that the Board Member represents. A vacancy shall be filled for the remainder of that term in accordance with Section 7.5 B & C of these WEQ Procedures.
- B** In the event that a Board Member resigns or otherwise vacates a seat, and less than 90 days remain in the term of office, the Board seat will remain vacant until the next election period.

- C** If any seat on the Board becomes vacant and more than 90 days remain in the term of that seat, the respective Sub-Segment will conduct nominations and elections to fill that seat.
- 1.** If the seat is vacant after ninety (90) days, that seat will be designated an "At Large" seat and the Segment will hold elections to fill that seat conforming to the Sub-Segment Principles.
 - 2.** If the seat is vacant after 180 days, the voting rights of that "At Large" seat will be suspended and the Segment will be expected to re-organize with new Sub-Segments consistent with the six (6) Board seats, six (6) EC seats, and Sub-Segment Principles. The new sub-segmentation will become effective on approval by 75% of the Segment and then 67% of the WEQ Membership. The percentage will be based on those members voting. The Segment will then conduct elections for its Board and EC members with the rights of the Board Members effective under the new Sub-Segment designations.
 - 3.** If, after 270 days of the original vacancy, the Segment is unable to develop new Sub-Segments, an affirmative vote of 67% of the WEQ Membership is needed within the next ninety (90) days to develop and approve the new Sub-Segments for the Segment consistent with the Sub-Segment Principles. New Segment elections will be conducted as outlined above.
 - 4.** At any time during the vacancy of the seat, the Sub-Segment in question elects a Board member to fill the vacancy, no further Sub-Segment actions are necessary.

7.6 Reserved

7.7 Resignation of Members of the Board

A Member of the Board may resign his or her position by submitting a letter to the Secretary of NAESB with a copy to the Board Chair stating that he or she is resigning and giving the effective date of the resignation.

8 Election of WEQ Board Vice Chair

8.1 Eligibility

Any Board member who is a member of the WEQ may be nominated for the WEQ Board Vice Chair position.

8.2 Election Process

After a two week process where Board members can nominate, (including self-nomination), the NAESB office will run an election for the office of the WEQ Board Vice Chair and the candidate receiving the most votes from among the WEQ Board members will be announced as the WEQ Board Vice Chair. The WEQ Board Vice Chair may run for re-election at the conclusion of his/her term.

8.3 Term

The WEQ Board Vice Chair will remain in office until the earlier of: the conclusion of the two year term, or he/she no longer holds a Board seat.

9 Reserved.

10 Executive Committee

10.1 EC Representation

The membership of each WEQ Sub-Segment shall elect representatives to the EC from its Sub-Segment in accordance with the NAESB Bylaws, Certificate, and these WEQ Procedures.

10.2 Qualifications of EC Members

A Eligibility

To be eligible to serve as a NAESB EC Member from the WEQ, a nominee must:

- 1** Have a working knowledge of the NAESB process

- 2 Be willing to commit the time and resources necessary,
- 3 Have the authority to fulfill the obligations as an EC representative,
- 4 Be willing to meet the minimum threshold of participation and attendance established in the NAESB Bylaws, Section 10.4(j), and any other applicable provisions, as set forth in the NAESB Bylaws and
- 5 Be a Voting Member, or a partner, an officer, employee or an agent of a Voting Member of the WEQ.

B One Member, One Seat Per Segment

No two EC Members from the same or affiliated Entities can be elected to the EC from the same Segment.

C One Office Per Member Representative

No EC Member elected from the WEQ may hold both a Board seat and an EC seat concurrently in the WEQ or any other NAESB Quadrant. If a WEQ EC Member is elected as a Board Member from the WEQ, the WEQ EC seat is vacated immediately upon the EC Member's assumption of the Board position.

10.3 Number and Election of EC Members

A Number of EC Members

The WEQ shall elect thirty (30) EC Members. Each Segment of the WEQ will elect six (6) EC Members, in accordance to the Sub-Segment allocation shown in Attachment A of the WEQ Procedures. Vacant seats are subject to Section 10.5 C of these WEQ Procedures.

B Election of EC Members

Nominations for and election of all EC Members will be in accordance with the Sub-Segment allocation shown in Attachment A. Only Voting Members of the particular Sub-Segment for which the EC seat is being sought are allowed to vote in this process.

C Election Procedures

In preparation for any election of EC Members:

- 1 Nominations may be made at or prior to the close of the WEQ nomination period by any appropriate Sub-Segment Member by submitting the candidate names to the NAESB Office in accordance with the NAESB Operating Procedures
- 2 All EC nominees shall meet the personal and membership eligibility requirements set out in these WEQ Procedures. NAESB shall confirm that a nominee meets the EC eligibility requirements
- 3 All eligible nominees shall state in writing their willingness to accept the responsibility of serving as an EC Member, prior to the submission of their names to the Sub-Segment WEQ Membership at the election.
- 4 The WEQ EC nomination period shall end two weeks prior to the commencement of the election period. This deadline may be extended. All nominations shall be in writing or electronically communicated.
- 5 Any WEQ Sub-Segment Voting Member who is current in the payment of its membership dues is eligible to vote per open Sub-Segment seat. The ballot shall contain the names of all eligible nominees.
- 6 The candidates receiving the greatest number of votes shall be elected.
- 7 In the event of a tie, a runoff election will be held to resolve the tie. In the event of another tie, the candidate chosen by lot will be announced as the newly elected EC member. The NAESB Office will conduct the lottery required to resolve the tie.

D Timing of Elections

The election of EC Members shall occur concurrently for all Segments of the WEQ.

E Officers of the WEQ EC

The WEQ EC shall elect a vice chair of the EC, and may elect a second vice chair who shall serve for a period of one (1) calendar year. The Vice Chair, and in his or her absence the Second Vice Chair, shall preside over the meetings of the WEQ EC.

1 Eligibility

Any EC member who is a member of the WEQ quadrant may be nominated for the WEQ EC Vice Chair position or Second Vice Chair position. It is encouraged but not required that the WEQ EC Vice Chair position and Second Vice Chair represent different segments of the WEQ.

2 Election Process

After a two week nomination process where WEQ EC members can nominate including self-nomination, the NAESB office will run an election and the candidates receiving the most votes from among the WEQ EC members will be announced as the officers of the WEQ EC..

10.4 Term of Office

A Terms

Initially, EC Members shall be elected for two-year terms, with half of the terms expiring in alternating years. All subsequent elections for other than filing vacancies during a term, are for two years.

B Limit on Number of Terms of Office

EC Members from the WEQ may run for re-election without restriction on the number of terms held, provided that the position of the EC Vice Chair and Second Vice Chair shall have a term limit of one year each.

C Change of Affiliation

In the event that the EC Member changes member or company affiliation, the EC seat will become vacant and open for re-election as prescribed Section 10.5 of these WEQ Procedures.

10.5 Vacancies

A A person shall cease to be a member of the EC upon (1) the EC Member's resignation, removal, or death; (2) term expiration; or (3) the resignation or lapse, through a delinquency in payment of the membership dues, of the Segment Membership of the Entity that the EC Member represents. A vacancy shall be filled for the remainder of that term in accordance with Sections 10.5B & C of these WEQ Procedures.

B In the event that an EC Member resigns or otherwise vacates a seat with less than 90 days remaining in the term of office, the EC seat will remain vacant until the next election period and the respective Sub-Segments Designated Alternate will serve until a new EC Member is elected.

C If any seat on the EC becomes vacant and more than 90 days remain in the term of that seat, the respective Sub-Segment will conduct nominations and elections to fill that seat.

1. If, after ninety (90) days the seat is still vacant, that seat will be designated an "At Large" seat and the Segment will hold elections to fill that seat conforming to the Sub-Segment Principles.

2. If, after 180 days of the vacancy, that seat is still vacant, the voting rights of the "At Large" seat will be suspended and the Segment will be expected to re-organize with new Sub-Segments consistent with the six (6) EC seats, six (6) Board seats, and Sub-Segment Principles. The new sub-segmentation will become effective on approval by 75% of the Segment and then 67% of the WEQ Membership. The percentage will be based on those members voting. The Segment will then conduct elections for its Board and EC members with the rights of the Board Members and EC Members effective under the new Sub-Segment designations.

3. If, after 270 days of the original vacancy, the Segment is unable to develop new Sub-Segments, an affirmative vote of 67% of the WEQ Membership is needed within the

next 90 days to develop and approve the new Sub-Segments for the Segment consistent with the Sub-Segment Principles.

4. At any time during the vacancy of the seat, the Sub-Segment in question elects a Board member to fill the vacancy, no further Sub-Segment actions are necessary.

10.6 Reserved

10.7 Resignation of Members of the EC

A Member of the WEQ EC may resign his or her position by submitting a letter to the Secretary of NAESB with a copy to the WEQ EC Vice-chair stating that he or she is resigning and giving the effective date of the resignation.

10.8 Designated Alternates

Each Segment's Sub-Segment of the WEQ may develop and approve a list of individuals to serve as Designated Alternates and will give such list to the NAESB office in accordance with the NAESB Bylaws.

A Authority

Persons presenting themselves at an EC meeting as Designated Alternates will be accepted as a participant provided that:

- 1 No two EC Members and Designated Alternates from the same Voting Member can represent a Segment at an EC meeting.
- 2 He or she has been designated to attend by an absent EC Member from his/her Segment's Sub-Segment.
- 3 The WEQ EC Member from that Segment either indicates to the NAESB Office, EC Chair or Vice Chair that the EC Member will be absent, or is in fact absent and remains absent, and
- 4 The name of the Designated Alternate is on a list of approved Designated Alternates selected by the appropriate Sub-Segment Membership according to these WEQ Procedures, and is on file with the NAESB Office.

B Election of Designated Alternates

Each Sub-Segment may select Designated Alternates. In selecting Designated Alternate, the items below should be followed:

- 1 EC representative of Sub-Segment submits the list to NAESB office.
- 2 Alternates are members or agents of members of NAESB in good standing.
- 3 Alternates may not be presiding EC representatives (in any Segment or Sub-Segment) in the WEQ.
- 4 The Sub-Segment may provide a list that is considered approved if no objection from the Sub-Segment is raised. If objection is raised and not accommodated by the EC member providing the list, a vote of the Sub-Segment members is taken to approve the list with a simple majority 67% affirmative vote of those Sub-Segment members required for approval.
- 5 Alternates List may be revised.

10.9 EC Meetings

A WEQ EC Meetings

- 1 WEQ EC meetings shall be held at times and locations determined by the EC Vice Chair or Second Vice Chair of the WEQ EC. The capability to participate by telephone is required for all WEQ EC meetings.
- 2 The NAESB Office shall record the minutes of EC meetings.

B Notices

The NAESB Office shall post advance meeting notices and agendas on the NAESB website and transmit same in writing, by facsimile, e-mail, or other electronic means to all WEQ EC Members. Unless under extreme circumstances, meeting notices shall provide at least 10 days notice of the meeting.

C Voting

- 1 The WEQ EC shall practice Balanced Voting and record voting results.
- 2 Each WEQ EC Member may participate and vote in EC meetings by notational ballot. Every notational ballot shall be executed in writing by the WEQ EC Member or by his or her duly authorized attorney in fact and filed with the Secretary of NAESB. The notational ballot may be mailed, sent via facsimile or sent via electronic mail to the NAESB Office.
- 3 Notational voting shall be permitted in accordance with the NAESB Bylaws, Section 10.4 (k)(i-iii).

D Joint EC Meetings

In the event that the EC of the WEQ meets jointly with an EC of another NAESB Quadrant, the choice of Quadrant EC Vice Chair presiding over the joint meeting will be determined by the precedence established in the order of rotation of EC Vice Chairs as specified in the NAESB Bylaws.

10.10 EC Subcommittees & Task Forces

A Establishing Subcommittees & Task Forces

The EC of the WEQ shall set up its own subcommittees and task forces to deal with WEQ-specific issues for standards development as described in the WEQ Annual Plan. The WEQ EC chair may assign or solicit volunteers from the EC to co-chair the subcommittee or task force. The subcommittees and task forces will proceed in accordance with the relevant NAESB Operating Practices.

B Meeting Minutes

In the event that an individual from the NAESB Office is unavailable to take minutes, the Chair of any subcommittee / task force meeting will designate an individual to take minutes and forward them to the NAESB Office.

C Reporting

Each WEQ EC subcommittee or task force will report to the EC at no less than quarterly intervals, on a schedule to be defined by the EC for as long as the subcommittee or task force continues to exist.

11 Reserved

12 Reserved

13 Reserved

14 Reserved

15 Reserved

16 Reserved

17 Reserved

18 Amendments

18.1 Any interested party may request a change to the WEQ Procedures by forwarding a request in writing to the NAESB Office.

18.2 The WEQ Procedures Drafting Collaborative Task Force is charged with drafting amendments to the quadrant procedures. The changes will be reviewed by NAESB Counsel to ensure that the amendments are not inconsistent with the organization's certificate and bylaws. After such assessment, the procedures will be reviewed for adoption by the WEQ membership. The

NAESB Office will forward proposed amendments with a notational ballot to all WEQ Board members. The notational balloting period shall be 30 days. For the amendments to be adopted, 75% affirmative vote of the WEQ Board members with a minimum of 40% affirmative vote from each segment will be required. After the WEQ Board vote is taken and passes, the amendments must also be ratified by WEQ membership. For the amendments to be ratified, a minimum of 75% of the WEQ members returning ballots should vote affirmatively. Members not returning ballots will be considered voting in favor of adoption of the amendments.ⁱ

~~**18.3** Any changes to the WEQ Procedures that reflect Sub-Segment changes, and are a result of actions taken pursuant to sections 2.4, 7.5 or 10.5C are considered approved without processing through section 18.~~ⁱⁱⁱ

19 Reserved

ⁱ **Section 10.8.B.4 – Barry Lawson**

My recollection is that we decided a 67% affirmative vote of the subsegment members was required if a designated alternate list was objected to. I do not recall a decision of 50% on that item. The 67% vote requirement should be reinstated until the Collaborative discusses and makes a decision on the 50% figure.

ⁱⁱ **Section 18.2 – Barry Lawson**

I remember specifically that the group did not agree with the idea that members not returning ballots would be considered voting in favor of adoption of WEQ Procedure amendments. This sentence at the end of this section should be removed since it was not agreed to.

Tom McGrath:

Paragaph 18.2 is inconsistent with my notes from the meeting. Specifically: - WEQ board member vote was to be based on only those who vote. This would be consistent with 2.4 - After board approval, a procedure change would be ratified by the WEQ membership (75% of those voting).

