

**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](mailto:naesb@aol.com)

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

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**NAESB REQ SUBCOMMITTEES KICK-OFF MEETING**

**SEPTEMBER 18 – 19, 2002**

**Hosted by Baltimore Gas and Electric Company  
at the G&E (Gas and Electric) Building in Baltimore, Maryland**

**Wednesday, September 18, 2002 -- 8:30 a.m. to 5:00 p.m. Eastern Standard Time**

**Thursday, September 19, 2002 -- 8:00 a.m. to 2:00 p.m. Eastern Standard Time**

**MEETING ANNOUNCEMENT & AGENDA**

As announced at the Executive Committee meeting on August 23rd, the REQ Subcommittees will meet in the G&E (Gas and Electric) Building in Baltimore on September 18th and 19th, hosted by Baltimore Gas and Electric Company and coordinated by Mrs. Ruth Kiselewich. Below are the meeting arrangements:

- WHERE:** G&E (Gas and Electric) Building  
Baltimore Gas and Electric Company  
39 West Lexington Street  
Baltimore, MD 21201  
Phone: 410-265-4769
- WHEN:** Wednesday, September 18, 2002  
8:30 a.m. to 5:00 p.m. EST  
Thursday, September 19, 2002  
8:00 a.m. to 2:00 p.m. EST
- PURPOSE:** Formation of the following subcommittees:
- Supplier-Utility Interface Subcommittee
  - Customer Processes Subcommittee
  - Technical Electronic Implementation Subcommittee
- The meeting will include an overview of principles and operations of NAESB and the subcommittees.

The materials for the meeting will be emailed to the REQ participants and posted on the website. Please confirm your attendance to the NAESB office (713-356-0060, [naesb@aol.com](mailto:naesb@aol.com)) by September 10th to ensure adequate meeting planning and to allow us to obtain security passes for all participants. Please remember to include your name, title, company, phone number, and address when you register.

The meeting is open to any interested party and we encourage all prospective members of the subcommittees to attend. (Teleconferencing will be available although you are encouraged to attend this meeting in person.) As always, the chair reserves the right to extend the time of the meeting to ensure that agenda items are addressed. The times indicated on the agenda will be followed to ensure that agenda items are allotted appropriate time slots. Should an agenda item conclude earlier than its stated time slot, the remaining time can be allotted to other agenda items at the discretion of the chair.

Please feel free to call or email the NAESB office should you have any questions or comments.

**Agenda: NAESB REQ Subcommittees Kick Off Meeting**  
**Wednesday, September 18, 2002 – Thursday, September 19, 2002**

**Plenary Session: September 18<sup>th</sup> Morning Session (8:30 – 12:30)**

Welcome	Minneman	8:30 a.m.
Antitrust guidelines		
Welcome to members and attendees		
Introductions and Role Call		
Purpose		
Review purpose of meeting and flow of agenda	Minneman	9:00
NAESB Principles and Operations	Hess	9:15
Present the principles underlying how NAESB operates.		
NAESBOPs that govern subcommittee operations		
Meeting protocols, documentation and action tracking		
Common formats/templates/numbering		
Decision making process		
Break		10:15
Charter Subcommittees		
Background and Schedule	Minneman	10:30
Customer Processes	Lokey	
Supplier Utility Interface	Broadrick	
Technical Electronic Implementation	Brooks	
Ground rules common to all REQ subcommittees	Minneman	11:15
REQ Purpose, Scope, Policies		
Common Glossary		
Sample Standard		
Use of the UBP Document and other source documents		
Process to identify and deal with “policy-level issues” vs “standards-level issues”		
How to address differences in retail competition models from state to state		
Coordination of future REQ subcommittee meetings		
Summary	Minneman	12:15
Close of morning Session		12:30
<b>Lunch</b>		<b>12:30 – 1:30</b>
<b>SUIS* Afternoon of September 18th</b>	Broadrick	1:30 - 5:00
<b>CPS* Morning of September 19th</b>	Lokey	8:00 - 11:00
<b>Lunch on September 19th</b>		11:00 – 12:00
<b>TEIS* Afternoon of September 19th</b>	Brooks	12:00 - 2:00

- See subcommittee agendas on following pages.

