

**NAESB WGQ Information Requirements Subcommittee Meeting**  
**July 10, 2003 – 8:30 a.m. – 4:00 p.m. (Eastern)**  
**July 11, 2003 – 8:30 a.m. – 3:00 p.m. (Eastern)**  
**Iroquois Gas Transmission System, L.P.**  
**One Corporate Drive, Suite 600**  
**Shelton, CT 06484-6211**

**FINAL MINUTES**

1. **Introductions:** Participants introduced themselves
2. **Housekeeping:** Tom Gwilliam provided the housekeeping
3. **Anti-trust Guidelines:** Dale Davis read the anti-trust guidelines
4. **Adoption of Agenda:** The agenda was modified and unanimously adopted to:
  - add the following items under other business:
    - R98040 / R98050 – Storage Report
    - R98047 – Supported Code Values
    - R96056 – Producer Imbalance
5. **Approval of Prior Meeting Minutes Attachments**
  - June 3, 2003 – A motion regarding the draft minutes and attachments as revised for the June 3, 2003 meeting was made to:
    - adopt the meeting minutes as modified;
    - adopt the Attachment 1(R96056) as modified ; and
    - adopt Attachments 2 (R98047) and 3 (R98047) as posted.The motion passed unanimously.
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.)

- **2003 Annual Plan Item 6 - Creditworthiness**

The WGQ Executive Committee adopted ten business standards on June 5, 2003. By action taken by the WGQ Executive Committee on June 27, 2003, this has been assigned a 'high' priority.

**IR Discussion**

Review of each of the ten business standards and determination of work for IR:

- **Standard 0.3.zB**

If the Transportation Service Provider (TSP) requests additional information to be used for credit evaluation after the initiation of service, the TSP, contemporaneous with the request, should provide its reason(s) for requesting the additional information to the Service Requester (SR) and designate to whom the response should be sent. The TSP and the SR may mutually agree to waive the requirements of this standard.

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### **Impact for IR:**

No impact to IR.

- **Standard 0.3.zC**

Upon receipt of either an initial or follow-up request from the Transportation Service Provider (TSP) for information to be used for creditworthiness evaluation, the Service Requester's (SR) authorized representative(s) should acknowledge receipt of the TSP's request. The TSP and the SR may mutually agree to waive the requirements of this standard.

### **Impact for IR:**

No impact to IR.

- **Standard 0.3.zD**

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 specified in the request. The SR should provide all the credit information requested by the TSP or provide the reason(s) why any of the requested information was not provided.

### **Impact for IR:**

No impact to IR.

- **Standard 0.3.zE**

Upon receipt from the Service Requester (SR) of all credit information provided pursuant to applicable NAESB WGQ standards, the Transportation Service Provider (TSP) should notify the SR's authorized representative(s) that it has received such information. The TSP and the SR may mutually agree to waive the requirements of this standard.

### **Impact for IR:**

No impact to IR.

- **Standard 0.3.zF**

The Service Requester (SR) should designate up to two representatives who are authorized to receive notices regarding the SR's creditworthiness, including requests for additional information, pursuant to the applicable NAESB WGQ standards and should provide to the Transportation Service Provider (TSP) the Internet e-mail addresses of such representatives prior to the initiation of service. Written requests and responses should be provided via Internet E-mail, unless otherwise agreed to by the parties. The obligation of the TSP to provide creditworthiness notifications is waived until the above requirement has been met. The SR should manage internal distribution of any creditworthiness notices that are received.

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The TSP should designate, on its Internet website or in written notices to the SR, the Internet e-mail addresses of up to two representatives who are authorized to receive notices regarding the SRs' creditworthiness. The SR's obligation to provide confirmation of receipt is met by sending such confirmation to such representatives, and the TSP should manage internal distribution of any such confirmations.

### **Impact for IR:**

No impact to IR.

- **Standard 0.3.zK**

At any time after the Service Requester (SR) is determined to be non-creditworthy by the Transportation Service Provider (TSP), the SR may initiate a creditworthiness re-evaluation by the TSP. As part of the SR's re-evaluation request, the SR should either update or confirm in writing the prior information provided to the TSP related to the SR's creditworthiness. Such update should include any event(s) that the SR believes could lead to a material change in the SR's creditworthiness.