ⁱⁱⁱ **Section 18.3 – Barry Lawson**

This section was not discussed at the Jan. 27 meeting and should be removed until such a discussion takes place with the members of the Collaborative.

7. WEQ Joint Interface Committee Report



NORTH AMERICAN ELECTRIC RELIABILITY COUNCIL

Princeton Forrestal Village, 116-390 Village Boulevard, Princeton, New Jersey 08540-5731

NAESB-NERC Joint Interface Committee

January 10, 2003 — 9 a.m.–3 p.m.
Airport Marriott
Tampa, Florida

Meeting Minutes

Attendance

NAESB Members:

Michael Desselle
Steven Corneli
David McMillan
Dale Landgren
Charles Yeung
John A. Anderson
Alex DeBoissiere

NERC Members:

Ricky Bittle
Walter Johnson
Sam R. Jones
Edward Schwerdt
Ronald Threlkeld
Mark Fidrych

NAESB Alternates:

Barry Green
Robert Goss
Edward Davis
Gary L. Jackson
Mary Ellen Paravalos (phone)
Alan Johnson (phone)
Andy Dotterweich

Jim Templeton

NERC Alternates:

Linda Campbell

Secretary:

Tim Gallagher

Guests:

Rae McQuade, NAESB
Bill Boswell, NAESB
Glenn Ross, Dominion
David Cook, NERC
Steve Wallace, Seminole Electric Cooperative
Jim Buccigross, 8760
Joelle Ogg, John & Hengerer (Anti-trust Attorney)
Julie Cox (Transcriber)
Jeff Mueller, PSE&G
Lane Mahaffey, Seminole Electric Cooperative
Joe Welborn, Seminole Electric Cooperative
Cecilia Liang-Nicol, Allegheny Energy Supply

1. All present were introduced. Mr. Boswell welcomed the group. Transcripts will be kept of JIC meetings and a transcriber attended this meeting. Joelle Ogg, counsel with John and Hengerer, served as anti-trust counsel for the meeting and reviewed the anti-trust guidelines.

2. Michael Desselle and Glenn Ross presented the NAESB-NERC Memorandum of Understanding (MOU) to the group, including its formation. The JIC was created as a result of the MOU.
 - a. The role of the JIC, which is to review proposals for standards received by NAESB and NERC and to determine in which organization's process these standards are most appropriately developed, was presented and discussed.
 - b. The MOU is a living document; experience gained in its implementation may lead to MOU modifications in the future.
 - c. Section 2.8 of the MOU states that JIC determinations may be overturned by NERC or NAESB within 30 days. It is hoped that this clause will not often be exercised.
 - d. It is not envisioned that NERC or NAESB will endorse or ratify reliability standards or business practices developed by the other organization. The MOU assumes that both processes are valid. Either organization has the opportunity to fully participate in the development of reliability standards and business practices once they have been assigned.
 - e. It is anticipated that standards proposals that are submitted to the JIC will be specific enough and include enough detail to enable the JIC to weigh their commercial and reliability consequences so as to avoid the need to split a standard into two pieces to be developed by both organizations. The JIC's focus is to make a determination of where to develop the proposal and not to parse it.
3. Michael Desselle and Ricky Bittle were appointed by the boards of NAESB and NERC, respectively, as JIC co-chairs for 2003. JIC co-chair is a voting position.
4. Michael Desselle presented appendix A of the MOU for group discussion. This Appendix is intended to serve as a guideline or starting point for the JIC in making its determinations for assignment of standards development and is not intended to be all-inclusive or constraining.
5. Sections 2.2–2.3 and Appendix C of the MOU contain the voting procedures that will be used by the JIC. Each organization receives 50% of the vote, which is divided equally among the members present at each meeting. No notational ballots or proxies will be permitted. Alternates will vote if the primary representative is absent. Participation and vote by conference call is acceptable. A simple majority is needed for a final decision. In the event of a tie, the chairmen of NAESB and NERC will resolve it. A majority of NERC and NAESB members must be present for a quorum.
6. NAESB JIC alternates have been appointed. NERC alternates have not yet been appointed.
7. Walter Johnson presented two proposals for reliability standards to the JIC that were submitted into the NERC process. The scopes for both have been through multiple rounds of industry comment and have been authorized to move into standards drafting by NERC's Standards Authorization Committee (SAC).
 - a. Balance Resources and Demand
 1. The purpose of this proposed reliability standard is to maintain system frequency and thus the reliability of the interconnected electric grid. In the process of developing this request for a standard, some business practices were identified and removed in consideration of industry comments. An example of this is inadvertent

energy payback, which is not included in this standard request and has been referred to NAESB and included in their 2003 annual plan.

The proposal does not dictate how to balance resources and demand, but rather requires that it be accomplished.

Sam Jones made a motion to assign development of this reliability standard proposal to the NERC process, seconded by Steve Corneli.

Discussion — the following comments were made:

- There are commercial impacts associated with this standard and those who cooperate in maintaining the balance of resources and demand must be compensated. (Some felt that such compensation is neither a NERC nor a NAESB issue and should instead be addressed by FERC).
- The specific actions taken by balancing authorities to balance resources and demand must not be prescribed by this standard.
- The standard should not exclude any options available to achieve a balance between resources and demand (including interruptible loads, for instance).
- The JIC should not be directing the actions of standards drafters; the JIC should only determine which process (NERC or NAESB) should be used to develop the standard.
- A list of minority opinions/unresolved issues raised during the NERC and NAESB comment periods should be included in the JIC background materials for each standards proposal.

A vote on Mr. Jones' motion was conducted. The motion to assign development of this standard to NERC passed by unanimous vote of the 8 NAESB representatives (Andy Dotterweich cast a vote as the alternate for Syd Berwager, who was not in attendance) and a unanimous vote of the 6 NERC representatives.

b. Operate Within Limits — Monitor and Assess Short-term Transmission Limits

1. This proposal does not set transmission system limits, as this will be handled in another SAR, but rather requires that transmission limits be honored. Responsible entities must be able to monitor the limits and provide and perform corrective actions if limits are exceeded. The standard proposal does not prescribe what the corrective actions must be.

Walter Johnson made a motion to assign development of this reliability standard proposal to the NERC process, seconded by John Anderson.

Discussion — the following comments were made:

- How does this SAR fit in with another one to manage congestion? Are the corrective actions intended as congestion management? This should not be the primary method for mitigating congestion.
- The corrective actions are not dictated in the standard and are not specified as congestion management.

- This standard also has commercial implications, for example it might make generators run out of merit. There is concern that some may use the standard as an excuse for unfair practices.

A vote on Mr. Johnson's motion was conducted. The motion to assign development of this standard to NERC passed by unanimous vote of the 8 NAESB representatives (Andy Dotterweich cast a vote as the alternate for Syd Berwager, who was not in attendance) and a unanimous vote of the 6 NERC representatives.

8. There was discussion regarding what actions the JIC can take after evaluating a proposal for a standard. The following conclusions were reached:
 - a. The JIC must either assign the standard to NAESB or NERC for development or remand the proposal to its initiator for further information.
 - b. JIC comments on the content of the proposed standard are a matter of record. Meeting transcripts can be accessed so that comments can be reviewed by anyone, including the drafters of the standards.
9. Sharing of Annual plans
 - a. Michael Desselle and Steve Corneli presented the 2003 NAESB annual plan to the group. Every effort will be made to coordinate the NAESB and NERC annual plans. This is the first annual plan developed for the Wholesale Electric Quadrant (WEQ). All items on the plan will eventually be submitted to the JIC for evaluation, but the point at which this will occur has not been finalized yet.
 1. Dave McMillan is working with a NAESB group to re-write their procedures to allow for a step between the annual plan and the drafting of the standard. This modification will aid the JIC in making determinations at the appropriate time. This effort should conclude in the next 30-60 days.
 - b. Ricky Bittle presented the 2003 NERC annual plan for the development of reliability standards. Mr. Bittle explained that the annual plan was developed prior to the signing of the MOU. Proposals for reliability standards will be submitted to the JIC after they have been reviewed by the industry and approved by the SAC, consistent with the MOU.
10. Future meetings
 - a. The next JIC meeting will be held on March 21 in Washington, DC.

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting - WEQ, WGQ, REQ, RGQ Meeting Materials
February 18-20, 2003

8. WEQ 2003 Annual Plan



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NORTH AMERICAN ENERGY STANDARDS BOARD

2003 WEQ Annual Plan Updated by the Executive Committee - December 12, 2002

	Item Description	Completion ¹	Assignment
1	Develop business practices standards as needed to complement reliability standards.		
	a) Apply NERC/NAESB MOU provisions in reviewing proposed reliability standards for their business practice implications.	2 nd Qtr 2003	Joint Interface Committee (JIC)
	b) Review existing NERC reliability policies and standards for their business practice implications.	2 nd Qtr 2003 Low priority	JIC
	c) Review each of the SARs in light of the NERC/NAESB MOU.	Ongoing High priority	JIC
2	Develop business practices standards for OASIS and Electronic Scheduling		
	a) Develop business practice standards as needed for OASIS and electronic scheduling including determining which, if any, ESC/OSC and other related industry groups' business practices and standards should be developed into NAESB standards.	4 th Qtr 2003 Medium/High priority ²	Market Standard Subcommittee (MSS)
	b) Develop standard communication protocols and cybersecurity requirements as needed for OASIS and electronic scheduling including determining which, if any, ESC/OSC and other related industry standard communication protocols and cybersecurity requirements should be developed into NAESB standards.	4 th Qtr 2003 Ongoing High priority	MSS
3	Develop business practices standards in Support of a Standard Market		
	a) Develop standards and model business practices in accordance with FERC orders and rules issued in the SMD docket (RM01-12-000), or pursuant to Order Nos. 888 or 2000, or otherwise directed by the FERC.	Per FERC Order High priority	MSS
	b) Respond to FERC inquiries pertaining to business practice standard development and keep FERC informed on the nature and effectiveness of coordination activities with other standards setting organizations.	Ongoing High priority	MSS
4	Develop business practices standards to Improve the Current Operation of the Wholesale Electric Market		
	a) Establish a standardized electric trading day.	See Note 1.	Market Operations

¹ Dates in the completion column are by end of the quarter for completion by the assigned committee. The dates do not necessarily mean that the standards are fully staffed so as to be implementable by the industry, and/or ratified by membership. If one item is completed earlier than planned, another item can begin earlier and possibly complete earlier than planned. There are no begin dates on the plan.

² The EC determined that this item should carry a medium priority in terms of substance and a high priority in terms of organizational relations.



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NORTH AMERICAN ENERGY STANDARDS BOARD

2003 WEQ Annual Plan Updated by the Executive Committee - December 12, 2002

Item Description	Completion ¹	Assignment
		Subcommittee (MOS)
b) Identify and develop business practices on the public dissemination of market information.	See Note 1.	MOS
c) Establish standard business practices relating to:		
i) Definition and treatment of firm/nonfirm power;	See Note 1.	MOS
ii) Definition and treatment of firm/nonfirm transmission;	See Note 1.	MOS
iii) Provision of reserves for transactions across multiple control areas.	See Note 1.	MOS
d) Develop business standards as necessary to resolve seams issues between ISOs and RTOs.	See Note 1.	MOS
e) Develop standards for data requirements, data exchange and scheduling of day-ahead and real-time bilateral markets.	See Note 1.	MOS
f) Examine business practices and definitions currently in use to determine applicability on a North American basis.	See Note 1.	MOS
g) Catalogue, assess and prioritize existing "standards" that have significant business practice implications.	See Note 1.	MOS
h) Review activities of NERC CIPAG in light of NERC-NAESB MOU regarding cyber security requirements for their business practice and system communication standards implications.	See Note 1.	MOS

5 Develop standardized contracts

a) A review of both the Western Systems Power Pool and the Edison Electric Institute (EEI) Master Service agreements and other related agreements would be in order with the objective of developing standard short term and long term master-service agreements.	2 nd Qtr 2003 High priority for outreach	Contracts Subcommittee
b) A review of the EEI Master netting agreement with the objective of developing standard terms and conditions for netting settlements (perhaps this is a subset discussion of the master service agreements above)	2 nd Qtr 2003 High priority for outreach	Contracts Subcommittee
c) A review of the terms and conditions of the standard liquidated damages contracts ("into Entergy, Into Cinergy, etc.) with the objective of developing standard LD contract terms	4 th Qtr 2003 High priority for outreach	Contracts Subcommittee
d) A review of the International Swaps and Derivatives Association (ISDA) cross commodity netting agreement	2 nd Qtr 2003 High priority for outreach	Contracts Subcommittee
e) Identify and develop business practices that would facilitate	3 rd Qtr 2003	Contracts Subcommittee



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NORTH AMERICAN ENERGY STANDARDS BOARD

2003 WEQ Annual Plan Updated by the Executive Committee - December 12, 2002

	Item Description	Completion ¹	Assignment
	transactions between 2 parties when creditworthiness is an issue.	High priority for outreach	
	f) Develop the Funds Transfer Agency Agreement.	2 nd Qtr 2003 High priority for outreach	Contracts Subcommittee
6	Develop business practices standards for Inadvertent Interchange Payback Practice.	2 nd Qtr 2003 High/Medium priority	MOS
7	Develop business practices standards related to FERC's forthcoming generation interconnection orders (large and small generators), in Docket Nos. RM02-01-000 and RM02-12-000.	4 th Qtr 2003 ³ High priority	MSS

Notes:

1. The WEQ EC Subcommittee will prioritize these items as appropriate and update the Board.

³ The completion date is dependent upon the issuance date of the generation interconnection orders.

