



# North American Energy Standards Board

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**TO:** NAESB Retail Electric Quadrant and Retail Gas Quadrant Members  
**FROM:** Todd Oncken, NAESB Deputy Director  
**RE:** NAESB Retail Quadrant 2004 Annual Plans Development Meeting Agenda - September 15, 2003  
**DATE:** September 12, 2003

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Dear Retail Electric Quadrant and Retail Gas Quadrant Members,

As announced at the August Executive Committee meeting, the Retail Electric Quadrant (REQ) and Retail Gas Quadrant (RGQ) will meet in Austin, TX at the Driskill Hotel on September 15, 2003 to draft their 2004 Annual Plans. Meeting arrangements are available on the NAESB web site ([http://www.naesb.org/pdf/retail\\_aplans091503ma.pdf](http://www.naesb.org/pdf/retail_aplans091503ma.pdf)). Conference calling will be available for those unable to attend in person - please call the office for the dial-in number, pass code and conference leader. The meeting is open to any interested party. As always, the chair reserves the right to extend the time of the meeting to ensure that agenda items are addressed.

Best Regards,

Todd Oncken, NAESB Deputy Director

## **Draft Agenda 10:00 a.m. to 4:00 p.m. Central**

- 10:00 a.m.
1. Welcome
    - Antitrust Guidelines
    - Welcome to members and attendees
    - Introduction and Roll Call
  2. Develop 2004 Priorities for Items on the Retail Annual Plans
    - Identification of new items (PKI, Energy Day, Other)
    - Priority of Items Assigned to CPS
    - Priority of Items Assigned to SUIS
    - Priority of Items Assigned to TEIS, including items sent from CPS & SUIS
  3. Develop the Scope of Each 2004 Item Identified
  4. Discussion of Annual Plan Process
    - Preparation of Draft Annual Plans, Posting and Comment Process, Disposition of Comments
  5. Future Annual Plan Subcommittee Meetings
  6. Other Business
- 4:00 p.m.
7. Adjourn

*Attire - Business Casual*