



## North American Energy Standards Board

801 Travis, Suite 1675, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: [naesb@naesb.org](mailto:naesb@naesb.org)

Home Page: [www.naesb.org](http://www.naesb.org)

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**Via email and posting**

**TO:**

WEQ Electronic Scheduling Subcommittee and Other Interested Parties

**FROM:** Denise Rager, Standards and Membership Administrator

**RE:** Procedures for Electronic Scheduling Subcommittee Interactive List Serv (exploder)

**DATE:** May 26, 2004 – **Revised December 21, 2011**

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### **Procedures for ESS Interactive List Serv (exploder)**

To better serve our members and the needs of the Electronic Scheduling Subcommittee (ESS), the NAESB Office will host an interactive list serv, in addition to the WEQ ESS NAESBMail distribution lists (members only). The list serv (exploder) will be composed of WEQ ESS participating members who agree to the Terms of Agreement below and express an interest in participating. Of course, we urge non-members to join and participate in our work efforts, but the exploders and list servs were created and are maintained by NAESB staff as part of membership benefits for the convenience of our members.

#### ***Frequently Asked Questions:***

##### **How do I join the ESS interactive list serv?**

NAESB members wishing to participate in the WEQESS list serv, please send an email to Denise Rager at the NAESB Office ([drager@naesb.org](mailto:drager@naesb.org)) requesting to be added to the WEQ ESS list serv and noting your agreement to the Terms of Agreement (shown below). Please include your name, title, company name, and phone number in your request. Upon receipt, your NAESBMail subscription status will be verified and your request will be processed within 24 hours.

##### **How do I unsubscribe from the ESS interactive list serv?**

To unsubscribe from the WEQ ESS list serv, please send an email to Denise Rager at the NAESB Office ([drager@naesb.org](mailto:drager@naesb.org)) requesting to be removed from the WEQ ESS list serv. Upon receipt, your email will be removed from the WEQ ESS list serv within 24 hours.

##### **How does it work?**

The address for the WEQ ESS list serv is [wegess@naesblist.org](mailto:wegess@naesblist.org). To send a message to the group, just compose your email and send it to [wegess@naesblist.org](mailto:wegess@naesblist.org). Please remember that by sending an email to this address, you are sending it to all subscribers to the WEQ ESS list serv. Any email you receive from the WEQ ESS list serv will be indicated in the subject line.

##### ***Terms of Agreement:***

The NAESB list serv is a tool provided to members who participant in NAESB sanctioned activities. NAESB reserves the right to unregister any participant who uses the list serv for other than the business of the WEQ Electronic Scheduling Subcommittee. List serv users must read the following list serv policy and agree to all of its terms and conditions before



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registering or using the service. This policy is subject to change. List serv users are encouraged to review the current policy regularly.

The NAESB list serv is intended for the sole purpose of encouraging discussion and the easy sharing of data, views, opinions and positions of participants in its standard setting activities - and specifically for the standards development activities assigned to the NAESB Electronic Scheduling Subcommittee. It is not intended for social or personal use. All messages posted will be automatically forwarded to all registered users. No messages will be archived or retained for any period. Comments intended for posting on the NAESB web site must continue to be sent to the NAESB office at [naesb@naesb.org](mailto:naesb@naesb.org) with specific directions requesting that they be posted.

Antitrust guidelines are in effect for the NAESB list serv. The guidelines direct 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. Since it is not the purpose of the NAESB list serv to communicate any antitrust topics, if any participant is suspected of straying into improper areas, please contact the NAESB Office ([naesb@naesb.org](mailto:naesb@naesb.org) or 713-356-0060) immediately.

NAESB is not responsible for any inappropriate or illegal content. The views, opinions and positions are those of the individual participants, and their organizations, and not the views, opinions or positions of NAESB, its Board of Directors, or any NAESB Committee or Subcommittee. Again, the list serv should be used only for the business of the NAESB Electronic Scheduling Subcommittee.

### ***Usage Principles:***

1. Email exploder is intended for general discussions only.
2. Email exploder may be used for any unofficial business associated with standard development, such as research, sharing of information, transfer of knowledge, “brainstorming”, idea development, and preliminary document drafting.
3. Email exploder may not be used for formal solicitation or submission of public comment, publication of documents, or official standard deliberations.
4. No decisions made as a result of deliberations on an email exploder will be considered official until officially discussed and deliberated at an appropriately noticed committee or subcommittee meeting.
5. Discussions on the email exploder are considered unofficial and will neither be posted on the NAESB website nor considered a part of the official record of the standard development.
  - a. Any discussions intended to be a part of official standard deliberations should be sent directly to the NAESB office
  - b. Official discussions may also be sent simultaneously to the exploder, but the NAESB office should be the primary addressee and the email should contain specific instructions to the office regarding the intent of the email to be included as part of the official record.
6. No documents distributed via the exploder will be posted to the NAESB website;
  - a. Requests for document posting on the NAESB website must be sent directly to the NAESB



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- b. Official requests for document posting may also be sent simultaneously to the exploder, but the NAESB office should be the primary addressee and the request must contain specific instructions to the office regarding how the document should be posted (e.g. – standards development page, meeting page, or project documents page).
7. Emails sent to the email exploder will **not** be retained by the NAESB office.