

North American Energy Standards Board

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TO: Interested Industry Participants
FROM: REQ CPS Co-Chair, Rick Alston and RGQ CPS Co-Chair, Bill Oppenheim
RE: Draft Agenda for the REQ and RGQ Joint Customer Processes Subcommittee Meeting – July 17 & 18, 2003
DATE: July 1, 2003

**NORTH AMERICAN ENERGY STANDARDS BOARD
RETAIL ELECTRIC QUADRANT AND RETAIL GAS QUADRANT
JOINT CUSTOMER PROCESSES SUBCOMMITTEE MEETING**

Hosted by AEP - Columbus, OH

Meeting arrangements are located on the NAESB website

Teleconferencing arrangements TBD

Thursday July 17, 2003 8:00 a.m. to 5:00 p.m. EDT

Friday July 18, 2003 8:00 a.m. to 1:00 p.m. EDT

DRAFT AGENDA

1. **Administrative**
 - Welcome**
 - Antitrust**
 - Attendee Roll Call**
 - Adoption of Draft Agenda**
 - Adoption of Meeting Minutes from May 13 & 14, 2003 and June 17, 2003**

2. **Continue with our Billing and Payment Processing document (The Document)**
 - Come to the meeting prepared to:**
 - **Create 'Version Notes'**
 - **Create 'Introduction'**
 - **Create 'Executive Summary'**
 - **Create 'Datasets' for all topics**
 - **Review and discuss the Billing Services Agreement (BSA). See CPS Website, May 13-14, 2003 meeting documents for a copy of the BSA.**

The goal of this Joint REQ/RGQ Customer Processes Subcommittee is to approve The Document and the BSA at the September meeting. Accordingly, we've got to finish drafting both of them during this meeting.

3. **Next Steps**

4. **Adjourn**