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting – WEQ, WGQ, REQ, RGQ Meeting Materials
February 18-20, 2003

9. RGQ Agenda – 2-19-03



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NORTH AMERICAN ENERGY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING Hosted by Entergy – Wyndham New Orleans, New Orleans, LA

Wednesday, February 19, 2003 -- 8:00 a.m. to 11:00 a.m. – Retail Gas Quadrant (RGQ)

DRAFT AGENDA

- 8:00 a.m.
1. Welcome
 - Antitrust Guidelines
 - Welcome to members and attendees
 - Introduction and Roll Call
 2. Retail Gas Quadrant Draft Agenda & Draft Minutes
 - Adoption of RGQ Agenda
 - Adoption of Draft Minutes of December 13, 2002 RGQ EC meeting
 3. Membership Drive Update
 4. Subcommittee Updates and 2003 Annual Plan
 - Business Practice Inventory Task Force
 - Customer Processes Subcommittee
 - Supplier Utility Interface Subcommittee
 - Technical Electronic Implementation Subcommittee
 - Update of the 2003 Annual Plan
 5. Election of RGQ Second Vice Chair
 6. Other Business
- 11:00 a.m.
7. Adjourn

RGQ/REQ Joint Session

- 11:30 a.m.
1. Review of Common Activities of Each Subcommittee
 2. Identification of Issues that May Require Joint Efforts and Coordination for Such Efforts
 3. Plans for Next Meetings
 4. Other Business
- 1:30 pm.
5. Adjourn

Working lunch provided

Attire – Business Casual

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting – WEQ, WGQ, REQ, RGQ Meeting Materials
February 18-20, 2003

10. RGQ Draft Minutes – December 13, 2002



North American Energy Standards Board

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TO: NAESB Retail Gas Quadrant Executive Committee, Posting for Interested Industry Participants
FROM: Meghan McMillan, NAESB Staff
RE: Draft Minutes from the NAESB Retail Gas Quadrant Executive Committee Meeting - December 13, 2002
DATE: January 17, 2003

NAESB Retail Gas Quadrant Executive Committee Friday, December 13, 2002 Draft Minutes

1. Welcome

Mr. Buccigross opened the meeting by welcoming all of the newly elected Retail Gas Quadrant Executive Committee members, thanked Consolidated Edison Company of New York for hosting, and gave the antitrust guidelines. Each of the RGQ Executive Committee members introduced themselves and the roll was taken. Mr. Buccigross generally reviewed NAESB meeting practices and announced he would preside over the meeting until the RGQ Executive Committee Vice Chair is elected.

2. Adoption of Retail Gas Quadrant Draft Agenda

Mr. Novak proposed the addition of the following bullets under Other Business: creation of subcommittees and task forces, creation of RGQ Second Vice Chair position, number of seats per segment, and RGQ web site liaison. Mr. Buccigross added selection of RGQ Annual Plan Subcommittee (APS) representatives as a sixth bullet under Other Business. Mr. Zavodnick moved, seconded by Ms. Calcagno, to adopt the modified agenda. A procedural vote was taken and the agenda was adopted as modified.

3. Overview of NAESB Organization and Standards Development Process

Mr. Buccigross reviewed the development and maintenance of the annual plan and the operation and duties of subcommittees. Mr. Buccigross noted that the Board of Directors from all four quadrants ultimately approves the annual plan and, once approved, then subcommittees can begin to develop standards and model business practices based on the annual plan items. Mr. Buccigross said subcommittee work occurs through both face-to-face and conference call meetings, with attendance and voting not being limited by NAESB membership. Mr. Buccigross stated the subcommittee end product is a recommendation that is posted on the NAESB website and subject to a 30-day industry comment period, after which it will be presented to the quadrant EC for a vote. If the quadrant EC votes to approve the recommendation, the recommendation is sent out for member ratification, a process which requires a 67% affirmative vote of that quadrant's members.

Mr. Buccigross noted, alternatively, any individual or company can submit a standards request form which will then be sent to the Triage Subcommittee. The Triage Subcommittee, composed of representatives of each segment of each quadrant, then makes the following determinations: 1) Does the Triage Subcommittee believe that this request is in the scope of NAESB?; 2) If the request is in scope, to which quadrant is its properly assigned?; and 3) Once assigned to a quadrant, to which subcommittee should it be assigned and at what priority? Voting on Triage determination three is limited to the Triage representatives of the quadrant to which the request is assigned. The Triage determinations are then presented to the Executive Committee, with determinations one and two needing the approval of all four quadrants and determination three needing approval of the



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quadrant to which the request was assigned. Mr. Buccigross said once the Triage process is complete, the request proceeds through the subcommittee process described above.

4. Selection of Triage Representatives

The following Triage Representatives were identified at the meeting: Rod Sipe, services; Bruce Hayes, end users; Suzanne Calcagno, suppliers; Nancy Cianflone distributors; Marcy McCain, suppliers alternate; Steve Zavodnick, distributors alternate.

5. Discussion of Selection Process for RGQ EC Vice Chair

Mr. Buccigross reviewed the election process for the RGQ EC Vice Chair, and opened the floor for nominations. Mr. Zavodnick, seconded by Mr. Oppenheim, nominated Mr. Novak. The RGQ Executive Committee accepted Mr. Novak as the 2003 Vice-Chair by proclamation. As the new REQ EC Vice Chair, Mr. Novak assumed leadership of the meeting.

6. 2003 Draft Annual Plan

Mr. Novak requested that Mr. Buccigross review the new preamble to the annual plan. Mr. Buccigross reviewed the two page preamble that will now accompany each annual plan. He said the preamble explains that the annual plan is the road map for each quadrant's standards development efforts and clarifies the Executive Committee's responsibilities concerning the annual plan.

The group discussed item prioritization and assigning annual plan items to subcommittees. Mr. Buccigross suggested making any necessary changes and subcommittee assignments at this meeting in order to send the plan to the Board of Directors for approval. Mr. Novak suggested the EC not worry about completion dates or subcommittee assignments at this EC meeting, but instead approve the annual plan topics and send the draft annual plan to the Board. Mr. Novak proposed the RGQ's goal should be to have all assignments and priorities set by February 2003. Ms. Alexander proposed the group assign priorities to the items before adopting the annual plan. Mr. Jansen asked if prioritization in the other quadrants should be considered in order to take advantage of work that has been completed, and also questioned the effects of changing the priority of items after annual plan approval. Mr. Minneman suggested the RGQ begin initial work on items the REQ has already started. Mr. Dotterweich voiced policy concerns regarding item 3 of the plan as it relates to creditworthiness.

Mr. Zavodnick moved, seconded by Ms. Calcagno, to suspend discussion on the annual plan and move to Agenda Item 7, bullet two, which allows for the creation of RGQ subcommittees and task forces. Mr. Zavodnick amended the motion to say the items on the agenda will be discussed out of order. Mr. Zavodnick stated he would like to assign items 3 and 6 to committees with completion dates to facilitate coordination with the REQ. Concerns were voiced about setting the priority of these items without looking at the whole plan. A procedural vote on the motion to discuss the agenda items out of order by moving to Agenda Item 7, bullet two and to assign items 3 and 6 of the annual plan to subcommittees with completion dates to facilitate coordination with the REQ was taken and the motion passed with nine votes in favor, one opposed and Mr. Novak abstaining.

Mr. Zavodnick moved to approve Items 1-11 of the draft annual plan with the following changes: 1) remove the priorities; 2) assign Annual Plan Item 2, Examine Wholesale Gas Quadrant EDM Standards, to the TEIS; 3) assign Annual Plan Item 3, Creditworthiness, to the SUI; and 4) assign Annual Plan Item 6, Billing and Payment, to the CPS. Ms. Cianflone seconded the motion. Mr. Novak proposed an amendment to Mr. Zavodnick's motion to assign Annual Plan Item 1 to the Retail Gas Business Practice Inventory Task Force. Mr. Oppenheim voiced concerns about the language used in Annual Plan Item 3. Mr. Minneman noted this issue is being addressed at the



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subcommittee level in the REQ. On a suggestion from Ms. McQuade, it was agreed that Annual Plan Item 3 would be modified to parallel the creditworthiness language used in the creditworthiness item on the WGQ Annual Plan. Therefore, Annual Plan Item 3 would now read: "Develop creditworthiness standards and such development should be restricted to implementation of existing policy and the non-policy-oriented aspects of creditworthiness." On a procedural vote the motion to adopt the RGQ plan as modified passed unanimously. Accordingly, Ms. McQuade will submit the amended RGQ Annual Plan to the Board for approval.

Mr. Minneman suggested the RGQ identify individuals to serve on the Annual Plan Subcommittee, and the selected RGQ APS representatives meet with the REQ's APS representatives some time in February 2003.

7. Other Business

- Election of 2003 NAESB EC Chair

Mr. Novak reviewed the NAESB EC Chair election process, as follows: Ms. McQuade will poll the four quadrant Vice Chairs to determine who is interested in running for the position of NAESB EC Chair and then distribute via email an appropriate ballot to all Executive Committee Members. Mr. Novak explained that while every Executive Committee Member is eligible to vote, the election is weighted with each quadrant providing 25% of the final vote. Mr. Novak noted that the winner of the election will serve as overall Executive Committee Chair and Vice Chair of his or her respective quadrant.

- Creation of subcommittees and task forces

Mr. Novak presented five resolutions the first three pertaining to the creation of subcommittees and task forces for the RGQ. The proposed subcommittees and task forces are as follows: Customer Processes Subcommittee, Supplier-Utility Interface Subcommittee, Technical Electronic Implementation Subcommittee, Retail Gas Business Practice Inventory Task Force, and the Recruiting Task Force.

Resolution One:

Mr. Novak read the resolution as follows:

Whereas, there are similarities between the Annual Plan adopted by the Retail Electric Quadrant (REQ) and the Draft Annual Plan for the Retail Gas Quadrant (RGQ), and

Whereas, the NAESB Triage Subcommittee is authorized to recommend that Request for Standards Development (or for development of Model Business Practices) be assigned to both the RGQ and REQ, as appropriate, and

Whereas, the RGQ and REQ may individually direct their sub-committees to hold joint meetings to address such requests, and

Whereas, the similar sub-committee structures should help to minimize process differences, and

Now, therefore, the RGQ Executive Committee hereby creates the following sub-committees:

Customer Processes Subcommittee
Supplier-Utility Interface Subcommittee
Technical Electronic Implementation Subcommittee



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And, further, the RGQ Executive Committee directs each of these sub-committees to hold organizational meetings for the purpose of developing mission statements and electing sub-committee chair(s) prior to the February 2003 Executive Committee Meeting.

Ms. Fatina moved, seconded by Mr. Zavodnick, to adopt resolution one. Mr. Minneman, Vice Chair of the Retail Electric Quadrant, provided a summary of the function of each of the REQ subcommittees. On a procedural vote Ms. Fatina's motion passed unanimously. Mr. Sappenfield suggested, for the sake of future collaboration, the formation of joint committees comprised of RGQ EC and REQ EC members.

Resolution Two:

Mr. Novak read the resolution as follows:

Whereas, the Draft Annual Plan for the Retail Gas Quadrant (RGQ) contains an item "inventory Existing Natural Gas Practices Within States", and

Whereas, the resulting inventory is intended to provide information relevant to the development of Model Business Practices within other RGQ subcommittees, and

Now, therefore, the RGQ Executive Committee hereby creates the Retail Gas Business Practice Inventory Task Force.

And, further, the RGQ Executive Committee directs this task force to hold an organizational meeting for the purpose of developing mission statements and electing sub-committee chairs prior to the February 2003 Executive Committee Meeting.

Mr. Zavodnick moved, seconded by Ms. Calcagno, to adopt resolution two. On a procedural vote Mr. Zavodnick's motion passed unanimously.

Resolution Three:

Mr. Novak read the resolution as follows:

Whereas, increased Retail Gas Quadrant (RGQ) membership helps to broaden the cross-section of the industry contributing towards the development of Model Business Practices for retail gas, and

Whereas, each RGQ segment has either or both Board and/or Executive Committee seats open and increased participation at both levels of membership is beneficial to the functional operations of the quadrant, and

Now, therefore, the RGQ Executive Committee hereby creates the Recruiting Task Force.

And, further, the RGQ Executive Committee directs this task force to hold an organizational meeting for the purpose of developing a mission statement and electing task force chair(s) prior to the February 2003 Executive Committee Meeting.

Mr. Jensen moved, seconded by Ms. Fatina, to adopt resolution three. On a procedural vote Mr. Jensen's motion passed unanimously.

- Creation of RGQ second vice-chair position

Mr. Novak presented the following resolution (resolution 4) to create the position of RGQ Second Vice Chair.

Resolution Four:

Mr. Novak read the resolution as follows:



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Whereas, Section 10.3(a) of the bylaws of the North American Energy Standards Board provides for a Vice Chair from the Retail Gas Quadrant (hereinafter, 'RGQ Vice Chair'), and

Whereas, the responsibilities of the RGQ Vice Chair include, amongst other, chairing meetings of the Retail Gas Quadrant (RGQ) Executive Committee, and

Whereas, the RGQ Vice Chair may be unable, from time to time, to participate as chair of the RGQ Executive Committee and therefore, be unable to chair such meetings, and

Now, therefore, the RGQ Executive Committee hereby creates the position of RGQ Second Vice Chair,

And, further, the Executive Committee directs that term for RGQ Second Vice Chair be for one year, ending December 31 each year and that the RGQ elect the RGQ Second Vice Chair from the membership of the RGQ Executive Committee at the last meeting it holds each year, or thereabouts, as practicable.

The participants discussed whether the RGQ EC procedures should be modified to address this position. Mr. Minneman suggested a motion be made to pass resolution four and determine at a later date if the RGQ procedures need to be modified. Ms. Calcagno moved, seconded by Ms. McCain, to adopt resolution four. Several changes were suggested to the language of the resolution (in the first line the words "bylaws of the" were inserted before "North American Energy..." and the words "attend meetings" were replaced with "participate as chair"). The corrections made during the meeting are reflected in the above resolution. The modifications were accepted by Ms. McCain. On a procedural vote Ms. Calcagno's amended motion passed unanimously.

- Number of seats per segment

Resolution Five:

It was noted that upon its acceptance, resolution five would be submitted to the Board for a final decision. Mr. Novak read the resolution as follows:

Whereas, Sections 7.3 and 10.3 of the North American Energy Standards Board Bylaws (hereinafter, 'bylaws') establish twenty-four (24) persons as the number of Board or Executive Committee Members for the Retail Gas Quadrant, and

Whereas, Section 19.3 of the RGQ Procedures provides for an automatic reduction of the number of seats per segment from six to five unless the RGQ decides otherwise during its December 2002 meeting, and

Whereas, the first meeting of the RGQ Executive Committee is taking place during December 2002 and therefore, little or no experience operating at the twenty-four member level has been developed, and

Now, therefore, the RGQ Executive Committee recommends to the Board of Directors to retain the twenty-four person level currently provided for in Sections 7.3 and 10.3 of the Bylaws.

Ms. Alexander voiced concerns about the substance of resolution five. She stated there is no real advantage in having a meeting where the only segment having six people in it is the distribution segment. Further, she said experience has shown that the RGQ will have a very difficult time getting four, let alone six, end users and service segment members to be routinely represented on the Executive Committee.