### **Impact for IR:**

No impact to IR.

- **Standard 0.3.zL**

After a Transportation Service Provider's (TSP) receipt of a Service Requester's (SR) request for re-evaluation, including all required information pursuant to NAESB WGQ Standard [0.3.zK] ("SR's Request"), within five (5) Business Days, the TSP should provide a written response to the SR's Request. Such written response should include either a determination of creditworthiness status, clearly stating the reason(s) for the TSP's decision, or an explanation supporting a future date by which a re-evaluation determination will be made. In no event should such re-evaluation determination exceed twenty (20) Business Days from the date of the receipt of the SR's Request unless specified in the TSP's tariff or if the parties mutually agree to some later date.

### **Impact for IR:**

No impact to IR.

- **Standard 0.3.zQ**

In complying with the creditworthiness related notifications pursuant to the applicable NAESB WGQ standards, the Service Requester(s) and the Transportation Service Provider may mutually agree to other forms of communication in lieu of Internet E-mail notification.

### **Impact for IR:**

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No impact to IR.

- **Standard 5.3.zD**

The Transportation Service Provider (TSP) should not award capacity release offers to the Service Requester (SR) until and unless the SR meets the TSP's creditworthiness requirements applicable to all services that it receives from the TSP, including the service represented by the capacity release.

**Impact for IR:**

No impact to IR.

- **Standard 5.3.zF**

The Transportation Service Provider (TSP) should provide the original releasing shipper with Internet E-mail notification reasonably proximate in time with any of the following formal notices given by the TSP to the releasing shipper's replacement shipper(s), of the following:

- (1) Notice to the replacement shipper regarding the replacement shipper's past due, deficiency, or default status pursuant to the TSP's tariff;
- (2) Notice to the replacement shipper regarding the replacement shipper's suspension of service notice;
- (3) Notice to the replacement shipper regarding the replacement shipper's contract termination notice due to default or credit-related issues; and
- (4) Notice to the replacement shipper that the replacement shipper(s) is no longer creditworthy and has not provided credit alternative(s) pursuant to the TSP's tariff.

**Impact for IR:**

No impact to IR.

**Other Items for IR's consideration:**

After extensive review and discussion of the above ten creditworthiness standards it was determined that no additional standardization is required for their implementation.

- **Creation of new implementation guide:**

It was determined to utilize this opportunity to initiate the creation of a new implementation guide for "additional" standards that otherwise do not fit in the existing five WGQ implementation guides. (Note: during the previous processing of R98047, that was completed in June 2003, IR had concluded to start a "General Reports" implementation guide. The Additional Standards implementation guide is in lieu of the General Reports implementation guide. Once the EC adopts the Additional Standards Implementation Guide, IR will need to go back and review its proposed implementation for R98047 to fit within the new "Additional Standards"). It is envisioned that the Additional Standards implementation guide will be

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divided in sections for such things as creditworthiness, general, etc. Within the 'general' section we could later include subsections for specific topics that are generally applicable.

**MOTION:**

Adopt the following:

- A new Additional Standards book as reflected in the attached workpaper; and
- Modify the Executive Summary Section of the Capacity Release Related Standards Implementation Guide by adding the following paragraph after the section titled 'Transactional Reporting' and before the section titled "Business Use of Capacity Release Related Transactions":

**Creditworthiness**

Certain creditworthiness standards relate to the awarding of capacity and the notification to original releasing shippers when the replacement shipper has received specified credit or service related notifications. Additional creditworthiness related standards can be found in the Additional Standards Implementation Guide.

- Modify section C. Capacity Release Related Standards of the Business Process and Practices section of the Capacity Release Related Standards Implementation Guide to add the following standards in numeric order at the end:

5.3.zD The Transportation Service Provider (TSP) should not award capacity release offers to the Service Requester (SR) until and unless the SR meets the TSP's creditworthiness requirements applicable to all services that it receives from the TSP, including the service represented by the capacity release.

