



North American Energy Standards Board

1301 Fannin, Suite 2350, Houston, Texas 77002
Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com
Home Page: www.naesb.org

TO: NAESB Retail Electric Quadrant and Retail Gas Quadrant Executive Committee,
Posting for Interested Industry Participants

FROM: Todd Oncken, NAESB Staff

RE: NAESB Retail Electric Quadrant and Retail Gas Quadrant Joint Executive Committee
Meeting Final Minutes- April 10, 2003

DATE: April 26, 2003

**Retail Electric Quadrant/Retail Gas Quadrant Joint Executive Committee
Thursday, April 10, 2003
Final Minutes**

1. Welcome

Mr. Buccigross presided over the meeting. Participants introduced themselves. Mr. Oncken gave the antitrust advice. Mr. Minneman proposed specific topics to be addressed under Item 3, including: PKI Initiative, Website Development, and Annual Plan Subcommittee report. Ms. Hess requested an item be added under Other Business to discuss the development of data dictionaries. Discussion of a possible joint Glossary Subcommittee was also added under Other Business. Absent objection, the modified agenda was adopted by acclamation.

2. Review of Common Activities of Each Subcommittee

Mr. Buccigross noted the Customer Processes Subcommittee (CPS), Supplier-Utility Interface Subcommittee (SUIS), and Technical Electronic Implementation Subcommittee (TEIS) are common to both the Retail Gas Quadrant (RGQ) and Retail Electric Quadrant (REQ).

Customer Processes Subcommittee: Mr. Alston provided an update on the CPS. Mr. Alston stated the first joint REQ/RGQ CPS meeting went very well. Mr. Alston stated the subcommittees are reviewing the Billing & Payment document. Mr. Alston noted the following items as outstanding: 1) review of the single-retailer model; 2) review of billing services; and 3) possible development of a data dictionary. Mr. Alston projected a completion date of July 2003 for the Billing & Payment document. He stated the delay was due to additional modifications needed to the base UBP document to reflect current business practices. Once complete with Billing & Payment, Mr. Alston said the CPS will work on Enrollment & Switching. It was clarified the REQ CPS and RGQ CPS will meet jointly until further notice.

Participants agreed the timing of common topics in the REQ and RGQ Annual Plans should be reviewed and modified.

Supplier-Utility Interface Subcommittee: Mr. Newbold provided an update on the SUIS. He stated that in the first joint REQ/RGQ SUIS meeting participants reviewed the draft creditworthiness document, completing approximately two-thirds of the task. Mr. Newbold stated that a redline of the creditworthiness document will be circulated in advance of the May SUIS meeting. It was suggested restating the completion date for creditworthiness as 3^d Quarter 2003. It was noted completion date relates to the date subcommittee work is completed. It was clarified the REQ SUIS and RGQ SUIS will meet jointly until further notice.

It was noted the format for retail standards publication has not been decided. Mr. Novak suggested it be discussed at the next REQ/RGQ Joint EC meeting. Executive Committee members were encouraged to begin developing proposals for discussion at the next meeting. Ms. Kiselewich suggested it might be prudent for the subcommittee chairs to meet and develop a proposal.



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Ms. Hess expressed concern about the scope of activities to be undertaken by the EC members, specifically whether they would be restricted to the format of retail standards as they come out of the subcommittees. Ms. Hess cautioned that a broader scope could encroach on a NAESB-wide issue that requires Board Managing Committee approval. Mr. Buccigross agreed that extending the discussion beyond strictly the format of retail standards from the retail subcommittees would be inappropriate and noted the retail quadrants should develop a format for standards before those proposed standards can be forwarded to the individual retail quadrant ECs for consideration.

