



NAESB Subcommittee and Task Force Mission Statements

A. Retail Electric Quadrant

1. Customer Processes Subcommittee (Appendix A)
2. Interpretations Subcommittee (needs development)
3. Supplier-Utility Interface Subcommittee (Appendix B)
4. Technical Electronic Implementation Subcommittee (Appendix C)

B. Retail Gas Quadrant

1. Customer Processes Subcommittee (being developed)
2. Interpretations Subcommittee (needs development)
3. Recruiting Task Force (being developed)
4. Retail Gas Business Practice Inventory Task Force (being developed)
5. Supplier-Utility Interface Subcommittee (being developed)
6. Technical Electronic Implementation Subcommittee (being developed)

C. Wholesale Electric Quadrant

1. Contracts Subcommittee (being developed)
2. Interpretations Subcommittee (needs development)
3. Market Operations Subcommittee (being developed)
4. Market Standards Subcommittee (being developed)
5. Standards Review Subcommittee (being developed)

D. Wholesale Gas Quadrant

1. Business Practice Subcommittee (Appendix D)
2. Contracts Subcommittee (needs development)
3. Electronic Delivery Mechanisms Subcommittee (needs development)
4. Information Requirements Subcommittee (needs development)
5. Interpretations Subcommittee (Appendix E)
3. Publication Process Review Task Force (needs development)
4. Technical Subcommittee (needs development)
5. ANSI Compliance Team (needs development)

E. Joint Quadrant Committees

1. Annual Plan Subcommittee (needs development)
2. Triage Subcommittee (Appendix F)

F. Board of Directors

1. Board Managing Committee (needs development)
2. Parliamentary Council (needs development)



NAESB Retail Electric Quadrant

Customer Processes Subcommittee Mission

The Customer Processes Subcommittee is a subcommittee of the NAESB Retail Electric Quadrant (REQ). The mission of the Customer Processes Subcommittee is to develop recommendations for standards and model business practices regarding customer-facing processes. The focus is to develop clear recommendations for customer processes that facilitate efficient implementation of competitive retail electric markets. This will require close cooperation/coordination with other NAESB efforts and close working relationships with other subcommittees, as required.

The Customer Processes Subcommittee will be responsible for the creation of proposed standards and model business practices as a result of items contained in the approved NAESB REQ Annual Plan, Requests for Standards or other requests for action forwarded to it by the NAESB Executive Committee; to solicit input as to the source and nature of the circumstances giving rise to the Request for Standard or EC formulated request for action; and, working in conjunction with other subcommittees within the REQ and the balance of NAESB, to develop standards, model business practices or other recommendations (with respect to the processing of such matter forwarded to it for processing) for review and determination by the NAESB Executive Committee. The Customer Processes Subcommittee is primarily tasked with assessing and addressing those Requests for Standards or portions thereof involving customer processes, with an initial focus on (1) billing and payments, (2) customer enrollment and switching, (3) customer information and (4) customer inquiries. The Customer Processes Subcommittee will utilize both Uniform Business Practices work product and other applicable documents as needed to facilitate recommended standards and model business practices.

Composition of the Customer Processes Subcommittee

The Customer Processes Subcommittee is comprised of members of the retail electric industry interested in participating in meetings to discuss the resolution and disposition of the matters referred to the subcommittee by the EC. There is no requirement that a member of the Customer Processes Subcommittee be a NAESB Member.

Subcommittee Operating Procedures

The Customer Processes Subcommittee will operate in conformance with the NAESB Certificate, Bylaws and established NAESBOPS (see references, below).

Meetings and Voting:

The Customer Processes Subcommittee will meet on a regularly scheduled basis initially, with a preference to in-person meetings scheduled approximately every six weeks, with provisions made for conference call participation if/as appropriate. The schedule of meetings will be noticed on the NAESB home page and will be open to any participant. When votes are taken, the members of the Customer Processes Subcommittee are the voting members of the subcommittee. Votes with respect to Standards and recommendations are to be recorded by polling each member of the Customer Processes Subcommittee then present during the meeting. Members not present at the time of a vote will not have



their vote counted. All votes will be recorded in the minutes. All voting is on a one-company (as same is recorded on the sign-in sheet) one-vote basis. In the event of a vote, each company is entitled to have one person in attendance at the meeting cast one vote on any issue.

REFERENCES (partial)

1. NAESB Bylaws Section 10.5
2. NAESBOP document "Procedures for NAESB Executive Committee Subcommittees"



NAESB Retail Electric Quadrant

Supplier-Utility Interface Subcommittee Mission

The Supplier-Utility Interface Subcommittee is a subcommittee of the NAESB Retail Electric Quadrant (REQ). The mission of the Supplier-Utility Interface Subcommittee is to develop recommendations for standards and model business practices, and other recommendations regarding the working relationships between retail energy suppliers and the Local Distribution Company (or other entity similarly charged with facilitating retail access in a given service area, e.g. ERCOT in Texas) for review and determination by the NAESB Executive Committee. The focus is to develop clear recommendations that facilitate the working of the retail market and compliment similar standards and model business practices developed by the other NAESB Quadrants. This will require close cooperation/coordination with other NAESB efforts to determine working relationships between market participants.