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Ms. Cianflone moved, seconded by Ms. Calcagno, to approve resolution five and forward it on to the Board for further action. On a procedural vote Ms. Cianflone's motion passed with 9 votes being cast in favor and two votes opposing. Mr. Novak proposed the review of this issue every December to satisfy concerns about the RGQ not being able to reach its participation threshold; no decision was made concerning this proposal.

- RGQ web site liaison

Mr. Novak, as the current RGQ web site liaison, gave a description of this position and solicited a volunteer to assume the position officially. According to Mr. Novak, the RGQ web site liaison would compile a list of suggested web site changes and communicate those proposed changes with the NAESB office. Mr. Minneman gave an update on the REQ's contribution to suggestions concerning the NAESB web site and the status of the list server. Mr. Novak noted that documents explaining the list server will be circulated.

- Selection of RGQ Annual Plan Subcommittee Representatives

Ms. McQuade reviewed the Annual Plan Subcommittee duties and responsibilities. Mr. Novak asked for a point person to volunteer from each segment to serve on this subcommittee. Mr. Zavodnick volunteered for the distributor segment. No other volunteers were recorded at the meeting.

Mr. Nishida voiced concerns because some of the RGQ EC member terms expire in December 2002. It was decided that the Parliamentary Committee would discuss this issue and determine if those terms need to be extended.

8. Adjourn

Ms. Calcagno moved, seconded by Mr. Zavodnick, to adjourn the RGQ Executive Committee meeting. The meeting adjourned on Friday, December 13, 2002 at 4:03pm.



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9. Executive Committee Attendees

Title, Organization		Res. 1	Res. 2	Res. 3	Res. 4	Res. 5	Present
Distribution Segment							
Joseph M. Jansen	Manager Supplier Regulations, Public Service Electric and Gas Company	Yes	Yes	Yes	Yes	Yes	In Person
Leslie H. Nishida	Gas Federal Regulatory Supervisor, Wisconsin Public Service Corporation	Yes	Yes	Yes	Yes	Yes	In Person
Michael Novak	Assistant General Manager, National Fuel Gas Transmission, LLP	Yes	Yes	Yes	Yes	Yes	In Person
Nancy Cianflone	Director, Marketing Services Area, KeySpan Energy	Yes	Yes	Yes	Yes	Yes	In Person
Steve Zavodnick	Senior Engineer Gas Operations, Baltimore Gas and Electric Company	Yes	Yes	Yes	Yes	Yes	In Person
William Oppenheim	Manager, Asset Optimization, PECO Energy	Yes	Yes	Yes	Yes	Yes	In Person
End User Segment							
Bruce M. Hayes	Senior Regulatory Analyst, Ohio Consumers' Counsel	Yes	Yes	Yes	Yes	No	Phone
V A C A N C Y							
V A C A N C Y							
V A C A N C Y							
V A C A N C Y							
V A C A N C Y							
Services Segment							
Rod Sipe	President, New Science Partners	Yes	Yes	Yes	Yes	No	In Person
V A C A N C Y							
V A C A N C Y							
V A C A N C Y							
V A C A N C Y							
V A C A N C Y							
Supplier Segment							
Barbara A. Fatina	Vice President, Exelon Energy	Yes	Yes	Yes	Yes	Yes	In Person
Marcy McCain	Project Manager, Regulatory Affairs, Duke Energy Gas Transmission, LLP	Yes	Yes	Yes	Yes	Yes	In Person
Richard Zollars	Director, Data and Information						Absent
Suzanne Calcagno	Associate Director, Government & Regulatory Affairs, UBS Warburg Energy LLC	Yes	Yes	Yes	Yes	Yes	In Person
V A C A N C Y							
V A C A N C Y							



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10. Other Participation

Administrative:

Rae McQuade	-Executive Director
James Costan	-General Counsel
Meghan McMillan	-NAESB Staff

Observers to the Meeting:

Arnaout, Mariam	AGA	Phone
Barkas, Bill	Dominion Retail	In Person
Buccigross, Jim	8760 Inc.	In Person
Colombo, Craig	Dominion Resources	In Person
Davis, Dale	Williams Gas Pipeline	In Person
Dotterweich, Andy	Consumers Energy	In Person
Fyock, Les	Philadelphia Gas Works	In Person
Hess, Theresa	Reliant Energy Retail Services	In Person
Lawson, Barry	NRECA	In Person
Lokey, Felecia	TXU Energy	Phone
Minneman, Jim	PPL Solutions	In Person
Moran, Terry	PSE&G	In Person
Newbold, William	Detroit Edison	Phone
Perlman, Marjorie	Energy East	In Person
Sappenfield, Keith	EnCana Corporation	In Person
Stengel, Joe	PGW	In Person
Van Pelt, Kim	CMS	In Person
Van West, Lori	Excel Energy	Phone

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting - WEQ, WGQ, REQ, RGQ Meeting Materials
February 18-20, 2003

11. RGQ 2003 Annual Plan

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Draft 2002-2003 RGQ Annual Plan

Action Item, Description and Priority Category	Completion Quarter	Subcommittee Assignment
1 Inventory Existing Natural Gas Practices within States Conduct inventory of existing natural gas practices in various states.		Retail Gas Business Practice Inventory Task Force
2 Examine Wholesale Gas Quadrant EDM Standards Review NAESB Wholesale Gas Quadrant's (formerly known as GISB) "Electronic Delivery Mechanisms" manual to determine whether the standards within should be modified and/or adopted for use in the Retail Gas Quadrant.		Technical Electronic Implementation
3 Creditworthiness Develop Creditworthiness Standards pursuant to an Annual Plan item. Such development should be restricted to implementation of existing regulatory policy, new regulatory policy after it has been ordered and non-policy oriented aspects of Creditworthiness.		Supplier-Utility Interface
4 Supplier Licensing Develop practices for licensing Suppliers with state utility commissions and for registering Suppliers with Distributors (e.g. application process and requirements).		
5 Customer Enrollment, Switching & Dropping Develop practices for submitting and receiving, processing and fulfilling a customer's request to enroll with or leave a Supplier (including Suppliers dropping customers).		
6 Billing & Payment Develop practices for billing customers; remittance to parties providing services to customers under different billing options (e.g. dual or consolidated bills; rate-ready or bill-ready); and payment between Distributor and Supplier under different payment options (e.g. assumption of receivables, pay-as-you-get-paid).		Customer Processes
7 Customer Information Develop practices for the release, collection, exchange and maintenance of customer information between Distributors and Suppliers, such as customer authorization, pre-enrollment information, customer lists, enrollment information and post-enrollment information. Develop procedures and protocols for communicating the nature & level of a customer's service as human needs, firm, interruptible, critical needs, and/or building protection for emergency services.		

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Draft 2002-2003 RGQ Annual Plan

Action Item, Description and Priority Category	Completion	Subcommittee
	Quarter	Assignment
8 Customer Inquiries		
Develop procedures for responding to customer inquiries directed to Distributors and/or Suppliers and for notifying the other party, such as inquiries involving switching and enrollment/disenrollment, billing, customer account changes, customer disputes and distribution emergencies.		
9 Examine Wholesale Gas Quadrant Non-EDM Standards		
Review NAESB Wholesale Gas Quadrant's other manuals to determine whether the standards within should be modified and/or adopted for use in the Retail Gas Quadrant (i.e. review "Nominations," "Flowing Gas," "Invoicing," "Capacity Release," and "Contracts" manuals.).		
10 Market Participant Interactions		
Develop model practices to support interactions between Distributors and Suppliers, such as governing documents that establish the legal relationship, roles and obligations, including performance standards, of both Distributor and Supplier (e.g. content and framework of governing documents or orders, Master Service Agreement, operational manuals, and so on).		
11 Utility-Supplier Disputes		
Develop dispute resolution procedures to resolve differences between Distributors and Suppliers, which would be included in the governing documents.		

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting – WEQ, WGQ, REQ, RGQ Meeting Materials
February 18-20, 2003

12. REQ Agenda – 2-19-03



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NORTH AMERICAN ENERGY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING Hosted by Entergy – Wyndham New Orleans, New Orleans, LA

Wednesday, February 19, 2003 -- 2:00 p.m. to 5:00 p.m. – Retail Electric Quadrant (REQ)

RGQ/REQ Joint Session

- | | | |
|------------|----|---|
| 11:30 a.m. | 1. | Review of Common Activities of Each Subcommittee |
| | 2. | Identification of Issues that May Require Joint Efforts and Coordination for Such Efforts |
| | 3. | Plans for Next Meetings |
| | 4. | Other Business |
| 1:30 pm. | 5. | Adjourn |

REVISED DRAFT AGENDA

- | | | |
|-----------|----|--|
| 2:00 p.m. | 1. | Welcome <ul style="list-style-type: none">• Antitrust Guidelines• Welcome to members and attendees• Introduction and Roll Call |
| 2:15 p.m. | 2. | Adoption of Draft Agenda & Draft Minutes of previous meeting <ul style="list-style-type: none">• Adoption of Draft REQ Agenda• Adoption of Draft Minutes of December 13, 2002 REQ EC meeting |
| 2:30 p.m. | 3. | Review of Triage Decisions |
| 2:40 p.m. | 4. | Subcommittee Status <ul style="list-style-type: none">• Customer Processes Subcommittee – Ms. Lokey• Supplier-Utility Interface Subcommittee – Mr. Newbold• Technical Electronic Implementation Subcommittee – Mr. Brooks• Recent resignations by subcommittee leaders – Mr. Minneman |
| 4:00 p.m. | 5. | Definitions/Glossary, possible subcommittee? |
| 4:15 p.m. | 6. | Procedures for election of EC Alternates |
| 4:30 p.m. | 7. | 2003 REQ Annual Plan Update |
| 4:45 p.m. | 8. | Other Business |
| 5:00 p.m. | 9. | Adjourn |

Working lunch provided

Attire – Business Casual

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting – WEQ, WGQ, REQ, RGQ Meeting Materials
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13. REQ Draft Redlined Minutes – 12-13-02



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TO: NAESB Retail Electric Quadrant Executive Committee, Posting for Interested Industry Participants

FROM: Meghan McMillan, NAESB Staff

RE: Draft Minutes from the NAESB Retail Electric Quadrant Executive Committee Meeting - December 13, 2002

DATE: January 8, 2003

**Retail Electric Quadrant Executive Committee
Friday, December 13, 2002
Draft Minutes**

1. Welcome

Mr. Minneman opened the meeting and thanked Consolidated Edison Company of New York for hosting the meeting. Ms. McQuade called the roll of REQ Executive Committee members present at the meeting, followed by the introduction of meeting observers and phone participants. Mr. James Costan of McGuireWoods read the antitrust guidelines. Introductions were made around the room.

2. Adoption of Retail Electric Quadrant Draft Agenda & Draft Minutes of Oct. 17, 2002 meeting

As a modification to the draft agenda, Ms. Hess proposed to add an item under number 3 to discuss the use of the word *should* in NAESB standards as opposed to *must*. Discussion of the technical subcommittee and coordination of the technical subcommittee across quadrants was added under the Technical Electronic Implementation Subcommittee (TEIS) section. Ms. Hess moved, seconded by Mr. Kubler, to adopt the agenda as modified. On a procedural vote Ms. Hess's motion passed unanimously.

The October 17, 2002 meeting minutes were modified as follows: at the bottom of page 1, under item 3, "the working group formed at the parliamentary meeting" should read "the working group formed at the September kickoff meeting;" on page 2 under item 4 an additional sentence was added to read "Mr. Lee Spangler will coordinate comments and suggestions from the four quadrants;" under item 5 the sentence beginning "Mr. Brooks stated..." was changed to read "Mr. Brooks stated that it would be easier and more economical for implementers if the formats are consistent across all quadrants," removing the language "at least where EDM standards are concerned;" it was noted that Ms. Hess sat as an alternate for Ms. Schrabbs at the October 17 meeting. Ms. Kiselewich moved, seconded by Mr. Kubler, to adopt the October 17, 2002 EC Meeting minutes as modified, subject to Mr. Brooks' agreement about the language. On a procedural vote Ms. Kiselewich's motion passed.

The October 30, 2002 conference call draft minutes were modified to specify Ms. Kiselewich's affiliation with the MAAC NERC Region. Ms. Kiselewich moved, seconded by Mr. Kubler, to adopt the October 30, 2002 minutes as modified. On a procedural vote Ms. Kiselewich's motion passed unanimously.

3. Subcommittee Status

In response to Ms. Hess's earlier request, Ms. McQuade informed the REQ Executive Committee members that NAESB standards cannot use the words *must* or *shall* because NAESB standards are voluntary. Ms. Alexander suggested when the Executive Committee talks about something with significant impact on what the subcommittees are doing, like the



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use of must or shall in standards, there needs to be a method of communicating this information from the EC to the subcommittees, such as sending out a memo or notation to the subcommittee chairs. Being that several subcommittee chairs were not in attendance at the Executive Committee meeting, it was agreed a memo on the use of *must* or *shall* in standards would be distributed to REQ subcommittee leadership, posted to the NAESB website, and distributed on the list server. Ms. Kiselewich proposed adding a 'tips' page to the NAESB web site as an additional resource for subcommittee leadership. Mr. Minneman noted Ms. Camp should be informed of Ms. Kiselewich's suggestion to add a tips page to the NAESBS web site, so that Ms. Camp could include it in the list of proposed web-site changes being prepared by the REQ.

Customer Processes Subcommittee

Mr. Moran gave the update. At the last meeting on November 7, 2002, the CPS reviewed the comments submitted by various parties on the billing and payment section of the UBP document. As a result of discussions at the meeting, a modified document was prepared and distributed, along with a request for additional comments by December 16. Mr. Moran identified the next step in the CPS process as the creation of a spreadsheet with compiled comments on the redlined document circulated on December 16 to be reviewed during the January 7 - 8 meeting. A group was formed at the November 7 meeting to develop and submit a single retailer model, and a draft of this document was placed on the list serve. Mr. Moran added one of the items brought up at the November meeting was policy and how to address it in the drafting of standards. CPS tabled the policy discussion for future consideration. Any policy issues identified in the UBP document were removed and placed in a separate document to be considered at a later time if necessary.

