



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: REQ/RGQ SUIS members, Posting for Other Interested Industry Participants

**FROM: Bill Newbold, Detroit Edison, REQ SUIS Co-Chair
Suzanne Calcagno, UBS Warburg Energy, RGQ SUIS Co-Chair**

RE: Tasks for SUIS members resulting from October 23, 2003 meeting

DATE: October 27, 2003

The participants at the October 23, 2003 joint meeting of the REQ and RGQ SUIS subcommittees committed to the following activities:

1. Taking the latest draft of the model Non-Disclosure Agreement back to their legal people to get their reaction to it, so that the Subcommittee can determine how much additional work would be involved in producing a "Model" contract.
 - o Please post specific red-lined changes to the SUIS web-site by November 17, 2003
 - o Review the posted red-lines prior to the December 3 Conference call
 - o Be ready to discuss the red-lines and next steps on December 2
2. Submitting samples of the agreements that members use to guide the relationship between Distribution Companies and Suppliers to aid in the development of outline for Market Participant Service Agreements.
 - o Submit sample agreements by e-mailing them as attachments (or links if the agreement is available on you web site) to NAESB for posting on the SUIS web site by November 14, 2003
 - o E-mail address naesb@aol.com
3. Submitting any information they have on web-meetings to Mary Edwards by November 21, 2003.
 - o E-mail address mary.Edwards@dom.com

Thank you, in advance, for taking the time to provide these materials, they are vital to SUIS moving forward on our Annual Plan items.

If you have any questions, please feel free to contact Bill Newbold at newboldw@dteenergy.com or (313) 235-7895.