



## North American Energy Standards Board

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**TO:** NAESB Retail Electric Quadrant and Retail Gas Quadrant Annual Plan Subcommittee, Posting for Interested Industry Participants

**FROM:** Meghan McMillan, NAESB Staff

**RE:** Draft Minutes from the NAESB Retail Electric Quadrant and Retail Gas Quadrant Annual Plan Subcommittee Meeting – September 15, 2003

**DATE:** September 22, 2003

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**Retail Electric Quadrant and Retail Gas Quadrant  
Annual Plan Subcommittee  
September 15, 2003 (10:00 a.m. – 4:00 p.m. Central)  
Draft Minutes**

### 1. Welcome

Mr. Zavodnick opened the meeting and Mr. Oncken gave the antitrust advice. Ms. Kiselewich moved, seconded by Ms. McCain to adopt the agenda as written. The agenda was adopted absent objection.

### 2. Develop 2004 Priorities for Items on the Retail Annual Plans

#### - Identification of new items (PKI, Energy Day, Other)

Ms. McCain suggested the addition of an item concerning routine maintenance of standards. Mr. Novak noted he would like to include provisional items for PKI and Energy Day.

#### - Priority of Items Assigned to the Customer Processes Subcommittee

Mr. Minneman stated during the last EC meeting it was decided that the CPS would be responsible for developing data dictionaries. Mr. Novak reviewed the interaction that occurs in the Wholesale Gas Quadrant (WGQ) between the Business Practices Subcommittee (BPS), Technical Subcommittee and Information Requirements Subcommittees to familiarize the Retail Quadrants with this process. Mr. Zavodnick noted that the WGQ process allows the BPS to address annual plan items at the rate of about one issue per quarter. He voiced concerns that the retail subcommittees may not have the support necessary for dealing with annual plan items at the rate of one per quarter. Ms. Kiselewich noted that it needs to be clearly communicated to the chairs that the annual plan completion dates include the completion of the data sets as well as the business practices. Mr. Zavodnick stated he would contact the retail subcommittee chairs and make sure they are aware that their subcommittees will be addressing data dictionaries in the event that they would like to change the suggested completion dates of their annual plan items. No objections were voiced by participants regarding the dates suggested by the retail subcommittee chairs Rick Alston and Bill Oppenheim.

The group discussed the suggested completion dates supplied by subcommittee chairs, and the addition of items to the retail quadrant annual plans. A detailed record of the Draft 2004 retail annual plans can be found by referencing the attachments to these minutes.

#### - Priority of Items Assigned to SUIS

Mr. Minneman stated during the last SUIS meeting, participants discussed the annual plan and concluded that the subcommittee would not be able to make much progress on the Supplier Licensing item, and the SUIS would like to suggest this item be deferred. Further, the SUIS would like to suggest that, in order to continue the joint activity of the retail quadrants, the subcommittee would like to begin work on the Market Participant Interaction item after completion of its current



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work. Mr. Novak suggested Supplier Licensing should be deferred until 2005. Participants agreed this was appropriate.

Mr. Zavodnick noted that all non-joint items would be pushed back until 2005 to allow the common REQ/RGQ items to continue. The group discussed the suggested completion dates supplied by subcommittee chairs. A detailed record of the Draft 2004 retail annual plans can be found by referencing the attachments to these minutes.

### **- Priority of Items Assigned to TEIS, including items sent from CPS & SUIS**

Mr. Novak suggested the addition of a footnote stating the "TEIS is assigned the completion of any technical work forwarded to them by the business practices development subcommittees ideally one quarter after receipt of forwarded work."

The group discussed completion dates and additional items for the 2004 retail annual plans. A detailed record of the Draft 2004 retail annual plans can be found by referencing the attachments to these minutes.

Mr. Novak moved, seconded by Ms. McCain to accept the above changes to the draft annual plan for the REQ and RGQ year 2004. Upon a procedural vote, the motion passed absent objection.

### **3. Develop the Scope of Each 2004 Item Identified**

It was noted that one of the goals of the meeting is to coordinate the two retail plans so that common items appear identically in both plans. The group discussed and edited both plans accordingly. A detailed record of changes made during the meeting can be found by referencing the attached draft annual plans.

Ms. Kiselewich moved, seconded by Ms. McCain to adopt all the changes agreed to at this meeting including Mr. Zavodnick's recommendation for handling the ET and EDM items, and the addition of the provisional and ongoing items to the plans, which will then be forwarded to the Executive Committee. Upon a procedural vote, the motion passed absent objection.

### **4. Discussion of Annual Plan Process**

It was noted that Ms. McMillan would draft the 2004 retail annual plans, which will be posted, along with the meeting minutes, on the NAESB web site and available for comments. All comments will then be submitted to the NAESB office for posting.

### **5. Future Annual Plan Subcommittee Meetings**

Future meetings will be scheduled through the NAESB office as necessary.

### **6. Adjourn**

Ms. Kiselewich moved, seconded by Ms. McCain to adjourn the meeting on September 15, 2003 at 1:02 p.m. Central.



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### 7. Attendees

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<b>Name</b>	<b>Company</b>	<b>In Person/Phone</b>
Connor, Pete	Nisource Distribution	Phone
Kiselewich, Ruth	Baltimore Gas & Electric	In Person
McCain, Marcy	Duke Energy Gas Transmission	In Person
McMillan, Meghan	NAESB	In Person
Minneman, Jim	PPL Solutions	Phone
Nishida, Leslie	Wisconsin Public Service	Phone
Novak, Mike	National Fuel	Phone
Oncken, Todd	NAESB	In Person
Penkala, Barb	Reliant Energy	In Person
Zavodnick, Steve	Baltimore Gas & Electric	In Person