**Draft Agenda**  
**NAESB REQ Supplier Utility Interface Subcommittee Kickoff Meeting**  
**September 18, 2002 Afternoon Session (1:30 – 5:00)**

Welcome and Introduction	Broadrick	1:30
<ul style="list-style-type: none"><li>• Antitrust Guidelines</li><li>• Welcome to members and attendees</li><li>• Introductions</li></ul>		
Purpose	Broadrick	2:00
<ul style="list-style-type: none"><li>• Review purpose of meeting</li><li>• Adoption of Agenda</li></ul>		
Election of Chair and Co-Chair	Broadrick	2:45
Review Charter	Broadrick	3:00
Annual Plan Review	Chair	3:15
<ul style="list-style-type: none"><li>• Purpose of Supplier Utility Interface Subcommittee</li><li>• SUIS charge/assignments and timeframes</li><li>• UBP Document</li><li>• Other pertinent documents</li></ul>		
Creditworthiness Standards	Chair	3:45
<ul style="list-style-type: none"><li>• Scope</li><li>• Identify/discuss next steps/tasks</li><li>• Identify volunteers to advance next steps</li></ul>		
Other Business	Chair	4:30
<ul style="list-style-type: none"><li>• Future Meetings</li><li>• Other items</li></ul>		
Adjourn	Chair	5:00

**Draft Agenda**  
**NAESB REQ Customer Processes Subcommittee Kickoff Meeting**  
**September 19, Morning Session (8:00 – 11:00)**

Welcome and Introduction	Lokey	8:00
<ul style="list-style-type: none"><li>• Antitrust Guidelines</li><li>• Welcome to members and attendees</li><li>• Introductions</li></ul>		
Purpose	Lokey	8:30
<ul style="list-style-type: none"><li>• Review purpose of meeting</li><li>• Adoption of Agenda</li></ul>		
Election of Chair and Co-Chair	Lokey	8:45
Review Charter	Lokey	9:00
Annual Plan Review	Chair	9:15
<ul style="list-style-type: none"><li>• Purpose of Customer Processes Subcommittee</li><li>• CPS charge/assignments and timeframes</li><li>• UBP Document</li><li>• Other pertinent documents</li></ul>		
Billing and Payments	Chair	9:45
<ul style="list-style-type: none"><li>• Scope</li><li>• Identify/discuss next steps/tasks</li><li>• Identify volunteers to advance next steps</li></ul>		
Other Business	Chair	10:30
<ul style="list-style-type: none"><li>• Future Meetings</li><li>• Other items</li></ul>		
Adjourn	Chair	11:00
<b>Lunch</b>		<b>11:00 – 12:00</b>

**Draft Agenda**  
**NAESB REQ Technical Electronic Implementation Subcommittee**  
**Kickoff Meeting**  
**September 19, Afternoon Session (12:00 – 2:00)**

Welcome and Introduction	Brooks	12:00
<ul style="list-style-type: none"><li>• Antitrust Guidelines</li><li>• Welcome to members and attendees</li><li>• Introductions</li></ul>		
Purpose	Brooks	12:15
<ul style="list-style-type: none"><li>• Review purpose of meeting</li><li>• Adoption of Agenda</li></ul>		
Election of Chair and Co-Chair	Brooks	12:30
Review Charter	Brooks	12:45
Annual Plan Review	Chair	1:00
<ul style="list-style-type: none"><li>• Purpose of Technical Electronic Implementation Subcommittee</li><li>• TEIS charge/assignments and timeframes</li><li>• Pertinent documents</li></ul>		
EDM Review	Chair	1:15
<ul style="list-style-type: none"><li>• Scope</li><li>• Identify/discuss next steps/tasks</li><li>• Identify volunteers to advance next steps</li></ul>		
Other Business	Chair	1:45
<ul style="list-style-type: none"><li>• Future Meetings</li><li>• Other items</li></ul>		
Adjourn	Chair	2:00

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**HOTELS, MAP AND OTHER LOCATION INFORMATION**

Baltimore Airport Shuttle 410-821-5387/877-VAN-FORU

Mass Transit Administration 410-539-5000

Yellow Transportation 410-727-7300

Note: Most of the area hotels offer complimentary shuttles.

