

NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting - WEQ, REQ, RGQ, WGQ Meeting Materials
November 29 - December 1, 2005

North American Energy Standards Board

Executive Committee Meeting

Wholesale Electric Quadrant
Retail Gas Quadrant
Retail Electric Quadrant
Wholesale Gas Quadrant

November 29 - December 1, 2005

400 N. Capitol Street NW, Suite 450, Washington DC
Hosted by American Gas Association

NORTH AMERICAN ENERGY STANDARDS BOARD

Executive Committee Meeting – WEQ, REQ, RGQ, WGQ Meeting Materials

November 29 – December 1, 2005

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NORTH AMERICAN ENERGY STANDARDS BOARD
Executive Committee Meeting – WEQ, REQ, RGQ, WGQ Meeting Materials

Retail Quadrants

TAB 15

Retail Contract Subcommittee Mission Statements

- The information provided in Tab 15 is for information, discussion, and approval. Each quadrant EC should approve its own mission statement for the Contracts Subcommittee via a simple majority vote.
- The materials in Tab 15 correspond to agenda item 3 for the Retail ECs agenda.

NAESB Retail Gas Quadrant Contracts Subcommittee

The Retail Gas Quadrant (RGQ) Contracts Subcommittee (CS) is primarily tasked with acting on those Requests for Action concerning the development, modification, and interpretation of Model Business Practices that address retail non-residential gas market practices and procedures.

Mission Statement

The CS is a subcommittee of the NAESB RGQ whose mission is:

1. To receive, evaluate, and act upon Requests for Action regarding the development of, or modifications to, standard contracts, contract addenda, agreement templates and models that support the retail non-residential natural gas market, as well as other requests pertaining to a potential change to or adoption of a NAESB Model Business Practice as forwarded to it by the NAESB RGQ Executive Committee (EC).
2. To work with other NAESB subcommittees to develop business practices and provide other recommendations with respect to the processing of such matters forwarded to it by the NAESB RGQ EC for review and determination.
3. To carry out the Annual Plan work assignments as directed by the NAESB RGQ EC.

Composition of the Contracts Subcommittee

The RGQ CS is comprised of members of the industry interested in participating in meetings to discuss the resolution and disposition of the matters referred to the CS by the RGQ EC. There is no requirement that a member of the CS be a NAESB Member. The chair and all co-chairs must be members of NAESB, and the chair or one of the co-chairs must be a member of the RGQ EC. The CS may select co-chairs by segments if it so chooses.

Contracts Subcommittee Procedures Meetings and Voting

The CS meets on an as-needed basis when outstanding requests merit meeting. Meetings will be either in-person, via conference call, or via conference call with concurrent web casting. Scheduled meetings will be noticed on the NAESB RGQ CS home page and will be open to any participant.

For non-administrative motions, balanced voting procedures shall be used whereby each segment of a quadrant holds two votes to be apportioned equally to those participants of the segment present at the meeting either in person or by phone. No more than one vote shall be apportioned to a single participant. The votes or fractions of votes are totaled across segments to determine the outcome of the motion under consideration. No notational or proxy votes are permitted. In cases of joint-quadrant subcommittee meetings, the representatives of each quadrant share an equal portion of the vote. Examples of balanced voting are found in NAESB Operating Practices Section IV.B.

Processing Requests for Action

A Request for Action once forwarded by the RGQ EC or another NAESB RGQ subcommittee to the RGQ CS, shall be noticed by posting on the RGQ Request and Standards Development web page and will be discussed during at least one meeting. During the first meeting to discuss a Request, the subcommittee participants will discuss the matter under consideration and may seek from the requester and other interested parties their views on the matter and the circumstances

giving rise to the request. Issues and potential resolutions will be discussed and recorded in the minutes of the subcommittee. When the matter under consideration can be resolved during the first meeting, its resolution will be recorded and a notice to that effect will be sent to the requesting party.

General Rules of Procedure

The purposes and rules herein characterized are based on, and are consistent with, the Operating Procedures of the North American Energy Standards Board, as may be amended from time to time.

NAESB Retail Electric Quadrant Contracts Subcommittee

The Retail Electric Quadrant (REQ) Contracts Subcommittee (CS) is primarily tasked with acting on those Requests for Action concerning the development, modification, and interpretation of Model Business Practices that address non-residential retail electricity market practices and procedures.

