



**NAESB Operating Procedures
with respect to NAESB Affiliated Group Meetings, Agendas
and the working of a NAESB Affiliated Group on matter(s)
not yet assigned a Request Number**

Applicable to: All NAESB Subcommittees, NAESB Task Forces, or NAESB Task Forces under a NAESB Subcommittee (hereafter a NAESB Affiliated Group),

Meetings: NAESB Affiliated Group(s) in-person meetings should be noticed at least a week in advance of the meeting and teleconference-only meetings should be noticed at the preceding meeting and least a business day in advance of the meeting. Where a teleconference-only meeting was not noticed at the preceding meeting of the NAESB Affiliated Group, a notice period of several business days is requested.

Where possible, in-person meetings should provide for attendance by teleconference. Teleconferences may be arranged by notifying the NAESB Office and obtaining a teleconference call-in number. At an in-person meeting, the chair of the NAESB Affiliated Group, will also call-in to the teleconference number (via a speakerphone) so as to admit the teleconference attendees by phone and permit interaction between the in-person attendees and the by teleconference attendees.

Agendas: Agendas for all NAESB Affiliated Groups' meetings should be generated by the NAESB Affiliated Group's Chair(s) and posted on the NAESB Homepage sufficiently in advance of the meeting to allow persons accessing the Homepage on a daily basis to identify the existence of the meeting, identify the issues to be discussed (by Request number) and be able to attend. Exceptions to this may be granted by the indulgence of the Executive Committee.

**Work by a NAESB Affiliated Group on a matter not related to a specific
NAESB Office-assigned Request Number:**

There are three kinds of NAESB Affiliated Groups. Those with a business practice review and recommendation charge, those without such a charge, and the Interpretations Subcommittee. Examples of the first of these, Groups assigned to identify and resolve business practice issues, (Type 1) are: a) the Business Practice Subcommittee (the BPS) (or any joint meeting of the BPS with any other NAESB Affiliated Group and/or, established under the BPS, i.e., the Definitions Task Force); b) the Title Transfer Tracking Task Force; c) the Intra-day Task Force; d) the Contracts Subcommittee (and under same, the Model Trading Partner Agreement Task Force, the Funds Transfer Agreement Task Force, and the Short-term Gas Purchase Agreement Task Force); plus e) any future NAESB Affiliated Group formed at the direction of the Executive Committee (the EC) and charged with resolving business practice issues within the scope of their charge from the EC.

The second of these NAESB Affiliated Groups are those assigned to receive requests for which there are no new business practice issues or with respect to which the



business practice issues have been addressed by a duly constituted business practice review committee (a thru e above) and which matter is then slated to be "Fully Staffed" prior to its circulation for industry comment and return to the EC for final vote. Examples of this second type of NAESB Affiliated Group (Type 2) are: 1) the Information Requirements Subcommittee, 2) the Technical Subcommittee, 3) the Future Technology Task Force, 4) the Common Codes Task Force, 5) the Standards Adoption and Testing Procedures Task Force (proposed), and such other NAESB Affiliated Group as constituted by the EC and not charged with the resolution of business practice issues.

The third of these NAESB Affiliated Groups is the Interpretations Subcommittee. While it deals with the interpretations of NAESB Standards, which standards may impact business practices, it is not charged with the creation of new business practices. Rather, it is charged with interpreting the applicability of NAESB Standards to current business practices, and conversely, the conformity of existing business practices with NAESB Standards. Additionally, while the interpretations Subcommittee may determine that one or more business practices are not in keeping with a NAESB Standard(s) (and that other(s) are), it may not propose (as an Interpretation response) new NAESB business practice standards (i.e., X.1.X, X.2.X, X.3.X, or X.4.X standards).

Should any NAESB Affiliated Group with a business practice charge (Type 1 above), find itself discussing a matter which has not been assigned a NAESB Request number yet which is within the charge of the group, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the NAESB Affiliated Group. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the NAESB Affiliated Group, with a majority consent of the members of the NAESB Affiliated Group, may place the item on subsequent agenda(s) of the Group and process the matter(s) to resolution. Absent a majority consent of the group to so process the matter, the NAESB Affiliated Group Chair(s) may determine to draft a Request for Standard (or a Request for Clarification or Interpretation, as applicable) and submit same to the NAESB Office. In the event such a drafting of a Request for Standard and/or Interpretation is the selected course of action, further discussion of the matter will then await processing by the NAESB Office and/or the Executive Committee, as applicable.

Should any NAESB Affiliated Group not having a business practice charge, (Type 2 above) find itself discussing a matter which has not been assigned a NAESB Request number, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the NAESB Affiliated Group. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the NAESB Affiliated Group, may determine to draft a Request for Standard (or a Request for Clarification or Interpretation, as applicable) and submit same to the NAESB Office. In the event such a drafting of a Request for Standard and/or Interpretation is the selected course of action, further discussion of the matter will then await processing by the NAESB Office and/or the Executive Committee, as applicable.

Should the Interpretations Subcommittee find itself discussing a matter which has not been assigned a NAESB Clarification number, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any



action items related to such matter will be recorded in the minutes of the Interpretation Subcommittee. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the Interpretation Subcommittee, may determine to draft a Request for Clarification or Interpretation and submit same to the NAESB Office. In the event such a drafting of a Request for Clarification or Interpretation is the selected course of action, further discussion of the matter will then await processing by the NAESB Office. Absent the drafting of such a request by the Chair(s) or other person(s), the matter will not be placed on the agenda nor otherwise discussed at a subsequent meeting of the Interpretations Subcommittee. Thus, the Interpretation Subcommittee will follow the request generation practices of the non-business practice NAESB Affiliated Groups with respect to any interpretation response not related to a matter which was referred to it for resolution. This means that a matter not related to a current request before the Interpretations Subcommittee will await the drafting of a specific Request for Clarification or Interpretation prior to further processing of the matter.

Should any matter arising within the discussions of a NAESB Affiliated Group be submitted as a Request to the NAESB Office and processed in such a manner as it is referred to a NAESB Affiliated Group other than the NAESB Affiliated Group initiating the request, members of the subject Group are encouraged to attend and participate in the deliberations of the Group to which it was assigned.

NAESB Affiliated Group-Initiated Requests for Standard(s) or Clarification/Interpretation:

Upon assignment by the NAESB Office of a Request Number to such a request, the NAESB Office will refer such request to the appropriate NAESB Subcommittee (Triage or Interpretations). Such request will be then handled in the same manner as all other similar requests.