Technical Electronic Implementation Subcommittee: Mr. Jarrett gave the report on the TEIS. He stated the REQ TEIS is making great progress. Mr. Jarrett noted the REQ TEIS will meet the second week of April with the RGQ TEIS and Wholesale Gas Quadrant EDM Subcommittee. Mr. Burden stated the feasibility of breaking out Tab 6 of the EDM Manual and creating a stand alone document to be used as the basis for a multi-quadrant EDM specification will be discussed at the upcoming meeting. [Tab 6 relates to internet communications.] Mr. Jarrett clarified the TEIS subcommittees are currently working separately, but will probably meet jointly to address common issues in the future. It was agreed the REQ EC would assign the completion date of 3rd Quarter 2003 for the Electronic Delivery Mechanisms (EDM) item on its 2003 annual plan. Additionally, it was agreed to modify the status of the REQ EDM item, to note coordination with both the WGQ and RGQ.

3. Identification of Issues that May Require Joint Efforts and Coordination for Such Efforts

Public Key Infrastructure (PKI) Initiative: Mr. Buccigross presented the material on NERC's Critical Infrastructure Protection Action Group (CIPAG). He stated one effort the CIPAG has undertaken is the Public Key Infrastructure (PKI) Initiative located under Tab 2 of the meeting materials. Mr. Buccigross stated NERC has been developing an electronic delivery mechanism for tagging of reliability related transactions. However, Mr. Buccigross said the PKI standards designed have the potential to apply to the whole energy infrastructure and are inconsistent with the NAESB WGQ EDM Standards in use. Mr. Buccigross noted NAESB EDM standards are used by the WGQ and have been adopted by many states for use in the retail arena. Applicable documents are available on the NERC web site.

Mr. Buccigross stated CIPAG is also working on cyber-security for reliability organizations within the electric grid. Mr. Buccigross noted this work is not as far reaching as the PKI work and is not inconsistent with NAESB's existing standards.

Website Enhancement: Mr. Novak introduced the report on NAESB web site enhancement. He encouraged the group to view the presentation as a working paper, not a concrete proposal. He noted ideas from the presentation could be implemented as budget allocations, or individual donations from member companies, allow. Ms. Camp presented the proposal.

Ms. Camp noted an informal group of volunteers representing each of the Quadrants met with the goal of enhancing the current NAESB web site. Ms. Camp stated the group would like to see a consistent look and feel for each Quadrant's portion of the website, but provide quadrant specific information as well. Ms. Camp reviewed the sections of the presentation and web site mock-up. Mr. Novak stated that the work of the group is complete, but additional comments can be forwarded to the listed members or the NAESB Office.

Participants discussed the details of the proposal and how certain links would function or be perceived by the public, NAESB members and NAESB participants. Ms. Kiselewich stated the overall focus of the proposal seemed good, but noted certain of the changes should be reviewed for the maintenance burden they might require. Ms. Hess stated she thinks the concept of the change



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is great and would prefer to see the group formalized and expand its review to items such as the subcommittee tables. Ms. Kiselewich concurred.

It was noted the website is not under the authority of the Executive Committee, but instead is the purview of the office of the Executive Director. The point people identified function as advisors to the NAESB office. Ms. McQuade stated that while the significant changes proposed are not within the current budget, they could be considered for the 2004 budget year. She also highlighted the need to review the ongoing maintenance costs of the proposal.

Annual Plan Subcommittee (APS): Mr. Zavodnick presented the report of the APS, located under Tab 2 of the meeting materials. Mr. Buccigross commented the RGQ and REQ have the most tightly integrated annual plans. Mr. Buccigross noted the process for developing the 2004 Annual Plans will begin approximately the third week in June. As the presentation was given to all of the quadrants, Mr. Zavodnick reflected on the reactions of the other quadrants to the presentation. Regarding the Wholesale Electric Quadrant, Mr. Zavodnick stated the likelihood of multi-quadrant issues with the WEQ in the near future was small, partly due to the Joint Interface Committee (JIC) procedures.

On the WGQ, with the exception of the four quadrant issues, Mr. Zavodnick stated there were not that many joint issues. Mr. Zavodnick noted the feasibility study of separating out a portion of the WGQ EDM Standards (see above discussion). [A common EDM specification was identified by the APS as a potential four quadrant issue.]