Mission Statement

The CS is a subcommittee of the NAESB REQ whose mission is:

1. To receive, evaluate, and act upon Requests for Action regarding the development of, or modifications to, standard contracts, contract addenda, agreement templates and models that support the non-residential retail electric market, as well as other requests pertaining to a potential change to or adoption of a NAESB Model Business Practice as forwarded to it by the NAESB REQ Executive Committee (EC).
2. To work with other NAESB subcommittees to develop business practices and provide other recommendations with respect to the processing of such matters forwarded to it by the NAESB REQ EC for review and determination.
3. To carry out the Annual Plan work assignments as directed by the NAESB REQ EC.

Composition of the Contracts Subcommittee

The REQ CS is comprised of members of the industry interested in participating in meetings to discuss the resolution and disposition of the matters referred to the CS by the REQ EC. There is no requirement that a member of the CS be a NAESB Member. The chair and all co-chairs must be members of NAESB, and the chair or one of the co-chairs must be a member of the REQ EC. The CS may select co-chairs by segments if it so chooses.

Contracts Subcommittee Procedures Meetings and Voting

The CS meets on an as-needed basis when outstanding requests merit meeting. Meetings will be either in-person, via conference call, or via conference call with concurrent web casting. Scheduled meetings will be noticed on the NAESB REQ CS home page and will be open to any participant.

For non-administrative motions, balanced voting procedures shall be used whereby each segment of a quadrant holds two votes to be apportioned equally to those participants of the segment present at the meeting either in person or by phone. No more than one vote shall be apportioned to a single participant. The votes or fractions of votes are totaled across segments to determine the outcome of the motion under consideration. No notational or proxy votes are permitted. In cases of joint-quadrant subcommittee meetings, the representatives of each quadrant share an equal portion of the vote. Examples of balanced voting are found in NAESB Operating Practices Section IV.B.

Processing Requests for Action

A Request for Action once forwarded by the REQ EC or another NAESB REQ subcommittee to the REQ CS, shall be noticed by posting on the REQ Request and Standards Development web page and will be discussed during at least one meeting. During the first meeting to discuss a Request, the subcommittee participants will discuss the matter under consideration and may seek

from the requester and other interested parties their views on the matter and the circumstances giving rise to the request. Issues and potential resolutions will be discussed and recorded in the minutes of the subcommittee. When the matter under consideration can be resolved during the first meeting, its resolution will be recorded and a notice to that effect will be sent to the requesting party.

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NORTH AMERICAN ENERGY STANDARDS BOARD
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Retail Quadrants

TAB 16

2005 Annual Plans

- The 2005 plans as approved by the Board of Directors on September 22 are included. Should the REQ or RGQ EC determine that changes are to be made to the plan as a result of the subcommittee updates, a motion to approve the changes for forwarding to the Board for approval (December 13) would be required. The motion would require a simple majority to pass.
- The materials in Tab 16 correspond to agenda item 3 for the Retail ECs agenda.

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**NORTH AMERICAN ENERGY STANDARDS BOARD
 2005 ANNUAL PLAN – RETAIL ELECTRIC QUADRANT¹
 Approved by the Board of Directors September 22, 2005**

Item Number & Description	Completion ²	Assignment ³
1 Billing & Payment Data Dictionaries and Models a. Develop the Data Sets for the Billing & Payments MBPs Status: Underway b. Modify Billing & Payments MBPs pursuant to Request R04034. Status: Completed. c. Technical Electronic Implementation Standards – Billing & Payments Status: Pending, Discussion Underway	3 rd Qtr 2005 3 rd Qtr 2005 3 rd Qtr 2005	IR BPS TEIS
2 Market Participant Interactions Develop model practices to support interactions between Distribution Companies and/or registration agents and Suppliers, such as supplier registration processes, governing documents, and roles and obligations of both Distribution Company and/or registration agent and Supplier (e.g. content and framework of governing documents or orders). Status: Completed	1 st Qtr. 2005	SUIS/BPS
3 Pre-Enrollment Customer Information Develop practices for exchanging customer information necessary for interactions prior to enrollment and billing, i.e., customer authorization procedures, identifying types of customer information necessary for pre-enrollment activities, and methodologies for exchanging information. Status: Underway.	4 th Qtr. 2005	BPS
4 Customer Enrollment, Switching & Dropping Develop practices for submitting and receiving, processing and fulfilling a customer's request to enroll with or leave a supplier (including suppliers dropping customers) and for maintaining current customer account information, and for notifying affected parties.	2006	BPS

