

NAESB WGQ Information Requirements Subcommittee Meeting
April 2 - 3, 2003 – 8:30 a.m. – 4:00 p.m. (Central)
Houston, TX – Panhandle Eastern Pipe Line
5444 Westheimer – Check In on Level 7

FINAL MINUTES

1. **Introductions:** Participants introduced themselves
2. **Housekeeping:** Dale Davis provided the housekeeping
3. **Anti-trust Guidelines:** Dale Davis read the anti-trust guidelines
4. **Adoption of Agenda:** The agenda was unanimously adopted as posted.
5. **Approval of Prior Meeting Minutes for February 18, 2003**
The minutes and the attachment for the February 18, 2003 meeting were unanimously adopted as posted.
6. **Address Current Requests for Initiation or Enhancement of NAESB Standards and items transferred from other NAESB subcommittees** -- Discussion, Q&A and a balanced vote for each item. (The items will be addressed in the order listed until either all items have been addressed or we have run out of time.)

EIITF General Requests

- **R98047 TransCapacity / Skipping Stone**

Request:A new dataset, called "Supported Code Value Information," and the code value addition to the Data Sets Requested data element in the Upload of Request for Download dataset to support NAESB WGQ Standard. 4.3.53

(Relevant Minutes: EIITF 11/4/98 – IR Instruction 8, IR 12/10/02, 1/14/03, 2/18/03)

IR Discussion:

Modifications were made to the posted workpaper. The TIBP and Sample Paper were developed – see attached.

After a lengthy discussion on the location for (in which book) the new data set would reside, it was decided to create a new book for general reports that could apply to one or more areas. Currently there are existing data sets / standards that could be considered in the future, in response to a specific request or an annual plan item, to be moved to this new book.

A small group will work offline before the next IR meeting to develop a workpaper that provides an initial framework for a new book.

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- **R99013 – Williams**

Request: Accommodate the mutually agreeable capacity release related business practice of downloads of approved bidders list and the associated request for approved bidders list download.

(Relevant Minutes: EIITF 2/25/99 – IR Instruction 43; IR 9/10/02, 11/13/02, 02/18/03)

In light of discussions and proposed implementation for R98047, reconsider proposed implementation for R99013 that IR approved at its 11/13/02 meeting.

IR Discussion:

After review on the proposed manner in which a person could request the Pre-approved Bidders List (proposed NAESB WGQ Standard 5.4.z), the previous IR decision to request such document via the Upload of Request for Download of Posted Datasets (NAESB WGQ Standard 5.4.14) (UPRD) was re-affirmed. The decision was based on the fact that the data set being requested was solely related to Capacity Release and all other such reports for Capacity Release were requested via the UPRD.

- **R98048 TransCapacity / Skipping Stone**

Request: A new dataset, called "Fuel Matrix Information," and the code value addition to the Data Sets Requested data element in the Upload of Request for Download dataset to support NAESB WGQ Standard. 1.3.30

(Relevant Minutes: EIITF 11/4/98 – IR Instruction 9, IR 12/10/02, 1/14/03)

IR Discussion:

This item was skipped as the initial information provided in an e-mail from the request submitter to the IR chair was not available for the meeting and no representative from the sponsor of the requester was present.

Nominations Related Requests

- **R97082 - Florida Gas Transmission**

Request: Add the following 2 new transaction type code values in the Nominations.

Draft by Service Requester

Pack by Service Requester.

(Relevant Minutes: BPS 8/10/00; IR 01/13/03)

IR Discussion:

During the course of the meeting, the requester submitted an e-mail to the NAESB office advising them that the request is being withdrawn.

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Flowing Gas Related Requests

The following three requests will be addressed together.

- **R98011 / R98012 – TransCapacity / Skipping Stone**

Request: Implementation of standards adopted by EC 9/16/99 regarding allocations, who does them, who should be providing the allocating instructions, and the level of detail in the allocations.