Mr. Novak moved, seconded by Mr. Zavodnick, to change the completion dates of the 2003 RGQ Annual Plan as follows: Examine Wholesale Gas Quadrant EDM Standards - 3rd Quarter 2003; Creditworthiness - 3rd Quarter 2003; Supplier Licensing - 4th Quarter 2003; Customer Enrollment, Switching & Dropping - 4th Quarter 2003; Billing & Payment - 3rd Quarter 2003; Customer Information - 2004; Customer Inquiries - 2004; Examine Wholesale Gas Quadrant Non-EDM Standards - 4th Quarter 2003; Market Participant Interactions - 2004; and, Retail Utility-Supplier Disputes - 2004. During discussion it was noted the proposed dates were coordinated with the proposed date changes of the REQ for common items. On a procedural vote, the motion passed unanimously [V1].

4. Plans for Next Meetings

Given the extensive commonality between the REQ and RGQ, it was suggested meeting times reflect that commonality. Ms. McQuade noted the REQ Chair, RGQ Chair and NAESB Office would determine time allocation for each of the groups to meet during the Executive Committee meeting schedule.

The Executive Committee Meeting schedule follows:

June 3-5, 2003, Washington, DC
August 5-7, 2003, Philadelphia, PA
October 7-9, 2003, Tempe, AZ
December 9-11, 2003, Houston, TX

5. Other Business

Ms. Hess suggested the Retail Quadrants revisit where the data dictionaries and complementary documents would best be developed. She stated that currently the data dictionaries are scheduled to be developed by the TEIS in the REQ. She noted the WGQ has a specific subcommittee, Information Requirements, staffed by business analysts, to develop the subject documents. Ms. Hess asserted that development of the data dictionaries and complementary documents involves business issues and, therefore, should be developed by the business analysts, not the technical



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staff. Ms. Hess stated her proposal has been discussed by the CPS and SUIS subcommittees. They generally agree the subject work should be completed within the business subcommittees and prefer the work be handled by the existing subcommittees rather than through a new separate subcommittee. The creation of a new subcommittee would mean additional meetings for the same group of people (i.e., members of CPS and SUIS). Mr. Buccigross agreed with Ms. Hess, noting that the CPS and SUIS are more closely linked to the business functions and more appropriate for the development of data dictionaries, if a separate subcommittee was not established by the two retail quadrants. Participants agreed this topic should be discussed at more length during the next Joint REQ/RGQ Executive Committee meeting. Ms. Hess agreed to draft a work paper on the topic to be included in the meeting materials for the next meeting explaining her proposal.

Glossary Subcommittee: Mr. Novak noted the RGQ formed a Glossary Subcommittee during the April Executive Committee meeting. Mr. Novak said, as charged, the RGQ Glossary Subcommittee could work with the REQ Glossary Subcommittee, but would remain separate. However, he said there has been some sentiment that the Glossary Subcommittee be truly a joint subcommittee. Mr. Novak noted the Board of Directors would have to approve a joint quadrant subcommittee. Mr. Novak suggested the ECs revisit the issue during the next RGQ REQ Joint meeting.

Mr. Minneman moved, seconded by Mr. Novak, that the REQ Executive Committee and RGQ Executive Committee, meeting jointly, direct their Quadrant's Glossary Subcommittee to approach the development of definitions jointly, as practicable. Absent objection and abstention, the motion passed unanimously.

6. Adjourn

The meeting adjourned at 2:07 p.m. EST.