Supplier-Utility Interface Subcommittee

Mr. Newbold gave the update. Mr. Newbold stated a redline document was produced as a result of the November SUIS meeting. He noted the SUIS decided not to address assessing credit limits at this time. A draft of the redline document from the November meeting was posted to the NAESB website and circulated through the REQ list serve. It was noted that comments on the posted draft (Draft No. 3) are due by December 18 to Mr. Newbold and/or the list serve. The comments will be compiled in a spreadsheet and distributed by January 3, 2003, or at the next SUIS meeting on January 8, 2003.

Mr. Minneman proposed the REQ monitor the WGQ's progress concerning credit worthiness. He reviewed the work plan created by the WGQ. Mr. Buccigross suggested the chairs of the REQ and WGQ subcommittees start a dialogue concerning creditworthiness issues. Mr. Newbold and Ms. Broadrick volunteered to coordinate with the WGQ subcommittee working on creditworthiness. It was noted the REQ subcommittees have posted their schedules for January and February.

Technical Electronic Implementation Subcommittee

Ms. Hess gave the update. Ms. Hess stated the TEIS will use the EDM section of the Wholesale Gas Quadrant EDM Manual as a starting point for drafting of an REQ standards manual. Ms. Hess said the TEIS would like to arrange a joint meeting with the WGQ Technical Subcommittee to determine if the two groups can develop a joint manual for EDM. The next TEIS meeting is scheduled for the second week of January in Salt Lake City, UT. Mr. Minneman invited all interested parties to join the REQ TEIS List Serve for updates, and noted the link for joining the list serve is on the NAESB REQ web page.



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Mr. Minneman discussed the EC Technical Subcommittee's coordination proposal, located under Tab 7 of the EC book. Mr. Minneman described the goal of this proposal as facilitating the coordination of the four quadrants, particularly at the EDM and technical level, by creating a group with volunteers from all four quadrants to monitor what is being done on a technical level. Mr. Minneman noted this group would serve only as an advisory group since the EC makes decisions concerning technical standards. Mr. Buccigross stated all of the ECs would eventually need to approve this proposal. Ms. Davis voiced concerns about the lack of input from all of the subcommittee chairs on this proposal, and stated before it is approved all of the subcommittees should have some input.

4. Review of Triage Decisions

Mr. Minneman reviewed the results of the Triage subcommittee, which were subsequently adopted by the Executive Committee on a December 6, 2002 conference call. The Triage subcommittee took action on **Request No. R02012**, submitted by KeySpan Energy, proposing to modify the NAESB WGQ Capacity Release Standards and data sets, to the extent necessary, to incorporate the October 1, 2002 reinstatement of the price cap on capacity release transactions. The Triage subcommittee found Request No. R02012 as properly within NAESB scope and assigned to the Wholesale Gas Quadrant. Further, the WGQ assigned Request No. R02012 to BPS to be addressed in the normal course of business.

5. Follow-up on "Issues Which Prospective REQ Membership Believe Need To Be Addressed By The NAESB Board"

Mr. Minneman reviewed the document published in the EC book entitled "Issues Which Prospective REQ Membership Believe Need To Be Addressed By The NAESB Board". ~~As the~~During the development of the REQ, developed proposals for governance documents, issues needing to be addressed by the ~~Board~~ were identified and listed separately in a document which was submitted to the Board for consideration. Mr. Buccigross stated the issues identified in the "Issues" document are within the purview of the NAESB Parliamentary ~~Council~~Committee.

Mr. Moran suggested the "Issues" document be forwarded to the Parliamentary Committee. Ms. Hess proposed that interested parties update the "Issues" document before it is submitted to the Parliamentary Committee. However, Ms. McQuade stated the document has been forwarded to the Parliamentary Committee and will be addressed, probably after the Parliamentary Committee finishes its work on the NAESBops. Ms. Kiselewich suggested the Parliamentary Committee disregard section 11 of the document, which is already completed. It was noted that the "Issues" document may be redrafted and resubmitted to the Parliamentary Committee at a later time. Parliamentary Committee meetings are posted, open meetings and anyone with an interest in updating the Parliamentary Committee on the "Issues" document may do so during those meetings.

6. "NAESB Position on 'Policy' Issues"

~~Ms. Alexander developed a compilation of statements about NAESB documents~~ dealing with policy issues that are included in the NAESB governing documents. This compilation has been included in the EC book for reference. Ms. Alexander reviewed the documents ~~she submitted to be included in the EC book~~. Mr. Moran stated the issue of policy is self-policing; and, if there is enough experience and knowledge in the subcommittee, then the group will develop standards that are relevant and necessary. Mr. Minneman suggested the subcommittee chairs put the policy issue on their agendas to make their members aware of the guidance provided in the governing documents. Ms. Hess voiced concerns about



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subcommittees spending a lot of time discussing NAESB's position on policy issues. Ms. Alexander stated the relevant documents included in the EC book should be distributed to the subcommittee chairs due to the likelihood of the policy issue arising.

7. 2003 REQ Annual Plan Update and Review of 2003 Calendar

Mr. Minneman made note of the additional words in front of the annual plan, which is included in the EC book. He gave a brief update on the annual plan. The following items are now underway: 1 (Billing and Payments), 2 (Creditworthiness Standards) & 12 (Electronic Delivery Mechanisms). Brief discussion ensued about the coordination of annual plans across quadrants. Mr. Buccigross stated the Annual Plan Subcommittee will work to develop a solution to be approved by the entire EC concerning cross-quadrant coordination. Mr. Newbold suggested removing item 4 (Supplier Licensing) from the annual plan because it deals entirely with policy. The group decided to discuss Annual Plan Item 4 at the next EC meeting in February.

8. Vacant REQ EC and Board Seats

Ms. McQuade informed the EC about the distributor segment election underway, which will be finalized on December 18 or 19. Mr. Minneman encouraged any interested parties to come forward and run for other vacancies. He requested that a nomination period be opened for the services segment vacancy. Mr. Kubler noted a conference call to hear from the candidates for the open REQ EC Distributor Segment seat will be held on December 16.

9. Other Business

Election of the 2003 NAESB EC Chair

Mr. Buccigross explained the process of electing the 2003 NAESB EC Chair. Ms. McQuade will poll the four quadrant Vice Chairs to determine who is interested in running for the position of NAESB EC Chair and then distribute via email an appropriate ballot to all Executive Committee Members. While every Executive Committee Member is eligible to vote, the election is weighted with each quadrant providing 25% of the final vote. The election is weighted by quadrants. It was noted that the winner of the election will serve as overall Executive Committee Chair and Vice-Chair of his or her respective quadrant.

10. Adjourn

Ms. Alexander moved, seconded by Mr. Moran, to adjourn. The REQ EC meeting adjourned on Friday, December 13, 2002 at 11:29am.



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11. Executive Committee Attendees

	Title, Organization	Present
Distribution Segment		
Ruth Kiselewich	Director Special Projects and Supplier Services, Baltimore Gas & Electric Company (MAAC NERC Region)	In person
Terry Moran	Regulatory Issues Manager, PSEG (MAAC NERC Region)	In person
William Newbold	Strategy Manager of Electric Choice Implementation Team, Detroit Edison (ECAR NERC Region)	Phone
V A C A N C Y		
End User Segment		
V A C A N C Y		
Steve LaFond	Corporate Electricity Resources, Boeing Corporation	Absent
Barbara Alexander	Maine Office of Public Advocate	In person
V A C A N C Y		
Services Segment		
Jim Minneman	Director of Business Services, PPL Solutions LLC	In person
Dick Brooks	Vice President Secure Systems and Products Strategy, Systrends, Inc.	Absent
Rob Connell	Manager of Commercial Systems Applications, Electric Reliability Council of Texas	Absent
V A C A N C Y		
Supplier Segment		
Bill Barkas	Manager of Retail State Government Relations, Dominion Retail, Inc.	In person
Felecia Lokey	Director Retail Regulatory Affairs North American TXU Energy	Phone
Jonathan Kubler	Manager of Pricing and Rates, Georgia Power Company	In Person
Theresa Hess alt. for Heidi Schrab	Market Development Operations Manager, Green Mountain Energy Company	In Person

12. Other Participation

Administrative:	Rae McQuade	-Executive Director
	James Costan	-General Counsel
	Meghan McMillan	-NAESB Staff

Observers to the Meeting:

Name	Company	In Person/Phone
Arnaout, Mariam	AGA	Phone
Buccigross, Jim	8760 Inc.	In Person
Calcagno, Suzanne	UBS Warburg Energy	In Person
Cianflone, Nancy	KeySpan Energy	In Person
Colombo, Craig	Dominion Resources	In Person
Davis, Dale	Williams Gas Pipeline	In Person
Dotterweich, Andy	Consumers Energy	In Person
Fatina, Barb	Exelon Energy	In Person
Fyock, Les	Philadelphia Gas Works	In Person
Jansen, Joe	PSE&G	In Person
Lawson, Barry	NRECA	In Person



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Name	Company	In Person/Phone
McCain, Marcy	Duke Energy Gas Transmission	In Person
Nishida, Les	WPSC	In Person
Novak, Mike	National Fuel Gas Distribution	In Person
Oppenheim, Bill	PECO Energy	In Person
Perlman, Marjorie	Energy East	In Person
Sappenfield, Keith	EnCana Corporation	In Person
Sipe, Rod	New Science Partners	In Person
Stengel, Joe	PGW	In Person
Van Pelt, Kim	CMS	In Person
Van West, Lori	Excel Energy	Phone
Zavodnick, Steve	Baltimore Gas & Electric	In Person



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TO: NAESB Retail Electric Quadrant Executive Committee, Posting for Interested Industry Participants

FROM: Meghan McMillan, NAESB Staff

RE: [Redlined](#) Draft Minutes from the NAESB Retail Electric Quadrant Executive Committee Meeting – December 13, 2002

DATE: ~~January 8~~[February 5](#), 2003

Retail Electric Quadrant Executive Committee
Friday, December 13, 2002
[Redlined](#) Draft Minutes

1. Welcome

Mr. Minneman opened the meeting and thanked Consolidated Edison Company of New York for hosting the meeting. Ms. McQuade called the roll of REQ Executive Committee members present at the meeting, followed by the introduction of meeting observers and phone participants. Mr. James Costan of McGuireWoods read the antitrust guidelines. Introductions were made around the room.

2. Adoption of Retail Electric Quadrant Draft Agenda & Draft Minutes of Oct. 17, 2002 meeting

As a modification to the draft agenda, Ms. Hess proposed to add an item under number 3 to discuss the use of the word *should* in NAESB standards as opposed to *must*. Discussion of the technical subcommittee and coordination of the technical subcommittee across quadrants was added under the Technical Electronic Implementation Subcommittee (TEIS) section. Ms. Hess moved, seconded by Mr. Kubler, to adopt the agenda as modified. On a procedural vote Ms. Hess's motion passed unanimously.

The October 17, 2002 meeting minutes were modified as follows: at the bottom of page 1, under item 3, "the working group formed at the parliamentary meeting" should read "the working group formed at the September kickoff meeting;" on page 2 under item 4 an additional sentence was added to read "Mr. Lee Spangler will coordinate comments and suggestions from the four quadrants;" under item 5 the sentence beginning "Mr. Brooks stated..." was changed to read "Mr. Brooks stated that it would be easier and more economical for implementers if the formats are consistent across all quadrants," removing the language "at least where EDM standards are concerned;" it was noted that Ms. Hess sat as an alternate for Ms. Schrabbe at the October 17 meeting. Ms. Kiselewich moved, seconded by Mr. Kubler, to adopt the October 17, 2002 EC Meeting minutes as modified, subject to Mr. Brooks' agreement about the language. On a procedural vote Ms. Kiselewich's motion passed.

The October 30, 2002 conference call draft minutes were modified to specify Ms. Kiselewich's affiliation with the MAAC NERC Region. Ms. Kiselewich moved, seconded by Mr. Kubler, to adopt the October 30, 2002 minutes as modified. On a procedural vote Ms. Kiselewich's motion passed unanimously.

3. Subcommittee Status

In response to Ms. Hess's earlier request, Ms. McQuade informed the REQ Executive Committee members that NAESB standards cannot use the words *must* or *shall* because NAESB standards are voluntary. Ms. Alexander suggested when the Executive Committee



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talks about something with significant impact on what the subcommittees are doing, like the use of *must* or *shall* in standards, there needs to be a method of communicating this information from the EC to the subcommittees, such as sending out a memo or notation to the subcommittee chairs. Being that several subcommittee chairs were not in attendance at the Executive Committee meeting, it was agreed a memo on the use of *must* or *shall* in standards would be distributed to REQ subcommittee leadership, posted to the NAESB website, and distributed on the list server. Ms. Kiselewich proposed adding a 'tips' page to the NAESB web site as an additional resource for subcommittee leadership. Mr. Minneman noted Ms. Camp should be informed of Ms. Kiselewich's suggestion to add a tips page to the NAESBS web site, so that Ms. Camp could include it in the list of proposed web-site changes being prepared by the REQ.

Customer Processes Subcommittee

Mr. Moran gave the update. At the last meeting on November 7, 2002, the CPS reviewed the comments submitted by various parties on the billing and payment section of the UBP document. As a result of discussions at the meeting, a modified document was prepared and distributed, along with a request for additional comments by December 16. Mr. Moran identified the next step in the CPS process as the creation of a spreadsheet with compiled comments on the redlined document circulated on December 16 to be reviewed during the January 7 - 8 meeting. A group was formed at the November 7 meeting to develop and submit a single retailer model, and a draft of this document was placed on the list serve. Mr. Moran added one of the items brought up at the November meeting was policy and how to address it in the drafting of standards. CPS tabled the policy discussion for future consideration. Any policy issues identified in the UBP document were removed and placed in a separate document to be considered at a later time if necessary.

Supplier-Utility Interface Subcommittee

Mr. Newbold gave the update. Mr. Newbold stated a redline document was produced as a result of the November SUIS meeting. He noted the SUIS decided not to address assessing credit limits at this time. A draft of the redline document from the November meeting was posted to the NAESB website and circulated through the REQ list serve. It was noted that comments on the posted draft (Draft No. 3) are due by December 18 to Mr. Newbold and/or the list serve. The comments will be compiled in a spreadsheet and distributed by January 3, 2003, or at the next SUIS meeting on January 8, 2003.

Mr. Minneman proposed the REQ monitor the WGQ's progress concerning credit worthiness. He reviewed the work plan created by the WGQ. Mr. Buccigross suggested the chairs of the REQ and WGQ subcommittees start a dialogue concerning creditworthiness issues. Mr. Newbold and Ms. Broadrick volunteered to coordinate with the WGQ subcommittee working on creditworthiness. It was noted the REQ subcommittees have posted their schedules for January and February.