(Relevant Minutes: EC: 9/16/99 adopted modified package including Instruction #3 which is now enumerated as Instruction #1.)

See posted workpaper (for the February 18, 2003 IR meeting) resulting package adopted by the EC 9/16/99

- **R98001 – Columbia Gas**

Request: Modify the usage/condition of Associated Contract in the PDA and Allocation Statement so it can be used in allocating storage. Currently condition reads "Mandatory when submitted in the nomination and Associated Contract is not used for storage balancing."

(Relevant Minutes: BPS 3/20/98, 3/11/99, 3/25/99, 4/1/99)

Instructions from BPS 4/1/99:

BPS recommends to Information Requirements Subcommittee that it implement the intended business result as a separate independent business reflected in the following language:

Columbia Gas Transmission requests that the text "and mandatory for Service Requester provided PDAs when the Associated Contract was submitted in the Nomination." be added to the condition of Associated Contract for Standard 2.4.1.

Also, Columbia Gas Transmission requests that the condition for Associated Contract in Standard 2.4.3 be changed to "Associated Contract is Mandatory in an Allocation provided to a PDA submitter when it is provided in the PDA."

and do so in conjunction with its processing of request numbers R98011 and R98012.

IR Discussion:

The package adopted by the Executive Committee 9/16/99 was reviewed. Following are the principles / definitions /standards and IR's discussion of each.

PRINCIPLES:

1.1.A There should be at least one Confirming Party on each side of a physical location.

IR: no impact

2.1.A The Transportation Service Provider (TSP) should provide allocations to a Service Requester (SR) at the nomination detail level either in the Allocation (GISB Standard 2.4.3) or the Shipper Imbalance (GISB Standard 2.4.4). The sending of the Allocation or the Shipper Imbalance to the SR would be dependent upon the TSP's business practices. In either case, the level of detail would only be to the package ID level where mutually agreed between the TSP and the SR.

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IR: no impact – all possible levels that can be used in the PDA or the Allocation have been addressed in the PDA / Allocation Transaction Type codes

DEFINITIONS:

2.2.A Monthly Allocation is the term used to describe the process where the allocating party performs the allocation process at the end of the monthly flow period.

IR: need to verify that the data sets accommodate the sending of allocations on a monthly basis

2.2.C Daily Allocation is the term used to describe the process where the allocating party performs the allocation process following each gas day.

IR: need to verify that the data sets accommodate the sending of allocations on a daily basis

STANDARDS:

2.3.A.1 At a location, the total quantity measured or estimated for the period should be used to provide allocations to parties' scheduled transactions (or otherwise identified transactions consistent with GISB Standard No. 2.3.F).

IR: no impact as the data sets have an indicator that provides for actual and estimated quantities

2.3.A.3 In the allocation process, estimated quantities should be adjusted to actuals following the time that the actual quantities are known.

IR: need to verify that the actuals and the estimates can be sent in the allocation process.

2.3.B.1.e At a location which is not covered by an OBA, an allocating party should receive Pre-determined Allocations and calculate the allocations for the location and provide these allocations to the appropriate parties for their use.

IR: no impact

2.3.B.2 At a location which is not covered by an OBA, a party which is not the allocating party at the location should receive and process the allocations from the allocating party and employ such allocations when providing allocation information to its parties (as applicable and appropriate).

IR: no impact

2.3.C At a location which is covered by an OBA, each party to the OBA should allocate its side of the location.

IR: no impact

2.3.D.3 At a location which is not covered by an OBA, Transportation Service Providers (TSPs) which allocate to Service Requesters (SRs) at the SR's contract level or higher are not required to

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allocate to a lower level or accept accounting allocation instructions from the SR (i.e., neither Pre-determined Allocations (PDAs) nor SR ranks supplied in the nomination).