## AREA HOTELS

**Mt. Vernon Hotel  
24 West Franklin Street  
Baltimore, MD 21201  
410-727-2000**

**Toll-free Reservations: 1-800-245-5256**

**(A block of rooms have been reserved at this hotel for your convenience. Please make reservations by Sept. 9<sup>th</sup> to secure the special rate. Note: This hotel is comparable to a Days Inn. Please mention NAESB to secure the rate of \$109 + tax per night. This hotel is walking distance [three blocks] from the G&E [Gas and Electric] Building)**

**Renaissance Harborplace Hotel (Marriott)  
202 East Pratt Street  
Baltimore, MD 21202**

**(A block of rooms at the rate of \$249 + tax per night has been reserved at this hotel for your convenience. Please make reservations by Sept. 4<sup>th</sup> by calling NAESB to secure the special rate. The Marriott will not accept individual reservations! This hotel is eight blocks from the G&E [Gas and Electric] Building)**

**Hyatt Regency  
300 Light Street  
Baltimore, MD 21202  
410-528-1234**

**Sheraton Inner Harbor Hotel  
300 S. Charles Street  
Baltimore, MD 21201  
410-962-8300**

**Harbor Court Hotel  
550 Light Street  
Baltimore, MD 21202  
410-234-0550**

**Holiday Inn – Inner Harbor  
301 W. Lombard Street  
Baltimore, MD 21202  
410-685-3500**

**Radisson Plaza Lord Baltimore Hotel  
Baltimore and Hanover Streets  
(410) 539-8400**

## HOW TO GET TO THE G&E (GAS AND ELECTRIC) BUILDING

From I-95 traveling north or south to Baltimore-  
Take exit #53, I-395 Downtown (becomes Howard St.)  
Right on W. Baltimore St.  
Left on Park Ave.  
Right on Clay St.  
Right on Liberty St.  
Tall gray building on the left at the next traffic light.

From BWI Airport-  
Leave the airport on I-195  
Take Route 295, North Baltimore (becomes Russell St.)  
Right on Pratt St.  
Left on Howard St.  
Right on W. Baltimore St.  
Left on Park Ave.  
Right on Clay St.  
Right on Liberty St.  
Tall gray building on the left at the next traffic light.