Technical Electronic Implementation Subcommittee

Ms. Hess gave the update. Ms. Hess stated the TEIS will use the EDM section of the Wholesale Gas Quadrant EDM Manual as a starting point for drafting of an REQ standards manual. Ms. Hess said the TEIS would like to arrange a joint meeting with the WGQ Technical Subcommittee to determine if the two groups can develop a joint manual for EDM. The next TEIS meeting is scheduled for the second week of January in Salt Lake City, UT. Mr.



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Minneman invited all interested parties to join the REQ TEIS List Serve for updates, and noted the link for joining the list serve is on the NAESB REQ web page.

Mr. Minneman discussed the [document entitled 'EC Technical Subcommittee's eCoordination' proposal](#), located under Tab 7 of the EC book. Mr. Minneman described the goal of the [proposal is to as](#) facilitate [ing](#) the coordination of the four quadrants, particularly at the EDM and technical level, by creating a group [with-of](#) volunteers from all four quadrants to monitor what is being done on a technical level. Mr. Minneman noted this group would serve only as an advisory group since the EC makes decisions concerning technical standards. Mr. Buccigross stated [that](#) all of the [quadrants'](#) ECs would eventually need to approve this proposal. Ms. Davis [noted that the report is improperly characterized as a report from the chairs of the WGQ EDM and REQ TEIS Sub-Committee. Instead it should be noted as a proposal from the two authors. Her voiced-concerns was that there was no about the lack-of](#) input from all of the [technical](#) subcommittee chairs on this proposal, and stated [that](#) before it is approved, all of the subcommittees should have [an opportunity to discuss and approve it, in addition to the EC final approval. some input. Further, she voiced her opinion that the concept proposed may not be necessary as coordination of the technical efforts might naturally occur without adding additional layers of beurocracy in the standards approval process or the development of yet another subcommittee.](#)

4. Review of Triage Decisions

Mr. Minneman reviewed the results of the Triage subcommittee, which were subsequently adopted by the Executive Committee on a December 6, 2002 conference call. The Triage subcommittee took action on **Request No. R02012**, submitted by KeySpan Energy, proposing to modify the NAESB WGQ Capacity Release Standards and data sets, to the extent necessary, to incorporate the October 1, 2002 reinstatement of the price cap on capacity release transactions. The Triage subcommittee [found-recommends that](#) Request No. R02012 as properly [being](#) within NAESB scope and assigned to the Wholesale Gas Quadrant. Further, the WGQ [-assigned](#) Request No. R02012 to BPS to be addressed in the normal course of business.

5. Follow-up on "Issues Which Prospective REQ Membership Believe Need To Be Addressed By The NAESB Board"

Mr. Minneman reviewed the document published in the EC book entitled "Issues Which Prospective REQ Membership Believe Need To Be Addressed By The NAESB Board". As the REQ developed proposals for governance documents, issues needing to be addressed by the board were listed separately in a document which was submitted to the Board for consideration. Mr. Buccigross stated the issues identified in the "Issues" document are within the purview of the NAESB Parliamentary Council.

Mr. Moran suggested the "Issues" document be forwarded to the Parliamentary Committee. Ms. Hess proposed that interested parties update the "Issues" document before it is submitted to the Parliamentary Committee. However, Ms. McQuade stated the document has been forwarded to the Parliamentary Committee and will be addressed, probably after the Parliamentary Committee finishes its work on the NAESBops. Ms. Kiselewich suggested the Parliamentary Committee disregard section 11 of the document, which is already completed. It was noted that the "Issues" document may be redrafted and resubmitted to the Parliamentary Committee at a later time. Parliamentary Committee meetings are posted, open meetings and anyone with an interest in updating the Parliamentary Committee on the "Issues" document may do so during those meetings.



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6. "NAESB Position on 'Policy' Issues"

NAESB documents dealing with policy issues have been included in the EC book for reference. Ms. Alexander reviewed the documents she submitted to be included in the EC book. Mr. Moran stated the issue of policy is self-policing; and, if there is enough experience and knowledge in the subcommittee, then the group will develop standards that are relevant and necessary. Mr. Minneman suggested the subcommittee chairs put the policy issue on their agendas. Ms. Hess voiced concerns about subcommittees spending a lot of time discussing NAESB's position on policy issues. Ms. Alexander stated the relevant documents included in the EC book should be distributed to the subcommittee chairs due to the likelihood of the policy issue arising.

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8. Vacant REQ EC and Board Seats

Ms. McQuade informed the EC about the distributor segment election underway, which will be finalized on December 18 or 19. Mr. Minneman encouraged any interested parties to come forward and run for other vacancies. He requested that a nomination period be opened for the services segment vacancy. Mr. Kubler noted a conference call to hear from the candidates for the open REQ EC Distributor Segment seat will be held on December 16.

9. Other Business

Election of the 2003 NAESB EC Chair

Mr. Buccigross explained the process of electing the 2003 NAESB EC Chair. Ms. McQuade will poll the four quadrant Vice Chairs to determine who is interested in running for the position of NAESB EC Chair and then distribute via email an appropriate ballot to all Executive Committee Members. While every Executive Committee Member is eligible to vote, the election is weighted with each quadrant providing 25% of the final vote. The election is weighted by quadrants. It was noted that the winner of the election will serve as overall Executive Committee Chair and Vice-Chair of his or her respective quadrant.

10. Adjourn

Ms. Alexander moved, seconded by Mr. Moran, to adjourn. The REQ EC meeting adjourned on Friday, December 13, 2002 at 11:29am.



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11. Executive Committee Attendees

	Title, Organization	Present
Distribution Segment		
Ruth Kiselewich	Director Special Projects and Supplier Services, Baltimore Gas & Electric Company (MAAC NERC Region)	In person
Terry Moran	Regulatory Issues Manager, PSEG (MAAC NERC Region)	In person
William Newbold	Strategy Manager of Electric Choice Implementation Team, Detroit Edison (ECAR NERC Region)	Phone
V A C A N C Y		
End User Segment		
V A C A N C Y		
Steve LaFond	Corporate Electricity Resources, Boeing Corporation	Absent
Barbara Alexander	Maine Office of Public Advocate	In person
V A C A N C Y		
Services Segment		
Jim Minneman	Director of Business Services, PPL Solutions LLC	In person
Dick Brooks	Vice President Secure Systems and Products Strategy, Systrends, Inc.	Absent
Rob Connell	Manager of Commercial Systems Applications, Electric Reliability Council of Texas	Absent
V A C A N C Y		
Supplier Segment		
Bill Barkas	Manager of Retail State Government Relations, Dominion Retail, Inc.	In person
Felecia Lokey	Director Retail Regulatory Affairs North American TXU Energy	Phone
Jonathan Kubler	Manager of Pricing and Rates, Georgia Power Company	In Person
Theresa Hess alt. for Heidi Schrab	Market Development Operations Manager, Green Mountain Energy Company	In Person

12. Other Participation

Administrative:	Rae McQuade	-Executive Director
	James Costan	-General Counsel
	Meghan McMillan	-NAESB Staff

Observers to the Meeting:

Name	Company	In Person/Phone
Arnaout, Mariam	AGA	Phone
Buccigross, Jim	8760 Inc.	In Person
Calcagno, Suzanne	UBS Warburg Energy	In Person
Cianflone, Nancy	KeySpan Energy	In Person
Colombo, Craig	Dominion Resources	In Person
Davis, Dale	Williams Gas Pipeline	In Person
Dotterweich, Andy	Consumers Energy	In Person
Fatina, Barb	Exelon Energy	In Person
Fyock, Les	Philadelphia Gas Works	In Person
Jansen, Joe	PSE&G	In Person



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Name	Company	In Person/Phone
Lawson, Barry	NRECA	In Person
McCain, Marcy	Duke Energy Gas Transmission	In Person
Nishida, Les	WPSC	In Person
Novak, Mike	National Fuel Gas Distribution	In Person
Oppenheim, Bill	PECO Energy	In Person
Perlman, Marjorie	Energy East	In Person
Sappenfield, Keith	EnCana Corporation	In Person
Sipe, Rod	New Science Partners	In Person
Stengel, Joe	PGW	In Person
Van Pelt, Kim	CMS	In Person
Van West, Lori	Excel Energy	Phone
Zavodnick, Steve	Baltimore Gas & Electric	In Person

14. REQ 2003 Annual Plan

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NORTH AMERICAN ENERGY STANDARDS BOARD 2002-2003 ANNUAL PLAN - RETAIL ELECTRIC QUADRANT¹

Item Number & Description	Completion ²	Assignment
Retail Access Uniform Business Practices (UBP)³		
1 Billing & Payments <i>Develop practices for billing customers and remitting payments to parties providing services to the customer.</i> Status: Underway	1 st Qtr 2003	Customer Processes Subcommittee
2 Creditworthiness Standards <i>Develop practices for extending commercial credit by Distributors to Suppliers to cover financial risk.</i> Status: Underway	1 st Qtr 2003	Supplier-Utility Interface Subcommittee
3 Customer Enrollment & Switching <i>Develop practices for market participants to process customer switch requests, for maintaining current customer account information regarding a customer's Supplier, and for notifying affected parties.</i>	2 nd Qtr 2003	Customer Processes Subcommittee
4 Supplier Licensing <i>Develop practices for licensing Suppliers with state utility commissions.</i>	2 nd Qtr 2003	Supplier-Utility Interface Subcommittee
5 Retail Meter Data Validation, Editing & Estimating <i>Develop procedures for insuring the integrity and validity of retail customer metering data that is needed by utilities and suppliers for billing, load profiling, settlement, etc. Issues related to unbundled or competitive metering are not to be considered.</i>	3 rd Qtr 2003	Supplier-Utility Interface Subcommittee

¹ As outlined in the NAESB Bylaws, the REQ will also address requests submitted by members and assigned to the REQ through the Triage Process.

² Dates in the completion column are by end of the quarter for completion by the assigned committee. The dates do not necessarily mean that the standards are fully staffed so as to be implementable by the industry, and/or ratified by membership. If one item is completed earlier than planned, another item can begin earlier and possibly complete earlier than planned. There are no begin dates on the plan.

³ A "Glossary" exists from the November 2000 UBPs document that should be maintained and updated as a common glossary for all items under this sub-heading as the sub-committees address the UBPs items in this section of the Plan.

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NORTH AMERICAN ENERGY STANDARDS BOARD 2002-2003 ANNUAL PLAN - RETAIL ELECTRIC QUADRANT

Item Number & Description	Completion	Assignment
Retail Access Uniform Business Practices (UBP) (continued)		
6 Customer Information <i>Develop practices for the release, collection, exchange & maintenance of customer information between Distributors and Suppliers.</i>	3 rd Qtr 2003	Customer Processes Subcommittee
7 Load Profiling <i>Develop practices for using statistical methods to estimate interval consumption by customers who do not have interval meters.</i>	3 rd Qtr 2003	Supplier-Utility Interface Subcommittee
8 Customer Inquiries <i>Develop procedures for responding to customer inquiries directed to Distributors and/or Suppliers and for notification of the other party.</i>	4 th Qtr 2003	Customer Processes Subcommittee
9 Market Participant Interactions <i>Develop supplier registration processes for Distributors and protocols for communications and interactions between Distributors and Suppliers.</i>	4 th Qtr 2003	Supplier-Utility Interface Subcommittee
10 Utility - Supplier Disputes <i>Develop dispute resolution procedures applicable to differences between Distributors and Suppliers.</i>	4 th Qtr 2003	Supplier-Utility Interface Subcommittee
11 Settlement Process <i>Reconcile energy schedules and energy delivered by suppliers within a given market. Note: will need to be coordinated with the WEQ.</i>	1 st Qtr 2004	Supplier-Utility Interface Subcommittee

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NORTH AMERICAN ENERGY STANDARDS BOARD 2002-2003 ANNUAL PLAN - RETAIL ELECTRIC QUADRANT

Item Number & Description	Completion	Assignment
Data Exchange Protocols⁴		
12 Electronic Delivery Mechanisms <i>Develop electronic delivery mechanism guidelines including but not limited to: transactional data interchange, web sites, and bulletin boards.</i> Status: Underway	4 th Qtr 2002	Technical Electronic Implementation
13 Technical Electronic Implementation Standards - Billing & Payments	2 nd Qtr 2003	Technical Electronic Implementation
14 Technical Electronic Implementation Standards - Customer Enrollment and Switching	3 rd Qtr 2003	Technical Electronic Implementation
15 Technical Electronic Implementation Standards - Metering	4 th Qtr 2003	Technical Electronic Implementation
16 Technical Electronic Implementation Standards - Load Profiling	4 th Qtr 2003	Technical Electronic Implementation
17 Technical Electronic Implementation Standards - Customer Information	4 th Qtr 2003	Technical Electronic Implementation

⁴ Data exchange standards for Uniform Business Practices should be completed by the end of the quarter following the quarter in which the Executive Committee adopts the model business practices for that area of focus.

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting – WEQ, WGQ, REQ, RGQ Meeting Materials
February 18-20, 2003

15. WGQ Agenda – 2-20-03



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NORTH AMERICAN ENERGY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING Hosted by Entergy – Wyndham New Orleans, New Orleans, LA

Thursday, February 20, 2003 -- 9:00 a.m. to 4:00 p.m. – Wholesale Gas Quadrant (WGQ)

DRAFT AGENDA

- 9:00 a.m.
1. Welcome
 - Antitrust Guidelines
 - Welcome to members and attendees
 - Introduction and Roll Call
 2. Adoption of Agenda & Minutes
 - Adoption of WGQ Agenda
 - Adoption of Draft Minutes of December 12, 2002 WGQ EC meeting
 3. Review of Triage Decisions
 4. Interpretations Subcommittee
 5. WGQ Quadrant Procedures
 6. 2003 WGQ Annual Plan Review
 7. Update on 2003 WGQ Annual Plan & Subcommittee Reports
 - Business Practices Subcommittee
 - Normal Business
 - Credit Worthiness
 - Contracts Subcommittee
 - Credit Annex
 - EDM Subcommittee
 - Normal Business
 - Future Technology Task Force Activities
 - XML Activities
 - Information Requirements Subcommittee
 - Normal Business
 - Order 637 Open Issues
 - Technical and ANSI X12 Subcommittees
 - Normal Business
 - Order 637 Open Issues
 8. 2004 WGQ Annual Plan Development
 9. Other Business
- 4:00 p.m.
10. Adjourn

Working lunch provided

Attire – Business Casual

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting - WEQ, WGQ, REQ, RGQ Meeting Materials
February 18-20, 2003

16. WGQ Draft Redlined Minutes – 12-12-02



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TO: NAESB Wholesale Gas Quadrant Executive Committee, Posting for Interested Industry Participants

FROM: Meghan McMillan, NAESB Staff

RE: [Redlined](#) Draft Minutes from the NAESB Wholesale Gas Quadrant Executive Committee Meeting – December 12, 2002

DATE: ~~January 6~~[February 5](#), 2003

Wholesale Gas Quadrant Executive Committee Meeting
Thursday, December 12, 2002
[Redlined](#) Draft Minutes

1. Welcome

Mr. Buccigross opened the meeting, briefly reviewed the meeting materials, and thanked Consolidated Edison Company of New York for hosting the meeting. Mr. Steven Watts of McGuireWoods read the antitrust guidelines. Ms. McQuade called the roll of WGQ Executive Committee members present at the meeting, followed by the introduction of meeting observers and phone participants.