Where the TSP allocates to a lower level (more detailed) than the SR contract level and where:

- the Confirming Parties confirm at a higher level (less detailed) than the nomination level; and,
- a SR has submitted more than one nomination line item to the TSP; the TSP should employ the TSP's tariff allocation methodology (including, where applicable, employing the other Confirming Party(ies)' PDAs) to allocate gas to the confirmation detail level.

The TSP should then either:

- a) accept and employ a PDA from such SRs or
- b) employ the SR's ranks supplied in the nomination.

Where a TSP accepts PDAs from a SR (as specified in a) above) and the SR does not provide a PDA, the TSP should employ the tariff allocation methodology.

IR: need to review the rank data elements in the scheduling and allocating process for definition and utilization in the allocating process.

- 2.3.E At a location which is not covered by an OBA, a Confirming Party should submit a Pre-determined allocation (PDA) to the allocating party at a level that is based on the allocating party's business practice, but, in no event, will such PDA be at a lower level (more detailed) than that level of information exchanged between such parties during their confirmation process.

IR: no impact – all possible levels that can be used in the PDA or the Allocation have been addressed in the PDA / Allocation Transaction Type codes

- 2.3.F A Pre-determined Allocation may not be used to allocate gas to a nominatable transaction that was not identified in the nomination or confirmation process, as applicable, absent prior mutual agreement among the Confirming Parties and the party being allocated to in such transaction. In the event of a conflict between this standard and the Transportation Service Provider's existing tariff or general terms and conditions, the latter will prevail.

IR: no impact

- 2.3.G Except in cases where the Percentage or Operator Provided Value method of allocation is being employed, where there is:
- (i) sufficient gas to fulfill all scheduled quantities at a location, a Predetermined Allocation (PDA) should not result in a quantity being allocated to a party, contract or transaction, as applicable, that is less than the corresponding scheduled quantity(ies) for that party, contract or transaction, as applicable,
 - (ii) insufficient gas to fulfill all scheduled quantities at a location, a PDA should not result in a quantity being allocated to a party, contract or transaction, as applicable, that is greater than the corresponding scheduled quantity(ies) for that party, contract or transaction, as applicable.

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In the event of conflicts between this standard and a Transportation Service Provider's existing tariff or general terms and conditions, the latter will prevail.

IR: no impact

- 2.3.H.2 Parties should communicate to their counter parties that their transaction(s) for allocation purposes are lowest ranked or swing, when such counter parties' transaction(s) are identified by the party as being lowest ranked or swing. This standard does not apply to the relationship between Transportation Service Providers and their Service Requesters.

IR: no impact

- 2.3.N Under normal operating conditions, at a location which is covered by an OBA, the scheduled quantity should be the allocated quantity.

IR: no impact

MODIFY STANDARD 2.3.21 –

- 2.3.21 The timing for reporting daily operational allocations after the gas has flowed is within one business day after the end of gas day. If the best available data for reporting daily operational allocations is the scheduled quantity, that quantity should be used for the daily operational allocation. This standard applies to the daily provision of operational allocated quantities whether they are provided pursuant to GISB standard 2.4.3 or GISB standard 2.4.4.

Upon request to its Transportation Service Provider (TSP), a Service Requester (SR) should be provided operational allocated quantities pursuant to Standard 2.4.3 or 2.4.4 for the transaction(s) which have been scheduled by such TSP for the SR.

A TSP can agree to send the operational allocated quantities on a daily basis to a SR rather than accept the Upload of Request for Download for operational allocated quantities.

A TSP is not required to support requests for operational allocated quantities other than on an "all locations for a SR basis." Where a TSP has determined to support this standard in a manner other than:

- a) providing specific operational allocated quantities in response to a request for same, or
- b) providing operational allocated quantities on an "all locations for an SR basis," then the SR can rely on the absence of a line item(s) provided by a TSP as indicative that the particular line item(s)' scheduled quantities are operational allocated quantities.

