

North American Energy Standards Board

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TO: Retail Gas Quadrant Members & Interested Industry Participants
FROM: RGQ Subcommittee/ Task Force Chairs & Co-Chairs (George Behr, Suzanne Calcagno, Nancy Cianflone, Bruce Hayes, Marcy McCain, Bill Oppenheim, Rod Sipe, Ken Yagelski, Steve Zavodnick) and Rae McQuade, Executive Director
RE: Draft Agendas for the RGQ Subcommittee/Task Force Kick-off Meetings – February 3, 2003
DATE: January 21, 2003

NORTH AMERICAN ENERGY STANDARDS BOARD RETAIL GAS QUADRANT RGQ SUBCOMMITTEE/TASK FORCE KICK-OFF MEETINGS

WHERE: American Gas Association
400 N. Capitol Street, N.W., Suite 450
Washington, DC

WHEN: Monday, February 3, 2003
11:00 a.m.- 5:30p.m. local time (10:00 a.m.- 4:30p.m. CCT)

Subcommittee/Task Force Kick-Off Meetings for the NAESB Retail Gas Quadrant will be hosted at AGA on Monday, February 3. These meeting will launch the RGQ Subcommittees and Task Forces into work on the 2003 RGQ Annual Plan. This meeting is open to all. Meeting Materials including the agenda, meeting work papers will be posted on the NAESB web site. We hope you will be able to participate in this meeting. For security reasons, if you plan to attend, please notify the NAESB office (naesb@aol.com or 713-356-0060) by Wednesday, January 29th. Thank you for your cooperation.

Suggested hotels for those attending the meeting from out of town are posted on the NAESB web site on the page reserved for RGQ activities (<http://www.gisb.org/pdf/rqg020303ma.pdf>).

Teleconferencing Facilities: If you are unable to attend in person, you may call into the meeting. Please call the NAESB office (713-356-0060) for the phone number, conference leader and pass code.

Note: A NAESB Annual Plan Subcommittee has been scheduled on the same day, from 9:00 A.M. to 11:00 A.M. EST. AGA will provide a bridge into the call, and meeting attendees are welcome to participate in this call from the AGA offices.

DRAFT GENERAL AGENDA

11:00 AM – 12:30 PM - Technical Electronic Implementation Subcommittee Kick-Off Meeting
see http://www.gisb.org/rqg_teis.htm for detailed Draft Agenda

12:30 PM – 1:00 PM - Lunch Break

1:00 PM – 2:30 PM - Supplier Utility Interface Subcommittee Kick-Off Meeting
see http://www.gisb.org/rqg_suis.htm for detailed Draft Agenda

2:30 PM – 4:00 PM - Customer Processes Subcommittee Kick-Off Meeting
see http://www.gisb.org/rqg_cps.htm for detailed Draft Agenda

4:00 PM – 5:30 PM - Gas Practices Inventory Task Force Kick-Off Meeting
see http://www.gisb.org/rqg_invtf.htm for detailed Draft Agenda

(Note: All times local. The meeting may be extended until 6:00 P.M. if necessary.)