##### TO: NAESB WGQ Contracts Subcommittee and Interested Industry Participants

**FROM:** Elizabeth Mallett, NAESB Deputy Director

**RE:** NAESB WGQ Contracts Subcommittee Face-to-Face Meeting Agenda –Tuesday, August 22, 2017

**DATE:** July 25, 2017

Dear NAESB WGQ Contracts Participants,

The WGQ Contracts Subcommittee has scheduled a face-to-face meeting with web conferencing on Tuesday, August 22, 2017 from 10:00 AM to 2:00 PM Central. The meeting will be hosted by the NAESB Office in Houston, Texas. During the meeting, the participants will review the informal comments submitted on 2017 WGQ Annual Plan Item 5.b – Develop the Mexican Addendum or Base Contract and will ***possibly vote*** on a recommendation to support the annual plan item.

The agenda for the meeting can be found on the following page. The work papers and comments will be posted on the NAESB website ([www.naesb.org](http://www.naesb.org)) prior to the meeting. This meeting is open to all interested parties.

Participants are encouraged to read the NAESB Antitrust and Other Meetings Policies prior to the meeting. The statement can be viewed at the following link: <http://www.naesb.org/misc/antitrust_guidance.doc>.

Any work papers will be posted on the NAESB website at the following link: <http://www.naesb.org/wgq/contract.asp>.

Best Regards,

***Elizabeth Mallett***

Deputy Director

North American Energy Standards Board

**WHOLESALE GAS QUADRANT**

**Contracts Subcommittee**

**Face-to-Face Meeting with Webcasting**

**Hosted by NAESB Office in Houston, Texas**

**Tuesday, August 22, 2017**

**10:00 AM to 2:00 PM Central**

**DRAFT agenda**

 **1**. Welcome & Administrative Items

* Antitrust and Other Meeting Policies
* Agenda Adoption
* Adoption of Available Draft Meeting Minutes
1. Discuss and Vote on draft recommendation for 2017 WGQ Annual Plan Item 5.b – Develop the Mexican Addendum or Base Contract
2. Other Business
3. Adjourn

Antitrust and Other Meeting Policies

Antitrust guidelines direct meeting participants to avoid discussion of topics or behavior that would result in anticompetitive behavior including: restraint of trade and conspiracies to monopolize, unfair or deceptive business acts or practices, price discriminations, division of markets, allocation of production, imposition of boycotts, and exclusive dealing arrangements.

Any views, opinions or positions presented or discussed by meeting participants are the views of the individual meeting participants and their organizations. Any such views, opinions or positions are not the views, positions or opinions of NAESB, the NAESB Board of Directors, or any NAESB Committee or Subcommittee, unless specifically noted otherwise.

As it is not the purpose of the meeting to discuss any antitrust topics, if anyone believes we are straying into improper areas, please let us know and we will redirect the conversation.

Participants recording any portion of a NAESB meeting or conference call are reminded that federal and state statutes mandate various disclosure and consent requirements. It is NAESB’s policy that participants comply with all applicable state and federal statutes related to the recording of conversations. As a courtesy to the meeting attendees, anyone taping a meeting should announce that they are doing so in the meeting before beginning the recording.

Participants should understand that NAESB meetings are open to any interested party, who may or may not declare themselves present when attending by phone/web cast.

Participants are advised to review the NAESB Intellectual Property Rights Policy Concerning Contributions and Comments.