5.3.zF The Transportation Service Provider (TSP) should provide the original releasing shipper with Internet E-mail notification reasonably proximate in time with any of the following formal notices given by the TSP to the releasing shipper's replacement shipper(s), of the following:

- (1) Notice to the replacement shipper regarding the replacement shipper's past due, deficiency, or default status pursuant to the TSP's tariff;
- (2) Notice to the replacement shipper regarding the replacement shipper's suspension of service notice;
- (3) Notice to the replacement shipper regarding the replacement shipper's contract termination notice due to default or credit-related issues; and
- (4) Notice to the replacement shipper that the replacement shipper(s) is no longer creditworthy and has not provided credit alternative(s) pursuant to the TSP's tariff.

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Vote				Balanced	Balanced	Balanced
	For	Against	Total	For	Against	Total
End Users	0	0	0	0.00	0.00	0
LDCs	0	0	0	0.00	0.00	0
Pipelines	9	0	9	2.00	0.00	2
Producers	0	0	0	0.00	0.00	0
Services	1	0	1	1.00	0.00	1
	10	0	10	3.00	0.00	3

### Motion Passes

#### ElITF General Requests

- **R99020 – Enron**

**Request:** Modify the capacity release data sets to accommodate the Releasing Shipper's ability to specify whether Gas Transaction Points can be changed after the capacity has been awarded. This modification will affect the Offer Upload, Offer Download, Award Download and Offer Upload Notification data sets.

**AND**

- **R99032: Williams**

**Request:** Add data element to the Capacity Release Offer Upload (5.4.7) to allow the Releaser to specify whether contractual point changes by the Replacement Shipper are permitted on this offer. The new indicator would also need to be added to the Offer Download (5.4.1) to communicate to parties the terms as proposed by the Releaser

**AND**

- **R02005: ANR**

**Request:** Add data element 'Rights to Amend Primary Points' and associated code values to Capacity Release data sets. The element will be used to indicate if the Releasing Shipper will allow the replacement shipper to re-locate the primary point.

**AND**

- **R01001 – Enron**

**Request:** Add data element 'Change Gas Transaction Points Terms' to the header level of the Offer Upload (5.4.7), Offer Upload Notification (5.4.9), Offer Download (5.4.1) and the Award

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Download (5.4.3). It is also requested that Validation Codes be added to the Offer Upload Quick Response (5.4.8).

(Relevant Minutes:

R99020 & R99032: EIITF 2/25/99, 4/6/99 – IR Instruction 48 as replaced by IR Instruction 53;

R02005: BPS 5/8/02;

R01001: BPS 3/29/01;

All 4 requests – IR 9/10/02, 10/15/02, 11/13/02, Technical 3/31/03)

- Review the previous IR actions for consistency with instructions from EIITF. – See recommendation posted for the June 5, 2003 WGQ Executive Committee for basis of discussion. The item was pulled from the June 5, 2003 EC's agenda.

**IR Discussion:**

Need to correct the usage and condition in the Award Download to correspond with IR Instruction 53 (Change it from SO to C).

Need to review the proposed implementation of BPS' instruction to IR regarding R01001.

**MOTION:** Modify the following Capacity Release Data sets as indicated below:

**Document Name and No.: NAESB WGQ Standard 5.4.3 – Award Download**

<b>Business Name (Abbreviation)</b>	<b>Definition</b>	<b>EBB Usage</b>	<b>EDI/FF Usage</b>	<b>Condition</b>
<u>Right to Amend Primary Points Indicator Data</u>	<u>An indicator used to identify whether the Replacement Shipper may amend the contract to change the primary point(s) after the capacity is awarded.</u>			
<u>Right to Amend Primary Points Indicator (RAPP)</u>		<u>C</u>	<u>C</u>	<u>Mandatory when present and processed in the original Offer Upload.</u>  <u>For EBB, when this condition is met at least one of Right to Amend Primary Points Indicator or Right to Amend Primary Points Indicator Description is required.</u>

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<b>Business Name (Abbreviation)</b>	<b>Definition</b>	<b>EBB Usage</b>	<b>EDI/FF Usage</b>	<b>Condition</b>
<u>Right to Amend Primary Points Indicator Description (RAPP Desc)</u>		<u>C</u>	<u>nu</u>	<u>Mandatory when present and processed in the original Offer Upload.</u>  <u>For EBB, when this condition is met at least one of Right to Amend Primary Points Indicator or Right to Amend Primary Points Indicator Description is required.</u>
<u>Right to Amend Primary Points Terms</u>	<u>A description of the terms and conditions under which the Replacement Shipper may amend the contract to change the primary point(s) after the capacity is awarded.</u>	<u>C</u>	<u>C</u>	<u>Mandatory when present and processed in the original Offer Upload.</u>