¹ As outlined in the NAESB Bylaws, the REQ will also address requests submitted by members and assigned to the REQ through the Triage Process.
² Dates in the completion column are by end of the quarter for completion by the assigned committee. The dates do not necessarily mean that the standards are fully staffed so as to be implementable by the industry, and/or ratified by membership. If one item is completed earlier than planned, another item can begin earlier and possibly complete earlier than planned. There are no begin dates on the plan.
³ Assignments are subject to approval of the proposal to restructure the subcommittees.

Approved by the Board of Directors via the Managing Committee on September 22, 2005
 NAESB Retail Electric Quadrant 2005 Annual Plan

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**NORTH AMERICAN ENERGY STANDARDS BOARD
 2005 ANNUAL PLAN – RETAIL ELECTRIC QUADRANT¹
 Approved by the Board of Directors September 22, 2005**

Item Number & Description	Completion ²	Assignment ³
5 Examine Wholesale Gas Quadrant Non-EDM Standards Review NAESB Wholesale Gas Quadrant Non-EDM manuals to determine whether the standards within should be modified and/or adopted for use in the Retail Quadrants. Technical Electronic Implementation Subcommittee⁴ Establish the Quadrant specific EDM (QEDM) standards for REQ and RQO. Status: Complete.	Ongoing 2 nd Qtr. 2005	BPS Technical Electronic Implementatio n
6 Quadrant EDM Develop a model RQO/REQ contract/outline modeled after the NAESB Base Contract for Sale and Purchase of Natural Gas, NAESB Standard 6.3.1 (NAESB Base Contract for Gas) designated for use by electric power markets or competitive gas markets. (R0501.3) Status:	2006	Contracts Subcommittee
8 Develop model business practices for electronic retail billing transactions and bill payment transactions between customers, suppliers, and utilities pursuant to Request No. R05016. Status: Provisional Activities Review security standards as may be deemed necessary; Public Key Infrastructure (PKI). "Energy Day" Standard - including assessment of changes to existing NAESB standards. Electronic Customer Billing - Develop practices for the provision electronically of billing information. Future Activities Customer Inquiries Develop procedures for responding to customer inquiries directed to Distributors and/or Suppliers and for notification of the other party. Supplier Certification Develop practices for Distribution Companies to register/certify new Suppliers when they seek to begin doing business in the Distribution Company's service area. Retail Meter Data Validation, Editing & Estimating Develop procedures for insuring the integrity and validity of retail customer	2006	BPS

⁴ The TEIS is assigned the completion of any technical work forwarded to them by the business development subcommittees ideally one quarter after receipt of forwarded work.

Approved by the Board of Directors via the Managing Committee on September 22, 2005
 NAESB Retail Electric Quadrant 2005 Annual Plan