The Supplier-Utility Interface Subcommittee will be responsible for the creation of proposed standards and model business practices as a result of items contained in the approved NAESB REQ Annual Plan, Requests for Standards or other requests for action forwarded to it by the NAESB Executive Committee; to solicit input as to the source and nature of the circumstances giving rise to the Request for Standard or EC formulated request for action; and, working in conjunction with other subcommittees within the REQ and the balance of NAESB, to develop standards, model business practices or other recommendations (with respect to the processing of such matter forwarded to it for processing) for review and determination by the NAESB Executive Committee. The Supplier-Utility Interface Subcommittee is primarily tasked with assessing and addressing those Requests for Standards or portions thereof involving the working relationships between retail energy suppliers and the Local Distribution Company implementing retail access in its service area. The subcommittee's initial focus is on (1) creditworthiness, (2) supplier licensing, (3) retail meter data validation, editing & estimating, (4) load profiling, (5) market participant interactions, (6) utility-supplier disputes and (7) settlement process. The Supplier-Utility Interface Subcommittee will utilize both Uniform Business Practices work product and other applicable documents as needed to facilitate recommended standards and model business practices.

Composition of the Supplier-Utility Interface Subcommittee

The Supplier-Utility Interface Subcommittee is comprised of members of the retail electric industry interested in participating in meetings to discuss the resolution and disposition of the matters referred to the subcommittee by the EC. There is no requirement that a member of the Supplier-Utility Interface Subcommittee be a NAESB Member.

Subcommittee Operating Procedures

The Supplier-Utility Interface Subcommittee will operate in conformance with the NAESB Certificate, Bylaws and established NAESBOPS (see references, below).

Meetings and Voting:

The Supplier-Utility Interface Subcommittee will meet on a regularly scheduled basis, initially with a preference to in-person meetings scheduled approximately every four weeks, with provisions made for conference call participation if/as appropriate. The schedule of meetings will be noticed on the NAESB home page and will be open to any participant. When votes are taken, the members of the Supplier-Utility



Interface Subcommittee are the voting members of the subcommittee. Votes with respect to Standards and recommendations are to be recorded by polling each member of the Supplier-Utility Interface Subcommittee then present during the meeting. Members not present at the time of a vote will not have their vote counted. All votes will be recorded in the minutes. All voting is on a one-company (as same is recorded on the sign-in sheet) one-vote basis. In the event of a vote, each company is entitled to have one person in attendance at the meeting cast one vote on any issue.

REFERENCES (partial)

1. NAESB Bylaws Section 10.5
2. NAESBOP document "Procedures for NAESB Executive Committee Subcommittees"



NAESB Retail Electric Quadrant

Technical Electronic Implementation Subcommittee Mission

The Technical Electronic Implementation Subcommittee (TEIS) is a subcommittee of the NAESB Retail Electric Quadrant (REQ). The mission of TEIS is to develop recommendations for data dictionaries, transaction sets, data communication standards and implementation guidelines to support the standards and model business practices of the REQ. This will require close cooperation/coordination with other NAESB efforts to ensure the development of interoperable communication standards and the consistent use and semantics of data elements, transaction sets and message exchange models, where applicable.

The TEIS will be responsible for the creation of proposed standards and models as a result of items contained in the approved NAESB REQ Annual Plan, Requests for Standards or other requests for action forwarded to it by the NAESB Executive Committee; to solicit input as to the source and nature of the circumstances giving rise to the Request for Standard or EC formulated request for action; and, working in conjunction with other subcommittees within the REQ and the balance of NAESB to develop standards or other recommendations (with respect to the processing of such matters forwarded to it for processing) for review and determination by the NAESB Executive Committee.

The TEIS is primarily tasked with assessing and addressing those Requests for Standards or portions thereof involving data communications, data element and transaction set definitions, with an initial focus on electronic delivery mechanisms and on the technical implementation standards associated with (1) billing and payments, (2) customer enrollment and switching, (3) metering, (4) load profiling and (5) customer information. TEIS will not engage in the development of standards or models that encroach on business practices that are the domain of other REQ subcommittees. All requirements, issues, questions and concerns identified by the TEIS that pertain to standards and model business practices must be referred to the appropriate subcommittee or Executive Committee of the REQ.

Composition of the TEIS

The TEIS is comprised of members of the retail electric industry interested in participating in meetings to discuss the resolution and disposition of the matters referred to the TEIS by the EC. There is no requirement that a member of the TEIS be a NAESB Member.

Subcommittee Operating Procedures

The TEIS will operate in conformance with the NAESB Certificate, Bylaws and established NAESBOPS (see references, below).