IR: Send memo to BPS re use of UPRD. Shipper Imbalance and Allocations are requested utilizing NAESB WGQ Standard 2.4.7 – Request for Information.

Review usages in the NAESB WGQ Standard 2.4.7 – Request for Information related to the "all locations for an SR basis"

Summary of IR To-Do's:

R98011 / R98012

- 2.2.A** Verify that the data sets accommodate the sending of allocations on a monthly basis.
- 2.2.C** Verify that the data sets accommodate the sending of allocations on a daily basis.

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- 2.3.A.3** Verify that the actuals and the estimates can be sent in the allocation process.
- 2.3.D.3** Review the rank data elements in the scheduling and allocating process for definition and utilization in the allocating process.
- 2.3.21** Send memo to BPS re use of UPRD. Shipper Imbalance and Allocations are requested utilizing NAESB WGQ Standard 2.4.7 – Request for Information.

Review usages in the NAESB WGQ Standard 2.4.7 – Request for Information related to the “all locations for an SR basis” for the NAESB WGQ Standard 2.4.3 - Allocation and 2.4.4 - Shipper Imbalance.

- R98001** Add the text "and mandatory for Service Requester provided PDAs when the Associated Contract was submitted in the Nomination." to the condition of Associated Contract for Standard 2.4.1. Also, change the condition for Associated Contract in Standard 2.4.3 to "Associated Contract is Mandatory in an Allocation provided to a PDA submitter when it is provided in the PDA."

Discussion of To Do's:

- 2.2.A** Verify that the data sets accommodate the sending of allocations on a monthly basis.
- 2.2.C** Verify that the data sets accommodate the sending of allocations on a daily basis.

IR Review: The PDA (2.4.2) and Allocation (2.4.3) accommodate the sending of PDAs and allocations on a monthly and daily basis through the utilization of the mandatory data elements ‘Beginning Flow Date’ and ‘Ending Flow Date’. There is nothing in the implementation that dictates whether the allocation is processed each day or at the end of the month. Nor are there any prohibitions to do it either way.

- 2.3.A.3** Verify that the actuals and the estimates can be sent in the allocation process.

Review: Both actuals and estimates are accommodated in the allocation through the utilization of the two mandatory data elements ‘Allocated Quantity’ and ‘Statement Basis’

- 2.3.D.3** Review the rank data elements in the scheduling and allocating process for definition and utilization in the allocating process.

Review: See following modifications to the following data sets:

- 1.4.1 Nominations
- 1.4.3 Request for Confirmation
- 1.4.4 Confirmation Response
- 1.4.5 Scheduled Quantity

No changes are necessary to the data element ‘Allocation Rank Level’ in the PDA – 2.4.1.

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Standard 1.4.1 - Nomination

Business Name (Abbreviation)	Definition	Data Group	EBB Pathed	EBB Non- Pathed	EBB PNT - "T"	EBB PNT - "U"	EDI / FF Usage	Condition
Delivery Rank (Priority) (Del Rank)	This is the scheduling rank (priority) assigned to the quantities on the upstream side of the flange at the delivery location. Priority 1 means the highest priority. Priorities 2, 3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled <u>applied</u> on a pro rata basis.	DelDG	SO	SO	SO	nu	C	Sender's option when the model used is 'Pathed', 'Non-Pathed' or 'Pathed Non-Threaded - Threaded Segment'. If not provided, a default specified by the service provider will be utilized.
Downstream Rank (Priority) (Dn Rank)	This is the scheduling rank (priority) assigned to the quantities on the downstream side of the delivery location. If it is a physical location, it can be thought of as the downstream side of the flange. Priority 1 means the highest priority. Priorities 2, 3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled <u>applied</u> on a pro rata basis.	DelDG	MA	MA	nu	SO	C	Sender's option when the model used is 'Pathed Non-Threaded - Unthreaded Segment' and may be mutually agreed to for 'Pathed' or 'Non-Pathed' models.