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 2005 ANNUAL PLAN - RETAIL ELECTRIC QUADRANT¹
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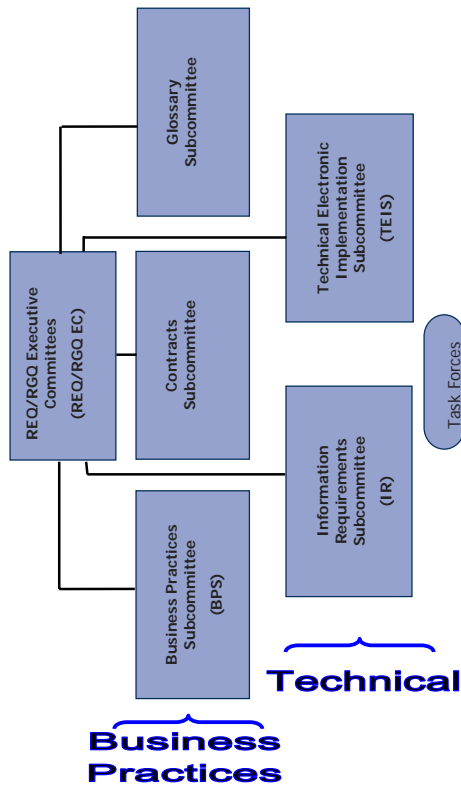
Item Number & Description	Completion ²	Assignment ³
metering data that is needed by utilities and suppliers for billing, load profiling, settlement, etc. Issues related to unbundled or competitive metering are not to be considered.		
Load Profiling	TBD	
Develop practices for using statistical methods to estimate interval consumption by customers who do not have interval meters.		
Settlement Process	TBD	
Reconcile energy schedules and energy delivered by suppliers within a given market. Note: will need to be coordinated with the WEO.		
Program of Standards Maintenance & Fully Staffed Standards Works		
Business Practice Requests	Ongoing	Assigned by the EC on a request by request basis
Information Requirements and Technical Mapping of Business Practices	Ongoing	Assigned by the EC on a request by request basis
Ongoing Interpretations for Clarifying Language Ambiguities	Ongoing	Assigned by the EC on a request by request basis
Ongoing Maintenance of Code Values and Other Technical Matters	Ongoing	Assigned by the EC on a request by request basis
Ongoing Development and Maintenance of Definitions	Ongoing	Glossary Subcommittee

⁵ This work is considered routine maintenance and thus the items are not separately numbered.

Approved by the Board of Directors via the Managing Committee on September 22, 2005
 NAESB Retail Electric Quadrant 2005 Annual Plan

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**NAESB Joint Retail Electric Quadrant and Retail Gas Quadrant
 Committee Structure**



NAESB RGO EC and Subcommittee Leadership:

Executive Committee: Mike Novak, Chair and Suzanne Calcagno, Vice-Chair
 Business Practices Subcommittee: Phil Precht
 Information Requirements Subcommittee: George Behr
 Technical Electronic Implementation Subcommittee: George Behr
 Contracts Subcommittee: Marcy McCain and Suzanne Calcagno
 Glossary Subcommittee: Don Sytsma

NAESB REQ EC and Subcommittee Leadership:

Executive Committee: Ruth Kiselewich, Chair and Jim Minneman, Vice-Chair
 Business Practices Subcommittee: Mary Edwards and Dan Jones
 Information Requirements Subcommittee: Ed Overtree
 Technical Electronic Implementation Subcommittee: Mark Jarrett
 Contracts Subcommittee: Ed Overtree
 Glossary Subcommittee: Mary Edwards and Patrick Eynon

2005 NAESB Joint Retail Electric Quadrant and Retail Gas Quadrant Committee Structure

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**NORTH AMERICAN ENERGY STANDARDS BOARD
 2005 ANNUAL PLAN – RETAIL GAS QUADRANT¹
 Approved by the Board of Directors on September 22, 2005**

Item Number & Description	Completion ²	Subcommittee ³ Assignment
1 Billing & Payment Datasets and Models		
a. Develop the Data Dictionaries for the Billing & Payments MBPs Status: Underway	3 rd Qtr. 2005	IR
b. Modify Billing & Payments MBPs pursuant to Request R04034. Status: Completed.	3 rd Qtr. 2005	BPS
c. Technical Electronic Implementation Standards – Billing & Payments Status: Pending, Discussion Underway	3 rd Qtr. 2005	TEIS
2 Market Participant Interactions Develop model practices to support interactions between Distribution Companies and/or registration agents and Suppliers, such as supplier registration processes, governing documents, and roles and obligations of both Distribution Company and/or registration agent and Supplier (e.g. content and framework of governing documents or orders). Status: Completed	1 st Qtr. 2005	SUIS/BPS
3 Pre-Enrollment Customer Information Develop practices for exchanging customer information necessary for interactions prior to enrollment and billing, i.e., customer authorization procedures identifying types of customer information necessary for pre-enrollment activities, and methodologies for exchanging information. Status: Underway.	4 th Qtr. 2005	BPS
4 Customer Enrollment, Switching & Dropping Develop practices for submitting and receiving, processing and fulfilling a customer's request to enroll with or leave a supplier (including suppliers dropping customers) and for maintaining current customer account information, and for notifying affected parties.	2006	BPS
5 Examine Wholesale Gas Quadrant Non-EDM Standards Review NAESB Wholesale Gas Quadrant Non-EDM manuals to determine whether the standards within should be modified and/or adopted for use in the Retail Quadrants.	Ongoing	BPS

