

**NAESB Joint REQ/RGQ CPS Subcommittee Meeting  
May 13 - 14, 2003**

**Orlando, Florida**

*NOTE: These minutes cover discussions that took place during the document editing process. For details regarding the edits done to the Billing and Payment document see the actual document.*

**Introductions**

**Discussion (prior to document review)**

*Minutes, other items outside of document:* Documenting minutes outside of CPS document. Subcommittee member will take minutes and NAESB will track as well (Todd).

- Recommendation for next meeting is to have folks who are hosting to also have someone available to take minutes so that the participants will not have to worry about minutes. *NOTE:* Blake, can you have someone available to support this effort for the meeting in Columbus?

*Executive Committee update*

- The team focused on coordination between the RGQ and REQ. The glossary subcommittee will incorporate electric and gas definitions
- There will be a follow up meeting to discuss the format of model business practices—need common format for all retail
- Addressed the need for the Executive Committee to clear hurdles for the subcommittees
- Revised due date for deliverables on the Annual Plan
- Discussed alternates on segment subcommittees.
- NARUC requested NAESB to conduct monthly one-hour updates of NAESB and subcommittees activities. The scheduled in on the NAESB website. They are held every 3<sup>rd</sup> Wednesday of the month, 2PM Eastern Time.

*Document Review / Approval Process:* Teresa Hess' knowledge on process - Goes from business subcommittee (may also include a data dictionary) to data interchange technical subcommittee (TEIS for REQ); finally then, the Executive Committee for comment/approval. When the Executive Committee receives the document, they will have a “fully staffed” recommendation. However, Subcommittee can take a vote to send directly to EC folks. Other comments:

- Should we send to technical (TEIS) folks? Or invite them?
- Other understanding, EC would receive then send to TEIS to implement / review

- IT type work – in WGQ they have a business committee and technical committee. There is an interface in between.

Billing and Payment Format: Numbering scheme / formatting was agreed upon to change, similar to Creditworthiness. **NOTE:** See 3<sup>rd</sup> page below for sample that was posted on viewer in Orlando (drafted by Jim Minneman).

Single Retailer Billing Option: Not developing market models, since we have three options the recommendation is to leave where it is. Single Retail Billing will be section “5” – agreement was also made not to change the wording to “bundled”

- *Steve suggestion:* Single billing (consolidated by utility or supplier) and Exclusive billing (utility [default] or supplier [single retail billing]) and Dual billing.
- *General agreement,* do not talk about “Default” provider.
- *Agreement:* Consolidated Billing (Utility or Supplier), Dual Billing, and Single Retail Supplier Billing (this was a change) option.
- Modifications made to 1.1, 1.1.1, 1.1.2, and 1.1.3. – Definition has some modifications, see document for detail.

Lunch Break.

- Minor wording changes / deletions to: 1.0 Introductory paragraph, 1.2, 1.2.1., 1.2.2.
- Move 2.1 to 3.1, under Consolidated Billing Options.
- Numbering has changed at this point, see revised CPS May document for revisions.
- More and more minor changes (review cancel/rebill section) – see document.

**End Day One :o)**

## Start Day 2 - May 14, 2003.

### Discussion

- Consolidated Billing – went back to original wording with just a few minor modifications.
- Continued working on the CPS document and edited – to be published late May.

### *Action Items from May meeting:*

- **All:** *Prior* to the July meeting, have a conference call in JUNE to discuss principles sorting, numbering scheme, etc. Objective: Have a DRAFT available by the July meeting, this should help expedite July discussions on principles, numbering scheme, etc.. NOTE: looking at 2 hour meeting (max) ... *Proposed date for conference: Tuesday, June 17, 2003, 11AM – 1PM central time.*
- **Todd (NAESB):** Will send out proposed conference call information to REQ and RGQ members (see details in first bullet).
- **Bill Newbold and Rick Alston:** will pull together an Agenda and publish to NAESB team (REQ and RGQ) for the DRAFT numbering scheme conference call (see details in first bullet).
- **Bill Newbold:** For the next EC meeting (June 4<sup>th</sup>) present the “Creditworthiness” format model and see if the EC team accepts (comments)
- **Blake:** Next meeting, July 15<sup>th</sup> – 17<sup>th</sup> - Columbus, Ohio. Blake will have all the items published to NAESB (e.g. hotel, etc). NOTE: SUIS will be on the 15<sup>th</sup>; CPS will be on the 16<sup>th</sup> and 17<sup>th</sup>
- September 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> in Detroit – CPS will be on the 9<sup>th</sup> and 10<sup>th</sup> and SUIS on the 11<sup>th</sup>
- October 21<sup>st</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup> Pensacola, Florida
- Year-end meeting in December (tentative) – 1<sup>st</sup> week (possible 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>. Need a host.

### Tab for Later discussion:

- What will the process be for submitting the document? Will this document go to EC first prior to TEIS or ??? ... Need a decision.
- Transmission should be word searched, and add “transportation” for gas purpose (should be transmission/transportation).
- Global search to check for, “Pay as You Get Paid” – omit hyphens.
- Lower case any “consolidated bill” but make sure “Consolidated Billing” is capitalized.
- “Render” should replace “issue”
- “Bill” should replace “Billing Statement”
- Cancel vs. Cancelled – use two l’s
- Un-collectible Revenues – glossary notes – do not define due to all the possibilities
- Non-Billing, make sure “B” in Billing is capitalized

- Business Day – have glossary team define. NOTE: if we don't mention "Business Day", the assumption is a calendar day.
- When going through BSA, address interest and/or fees matter

**Formatting (Jim) DRAFT BELOW:**

**2. Billing and Payment Processing**

***2.1 General Billing***

***2.2 Dual Billing***

- 2.2.1 Principles
- 2.2.2 Definitions
- 2.2.3 Model Business Practices
- 2.2.4 Data Sets – Data Dictionary
- 2.2.5 Models

***2.3 Consolidated Billing***

- 2.3.1 Principles
- 2.3.2 Definitions
- 2.3.3 Model Business Practices
  - 2.3.3.1 General
  - 2.3.3.2 Bill Ready Billing Methodology
  - 2.3.3.3 Rate Ready Billing Methodology
  - 2.3.3.4 Payment Processing and Remittance
  - 2.3.3.5 Payment Reversal or Adjustment
  - 2.3.3.6 Payment Arrangement
- 2.3.4 Data Sets – Data Dictionary
- 2.3.5 Models

***2.4 Single Retail Supplier Billing***

- 2.4.1 Principles
- 2.4.2 Definitions
- 2.4.3 Model Business Practices
- 2.4.4 Data Sets – Data Dictionary
- 2.4.5 Models

Should definitions be in a separate section, or will we have a "glossary" – how should this be published? Need to decide