

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: 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 – September 9 & 10, 2003
DATE: August 26, 2003

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

Hosted by DVP-Richmond, VA

Meeting arrangements are located on the NAESB website

Please contact the NAESB office for conference call number, passcode and conference leader.

Tuesday September 9, 2003 8:30 a.m. to 5:00 p.m. EDT

Wednesday September 10, 2003 8:30 a.m. to 5:00 p.m. EDT

DRAFT AGENDA

1. **Administrative**
 - Welcome
 - Antitrust
 - Attendee Roll Call
 - Adoption of Draft Agenda
 - Adoption of Meeting Minutes from August 12, 2003 teleconference call
2. **Discussion of the Billing and Payment Processing document to clear up any remaining issues.**
3. **VOTE to move the partially completed document out of subcommittee to the NAESB REQ and RGQ Executive Committees where it will be released for public comment prior to going to the Executive Committee for action.**
 - The partially completed document is defined as having two sections completed- Definitions and Model Business Practices, as was unanimously agreed to in Columbus. All other sections - version notes; introduction; executive summary; principles; datasets; and models will be intentionally left blank.
4. **Continue with Billing and Payment matters:**
 - Review, discuss and complete the Billing Services Agreement (BSA)
 - Develop datasets, models and principles
5. **Next Steps**
 - 2004 Annual Plan expectations
 - Next Meeting: October 21 & 22 at Gulf Power
 - Future Meetings: Do we have a host?
6. **Adjourn**