

North American Energy Standards Board Proposed Meeting Coordination Guidelines

General Considerations for All Meetings and Conference Calls

Meetings and conference calls should be scheduled so as not to overlap with other meetings or conference calls, unless the two meetings are unrelated and the two groups have no members in common

Chairs planning meetings and conference calls should check the calendar on the NAESB website and also contact the NAESB office to determine if another meeting or conference call is planned for the same time

NAESB should host a monthly conference call of all committee and sub-committee chairs to coordinate the timing of upcoming meetings

Scheduled times for conference calls should be Central Clock Time (Houston), Meeting times for face to face meetings should be local clock time

Consider appointing an attendee other than the Chair, as facilitator to monitor meeting progress to assist in keeping the meeting within the allotted timeframe, recognizing that it is the duty of the Chair to make appropriate use of the time allotted. This is especially appropriate when multiple meetings or calls are scheduled on the same day.

When scheduling multiple meetings or calls on the same day, be sure to leave a buffer of time between the meetings.

General Considerations for Face to Face Meetings:

Avoid scheduling meetings on Monday or Friday so as to avoid the necessity of travel on non-work days, unless the members agree otherwise

Avoid scheduling two meetings in two different cities during the same week

Agendas should ordinarily be made available sufficiently prior to the meeting so that potential participants can evaluate the value of personal attendance and make travel arrangements at 7 day advanced fare rates.

Consider having teleconference, videoconference or webcast capability, unless attendance in person is important to the success of the meeting and considering the available technology at the host facility

Consider having the meeting hosted by a member so as to avoid the expense of a conference room at a hotel or other facility

The start and end times of the first and last day of multiple day meetings should be determined taking into consideration whether the majority of the participants will be able to travel to the meeting the same day or whether prior/post day travel will be required.

In determining the locations for face-to-face meetings, the locations of the participants should be a significant consideration as well as access to the site of public transportation including, but not limited to: airport, train, bus or taxi.

Areas for Investigation and Potential Implementation

Could the calendar on the NAESB website be made interactive to allow Chairs to schedule meetings directly on the website.