¹ As outlined in the NAESB Bylaws, the RGQ will also address requests submitted by members and assigned to the RGQ through the Triage Process.
² Dates in the completion column are by end of the quarter for completion by the assigned committee. The dates do not necessarily mean that the standards are fully staffed so as to be implementable by the industry, and/or ratified by membership. If one item is completed earlier than planned, another item can begin earlier and possibly complete earlier than planned. There are no begin dates on the plan.
³ Assignments are subject to approval of the proposal to restructure the subcommittees.
⁴ The TEIS is assigned the completion of any technical work forwarded to them by the business development subcommittees ideally

NAESB Retail Gas Quadrant 2005 Annual Plan
 Approved by the Board of Directors via the Managing Committee on September 22, 2005

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 2005 ANNUAL PLAN – RETAIL GAS QUADRANT¹
 Approved by the Board of Directors on September 22, 2005**

Item Number & Description	Completion ²	Subcommittee ³ Assignment
6 Quadrant EDM Establish the Quadrant specific EDM (QEDM) standards for REQ and RGQ. Status: Complete.	2 nd Qtr. 2005	Technical Electronic Implementation
7 Develop a model RGQ/REQ contract/outline modeled after the NAESB Base Contract for Sale and Purchase of Natural Gas, NAESB Standard 6.3.1 (NAESB Base Contract for Gas) designated for use by electric power markets or competitive gas markets. (R05013) Status:	2006	Contracts Subcommittee
8 Develop model business practices for electronic retail billing transactions and bill payment transactions between customers, suppliers, and utilities pursuant to Request No. R05016. Status:	2006	BPS
Provisional Activities		
Review security standards as may be deemed necessary; Public Key Infrastructure (PKI).		
"Energy Day" Standard - including assessment of changes to existing NAESB standards.		
Electronic Customer Billing - Develop practices for the provision electronically of billing information.		
Future Activities		
Customer Inquiries Develop procedures for responding to customer inquiries directed to Distributors and/or Suppliers and for notification of the other party.	TBD	
Supplier Certification Develop practices for Distribution Companies to register/certify new Suppliers when they seek to begin doing business in the Distribution Company's service area.	TBD	

Program of Standards Maintenance & Fully Staffed Standards Work²

Business Practice Requests	Ongoing	Assigned by the EC on a request by request basis
Information Requirements and Technical Mapping of Business Practices	Ongoing	Assigned by the EC on a request basis

one quarter after receipt of forwarded work.

⁵ This work is considered routine maintenance and thus the items are not separately numbered

NAESB Retail Gas Quadrant 2005 Annual Plan
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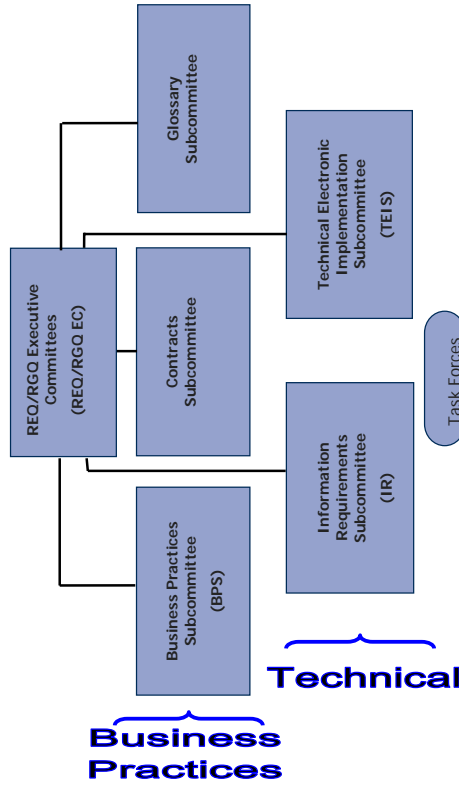
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request by request basis	Ongoing	Assigned by the EC on a request by request basis
Ongoing Interpretations for Clarifying Language Ambiguities	Ongoing	Assigned by the EC on a request by request basis
Ongoing Maintenance of Code Values and Other Technical Matters	Ongoing	Glossary Subcommittee
Ongoing Development and Maintenance of Definitions	Ongoing	Glossary Subcommittee