Meetings and Voting:

The TEIS will meet on a regularly scheduled basis initially, with a preference to in-person meetings scheduled approximately every four weeks, with provisions made for conference call participation if/as appropriate. The schedule of meetings will be noticed on the NAESB home page and will be open to any participant. When votes are taken, the members of the TEIS are the voting members of the subcommittee. Votes with respect to Standards and recommendations are to be recorded by polling each



member of the TEIS then present during the meeting. Members not present at the time of a vote will not have their vote counted. All votes will be recorded in the minutes. All voting is on a one-company (as same is recorded on the sign-in sheet) one-vote basis. In the event of a vote, each company is entitled to have one person in attendance at the meeting cast one vote on any issue.

REFERENCES (partial)

1. NAESB Bylaws Section 10.5
2. NAESBOP document "Procedures for NAESB Executive Committee Subcommittees"



NAESB Wholesale Gas Quadrant

Business Practice Subcommittee Mission

The Business Practice Subcommittee is a subcommittee of the NAESB Wholesale Gas Quadrant (WGQ) whose mission is to receive those Requests for Standards and other requests for action pertaining to potential change to or adoption of a NAESB Standard involving an existing or proposed business practice standard as forwarded to it by the NAESB Executive Committee; to solicit input as to the source and nature of the circumstances giving rise to the Request for Standard or EC formulated request for action; and, working in conjunction with other subcommittees with NAESB, to develop standards; or, other recommendations (with respect to the processing of such matter forwarded to it for processing) for review and determination by the NAESB Executive Committee. The Business Practices Subcommittee is primarily tasked with assessing and addressing those Requests for Standards or portions thereof involving the “what”, “whether”, “who”, and “why” questions of a business practice nature.

Composition of the WGQ Business Practice Subcommittee

The Business Practice Subcommittee is comprised of members of the industry interested in participating in meetings to discuss the resolution and disposition of the matters referred to the Business Practice Subcommittee by the EC. There is no requirement that a member of the Business Practices Subcommittee be a NAESB Member. The Business Practices Subcommittee has Co-chairs; from each of the four NAESB Quadrants. These Co-chairs are NAESB Members with dues paid; are selected from time to time by the Executive Director from among those persons who are NAESB Board Members, NAESB EC Members and/or NAESB EC Alternates; and continue to server thereafter at the pleasure of the EC Members of their respective Quadrants. Meetings of the Business Practice Subcommittee shall be chaired by one or more of the Co-chairs as determined by the Co-chairs from time to time.



NAESB Wholesale Gas Quadrant

Interpretations Subcommittee Mission

The Interpretations Subcommittee is a segment balanced subcommittee of the NAESB Wholesale Gas Quadrant (WGQ) whose mission is to receive the Requests for Interpretation or Clarification of NAESB WGQ Standards; to solicit input as to the source and nature of the circumstances giving rise to the Request for Clarification or Interpretation; and, working in conjunction with other subcommittees within NAESB, to develop clarifications; or, other recommendations with respect to the processing of a Request for Clarification or Interpretation, in response to such requests; for review and determination by the NAESB WGQ Executive Committee.

Composition of the WGQ Interpretations Subcommittee

The Interpretations Subcommittee is comprised of two members of each of the five NAESB WGQ segment representatives. These members are selected by the EC Members for each respective segment, which segment's representative(s) are communicated to the NAESB office from time to time. The Interpretations Subcommittee members are NAESB members with dues paid and serve on the Interpretations Subcommittee at the pleasure of the NAESB segment EC Members for their respective segment. The Interpretations Subcommittee shall be chaired by a member of the Subcommittee chosen by the EC from time to time. The Interpretations Subcommittee shall have a Vice-chair also chosen by the EC from time to time.



All NAESB Quadrants

Triage Subcommittee Mission

The Triage Subcommittee is a subcommittee of NAESB whose mission is to receive those Requests for Standards as forwarded to it by the NAESB Office; to solicit input as to the source and nature of the circumstances giving rise to the Request for Standard; and to make a recommendation to the Executive Committee of NAESB as to the manner in which the Request for Standard should be processed, including 1) any questions which should be addressed by the requester at the meeting(s) during which the request is processed; 2) the priority for action with which the request should be addressed; and 3) a recommended “completion of action” or “report as to progress” date. These recommendations shall be in writing and forwarded to the NAESB Executive Committee for its review and determination. The Triage Subcommittee is primarily tasked with assessing and addressing the best manner for processing Requests for Standards submitted to NAESB.

Composition of the Triage Subcommittee

The Triage Subcommittee is comprised of five representatives from each NAESB Quadrant. Members of the industry interested in participating in meetings to discuss the recommended disposition of the matters referred to the Triage Subcommittee are invited to do so. There is no requirement that a participant in the meetings of the Triage Subcommittee be a NAESB Member. Meetings of the Triage Subcommittee shall be chaired by one or more of the Co-chairs as determined by the Co-chairs from time to time.