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Business Name (Abbreviation)	Definition	Data Group	EBB Pathed	EBB Non- Pathed	EBB PNT - “T”	EBB PNT - “U”	EDI / FF Usage	Condition
Receipt Rank (Priority) (Rec Rank)	This is the scheduling rank (priority) assigned to the quantities on the downstream side of the flange at the receipt location. Priority 1 means the highest priority. Priorities 2, 3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled <u>applied</u> on a pro rata basis.	RecDG	SO	SO	SO	nu	C	Sender's option when the model used is 'Pathed', 'Non-Pathed' or 'Pathed Non-Threaded - Threaded Segment'. If not provided, a default specified by the service provider will be utilized.
Upstream Rank (Priority) (Up Rank)	This is the scheduling rank (priority) assigned to the quantities on the upstream side of the receipt location. It can be thought of as the upstream side of the flange. Priority 1 means the highest priority. Priorities 2, 3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled applied on a pro rata basis.	RecDG	MA	MA	nu	SO	C	Sender's option when the model used is 'Pathed Non-Threaded - Unthreaded Segment' and may be mutually agreed to for 'Pathed' or 'Non-Pathed' models.

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Standard 1.4.3 – Request for Confirmation

Assumption: The EBB Usage of 'BC' is based upon the business practices of the entity named in the title bar.

Business Name (Abbreviation)	Definition	Data Group	EBB Usage	EDI / FF Usage	Condition
Delivery Rank (Priority) (Del Rank)	This is the scheduling rank (priority) assigned to the quantities on the upstream side of the flange at the delivery location. Priority 1 means the highest priority. Priorities 2, 3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled <u>applied</u> on a pro rata basis.	TSDG	MA	MA	Provided by the Confirmation Requester
Receipt Rank (Priority) (Rec Rank)	This is the scheduling rank (priority) assigned to the quantities on the downstream side of the flange at the receipt location. Priority 1 means the highest priority. Priorities 2, 3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled <u>applied</u> on a pro rata basis.	TSDG	MA	MA	Provided by the Confirmation Requester

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Standard 1.4.4 – Confirmation Response

Assumption: The EBB Usage of 'BC' is based upon the business practices of the entity named in the title bar. The EBB Usage of 'SO' means that the data may be input at the option of the party entering the data.

Business Name (Abbreviation)	Definition	Data Group	EBB Usage	EDI / FF Usage	Condition
Delivery Rank (Priority) (Del Rank)	This is the scheduling rank (priority) assigned to the quantities on the upstream side of the flange at the delivery location. Priority 1 means the highest priority. Priorities 2, 3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled <u>applied</u> on a pro rata basis.	TSDG	MA	MA	
Receipt Rank (Priority) (Rec Rank)	This is the scheduling rank (priority) assigned to the quantities on the downstream side of the flange at the receipt location. Priority 1 means the highest priority. Priorities 2, 3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled <u>applied</u> on a pro rata basis.	TSDG	MA	MA	

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Standard 1.4.5 – Scheduled Quantity

Business Name (Abbreviation)	Definition	Data Group	EBB Pathed	EBB Non- Pathed	EBB PNT - “T”	EBB PNT - “U”	EDI / FF Usage	Condition
Delivery Rank (Priority) (Del Rank)	This is the scheduling rank (priority) assigned to the quantities on the upstream side of the flange at the delivery location. Priority 1 means the highest priority. Priorities 2, 3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled <u>applied</u> on a pro rata basis.	DelDG	MA	MA	MA	nu	MA	For EDI and FF, this data element is not needed when the Nominator’s Tracking ID is used.
Receipt Rank (Priority) (Rec Rank)	This is the scheduling rank (priority) assigned to the quantities on the downstream side of the flange at the receipt location. Priority 1 means the highest priority. Priorities 2, 3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled <u>applied</u> on a pro rata basis.	RecDG	MA	MA	MA	nu	MA	For EDI and FF, this data element is not needed when the Nominator’s Tracking ID is used.