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NAESB Joint Retail Electric Quadrant and Retail Gas Quadrant Committee Structure



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Executive Committee: Mike Nowak, Chair and Suzanne Calagno, Vice-Chair
 Business Practices Subcommittee: Phil Precht
 Information Requirements Subcommittee: George Behr
 Technical Electronic Implementation Subcommittee: George Behr
 Contracts Subcommittee: Marcy McCain and Suzanne Calagno
 Glossary Subcommittee: Don Sysma

NAESB REQ EC and Subcommittee Leadership:

Executive Committee: Ruth Kiselewich, Chair and Jim Minneman, Vice-Chair
 Business Practices Subcommittee: Mary Edwards and Dan Jones
 Information Requirements Subcommittee: Ed Overtree
 Technical Electronic Implementation Subcommittee: Mark Jarrett
 Contracts Subcommittee: Ed Overtree
 Glossary Subcommittee: Mary Edwards and Patrick Eymon

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Retail Quadrants

TAB 17

2006 Annual Plans

- The 2006 plan as drafted by the WEQ leadership is included. The EC is expected to consider this plan and vote to approve – separately by quadrant. It would then be forwarded to the Board of directors for consideration and approval on December 13. The motion would require a simple majority to pass from each quadrant.
- The materials in Tab 17 correspond to agenda item 4 for the Retail EC agenda.



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NORTH AMERICAN ENERGY STANDARDS BOARD

Proposed 2006 ANNUAL PLAN for the RETAIL GAS and ELECTRIC QUADRANTS¹ -- Prepared as of 11-15-05

Item Number & Description	Completion ²	Assignment
1 Billing & Payment Data Dictionaries and Models a. Technical Electronic Implementation Standards – Billing & Payments	1 st Qtr. 2006	TEIS
2 Pre-Enrollment Customer Information a. Develop technical transaction processes for exchanging customer information necessary for interactions prior to enrollment and billing, i.e., customer authorization procedures, identifying types of customer information necessary for pre-enrollment activities, and methodologies for exchanging information.	2 nd Qtr. 2006	TEIS
3 Electronic Retail Billing a. Develop information requirements for electronic retail billing transactions and bill payment transactions between customers, suppliers, and utilities pursuant to Request No. R05016.	1 st Qtr. 2006	IR
4 Customer Enrollment, Switching & Dropping a. Develop practices for submitting and receiving, processing and fulfilling a customer's request to enroll with or leave a supplier (including suppliers dropping customers) and for maintaining current customer account information, and for notifying affected parties. b. Information requirements for submitting and receiving, processing and fulfilling a customer's request to enroll with or leave a supplier (including suppliers dropping customers) and for maintaining current customer account information, and for notifying affected parties.	2 nd Qtr. 2006 4 th Qtr. 2006	BPS IR
5 Customer Inquiries a. Develop procedures for responding to customer inquiries directed to Distributors and/or Suppliers and for modification of the other party.	4 th Qtr. 2006	BPS
6 Contracts a. Develop a model RGO/REQ contract/outline modeled after the NAESB Base Contract for Sale and Purchase of Natural Gas, NAESB Standard 6.3.1 (NAESB Base Contract for Gas) designated for use by electric power markets or competitive gas markets. (R05013).	4 th Qtr. 2006	Contracts
7 Prepare a joint analysis with the WGO for AS2 and AS3 protocols as compared to the NAESB IET.	4 th Qtr. 2006	TEIS & WGO EDM
8 Develop NAESB Certification checklist criteria for Retail Quadrants to be used in the NAESB Certification Program.	4 th Qtr. 2006	TEIS
9 Partner with the Department of Energy's Sandia National Laboratories on NAESB technical standards and respond to the surety assessment findings and recommendations.	2 nd Qtr. 2006	EC Officers ³

