



North American Energy Standards Board

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via email and posting

TO: NAESB WEQ Standards Review Subcommittee Potential Participants

FROM: Rae McQuade, Executive Director

RE: Wholesale Electric Quadrant Standards Review Subcommittee Kick-Off Meeting Announcement – February 6, 2003

DATE: January 9, 2003

Dear WEQ Interested Parties,

A kick-off meeting for the Standards Review Subcommittee has been scheduled for February 6 in Houston, from 10:00 a.m. to 3:00 p.m. central, including a working lunch. The meeting is being hosted by Reliant Energy at 1111 Louisiana St., in room 2760. A draft agenda is shown below and may be revised prior to the meeting to include additional items. Please call the NAESB Office (713-356-0060) for call-in instructions if you would like to participate but are unable to travel to the meeting. Suggested hotels for those attending the meeting from out of town will be posted on the NAESB web site on the page reserved for WEQ Standards Review Subcommittee activities.

Charles Yeung of Reliant Energy, the point person in charge of this subcommittee, will preside over the meeting. Mr. Yeung will brief those in attendance and on the call on the subcommittee's purpose and relationship with external entities, provide for an election of co-chairs, and solicit volunteers and industry interest in the subcommittee's future work. This, as with all NAESB meetings, is an open meeting. Please notify the NAESB Office (naesb@aol.com) by January 27 if you will be attending in person or by phone to ensure adequate meeting planning.

We look forward to your attendance.

DRAFT AGENDA

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| 10:00 a.m. | 1. | Welcome – Antitrust Guidelines, Welcome to attendees, Review of NAESB Subcommittee Structure and Voting |
| | 2. | Election of Co-Chairs |
| | 3. | Review of the purpose of the Standards Review Subcommittee |
| | 4. | Review of the relationship between this subcommittee and relevant external entities |
| | 5. | Identification of work plan |
| | 6. | Establishment of Task Forces, if needed |
| | 7. | Calendar of Meetings |
| | 8. | Other Business |
| 3:00 p.m. | 9. | Adjourn |
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