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- 2.3.21** Send memo to BPS re use of UPRD. Shipper Imbalance and Allocations are requested utilizing NAESB WGQ Standard 2.4.7 – Request for Information

Memo to BPS:

During the processing of R98011 / R98012, IR reviewed the modified standard 2.3.21 as modified by the EC. In the 3rd paragraph of this standard it says:

A TSP can agree to send the operational allocated quantities on a daily basis to a SR rather than accept the Upload of Request for Download for operational allocated quantities.

The operational allocated quantities are communicated via the Allocation (NAESB WGQ Standard 2.4.3).

Subsequent to the Executive Committee's adoption of Standard 2.3.21, the data set Request for Information (NAESB WGQ Standard 2.4.7) was developed for the purposes of requesting, among other documents, the Allocation and the Shipper Imbalance (NAESB WGQ Standard 2.4.4).

IR recommends to BPS that the 3rd paragraph of Standard 2.3.21, as noted above, be modified to reflect the way in which the Allocation and the Shipper Imbalance may be requested pursuant to the Request for Information.

- 2.3.21** Review usages in the NAESB WGQ Standard 2.4.7 – Request for Information related to the “all locations for an SR basis” for the NAESB WGQ Standard 2.4.3 - Allocation and 2.4.4 - Shipper Imbalance.

Review: No changes are necessary to the data elements in the Request for Information.

- R98001** Add the text "and mandatory for Service Requester provided PDAs when the Associated Contract was submitted in the Nomination." to the condition of Associated Contract for Standard 2.4.1. Also, change the condition for Associated Contract in Standard 2.4.3 to "Associated Contract is Mandatory in an Allocation provided to a PDA submitter when it is provided in the PDA."

Action:

In the PDA (2.4.1) on the PDA Transaction Type Matrix, modify the description of the Usage C4 as follows:

Mandatory when mutually agreed to and submitted in the nomination process and when associated contract is not used for storage balancing. Mandatory for Service Requester provided PDAs when the Associated Contract was submitted in the Nomination.

In the Allocation (2.4.3) on the Allocation Transaction Type Matrix, modify the description of the Usage C4 as follows:

Mandatory when mutually agreed to and submitted in the nomination process and when associated contract is not used for storage balancing. Mandatory in an Allocation provided to a PDA submitter when it is provided in the PDA.

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The above-proposed actions for R8011 / R98012 and R98001 will be reviewed and voted on at the next meeting.

7. Other Business

R98081 / R98082 – It was discovered during the meeting that the proposed implementation completed in December 2002 was missing the Sample Paper. The development of such will be the first item on next month's agenda.

8. Next Meeting Dates and Location

May 6 & 7, 2003	8:30 – 4:00 Central	Houston, TX - Williams Tower, Level 6 – Laurel Room
June 3, 2003	8:30 – 4:00 Eastern	Washington DC Williams Offices

9. Adjourn

The meeting adjourned.

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Meeting Attendees and Voting Record

Attendee	Organization	4/2/03	4/3/03	NAESB Member?
<u>Pipelines:</u>				
Dale Davis	Williams Gas Pipeline	√	√	√
Christopher Burden	Williams Gas Pipeline	√ (nv)	√	√
Mark Gracey	Tennessee Gas Pipeline	√	√	√
Mike Stender	El Paso Natural Gas	√		√
Kathryn Burch	Duke Energy – Texas Eastern	√	√	√
Kim Van Pelt	CMS – Panhandle	√	√	√
Randy Young	Gulf South Pipeline Company LP	√	√	√
<u>Services:</u>				
Greg Dodson	Dominion Resources Services	√	√	√
<u>Producers:</u>				
<u>End Users:</u>				
<u>LDCs:</u>				
<u>Associations:</u>				

Bold signifies Chair

nv – not voting