



North American Energy Standards Board

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TO: NAESB Retail Electric Quadrant and Retail Gas Quadrant Customer Processes Subcommittee, Posting for Interested Industry Participants

FROM: Meghan McMillan, NAESB Staff

RE: Final Minutes from the NAESB Retail Electric Quadrant and Retail Gas Quadrant Customer Processes Subcommittee Meeting – January 14 - 15, 2003

DATE: January 29, 2004

**Retail Electric Quadrant and Retail Gas Quadrant
Customer Processes Subcommittee
January 14 - 15, 2004
Final Minutes**

1. Administrative

Mr. Alston opened the meeting and gave the antitrust advice. Introductions were made. Ms. Heath moved, seconded by Mr. Rothfuss to adopt the agenda as modified. The agenda was adopted as modified absent objection. Mr. Wolfe moved, seconded by Ms. Camp to adopt the October 3, 2003 draft minutes as modified and the October 21, 2003 draft minutes as written. The draft minutes were adopted absent objection.

EC and Board Elections: Ms. McCain noted the NAESB office is currently soliciting nominations for seats on both the Board and EC in both retail quadrants. She suggested if anyone is interested in running they should notify Todd Oncken at the NAESB office.

2. Continue with Billing and Payment Matters

Mr. Alston noted that some clarification changes were made to the model business practices during the Executive Committee meeting and stated that in order to complete these model business practices the subcommittees still need to draft the data dictionary and technical implementation processes. Mr. Alston stated the CPS has discussed a data dictionary proposal and in the latest version he has tried to incorporate both the invoice in a bill ready situation and an advice notice in a rate ready situation. He suggested the two should be separated into two distinct processes, and that a sample paper transaction may not be entirely appropriate because on the electric side these transactions are not often visibly inspected. It was noted that the subcommittees will try to draft a sample paper transaction, which may prove useful to the Technical Electronic Implementation Subcommittees when they receive this information. The subcommittees used the Invoicing standards manual from WGQ to assist in the development of the data dictionary and sample paper transaction.

The group discussed Mr. Alston's draft data dictionary and documented changes during the meeting. For a record of changes made, please see the attachment to the minutes.

Mr. Alston stated during the meeting the subcommittee agreed there should be three different data dictionaries: bill ready, rate ready, and single retailer model. Mr. Behr joined the meeting to represent the TEIS and help the CPS with the development of their data dictionary. Mr. Behr encouraged the CPS to develop sample paper transactions even though they may not be needed for the REQ.



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3. Next Steps

Tentative dates for the next set of subcommittee meetings were discussed. The dates of March 3-5, 2004 were suggested.

4. Web Conferencing Options

A presentation was given by a web-conferencing representative. This presentation is posted as a work paper for the meeting.

5. Adjourn

The meeting adjourned on January 15, 2004 at 1:10 p.m. Central.

6. Attendees

Name	Company	In Person/Phone
Adams, Tan	Georgia Power	In Person
Alston, Rick	Old Dominion	In Person
Barkas, Bill	Dominion	Phone
Behr, George	ESG	Phone
Brown, Dan	Southern Company	Phone
Camp, Yvette	Southern Company	In Person
Davis, Dorman	Mississippi Power	Phone
Dodson, Greg	Dominion Resources	Phone
Edwards, Mary	Dominion Virginia Power	In Person
Eynon, Patrick	Ameren Services	In Person
Fatina, Barb	Exelon Energy	In Person
Garrett, Michael	Georgia Power	In Person
Heath, Cathy	Georgia Power	In Person
Jones, Dan	Cinergy	In Person
McCain, Marcy	Duke Energy Gas Transmission	In Person
McMillan, Meghan	NAESB	Phone
Nishida, Les	Wisconsin Public Service	In Person
Precht, Phillip	BG&E	Phone
Robert, Lisa	Department of Defense	In Person
Rothfuss, Dan	Cinergy	Phone
Sarafin, Alex	NiSource	Phone
Thiry, Ken	Wisconsin Public Service	Phone
Wise, Barbara	BG&E	Phone
Wolf, Bill	BG&E	In Person
Yetman, Kathy	National Grid	In Person