**Document Name and No.:**  
**NAESB WGQ Standard 5.4.7 – Offer Upload**

<b>Business Name (Abbreviation)</b>	<b>Definition</b>	<b>EBB Usage</b>	<b>EDI/FF Usage</b>	<b>Condition</b>
<u>Right to Amend Primary Points Terms</u>	<u>A description of the terms and conditions under which the Replacement Shipper may amend the contract to change the primary point(s) after the capacity is awarded.</u>	<u>BC</u>	<u>BC</u>	<u>Used only when the Rights to Amend Primary Points Indicator is present and not 'No'.</u>

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**Document Name and No.:**

**NAESB WGQ Standard 5.4.1 – Offer Download**

**NAESB WGQ Standard 5.4.9 – Offer Upload Notification**

Business Name (Abbreviation)	Definition	EBB Usage	EDI/FF Usage	Condition
<a href="#">Right to Amend Primary Points Terms</a>	<a href="#">A description of the terms and conditions under which the Replacement Shipper may amend the contract to change the primary point(s) after the capacity is awarded.</a>	<u>C</u>	<u>C</u>	<a href="#">Mandatory when present and processed in the original Offer Upload.</a>

Vote				Balanced	Balanced	Balanced
	For	Against	Total	For	Against	Total
End Users	0	0	0	0.00	0.00	0
LDCs	0	0	0	0.00	0.00	0
Pipelines	7	0	7	2.00	0.00	2
Producers	0	0	0	0.00	0.00	0
Services	1	0	1	1.00	0.00	1
	8	0	8	3.00	0.00	3

**Motion Passes**

- **R00020 – Northern Natural** (request filed by Enron for NNG)  
**Request:** Add 15 new code values for the Charge Type data element in the Transportation/Sales Invoice (3.4.1). Also add definitions for two existing Charge Type code values.  
(Relevant Minutes: EC 6/15/00)

**IR Discussion:**

The requested code value of 'Reservation – Market Base' is different from the existing Reservation Deliverability – Market code because NNG has different types of firm capacity.

The requested code value of 'Limited Firm Credit' is a unique type of charge/credit for the type of limited firm service that NNG offers. This is different than the request for Limited Firm as a Service

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Code which is the subject Request R99052. In that request, 'limited firm' is a contract level service description.

The requested code value of 'System Management Service' (as reflected in the request) is a type of service that manages the difference between the scheduled and the actual deliveries – a no notice service. Therefore the code value description was changed to 'no notice' to make generically useful.

**MOTION:** Add the following 15 new code values and definitions for two existing code values to the Transportation / Sales Invoice data dictionary for the data element Charge Type

**Document Name and No.:** Transportation/Sales Invoice – 3.4.1

**Data Element:** Charge Type

<b>Code Value Description</b>	<b>Code Value Definition</b>	<b>Code Value <sup>1</sup></b>
<u>Daily Delivery Variance Charge - Critical Day Positive</u>	<u>Scheduling variance charge where actual deliveries exceed scheduled deliveries on a day when TSP has called a critical day.</u>	<i>DPC</i>
<u>Daily Delivery Variance Charge – Critical Day Punitive Level I</u>	<u>Scheduling variance charge where actual deliveries exceed scheduled deliveries on a day when TSP has called a critical day. Charged on amount of variance above Daily Delivery Variance Charge - Critical Day Positive level.</u>	<i>DP1</i>
<u>Daily Delivery Variance Charge – Critical Day Punitive Level II</u>	<u>Scheduling variance charge where actual deliveries exceed scheduled deliveries on a day when TSP has called a critical day. Charged on amount of variance above Daily Delivery Variance Charge – Critical Day Punitive Level I.</u>	<i>DP2</i>
<u>Daily Delivery Variance Charge - Negative</u>	<u>Scheduling variance charge where scheduled deliveries exceed actual deliveries.</u>	<i>DNE</i>
<u>Daily Delivery Variance Charge - Positive</u>	<u>Scheduling variance charge where actual deliveries exceed scheduled deliveries.</u>	<i>DPO</i>
<u>Daily Delivery Variance Charge - Punitive</u>	<u>Scheduling variance charge where actual deliveries exceed scheduled deliveries, above Daily Delivery Variance Charge – Positive level.</u>	<i>DPU</i>
<u>Flow Obligation Credit</u>	<u>Credit for flow obligation compliance.</u>	<i>CRC</i>
<u>Flow Obligation Surcharge</u>	<u>Surcharge in lieu of flow obligation.</u>	<i>CAR</i>

