



NAESB Retail Electric Quadrant planning document

July 8, 2002
Draft "C"

The purpose of this document is to identify and coordinate the next steps for the NAESB Retail Electric Quadrant (REQ). With the elections and subsequent EC and Board meetings in June 2002, the REQ is now considered fully operational.

In order to provide an orderly and smooth transition from formation activities that have focused attention over the past year or more to a more task-oriented / production mode as the REQ begins to focus on actual standards development, it is important to facilitate the creation of and the coordination between the working teams (subcommittees) and to build upon the lessons learned and experiences during the UBP effort (1999-2001) in order to make sure efforts begin with that experience base (rather than "re-living" it).

A. REQ Subcommittees & Task Forces

1. The REQ Executive Committee (EC) has created the following REQ subcommittees:
 - Supplier-Utility Interface Subcommittee [SUIS]
 - Customer Processes Subcommittee [CPS]
 - Technical Electronic Implementation Subcommittee [TEIS]
2. The Supplier-Utility Interface Subcommittee [SUIS] will be tasked with creating the following standards (only the first three from the approved REQ Annual Plan¹ are listed here), targeting the completion dates shown:
 - ρ Creditworthiness Standards (1st Qtr 2003)
 - ρ Supplier Licensing (2nd Qtr 2003)
 - ρ Retail Meter Data Validation, Editing & Estimating (3rd Qtr 2003)
3. The Customer Processes Subcommittee [CPS] will be tasked with creating the following standards (only the first three from the approved REQ Annual Plan² are listed here), targeting the completion dates shown:
 - ρ Billing & Payments (1st Qtr 2003)
 - ρ Customer Enrollment & Switching (2nd Qtr 2003)
 - ρ Customer Information (3rd Qtr 2003)

¹ The REQ Annual Plan is located at <http://www..>

² The REQ Annual Plan is located at <http://www..>



North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com

Home Page: www.naesb.org

4. The Technical Electronic Implementation Subcommittee [TEIS] will be tasked with creating the following standards (only the first three from the approved REQ Annual Plan³ are listed here), targeting the completion dates shown:
 - ρ Electronic Delivery Mechanisms (4th Qtr 2002)
 - ρ Technical Electronic Implementation Standards - Billing & Payments (2nd Qtr 2003)
 - ρ Technical Electronic Implementation Standards - Customer Enrollment & Switching (3rd Qtr 2003)
5. Temporary chairpersons from the EC will be identified for each subcommittee. At the first subcommittee meeting, these temporary leaders would seek volunteers to be official Subcommittee Chairs.
6. Draft charters will be developed for each subcommittee, these will be finalized in July 2002. A draft charter template will be used by all three subcommittees, building off charters used by GISB in the past.
7. The Triage Subcommittee will be staffed with one member from each segment in the REQ. Guidance for the mission and operation of the Triage Subcommittee will be in accordance with the appropriate GISBOPS / NAESBOPS procedure⁴.
8. Left unaddressed at the EC meeting was whether an "Annual Plan Subcommittee" was warranted. This may or may not include the concept of a "Joint Task Force" with the RGQ. It may or may not also include joint efforts with the RGQ to "baseline" existing practices in the states relative to uniform business practices.
9. The EC will play a key role in launching, chartering, and coordinating these subcommittees starting in the summer of 2002.

B. Guidance Contained in GISBOPS / NAESBOPS

1. All REQ Subcommittees need to be formed in accordance with the existing GISBOPS document titled "Procedures for NAESB Executive Committee Subcommittees"⁵. This procedure provides for the establishment of all subcommittees, the steps that need to be taken at the initial subcommittee meeting, and how subsequent meetings and administrative /

³ The REQ Annual Plan is located at <http://www..>

⁴ The "Triage Subcommittee" procedure is contained in the password-protected portion of the NAESB website at: <http://www.naesb.org/protected/triage.pdf>

⁵ This procedure may be accessed at the password-protected portion of the NAESB website at: <http://www.naesb.org/protected/ecsubcom.pdf>



North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com

Home Page: www.naesb.org

procedural aspects for subsequent subcommittee meetings. The REQ will follow this procedure to launch the three initial subcommittees (SUIS, CPS, and TEIS).

2. Each subcommittee will be responsible for developing and adopting standards as contained in several GISBOPS / NAESBOPS procedures⁶. Clarification will be needed for how these procedures are to be applied to the efforts of the REQ.

C. Administrative / Reference Material

1. An "REQ Guideline" has been proposed to guide initial REQ standards-setting efforts. This guideline would need to be developed in short order to identify key assumptions and reference material that all subcommittees would use to achieve consistency and coordination in their efforts.
2. Some of the key issues that need to be identified and provided to the Subcommittees that would be documented in the "REQ Guideline" include:
 - "ground rules" and guidance for each subcommittee (may be contained in the charters), including specific definitions and guidance on the topic of "consensus decision-making"
 - meeting protocols, including expectations for meeting minutes and tracking of action items, use of the NAESB REQ website for information dissemination and use of e-mail distribution lists
 - overall "principles", "policies" and "objectives" for REQ as a whole
 - a common REQ "Glossary" (building on the UBP Glossary) to ensure all Subcommittees are using terminology consistently
 - a directive on "models", so all subcommittees know how to address differences between various retail access models and how to address in standards creation (e.g., how to deal with "Single Retailer Model" issues)
 - consistent formats/templates and conventions to use when drafting standards (maybe this already exists from GISB)

⁶ These procedures are contained in the password-protected portion of the NAESB website at:

<http://www.naesb.org/protected/adoptstd.pdf>

<http://www.naesb.org/protected/mclar.pdf>

<http://www.naesb.org/protected/stddev.pdf>

<http://www.naesb.org/protected/appeals.pdf>