2. Wholesale Gas Quadrant Draft Agenda & Draft Minutes of one conference call and one meeting

The agenda was modified to strike two bullets under the subcommittee reports item (Publication Process Review Task Force and Meeting Coordination Task Force). A new number 8 (Action on BPS Report) was added, and the agenda renumbered accordingly. Ms. Chezar moved, seconded by Ms. Van Pelt, to adopt the agenda as modified. Upon a procedural vote, the agenda was adopted as modified.

The minutes from the October 17, 2002 Executive Committee meeting were reviewed. Ms. Davis noted the inclusion of her previously submitted changes in the final document. Ms. Davis sought clarification as to whom the letter regarding examples related to partial day recall standards referenced in the IR Subcommittee Report of the October 17 minutes was to be written. Additionally, it was noted that Mr. Spangler's name should replace Mr. Scheel's name under the Wholesale Gas Quadrant Procedures Task Force Report. Ms. Van Pelt moved, seconded by Mr. Young, to adopt the minutes [as modified](#) from October 17, 2002. Motion passed unanimously on a procedural vote.

Mr. Spangler, regarding the [corrected](#) November 15, 2002 minutes, questioned whether the title should read "minutes" instead of "notes". Ms. Davis concurred that "minutes" was appropriate. Ms. Van Pelt, seconded by Mr. Griffith, moved to adopt the draft meeting minutes [as modified](#) for the November 15th call as final. Motion passed unanimously on a procedural vote.

3. Review of Triage Decisions

Mr. Buccigross reviewed the results of the Triage subcommittee, which were subsequently adopted by the Executive Committee on a December 6, 2002 conference call. The Triage subcommittee took action on **Request No. R02012**, submitted by KeySpan Energy, proposing to modify the NAESB WGQ Capacity Release Standards and data sets, to the extent necessary,

[Redlined](#) Draft Minutes of the NAESB Wholesale Gas Quadrant Executive Committee Meeting –
December 12, 2002



North American Energy Standards Board

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to incorporate the October 1, 2002 reinstatement of the price cap on capacity release transactions. The Triage subcommittee ~~found~~ recommends that Request No. R02012 as properly being within NAESB scope and assigned to the Wholesale Gas Quadrant. Further, it was decided Request No. R02012 should be assigned to BPS to be addressed in the normal course of business.

4. Consideration and Vote on R02002-3 and R97058B

R02002-3

Ms. Davis reviewed the recommendation prepared by IR on Request No. R02002-3. In short, IR proposed to add language and examples to the Business Process and Practices section of the NAESB WGQ Capacity Release Book. The IR proposal was in response to the WGQ Executive Committee's September 30, 2002 directive that IR develop a set of examples for the TIBP document regarding the Elapsed Prorata Capacity for intraday recalls based on the recommendation for R02002. Ms. Davis moved, seconded by Mr. Young, that the WGQ Executive Committee adopt the recommendation for R02002-3. The motion, which required a super-majority for passage, passed unanimously on a roll call vote.

R97058B

Ms. Davis reviewed the recommendation ~~prepared by IR~~ on Request No. R97058B. In summary, ~~IR-it~~ proposeed to: 1) modify the following data dictionaries to accommodate the use of a proprietary entity code: Nominations Standards 1.4.1 through 1.4.7, Flowing Gas Standards 2.4.1 through 2.4.16, Invoicing Standards 3.4.1 through 3.4.4, and Capacity Release Standards 5.4.1 through 5.4.22; 2) modify the Technical Implementation of Business Processes of all the data sets listed above; 3) modify the related Standards section labeled Common Codes in the Nominations, Flowing Gas, Invoicing and Capacity Release Books; and 4) modify the X12 implementation to accommodate the use of a proprietary entity code in the data sets listed above. Ms. Davis noted that this was a major undertaking that took in excess of 12 working days to complete. Ms. Davis moved, seconded by Ms. Chezar, that the WGQ Executive Committee adopt the recommendation for R97058B. The motion, which required a super-majority for passage, passed unanimously on a roll call vote.

5. 2002 WGQ Annual Plan Review

Mr. Buccigross reviewed the 2002 WGQ annual plan. He noted that item 9, Modify the Funds Transfer Agreement as necessary after several years of use, and item 10, Develop standards as necessary to implement the FERC order as a result of Docket No. RM96-1-019 (Partial Day Recalls), are now complete, and those changes in status will be reflected on the 2002 WGQ annual plan. There was no further discussion on the plan.

6. 2003 WGQ Annual Plan Development

Mr. Buccigross reviewed the new 2003 Annual Plan as it appears in the EC book. He noted the Mexican Addendum previously listed as an active item assigned to the Contracts Subcommittee, has been moved to the provisional list. Ms. Van Pelt requested that the Mexican Addendum provisional item be reworded to read like the other provisional items by striking "develop the" from the item description.

Mr. Buccigross proposed a meeting of the Annual Plan Subcommittee as a multi-quadrant group be held so they can approve the Annual Plans for each quadrant. Concerns were voiced about this group making decisions regarding the annual plans. It was noted that [any suggested changes made would come back to the Executive Committee for endorsement but](#)

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[the](#) final approval of annual plans rests with the Board. It was further noted that the Annual Plan Subcommittee would not have the authority to make changes to the annual plans.

7. Update on 2002 WGQ Annual Plan & Subcommittee Reports

Business Practice Subcommittee (BPS)

Ms. Van Pelt reported that BPS is currently working on the development of creditworthiness standards, noting a draft work plan has been completed. Further, she stated that BPS will not begin work on Request No. R02012 until 2003.

Contracts

Mr. Sappenfield gave the update. The Contracts [s](#)Subcommittee had its initial meeting on November 18. Mr. Sappenfield said a conference call has been scheduled for December 17 to discuss and organize proposed items for the content of a Credit Annex to the existing NAESB Base Contract. Mr. Sappenfield requested that further suggestions be sent to either Ms. Calcagno or himself prior to that conference call. Additionally, he said [a](#) face-to-face meeting is scheduled to be held in Houston on January 21, 2003 to begin examining and prioritizing the ~~previously identified~~[previously identified](#) Credit Annex items, and possibly breaking into smaller groups to begin drafting. He noted that the WEQ annual plan might include credit issues that could require multi-quadrant efforts.

Electronic Delivery Mechanisms (EDM)

Mr. Buccigross welcomed Christopher Burden as a new co-chair of the EDM Subcommittee. Mr. Spangler gave the update. Mr. Spangler stated that the EDM is currently working on the 2003 annual plan items, including an update of the minimum textbook characteristics and also some homework involving the EDM standards. The 2003 WGQ annual plan, in items two through five, directs the EDM Subcommittee to submit EDM standards to ANSI for approval as ANSI standards, explore additional possibilities for partnership with the Department of Energy, review security standards required by technological changes, and review the minimum technical characteristics in Appendices C, D, and E of the EDM Manual.

IR

Ms. Davis gave the update. Ms. Davis reported that as of today, all Order No. 637 items have been completed. For regular business, Ms. Davis referred the Executive Committee to the IR Log, which is located under Tab 6 of the Executive Committee Book ~~and is or~~ posted on the [WGQ IR](#) page of www.naesb.org. Ms. Davis noted the log is current as of November 5. Ms. Davis reported that for the Month of December, IR addressed most agenda items. ~~Agenda Items for the December IR meeting included: 1) EITF Capacity Release Requests - Request No. R99008 from CIC; 2) EITF General Requests - Request Nos. R98047 and R98049 from TransCapacity; 3) Flowing Gas Related Requests - Request Nos. R98081 and R98082 from Williams; and 4) Nominations Related Requests - 1999 Annual Plan Cross Contract Ranking Request.~~

Technical Subcommittee

Ms. Van Pelt gave the update. Ms. VanPelt reported that the subcommittee ~~has~~ finished ~~up~~[R97058B for the use of proprietary entity code](#). ~~the proprietary capacity release data set.~~ Additionally, the Technical Subcommittee is working on a Tennessee request, R99024, regarding changes to the report location ~~and in the~~ capacity release data sets, which will possibly be finished next month. Once completed, she said BPS will complete the template for



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the X12 Subcommittee on transactional reporting data sets. After the template is completed, she stated the subcommittee will address R96056, from ExxonMobil regarding the creation of a producer imbalance statement. However, Ms. Van Pelt noted BPS would still handle smaller requests while working on these larger projects.

8. BPS Creditworthiness Proposed Work Plan

Ms. Van Pelt gave the update. BPS met on November 6-7, 2002 and December 3-4, 2002 to develop a proposed work plan for the Executive Committee to take action. This work plan will be used by BPS to determine if any standards need to be developed related to credit worthiness. She reviewed the work plan. Ms. Van Pelt noted a conference call is scheduled for Tuesday, December 17, 2002 to develop a meeting date schedule and to prioritize the items on the work plan. Ms. McQuade noted if the schedule needs to be altered the FERC wants to be aware of it. Mr. Novak proposed that any changes in the work plan be noted in future meeting minutes for the FERC to review.

Mr. ~~Dales-Downs~~ voiced concerns about the scope of the work plan regarding credit evaluation and criteria and amount of assurances. Mr. ~~Dales-Downs~~ stated concern that the policy guidance needed from the FERC may be deficient and Calpine would urge NAESB to provide information requests to the FERC to get policy guidance to ensure creditworthiness standards are fully in scope. Mr. ~~Dales-Downs~~ agreed to submit comments on this issue to the NAESB Office. Ms. Corcoran noted in the past when these types of questions came up, individual companies took the request to the FERC for information. Her concern was that by taking the action requested by Mr. ~~Dales-Downs~~, NAESB could be viewed as advocating for a particular position.

Ms. Van Pelt voiced concerns on behalf of CMS Panhandle Eastern Pipe Line that Commission policy concerning credit worthiness is not clearly defined. She noted that with the lack of guidance it will be difficult to establish standards. Ms. Van Pelt asserted several items of the Creditworthiness Work Plan are inconsistent with the charge sent from the Board of Directors. Further, she contended that if resultant standards returned from BPS to the Executive Committee are policy related, CMS will not support them. Other members voiced similar concerns about the work plan.

~~Mr. Dotterweich~~ ~~Ms. Chezar~~ moved, seconded by ~~Mr. Novak~~ ~~Mr. Schwecke~~, to accept the BPS Creditworthiness work plan as modified. The motion passed through a procedural vote, with 11 members voting in favor, five opposing, and Mr. Greene abstaining. Additional BPS meetings have been scheduled for January 22-23 in Houston, TX and February 5-6 in Richmond, VA.

9. Election of 2003 NAESB EC Chair

Mr. Buccigross reviewed the process for electing chairs/vice-chairs for the EC.

10. Election of 2003 Wholesale Gas Quadrant EC Vice Chair

Meeting participants agreed the WGQ 2003 vice-chair would be elected during the meeting. The group discussed the creation of a second vice-chair position. Concerns were voiced about electing someone to this position when the position is not specified in the by-laws. Mr. Bray suggested that the by-laws do not prohibit the WGQ Executive Committee from electing any officers it wants, so long as those elected function only as officers of the WGQ Executive Committee.



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Mr. Sappenfield, seconded by Ms. Chezar, nominated Mr. Buccigross for WGQ vice-chair. Upon a unanimous vote, Mr. Buccigross was elected WGQ vice-chair for 2003. Mr. Buccigross announced his intention to run for the position of overall EC chair. An all-EC election with balanced ~~voting which~~ voting that will be held through a notation ballot.

Mr. Buccigross suggested that the WGQ EC proceed with the compromise noted by Mr. Bray and elect a WGQ EC officer, to be called a designee pending resolution of the issue as to whether the WGQ procedures specifically provide for the establishment of the office of Second Vice Chair. Accordingly, Mr. Buccigross read the following resolution to establish the aforementioned position:

Resolution:

Whereas, Section 10.3(a) of the bylaws of the North American Energy Standards Board provides for a Vice Chair from Wholesale Gas Quadrant (hereinafter 'WGQ Vice Chair'), and

Whereas, the responsibilities of the WGQ Vice Chair include, amongst others, chairing meetings of the Wholesale Gas Quadrant (WGQ) Executive Committee, and

Whereas, the WGQ Vice Chair may be unable, from time to time, to participate as chair of the WGQ Executive Committee and therefore, be unable to chair such meetings, and

Now, therefore, the WGQ Executive Committee hereby creates the position of WGQ Second Vice Chair

And, further, the Executive Committee directs that the term for WGQ Second Vice Chair be for one year, ending December 31 each year and that the WGQ elect the WGQ Second Vice Chair from the membership of the WGQ Executive Committee at the last meeting it holds each year, or thereabouts, as practicable.

Ms. Davis made a motion that modified the resolution, noting the Executive Committee is voting on a designee, not establishing the position. Further, the resolution, along with a directive to develop the position in accordance with the un-amended resolution, should be sent to the WGQ Quadrant Procedures Task Force for inclusion in the WGQ procedures. The motion was seconded by Mr. Keeler, and accordingly, the amendment to the resolution was accepted and the motion passed unanimously on a procedural vote.

Mr. Gracey, seconded by Mr. Novak, nominated Ms. Van Pelt for the position of Second Vice-Chair designee. Hearing no other nominations, Mr. Buccigross called a procedural vote. Ms. Van Pelt was elected unanimously as the 2003 Second Vice-Chair designee.