<sup>1</sup> The code values in the right hand column that are in italics, represent the requester's preference. This information is being included for the use of the Technical Subcommittee for consideration in the development of the technical implementation.

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<b>Code Value Description</b>	<b>Code Value Definition</b>	<b>Code Value <sup>1</sup></b>
GSR Commodity	<u>Order 636 Gas Supply Realignment surcharge based on the quantity of gas transported.</u>	GSC
GSR Reservation	<u>Order 636 Gas Supply Realignment Reservation surcharge based on contract demand quantity.</u>	GSR
<u>Limited Firm Credit</u>	<u>Credit issued when right to flow is limited by TSP.</u>	LFC
<u>No Notice - Negative</u>	<u>No Notice charge where scheduled deliveries exceed actual deliveries.</u>	NSM
<u>No Notice - Positive</u>	<u>No Notice charge where actual deliveries exceed scheduled deliveries.</u>	PSM
<u>Reservation – Market Base</u>	<u>Transportation reservation charge on base load capacity.</u>	RTB
<u>Reservation - Market Variable</u>	<u>Transportation reservation charge on non-peak capacity above base load.</u>	RTV
<u>Reservation - Peak</u>	<u>Transportation reservation charge on peak capacity.</u>	RF5
<u>Reservation Relinquishment GRI Credit</u>	<u>GRI reservation credit associated with capacity releases released on a reservation basis at an equivalent demand rate of less than max.</u>	GRF

<b>Vote</b>				<b>Balanced</b>	<b>Balanced</b>	<b>Balanced</b>
	<b>For</b>	<b>Against</b>	<b>Total</b>	<b>For</b>	<b>Against</b>	<b>Total</b>
End Users	0	0	0	0.00	0.00	0
LDCs	0	0	0	0.00	0.00	0
Pipelines	4	0	4	2.00	0.00	2
Producers	0	0	0	0.00	0.00	0
Services	1	0	1	1.00	0.00	1
	5	0	5	3.00	0.00	3

**Motion Passes**

**7. Other Business**

• **R96056 – Producer Imbalance Statement:**

The Technical Subcommittee at its meeting on July 9 sent IR the following two questions:

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1. Is there a business need for a unit of measure (e.g. psia, psig or kilopascal) associated with the reporting pressure base. If not, should the default of 'psia' in the data element definition or the TIBP.

### IR Discussion:

ExxonMobil's representative, prior to the IR meeting, indicated to the IR chair that, subject to verification, that they always use 'psia'. It was determined in IR that in order to add flexibility for others who might use other types of reporting basis, the 'psig' and 'kilopascal' will also be added as code values for the data element 'Unit of Measure'.

2. Statement Basis for the TSPs: Is it the same for all producers / working interest owners within a given TSP or can be it different for each line item within a TSP?

### IR Discussion:

ExxonMobil's representative, prior to the IR meeting, indicated to the IR chair that the Statement Basis is for the entire report and would be the same for all line items on the report. Therefore, this data element should be at the header level.