NAESB Retail Electric Quadrant and Retail Gas Quadrant Proposed 2006 Annual Plan
 Prepared as of 11-15-05
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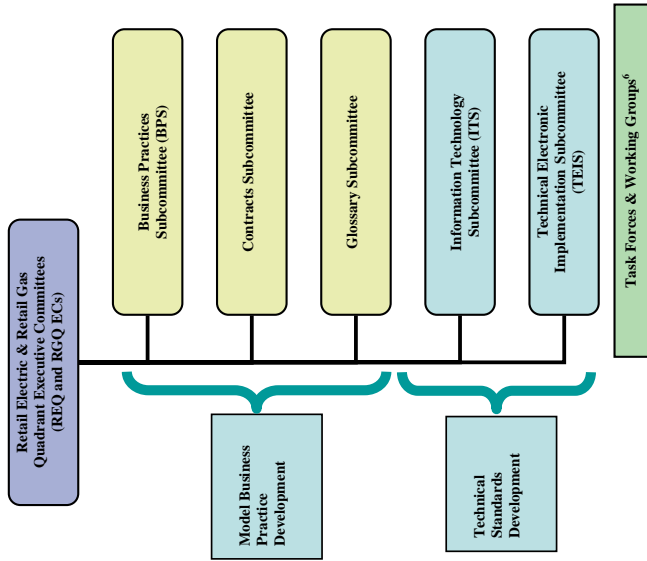
Proposed 2006 ANNUAL PLAN for the RETAIL GAS and ELECTRIC QUADRANTS¹ -- Prepared as of 11-15-05

Item Number & Description	Completion ²	Assignment
Program of Standards, Maintenance & Fully Staffed Standards Work⁴ Business Practice Requests	Ongoing	Assigned by the EC ⁵
Information Requirements and Technical Mapping of Business Practices	Ongoing	Assigned by the EC ⁵
Ongoing Interpretations for Clarifying Language Ambiguities	Ongoing	Assigned by the EC ⁵
Ongoing Maintenance of Code Values and Other Technical Matters	Ongoing	Assigned by the EC ⁵
Ongoing Development and Maintenance of Definitions	Ongoing	Glossary
Provisional Activities Review security standards as may be deemed necessary; Public Key Infrastructure (PKI).		
Future Activities Joint Effort: Supplier Certification: Develop practices for Distribution Companies to register/certify new Suppliers when they seek to begin doing business in the Distribution Company's service area. Retail Electric Quadrant Effort Only: Retail Meter Data Validation, Editing & Estimating: Develop procedures for insuring the integrity and validity of retail customer metering data that is needed by utilities and suppliers for billing, etc. Issues related to unbundled or competitive metering are not to be considered. (This future activity is applicable to the REQ only.) Load Profiling: Develop practices for using statistical methods to estimate interval consumption by customers who do not have interval meters (This future activity is applicable to the REQ only.) Settlement Process: Reconcile energy schedules and energy delivered by suppliers within a given market. Note: will need to be coordinated with the WEG. (This future activity is applicable to the REQ only.) Retail Gas Quadrant Effort Only: Examine Wholesale Gas Quadrant Non-EDM Standards for applicability to retail business practices. (This future activity is applicable to the RGO only.)		

NAESB Retail Electric Quadrant and Retail Gas Quadrant Proposed 2006 Annual Plan
 Prepared as of 11-15-05
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End Notes:

- ¹ As outlined in the NAESB Bylaws, the REQ and RGQ will also address requests submitted by members and assigned to the REQ and RGQ through the Triage Process.
- ² Dates in the completion column are by end of the quarter for completion by the assigned committee. The dates do not necessarily mean that the standards are fully staffed so as to be implementable by the industry, and/or ratified by membership. If one item is completed earlier than planned, another item can begin earlier and possibly complete earlier than planned. There are no begin dates on the plan.
- ³ The project with SNL is a four quadrant effort, with all EC officers providing support to the SNL representatives.
- ⁴ This work is considered routine maintenance and thus the items are not separately numbered.
- ⁵ The REQ and RGQ ECs will assign maintenance efforts on a request by request basis.
- ⁶ The ECs and the subcommittees can create task forces and working groups to support their development activities for development of model business practices and technical standards.