



## North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

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Home Page: www.naesb.org

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**TO:** RGQ Annual Plan Task Force  
Posting for Interested Industry Participants

**FROM:** Mariam Arnaout, AGA - on behalf of RGQ participants

**RE:** Final Minutes for the RGQ Annual Plan Task Force - April 26, 2002

**DATE:** April 30, 2002

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**NORTH AMERICAN ENERGY STANDARDS BOARD  
RETAIL GAS QUADRANT ANNUAL PLAN TASK FORCE  
Friday, April 26, 2002 12:00 p.m. - 2:00 p.m. Central  
FINAL MEETING MINUTES**

### 1. Administrative

Mr. Maassel opened the meeting and reviewed the anti-trust guidelines and caller etiquette and followed with a roll call.

### 2. Preliminary Discussion on Development of an 2002-2003 RGQ Annual Plan

Participants reviewed and discussed the work paper presented for the draft 2002-2003 RGQ Annual Plan, of which the majority of items were extracted from the current draft of the 2002-2003 REQ Annual Plan. Mr. Moran described the rationale of the REQ Annual Plan and the process for its development and mentioned that the target completion dates are actually tentative dates and do not reflect levels of priority, explaining that there are two approaches to this: 1) rank the completion dates according to priority levels; or 2) base them according to ease of completion.

- **Sequence of Activities - Model Business Practices vs. EDI:** Participants discussed but did not agree on whether the model business practices and EDI standards for each topical category should be developed concurrently or sequentially. Some proposed developing EDI standards as work on a model business practice is completed, thus overlapping the two. Others suggested that the business practices are interrelated and thus could affect EDI standards for other business practices; accordingly it would be more efficient to develop the core of business practices before tackling EDI.
- **How to Coordinate with or Bring Other Groups into the NAESB Process:** It was noted that several groups are currently developing standards in the EDI area, such as the FREDDIE group (working on a common EDI format in the N.E. and middle of the country), the UIG, the EDI Collaborative and the NY. Participants agreed that further thought and discussion should take place regarding coordinating with such groups or bringing them into the NAESB fold.
- **Comments on Items on Current Draft of RGQ Annual Plan:**

**Specific Items on the Annual Plan:** One observation was that some of the items on the current plan may not be appropriate for developing model business practices or EDI,



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because they fall under the of policies established by state commissions. Examples given were supplier licensing and credit worthiness.

**Study of Existing Practices:** The option was made include an item on the annual plan to research existing retail practices as the first order of business to find out what works and unearth any problems. The items might read as follows: "Assemble information on existing practices." The alternative was given to include this item as a subcategory within each of the annual plan topics. Several participants expressed their preference to leave it up to the subcommittees to determine the "how" for each category of practices on the annual plan, rather than include it as part of the annual plan. Some also argued that the participants in the subcommittees will bring their own experiences with various practices to the table. A third alternative was given to schedule an "open meeting" or forum for various industry participants to present or discuss their experiences with successes and failures.

**Seeking Further Input for the 2002-2003 Annual Plan:** *Participants agreed* to develop a questionnaire to be sent to NAESB members and those intending to join to solicit their input regarding: 1) Items to be included on the 2002-2003 annual plan; and 2) priority levels to be assigned each category. A sub-group of the following individuals will develop a draft questionnaire for review and discussion by this task force: Ms. Arnaout, Ms. Cianflone, Mr. Moran, and Ms. Specht Adusei-Poku. *Participants agreed* to include the general categories on the draft REQ annual plan (except for *Load Profiling*) as starting point on the "RGQ Annual Plan Questionnaire."

➤ **Coordinating with REQ Participants on the Two Annual Plans**

Several participants indicated the importance of coordinating activities and timelines with the REQ to maximize the efficient use of time and resources. *Participants agreed* to compare the results of this RGQ Annual Plan survey with the results on the REQ Annual and to coordinate with the REQ, where possible, to develop plans for each of the two retail quadrants that do not conflict in terms of timing and resources.

### 3. Next Meeting(s)

- Conference Call – Wednesday, May 30, 2002 9:00 a.m. – 11:00 a.m. Central  
To review "RGQ Annual Plan Survey" and continue discussion on the current draft of the RGQ Annual Plan
- Conference Call – Tuesdays 9:00 a.m. – 11:00 a.m. Central  
May 7, May 14, May 21, May 28, June 4, June 11, June 18, June 25

### 4. Adjourn

The meeting adjourned at 1:40 p.m. central.



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### 5. Attendance

<b>Name</b>	<b>Company</b>	<b>Name</b>	<b>Company</b>
Mariam Arnaout	AGA	Theresa Hess	Reliant Energy Retail Services
Bill Barkas	Dominion	Mark Maassel	NiSource Distribution
Don Basler	Exel Energy	Terry Moran	Public Service Electric & Gas
Mike Bauer	KeySpan	Les Nishida	Wisconsin Public Service
Bill Boswell	Dominion	Jonathan Pucket	
Bill Bourbonnais	Wisconsin Public Service	Marilyn Specht Adusei-Poku	NiSource Distribution
Nancy Cianflone	KeySpan	Lori Van West	Exel Energy
Michele Doyle	Consolidated Edison of NY	Lou Ann Westerfield	Idaho PUC
Jo Ann Garcia	NAESB	Eric Wilen	NYSEG
Kirsten Gibbs	Process Gas Consumers		