

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 Customer Processes Subcommittee, Posting for Interested Industry Participants

FROM: Rick Alston, REQ CPS Co-Chair

RE: Final Minutes from the NAESB Retail Electric Quadrant and Retail Gas Quadrant Customer Processes Subcommittee – May 5-6, 2004

DATE: May 25, 2004

**RETAIL ELECTRIC QUADRANT AND RETAIL GAS QUADRANT
CUSTOMER PROCESSES SUBCOMMITTEE
May 5-6, 2004
Final Minutes**

1. Administrative

Mr. Alston opened the meeting and gave the antitrust advice. Ms. McCain moved, seconded by Mr. Behr to adopt the agenda as amended. The agenda was amended to include a review of the minutes from the April 13th conference call and include a review of DRAFT SPT for CB-RR invoice 42004.doc. A motion was made by Ms. McCain, and seconded by Mr. Wolf, to adopt the March 29, 2004 draft minutes as written. The minutes were adopted as written absent objection.

A motion was made by Ms. Edwards, and seconded by Mr. Rone, to adopt the April 13, 2004 draft minutes as written. The minutes were adopted as written absent objection.

2. Discussion of the Billing and Payment Processing documents needed for the TEIS:

Draft SPT for CB-RR Invoice 42004.doc

Mr. Alston and Mr. Behr explained the use of this document. This document represents mandatory and conditional data elements that would appear on a paper invoice if paper transactions were used instead of Electronic Data Interchange. This type of document is very helpful to the technical team as it allows them to visualize what information (data elements) needs to be passed between the parties.

Editing of this document began at 9:16 a.m. The Subcommittee conducted a very lengthy discussion about the use of the Service Delivery Identification Number (SDID) and the Customer Account Number data elements. It was decided to eliminate the separate field for the SDID. Instead, either the account number or the SDID would populate the Customer Account Number field.

The Subcommittee spent time discussing whether or not each and every data element needed to be supported by a Model Business Practice (MBP). Ms. Alexander believes that it should. Ms. McCain believes that once the Data Dictionary is approved, the elements of the data dictionary become MBPs.

Many comments were made about the time that was being spent to produce a Sample Paper Transaction (SPT) that is used by TEIS for illustrative purposes. Ms. Edwards made a motion that CPS should only be responsible for producing the Data Dictionary. Once the Data Dictionary is completed to CPS' satisfaction it should be handed off to TEIS. TEIS can then produce a SPT. CPS would review the SPT, produced by TEIS, to confirm that the SPT supports the Data Dictionary. Ms. Yetman seconded the motion. Mr. Rothfuss was the only participant that objected to this suggestion. By general consensus, the group has agreed to continue with the Data Dictionaries and leave the creation of SPT to TEIS with subsequent review by CPS.

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3. The group worked through the following documents and made additional edits and revisions:

Data Dictionary 810 BR-RR41304clean.xls

Data Dictionary 820

Data Dictionary 820 SRBO

The meeting was adjourned for the day. Discussion will resume on May 6th at 8:30 a.m.

4. Day 2

Administrative

Mr. Alston reminded everyone of the Anti-trust guidelines and the purpose of today's meeting.

Document Review

Mr. Jones brought to our attention some additional data fields the gas retail market needed to have in the Data Dictionary to comply with the way Cinergy presently does retail gas business. Cinergy currently performs the exchange of data via a daily flat file. This flat file includes payments that have occurred since the last daily file in addition to other information concerning a specific customer. The Subcommittee decided to include these new fields in the third usage column of our Invoice Data Dictionary document. Further discussion resulted in a decision to include Invoice (a.k.a EDI 810) and Payment (a.k.a EDI 820) data elements in the same data dictionary.

Overnight, Mr. Behr converted the Data Dictionary, edited during yesterday's meeting, into a Word document having re-named some of the data elements and grouped them as they might be found on a Sample Paper Transaction (i.e. not alphabetical). Some time was spent comparing this new document to the Subcommittee's previous Data Dictionary (Excel spreadsheet). The group reviewed the data dictionary from yesterday and made some edits to the document. The result of that review are noted in the document.

During the course of the discussion, Ms. Kiselewich looked into the topic of usage data (a.k.a EDI 867) and it was determined that the REQ 2004 Annual Plan does not currently identify which NAESB Subcommittee has responsibility for creating Model Business Practices (MBPs) pertaining to the exchange of monthly meter reading and usage data. Mr. Alston mentioned that CPS had decided some time ago that the responsibility for usage data belongs with SUIS. According to the REQ 2004 Annual Plan, Item No. 9 does not mention the exchange of data, but it does mention integrity and validity of such.

By general consensus, the REQ and RGQ Subcommittees decided that MBPs pertaining to the exchange of monthly meter reading and usage data should be a part of the Billing and Payment objectives and accordingly both CPSs should take responsibility for creating them. Further, the corresponding data elements for monthly meter reading and usage data should be incorporated into the Billing and Payment Data Dictionary that this Subcommittee has created. The subcommittee will start on meter reading and usage at the next meeting scheduled for June 2004. To summarize, CPSs will create Model Business Practices for Billing and Payment and further develop the Billing and Payment Data Dictionary to include Invoice, Payment and Usage elements.

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Ms. Edwards made a motion to close the meeting. Mr. Rone seconded. There was no opposition. The joint CPS Subcommittee Meeting was adjourned.

5. Attendees

Attending in person:

Terry Moran (Executive Committee)	PSE&G	REQ
Steve Zavodnick (Executive Committee)	BG&E	RGQ
Ruth Kiselewich (Executive Committee)	BG&E	REQ
Jim Minniman (Executive Committee)	PPL Solutions	REQ
Lisa Robert	DESC	REQ
George Behr	ESG	RGQ
Thomas Rone	Allegheny Power	REQ
Bill Wolf	BG&E	REQ
Bill Newbold	Detroit Edison	REQ
Marcy McCain	Duke Energy Gas Trans	RGQ
Mike Coyle	PSE&G	RGQ
Kathy Yetman	National Grid	REQ
Patrick Eynon	Ameren	REQ
Mary Edwards	Dominion Virginia Power	REQ
Rick Alston	ODEC	REQ
Barbara Alexander	Public Staff	REQ

Attending via telephone:

Dan Jones	Cinergy	RGQ
Ken Thiry	Wisconsin Public Service	RGQ
Dan Rothfuss	Cinergy	RGQ
Bill Barkas	Dominion Retail	REQ
Yvette Camp	Southern Company	REQ
Annunciata Marino	PA Public Utilities Commission	REQ
Judy Ray	Alabama Power Company	REQ
Phil Precht	BG&E	