### MOTION:

- Modify the proposed workpaper to indicate that the data element "Statement Basis" should be at the header level and not the detail level; and
- Modify the proposed workpaper for the Producer Imbalance Statement as indicated below:

### Code Values Dictionary

#### Unit of Measure

Code Value Description	Code Value Definition	Code Value
Gigacalories	[no definition necessary]	
Gigajoules	[no definition necessary]	
Kilopascal	[no definition necessary]	
MMBTU	[no definition necessary]	
<u>PSIA</u>	<u>[no definition necessary]</u>	
<u>PSIG</u>	<u>[no definition necessary]</u>	
Thousand Cubic Feet	[no definition necessary]	

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	For	Against	Total	For	Against	Total
End Users	0	0	0	0.00	0.00	0
LDCs	0	0	0	0.00	0.00	0
Pipelines	6	0	6	2.00	0.00	2
Producers	0	0	0	0.00	0.00	0
Services	0	0	0	0.00	0.00	0
	6	0	6	2.00	0.00	2

**Motion Passes**

The following two requests will be addressed together.

- **R99052 – Enron - Transwestern**  
**Request:** Add code value 'Limited Firm Transportation' for existing data element "Service Code" in the Invoice (3.4.1)  
 (Relevant Minutes: EC 11/11/99, IR 5/6/03)
  
- **R01006 – Enron – Transwestern**  
**Request:** Add the following reduction reason code values to the Scheduled Quantity (1.4.5) and Scheduled Quantity for Operator (1.4.6) data sets. (See related Request R99052.)
  - Insufficient Backhaul Capacity
  - Limited Firm Day – Delivery
  - Limited Firm Day - Receipt
 (Relevant Minutes: EC 11/11/99, IR 5/6/03)

**IR Discussion:**

In May, 2003, IR developed a proposed implementation for this request. Enron – Transwestern’s representatives indicated to the IR chair that the proposed implementation satisfies their request.

**MOTION:**

- Add the following code values for the data element 'Service Code' in the Transportation / Sales Invoice (NAESB WGQ Standard 3.4.1)

**Service Code**

Code Value Description	Code Value Definition	Code Value
Limited Firm Transportation	Firm transportation provided on a limited basis	



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wait until after the October EC meeting wherein the proposed implementation for creditworthiness is voted upon.

**8. Next Meeting Dates and Location**

August 5, 2003	8:30 – 4:00 Eastern	Philadelphia, PA Host: PECO Energy 2301 Market St., Philadelphia, PA (the black tower on the corner of 23rd St. and Market)
September 4 & 5, 2003	8:30 – 4:00 Central	Houston, TX Host: Gulf South Pipeline Company, LP 20 Greenway Plaza, Houston, TX 77046
October 7, 2003	8:30 – 4:00 Phoenix time	Phoenix, AZ Host: TBD

**9. Adjourn**

The meeting adjourned.

**NAESB WGQ Information Requirements Subcommittee Meeting**  
**July 10, 2003 – 8:30 a.m. – 4:00 p.m. (Eastern)**  
**July 11, 2003 – 8:30 a.m. – 3:00 p.m. (Eastern)**  
**Iroquois Gas Transmission System, L.P.**  
**One Corporate Drive, Suite 600**  
**Shelton, CT 06484-6211**

**Meeting Attendees and Voting Record**

<b>Attendee</b>	<b>Organization</b>	<b>7/10/03</b>	<b>7/11/03</b>	<b>NAESB Member?</b>
<b><u>Pipelines:</u></b>				
Kathryn Burch	Duke Energy Gas Transmission	√	√	√
Christopher Burden	Williams Gas Pipeline	√ (nv)	√ (nv)	√
<b>Dale Davis</b>	Williams Gas Pipeline	√	√	√
Mark Gracey	Tennessee Gas Pipeline	√		√
Tom Gwilliam	Iroquois Gas Transmission System, LP	√	√	√
Janie Nielsen	Kern River Gas Transmission Company	√	√	√
Anthony Savino	Iroquois Gas Transmission System, LP	√ (nv)		√
Micki Schmitz	Northern Natural Gas	√	√	√
Mike Stender	El Paso Natural Gas	√	√	√
Kim Van Pelt	Panhandle Eastern Pipe Line	√	√	√
Randy Young	Gulf South Pipeline Company, LP	√	√	√
<b><u>Services:</u></b>				
Greg Dodson	Dominion Resources Services, Inc.	√	√	√
<b><u>Producers:</u></b>				
<b><u>End Users:</u></b>				
<b><u>LDCs:</u></b>				
<b><u>Associations:</u></b>				

Bold signifies Chair

nv – not voting