11. WGQ Procedures Task force

Ms. Van Pelt updated the Executive Committee on work completed by the WGQ Procedures Task Force. She stated Board of Directors term length is an open issue. It was noted that the only proscriptions regarding term length in the By-laws is that terms must be at least one year and no more than three years, staggered. Procedures on this topic should be presented for review and approval at the next EC meeting.

12. Other Business

Ms. Davis moved, seconded by Mr. Young, to adjourn. The meeting adjourned on Thursday, December 12, 2002 at 4:20pm.



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9. Executive Committee Attendance

	Title, Organization	R02002-3	R97058B	Present
End User Segment				
Diane McVicker (alt. Joel Greene)	Principal Fuel Supply Sr. Analyst, Salt River Project	Yes	Yes	Phone
Bill Hebenstreit	Vice President Contract Services, El Paso Merchant Energy	Yes	Yes	Phone
Kelly Daly	Partner, Morrison & Hecker, rep. Arizona Public Service Co.	Yes	Yes	Phone
Dona Gussow	Contracts Coordinator, Florida Power and Light			Absent
Tina Burnett	Natural Gas Resources Utility Management, Boeing	Yes	Yes	Phone
LDC Segment				
Rodger Schewecke	Transportation Contract Administrator, Southern California Gas	Yes	Yes	In person
Dolores Chezar	Director, Regulatory Policy, KeySpan Energy	Yes	Yes	In person
Chris Maturo	Director, Operations Integration, NiSource	Yes	Yes	In person
Mike Novak	Assistant General Manager, National Fuel Gas Distribution	Yes	Yes	In person
Steve Sullivan	Regulatory Manager of Gas Supply, Consolidated Edison of NY	Yes	Yes	In person
Pipeline Segment				
Mark Gracey	Consultant - Business Processes, Tennessee Gas Pipeline Co.	Yes	Yes	In person
Bill Griffith	Director, Transmission & Storage, Colorado Interstate Gas Co.	Yes	Yes	In person
Dale Davis	Consultant, Williams Gas Pipeline	Yes	Yes	In person
Randy Young	Director, Regulatory Compliance, Gulf South Pipeline Co., LP	Yes	Yes	In person
Kim Van Pelt	GISB Coordinator, CMS Panhandle Eastern Pipe Line	Yes	Yes	In person
Producer Segment				
Lauren Kaestner	Regulatory Consultant, BP Amoco			Absent
Paul Keeler	Managing Attorney, Marketing, Burlington Resources	Yes	Yes	In person
Sheri Heslington	Dominion Exploration	Yes	Yes	Phone
Richard Smith	Director, Regulatory Affairs, ExxonMobil			Absent
Services Segment				
V A C A N C Y				
Carl Caldwell	Director, Consulting Services, CGI	Yes	Yes	In Person
Leigh Spangler	CEO, Latitude Technologies	Yes	Yes	Phone
Jim Buccigross	Vice President, 8760 Inc.	Yes	Yes	In person
Keith	Director, EnCana Energy Services	Yes	Yes	In person



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Sappenfield

10. Other Participation

Administrative:

Rae McQuade	-Executive Director
James Costan	-General Counsel
Meghan McMillan	-NAESB Staff

Observers to the Meeting:

Name	Company	In person/Phone
Arnaout, Mariam	AGA	Phone
Bray, Mike	Shell Gas Transmission	In Person
Burch, Kathryn	Duke Energy - Texas Eastern	In Person
Burden, Christopher	Williams Gas Pipeline	In Person
Calcagno, Suzanne	UBS Warburg Energy	In Person
Colombo, Craig	Dominion Resources	In Person
Connor, Peter	Nisource Distribution Company	Phone
Cooper, Daniel	Michigan Public Power Agency	Phone
Corbin, Randy	Ohio Consumers Council	Phone
Corcoran, Cynthia	Enbridge Energy	In Person
Davidson, Pat	Southern California Gas Co.	In Person
Davis, Ed	Entergy Services	In Person
Dotterweich, Andrew	Consumers Energy	In Person
Downs, Jim	Calpine Corporation	In Person
Dworzak, David	EEI	Phone
Evans-Mongeon, Brian	Vermont Public Power	Phone
Fatina, Barb	Exelon Energy	In Person
Fava, Gene	Great Lakes Gas Transmission	In Person
Goss, Bob	SEPA	In Person
Gwilliam, Tom	Iroquois Gas Transmission System	In Person
Hayes, Bruce	Ohio Consumers Council	Phone
Hess, Theresa	Reliant Energy Retail Services	In Person
Hoffman, Cheryl	Hoffman-Paulson Associates	In Person
Johnson, Alan	Mirant Corp.	In Person
King, Iris	Dominion Transmission	In Person
Kiselewich, Ruth	BGE	In Person
Lawson, Barry	NRECA	In Person
Liang-Nicoll, Cecelia	Alleghany Energy Supply	Phone
Lucas, John	Southern Company	Phone
McCain, Marcy	Duke Energy - Algonquin	In Person
Norris, Clay	North Carolina Municipal Power Agency	Phone
Oppenheim, Bill	PECO Energy	In Person
Paulson, Lawrence	Hoffman-Paulson Associates	In Person
Perlman, Marjorie	Energy East	In Person
Ringenbach, Thomas	AEP	Phone
Sayuk, Steve	ExxonMobil Power & Gas Services	Phone
Sipe, Rod	New Science Partners	In Person
Voeck, Julie	American Transmission company	Phone
Watts, Stephen	McGuireWoods	Phone
Westerfield, Lou Anne	Idaho Public Utilities Commission	Phone



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Name	Company	In person/Phone
Wilke, Mark	CMS Trunkline Gas Co.	In Person
Zavodnick, Steve	BGE	In Person

17. WGQ Interpretations Request



REQUEST FOR CLARIFICATION OR INTERPRETATION

Date: **January 15 , 2003**

Requester Name: **Kate Fiedler / Jim Buccigross**

Company: **Group 8760**

Phone, Fax, E-mail: **Phone: (205) 802-7569**
Fax: (205) 802-7669
kate@8760.com
jhb@8760.com

NAESB Standard Number: **EDM Implementation Manual**

Clarification or interpretation request:

The question is whether individual implementations are free to use the http HEAD command, prior to using the POST command to deliver the NAESB payload.

When implementing a NAESB EDM solution, the standard clearly relies on the http protocol spec for details of how to implement the protocol. It is also clear that the http POST command should be used, and not the GET command.

Possible interpretations or clarifications, if known:

It is our belief that the standard was designed to allow individual implementations some flexibility in implementation, as long as the NAESB and HTTP standards are followed. Any web server, following the http protocol, should be able to handle HEAD requests properly. Some developers believe that it increases efficiency to use HEAD requests to establish authentication credentials prior to using POST to send the entire payload.



Although the example provided in the NAESB EDM Implementation Manual (Sending Transactions, General Flow) does not specifically show the use of a HEAD request, there is no discussion in the standard to explicitly exclude the use of HEAD requests, provided

the requests follow the http standard referred to in the NAESB manual. Step 2 of the General Flow example is “Check Connection Status”, which could include the use of HEAD requests to establish valid authentication credentials. We believe that, whether an individual solution chooses to send HEAD requests should be left up to the developer of that solution. In order to allow this flexibility, all NAESB EDM solutions should be capable of processing HEAD requests, as allowed by http. This is standard practice for all webservers.

18. WGQ 2003 Annual Plan

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NORTH AMERICAN ENERGY STANDARDS BOARD 2003 ANNUAL PLAN - WHOLESALE GAS QUADRANT

Item Description	Completion ¹	Assignment
Contracts		
1 Complete the Credit Annex for the contract for purchases and sales of natural gas ² .	2 nd Qtr 2003	Contracts Subcommittee
Electronic Delivery Mechanisms and Related Activities		
2 Preparation of documents and submission of EDM standards to ANSI for approval as ANSI standards.	4 th Qtr 2003	EDM Subcommittee
3 Explore additional possibilities for partnership with the Department of Energy.	4 th Qtr 2003	EC Officers
4 Review and enhance security standards as required by technological changes.	2 nd Qtr 2003	EDM Subcommittee
5 Review of minimum technical characteristics in Appendices C, D, and E of the EDM Manual.	2 nd Qtr 2003	EDM Subcommittee
Standards Implementation		
6 Develop Creditworthiness Standards pursuant to an Annual Plan item. Such development should be restricted to implementation of existing Commission policy, new Commission policy after it has been ordered and non-policy oriented aspects of Creditworthiness.	2 nd Qtr 2003	Business Practices Subcommittee

Provisional Activities³

Develop the Mexican Addendum to the base contract for purchase and sales of natural gas.

"Energy Day" Standard - including assessment of changes to existing NAESB standards.

Remand of FERC Order 637 Issues - (1) forward-backward haul to the same point, and (2) Right of First Refusal.

Model financial hedging agreement development⁴.

¹ Dates in the completion column are by end of the quarter for completion by the assigned committee. The dates do not necessarily mean that the standards are fully staffed so as to be implementable by the industry, and/or ratified by membership. If one item is completed earlier than planned, another item can begin earlier and possibly complete earlier than planned. There are no begin dates on the plan.

² This item may require coordination with wholesale electric quadrant as it may be related to WEQ Annual Plan item no. 5.

³ To the extent that it is determined that any of the provisional activities should be worked upon during the year as a result of a specific request for standards development or a FERC action, the Board has the discretion to modify the annual plan.

⁴ This item may require coordination with wholesale electric quadrant as it may be related to WEQ Annual Plan item no. 5.

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Item Description	Completion¹	Assignment
FERC order -- Docket No. RM01-10-000 (Affiliate Order).		
Base contract for purchase and sales of natural gas – electronic contract.		
Program of Standards Maintenance & Fully Staffed Standards Work⁵		
Business Practice Requests	Ongoing	Assigned by the EC on a request by request basis
Continue review against plan for migration to ANSI ASC X12 new versions as needed and coordinate such activities with DISA.	Ongoing	ANSI (X12) Subcommittee
Information Requirements and Technical Mapping of Business Practices	Ongoing	Assigned by the EC on a request by request basis
Ongoing Interpretations for Clarifying Language Ambiguities	Ongoing	Assigned by the EC on a request by request basis
Ongoing Maintenance of Code Values and Other Technical Matters	Ongoing	Assigned by the EC on a request by request basis

- Notes: (a) Priority is given to action items that are carry-overs from the 2002 Annual Plan.
- (b) Any new activity should be preceded by a request from the submitter after which the annual plan will be revisited. The provisional items would only be addressed after a request is submitted or an order is issued by the FERC.

⁵ This work is considered routine maintenance and thus the items are not separately numbered.

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting – WEQ, WGQ, REQ, RGQ Meeting Materials
February 18-20, 2003

19. WGQ BPS Credit Worthiness Work Paper

**Business Practice Subcommittee
Creditworthiness
Draft Meeting Minutes Attachment
Proposed Standards and Strawman¹
As of 2/6/2003**

Proposed Standard z1:

For credit evaluation purposes, the Service Requester (SR) should supply any of the following information as specified by the Transportation Service Provider (TSP):

- Audited Financial Statements;
- Annual Report;
- Most recent filed statements with the Securities and Exchange Commission (or an equivalent authority) or such other publicly available information;
- For public entities, the most recent publicly available interim financial statements, with an attestation by its Chief Financial Officer (CFO) that such statements constitute a true, correct, and fair representation of financial condition prepared in accordance with Generally Accepted Accounting Principles (GAAP) or equivalent;
- For non-public entities, the most recent available interim financial statements, with an attestation by its CFO that such statements constitute a true, correct, and fair representation of financial condition prepared in accordance with GAAP or equivalent;
- For non-public entities, an existing sworn filing with a regulatory agency showing SR's current financial condition;
- List of Affiliates, Parent Companies and Subsidiaries;
- Publicly Available Credit Reports from Credit and Bond Rating Agencies;
- Private Credit Ratings, if obtained by the SR;
- Bank References;
- Trade References;
- Statement of Legal Composition;
- Statement of Length of Time Business has Been in Operation;
- Such other information as required by the TSP's lender from
 - 1) SR(s) of TSP's project financed facilities or
 - 2) SR(s) requesting service on proposed or newly constructed facilities financed by that lender(s);
- Such other information as may be mutually agreed to by the parties; and
- Such other information as the TSP may receive approval to include in its tariff or general terms and conditions.

Non-public information supplied by the SR should be treated by the TSP and its lender(s) as confidential.

Proposed Standard z2:

If the Transportation Service Provider (TSP) requests additional information for purposes of credit evaluation after the initiation of service, the TSP should provide the Service Requester its reason(s) for requesting the additional information.

Proposed Standard z3

Upon receipt of a request for information from the Transportation Service Provider (TSP) for the purpose of credit evaluation, the Service Requester's authorized representative(s) should be required to acknowledge receipt of the TSP's request.

¹ Proposed Standard z1 is not part of the Strawman

Proposed Standard z4

Upon receipt from the Service Requester (SR) of all credit information provided pursuant to a request (or in lieu thereof a response indicating why all information requested is not provided), the Transportation Service Provider should notify the SR's authorized representative(s) that it has received such information.

Proposed Standard z5

The Service Requester (SR) should provide the Transportation Service Provider (TSP) with the Internet E-mail addresses of up to two authorized representatives who are designated to receive notifications regarding the SR's creditworthiness pursuant to NAESB WGQ Standard [z4]. The obligation of the TSP to provide notification is waived until the above requirement has been met. Affected parties should manage internal distribution of such notices that are received.

Proposed Standard z6

The Service Requester's (SR) authorized representative(s) should respond to the Transportation Service Provider's (TSP) request for credit information as allowed by the TSP's tariff on or before the due date. The SR should provide the credit information requested by the TSP or the reason(s) why any of the requested information was not provided.

Proposed Standard z7

Upon the Transportation Service Provider's (TSP) determination that a Service Requester (SR) is non-creditworthy, the TSP should provide the SR with written notification which clearly states the reason(s) for the TSP's decision.

Proposed Standard z8 - failed**Proposed Standard z9**

At the time of its request for service and upon the Transportation Service Provider's (TSP) request at any time thereafter, the Service Requester (SR) should confirm to the TSP whether any of the following conditions exist:

1. SR has filed for bankruptcy protection and/or is operating under any chapter of the bankruptcy laws;
2. SR is subject to liquidation or debt reduction procedures under governing laws, such as an assignment for the benefit of creditors or any creditors' committee agreement; and/or
3. A downgrade by a credit rating agency within the last six months.