**via posting**

**TO:** Retail Markets Quadrant (RMQ) Business Practices Subcommittee (BPS) Participants and Interested Industry Parties

**FROM:** Elizabeth Mallett, NAESB Deputy Director

**RE:** Retail BPS Face-to-Face Draft Agenda–August 17-18, 2015

**DATE:** August 4, 2015

Dear Retail BPS Participants,

A Retail BPS face-to-face meeting with webcasting has been scheduled for Monday, August 17, 2015 from 11:00 AM to 3:00 PM Central and Tuesday, August 18, 2015 from 9:30 AM to 3:00 PM Central. The meeting will be hosted by Oncor Electric Delivery Company in Dallas, Texas. During the meeting the participants will:

* Continue Discussion on 2015 Retail Annual Plan Item No. 3.c – Updates to Book 11 – Retail Customer Enrollment, Drop, and Account Information Change Using a Registration Agent; and
* Begin Discussion on 2015 Retail Annual Plan Item No. 3.d – Updates to Book 12 – Inquiries.

Please RSVP to the NAESB office if you plan to participate (naesb@naesb.org, 713-356-0060).

This meeting is open to any interested party. To join the conference call:

• Dial the 11-digit toll free phone number (1-866-740-1260)

• An automated attendant will ask you to enter a seven-digit access code (7133560)

• The automated attendant will ask you to record your name.

• Please note that if the conference leader has not yet initiated the conference call, you will be placed on music hold until the conference leader starts the conference.

**•** The automated attendant will then ask you for a four-digit security code (4410)

Please place your phone on mute unless you are speaking. For those participants that do not have a mute feature on your phone, please press (\*6) to mute your phone and (\*7) to un-mute your phone. Putting the conference call on hold may cause music to be played over the discussion and if so, the NAESB office will contact the on-hold line to have it disconnected.

To join the web conference, go to www.readytalk.com and enter the same access code (7133560) and security code (4410). Please note that if the conference leader has not yet initiated the web conference you will view a screen that states, “The Chairperson has not yet arrived. Please standby for your web conference to begin.”

ReadyTalk recommends that you test your browser and network connections for compatibility prior to participating in a web conference. To do so, go to http://test.callinfo.com. If you have problems joining a conference call or need technical assistance, please contact ReadyTalk Customer Care, 1-800-843-9166.

All participants are encouraged to read the NAESB Antitrust Statement prior to the start of the meeting. The statement can be viewed on Page 5 of this agenda or at the following link: <http://www.naesb.org/misc/antitrust_guidance.doc>.

**RETAIL MARKETS QUADRANT**

**Business Practices Subcommittee (BPS)**

**Face-to-Face Meeting**

**Hosted by Oncor in Dallas, Texas**

**Monday, August 17, 2015 from 11:00 AM to 3:00 PM Central (12:00 – 4:00 Eastern)**

**Tuesday, August 18, 2015 from 9:30 AM to 3:00 PM Central (10:30 – 4:00 Eastern), or immediately following the Glossary Subcommittee Meeting**

**DRAFT agenda**

 **1.** **Administrative**

* Welcome to members and attendees
* Antitrust Guidelines
* Introductions
* Adoption of Agenda
* Adoption of Available Draft Minutes

**2. Development of Late Comments in Response to any Formal Comments Received on the Items Scheduled to be Discussed and Voted on by the Executive Committee on August 19, 2015.**

**3. Continue Discussion on 2015 Retail Annual Plan Item No. 3.c – Updates to Book 11 – Retail Customer Enrollment, Drop, and Account Information Change Using a Registration Agent**

* Document #15-1H – Revised MBPs on Enrollment, Drop and Account Information Change
* Document #15-2H – Enrollment, Drop and Account Information Change Process Flows
* Document #15-3H – Parking Lot Items

**4. Begin Discussion** **on 2015 Retail Annual Plan Item No. 3.d – Updates to Book 12 – Inquiries (*Time Permitting*).**

* Document #15-4H –Book 12 MBPs Work Paper
* Document #15-5H – Book 12 Process Flow Work Paper

**5.** **Next Steps**

* Assignments for the upcoming meetings:
* September 23, 2015 Conference Call 9:00 - 3:00 Central (10:00 – 4:00 Eastern)
* Face-to-Face Meeting Hosted by Dominion in Richmond, VA

 October 19, 2015 1:00 – 5:00 Eastern (12:00 – 4:00 Central)

 October 20, 2015 9:00 – 3:00 Eastern (8:00 – 2:00 Central)

* December 3, 2015 Conference Call 9:00 - 3:00 Central (10:00 – 4:00 Eastern)

 **6.** **Adjourn**

Antitrust and Other Meeting Policies

Antitrust guidelines direct meeting participants to avoid discussion of topics or behavior that would result in anticompetitive behavior including: restraint of trade and conspiracies to monopolize, unfair or deceptive business acts or practices, price discriminations, division of markets, allocation of production, imposition of boycotts, and exclusive dealing arrangements.

Any views, opinions or positions presented or discussed by meeting participants are the views of the individual meeting participants and their organizations. Any such views, opinions or positions are not the views, positions or opinions of NAESB, the NAESB Board of Directors, or any NAESB Committee or Subcommittee, unless specifically noted otherwise.

As it is not the purpose of the meeting to discuss any antitrust topics, if anyone believes we are straying into improper areas, please let us know and we will redirect the conversation.

Participants recording any portion of a NAESB meeting or conference call are reminded that federal and state statutes mandate various disclosure and consent requirements. It is NAESB’s policy that participants comply with all applicable state and federal statutes related to the recording of conversations. As a courtesy to the meeting attendees, anyone taping a meeting should announce that they are doing so in the meeting before beginning the recording.

Participants should understand that NAESB meetings are open to any interested party, who may or may not declare themselves present when attending by phone/web cast.

Participants are advised to review the NAESB Intellectual Property Rights Policy Concerning Contributions and Comments.