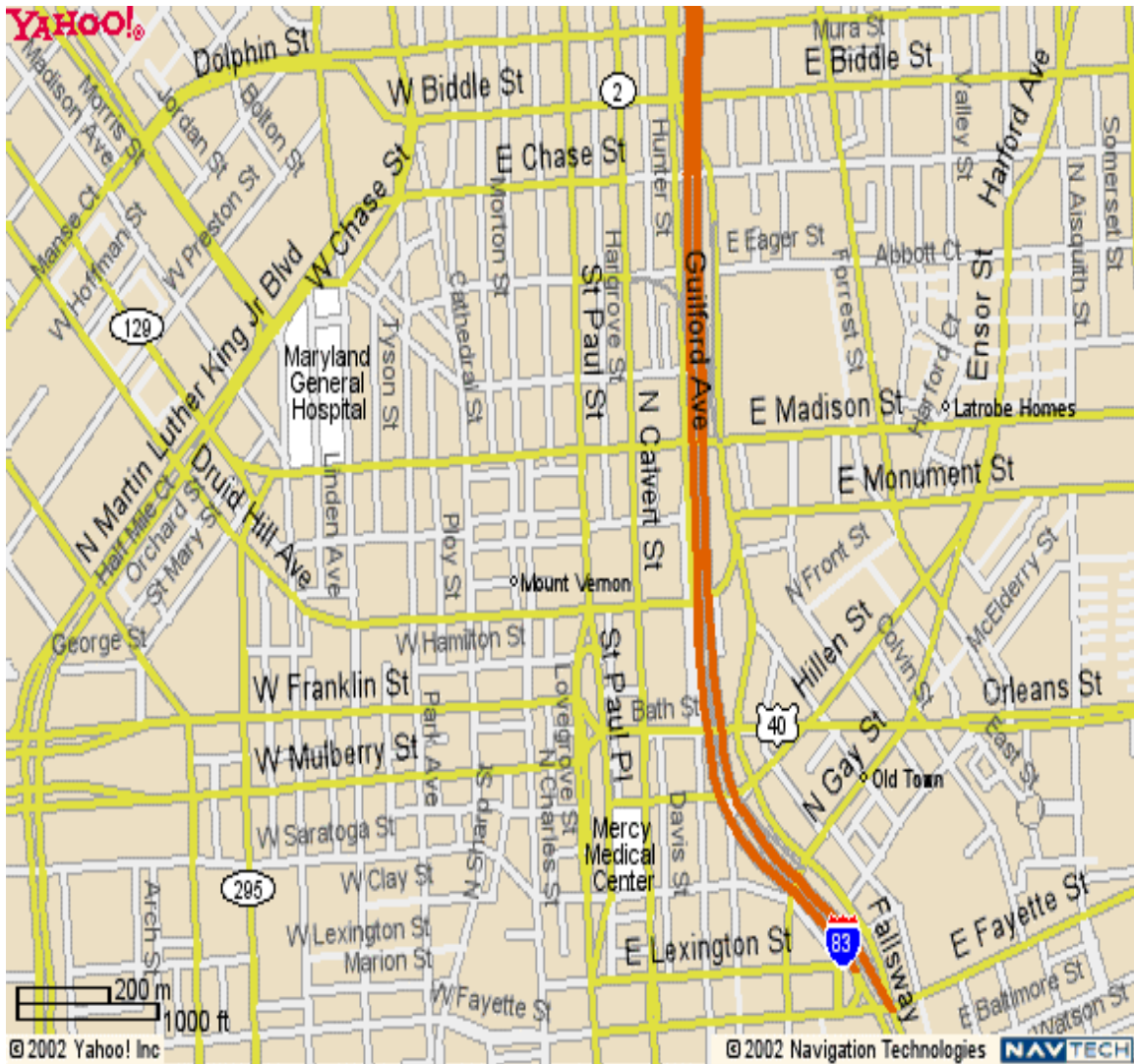
From I-83 and the Towson area-  
I-695 West  
I-83 South, Jones Falls Expressway Baltimore.  
Exit #5, Maryland Ave.  
Left on Maryland Ave. (Changes to Cathedral St. and then at the intersection of Saratoga St.,  
Cathedral changes to Liberty St.)  
Tall gray building on the left at the next traffic light.

From Annapolis-  
I-97, North Baltimore  
I-695, Towson  
Exit #7, Route 295, North, Baltimore (becomes Russell St.)  
Right on Pratt St.  
Left on Howard St.  
Right on W. Baltimore St.  
Left on Park Ave.  
Right on Clay St.  
Right on Liberty St.)  
Tall gray building on the left at the next traffic light.

### Parking -

Parking is available at a number of parking garages including one which you enter from Fayette St. between Charles St. and Liberty (note Fayette is one-way going west and Charles is one-way going r

## MAP OF THE LOCATION OF THE G&E (GAS AND ELECTRIC) BUILDING



The G&E (Gas and Electric) Building is located on the corner of W. Lexington and Cathedral Streets.

The Mount Vernon Hotel is located on the corner of W. Franklin and Cathedral Streets.