



## North American Energy Standards Board

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**via email and posting**

**TO:** NAESB REQ Glossary Subcommittee Conference Call Participants and Posting for Interested Parties

**FROM:** Rae McQuade, Executive Director

**RE:** Glossary Subcommittee Kickoff Meeting on April 17, 2003

**DATE:** April 4, 2003

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Dear NAESB REQ Glossary Subcommittee participants,

A conference call has been set up and notification of that call was provided via posting to the NAESB REQ web site. This call is scheduled for April 17, 2003, from 10:00-11:00 a.m. Central. A draft agenda follows. A Work paper has been posted for this meeting and may be downloaded, ([http://www.naesb.org/req\\_glossary.htm](http://www.naesb.org/req_glossary.htm)), from the NAESB web site. Please call the office (713-356-0060) for call-in instructions if you would like to participate and did not receive the notice of the conference call.

The minutes and work product of this meeting will be posted to the NAESB REQ Glossary Subcommittee page of the NAESB web site. This, as with all NAESB meetings, is an open meeting. Ms. Mason will lead the call.

We look forward to your attendance.

Best Regards,  
*Rae McQuade*



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### Glossary Subcommittee Conference Call

#### ***DRAFT AGENDA***

Thursday April 17, 2003 10:00 – 11:00 (CST)

1. Welcome
  - Antitrust Guidelines
  - Welcome to Attendees
2. Review of Charge of the Subcommittee
3. Call for Subcommittee Members
4. Discussion and Review of Work Paper as Support for the Effort
5. Plan for Identification of Terms and Standard Definitions
6. Other Business
7. Adjourn