7. Attendance

Retail Electric Quadrant Executive Committee		
	Title, Organization	Present
Distribution Segment		
Ruth Kiselewich	Director Special Projects and Supplier Services, Baltimore Gas & Electric Company	In Person
Terry Moran	Regulatory Issues Manager, PSEG (MAAC NERC Region)	Phone
William Newbold	Strategy Manager of Electric Choice Implementation Team, Detroit Edison (ECAR NERC Region)	Phone
Jonathan Kubler	Manager of Pricing and Rates, Georgia Power Company	Absent
End User Segment		
V A C A N C Y		
Steve LaFond	Corporate Electricity Resources, Boeing Corporation	Absent
Barbara Alexander	Maine Office of Public Advocate	Phone
V A C A N C Y		
Services Segment		
Jim Minneman	Director of Business Services, PPL Solutions LLC	In Person
Dick Brooks	Vice President Secure Systems and Products Strategy, Systrends, Inc.	Absent
Rob Connell	Manager of Commercial Systems Applications, Electric Reliability Council of Texas	Absent
Mark Jarrett	Team Leader – Market Information and Analysis, Market Intelligence, Southern Company	Phone
Supplier Segment		
Bill Barkas	Manager of Retail State Government Relations, Dominion Retail, Inc.	Phone
Felecia Lokey	Director Retail Regulatory Affairs North American TXU Energy	Absent



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Heidi Schrab	Market Development Operations Manager, Green Mountain Energy Company	Absent
Theresa Hess, alt. for VACANCY	Manager NAESB Relations, Reliant Energy Retail Services	In Person



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Retail Gas Quadrant Executive Committee

	Title, Organization	Present	V1
Distributors Segment			
Nancy Cianflone	Director, Marketing Services Area, KeySpan Energy	In Person	
Joe Stengel, alt. for Nancy Cianflone	Federal Regulatory Affairs Manager, Philadelphia Gas Works	Phone	Y
Joseph M. Jansen	Manager Supplier Regulations, Public Service Electric and Gas Company	In Person	Y
Leslie H. Nishida	Gas Federal Regulatory Supervisor, Wisconsin Public Service Corporation	Phone	Y
Michael Novak	Assistant General Manager, National Fuel Gas Distribution Corporation	In Person	Y
William Oppenheim	Manager, Asset Optimization, PECO Energy	In Person	Y
Steven M. Zavodnick	Senior Engineer Gas Operations, Baltimore Gas and Electric Company	In Person	Y
End Users Segment			
Bruce M. Hayes	Senior Regulatory Analyst, Ohio Consumers' Counsel	Phone	Y
V A C A N C Y			
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Service Providers Segment			
Rod Sipe	President, New Science Partners	Absent	
Donald L. Sytsma	Vice President, R.J. Rudden Associates, Inc.	In Person	Y
George Behr	Director, Energy Services Group, Inc.	Absent	
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V A C A N C Y			
V A C A N C Y			
Supplier Segment			
Suzanne Calcagno	Associate Director, Regulatory Compliance, UBS Warburg Energy, LLC	Absent	
Barbara A. Fatina	Vice President, Exelon Energy	Absent	
Marcy McCain	Project Manager - Regulatory Affairs, Duke Energy Gas Transmission, LLP	In Person	Y
Richard Zollars	Director, Data and Information, Dominion Retail, Inc.	Absent	
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Administrative:	Rae McQuade	-Executive Director
	Veronica Thomason	-NAESB Staff
	Todd Oncken	-NAESB Staff



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Observers to the Meeting:

Name	Company	In Person/Phone
Rick Alston	Old Dominion Electric Coop.	In Person
Mike Bray	Shell Gas Transmission	In Person
Christopher Burden	Williams Gas Pipeline	In Person
Tina Burnett	Northwest Industrial Gas Users	In Person
Yvette Camp	Southern Company	Phone
Dale Davis	Williams Gas Pipeline	In Person
Bill Griffith	El Paso Western Pipelines	In Person
Dona Gussow	Florida Power & Light	In Person
Judy Ray	Alabama Power	Phone
Lisa Robert	DESC	In Person
Joe Stengel	Philadelphia Gas Works	In Person
Ken Yagelski	Washington Gas	Phone