NAESB Joint REQ/RGQ CPS Subcommittee Meeting
May 13 - 14, 2003

Orlando, Florida

NOTE: These minutes cover discussions that took place during the document editing process. For details regarding the edits done to the Billing and Payment document see the actual document.

Introductions

Discussion *(prior to document review)*
Minutes, other items outside of document: Documenting minutes outside of CPS document. Subcommittee member will take minutes and NAESB will track as well (Todd).

- Recommendation for next meeting is to have folks who are hosting to also have someone available to take minutes so that the participants will not have to worry about minutes. *NOTE:* Blake, can you have someone available to support this effort for the meeting in Columbus?

Executive Committee update

- The team focused on coordination between the RGQ and REQ. The glossary subcommittee will incorporate electric and gas definitions
- There will be a follow up meeting to discuss the format of model business practices– need common format for all retail
- Addressed the need for the Executive Committee to clear hurdles for the subcommittees
- Revised due date for deliverables on the Annual Plan
- Discussed alternates on segment subcommittees.
- NARUC requested NAESB to conduct monthly one-hour updates of NAESB and subcommittees activities. The scheduled in on the NAESB website. They are held every 3rd Wednesday of the month, 2PM Eastern Time.

Document Review / Approval Process: Teresa Hess' knowledge on process - Goes from business subcommittee (may also include a data dictionary) to data interchange technical subcommittee (TEIS for REQ); finally then, the Executive Committee for comment/approval. When the Executive Committee receives the document, they will have a "fully staffed" recommendation. However, Subcommittee can take a vote to send directly to EC folks. Other comments:

- Should we send to technical (TEIS) folks? Or invite them?
- Other understanding, EC would receive then send to TEIS to implement / review

- IT type work – in WGQ they have a business committee and technical committee. There is an interface in between.

Billing and Payment Format: Numbering scheme / formatting was agreed upon to change, similar to Creditworthiness. ***NOTE:*** See 3rd page below for sample that was posted on viewer in Orlando (drafted by Jim Minneman).

Single Retailer Billing Option: Not developing market models, since we have three options the recommendation is to leave where it is. Single Retail Billing will be section "5" – agreement was also made not to change the wording to "bundled"

- *Steve suggestion:* Single billing (consolidated by utility or supplier) and Exclusive billing (utility [default] or supplier [single retail billing]) and Dual billing.
- *General agreement*, do not talk about "Default" provider.
- *Agreement:* Consolidated Billing (Utility or Supplier), Dual Billing, and Single Retail Supplier Billing (this was a change) option.

- Modifications made to 1.1, 1.1.1, 1.1.2, and 1.1.3. – Definition has some modifications, see document for detail.

Lunch Break.

- Minor wording changes / deletions to: 1.0 Introductory paragraph, 1.2, 1.2.1., 1.2.2.
- Move 2.1 to 3.1, under Consolidated Billing Options.
- Numbering has changed at this point, see revised CPS May document for revisions.
- More and more minor changes (review cancel/rebill section) – see document.

End Day One :o)

Start Day 2 - May 14, 2003.

Discussion

- Consolidated Billing – went back to original wording with just a few minor modifications.

- Continued working on the CPS document and edited – to be published late May.

Action Items from May meeting:

- **All:** *Prior* to the July meeting, have a conference call in JUNE to discuss principles sorting, numbering scheme, etc. Objective: Have a DRAFT available by the July meeting, this should help expedite July discussions on principles, numbering scheme, etc.. NOTE: looking at 2 hour meeting (max) … *Proposed date for conference: Tuesday, June 17, 2003, 11AM – 1PM central time.*
- **Todd (NAESB):** Will send out proposed conference call information to REQ and RGQ members (see details in first bullet).
- **Bill Newbold and Rick Alston:** will pull together an Agenda and publish to NAESB team (REQ and RGQ) for the DRAFT numbering scheme conference call (see details in first bullet).
- **Bill Newbold:** For the next EC meeting (June 4th) present the "Creditworthiness" format model and see if the EC team accepts (comments)
- **Blake:** Next meeting, July 15th – 17th - Columbus, Ohio. Blake will have all the items published to NAESB (e.g. hotel, etc). NOTE: SUIS will be on the 15th; CPS will be on the 16th and 17th
- September 9th, 10th, and 11th in Detroit – CPS will be on the 9th and 10th and SUIS on the 11th
- October 21st, 22nd, and 23rd Pensacola, Florida
- Year-end meeting in December (tentative) – 1st week (possible 2nd, 3rd, and 4th. Need a host.

Tab for Later discussion:

- What will the process be for submitting the document? Will this document go to EC first prior to TEIS or ??? … Need a decision.
- Transmission should be word searched, and add "transportation" for gas purpose (should be transmission/transportation).
- Global search to check for, "Pay as You Get Paid" – omit hyphens.
- Lower case any "consolidated bill" but make sure "Consolidated Billing" is capitalized.
- "Render" should replace "issue"
- "Bill" should replace "Billing Statement"
- Cancel vs. Cancelled – use two l's
- Un-collectible Revenues – glossary notes – do not define due to all the possibilities
- Non-Billing, make sure "B" in Billing is capitalized

- Business Day – have glossary team define. NOTE: if we don't mention "Business Day", the assumption is a calendar day.
- When going through BSA, address interest and/or fees matter

Formatting (Jim) DRAFT BELOW:

2. Billing and Payment Processing

2.1 General Billing

2.2 Dual Billing

2.2.1 Principles
2.2.2 Definitions
2.2.3 Model Business Practices
2.2.4 Data Sets – Data Dictionary
2.2.5 Models

2.3 Consolidated Billing

2.3.1 Principles
2.3.2 Definitions
2.3.3 Model Business Practices
2.3.3.1 General
2.3.3.2 Bill Ready Billing Methodology
2.3.3.3 Rate Ready Billing Methodology
2.3.3.4 Payment Processing and Remittance
2.3.3.5 Payment Reversal or Adjustment
2.3.3.6 Payment Arrangement
2.3.4 Data Sets – Data Dictionary
2.3.5 Models

2.4 Single Retail Supplier Billing

2.4.1 Principles
2.4.2 Definitions
2.4.3 Model Business Practices
2.4.4 Data Sets – Data Dictionary
2.4.5 Models

Should definitions be in a separate section, or will we have a "glossary" – how should this be published? Need to decide