**02-21-2023:** NAESB WGQ Joint BPS/EDM/Contracts/IR/Tech (JT SC) initial working meeting to set scope and organization of the plan of development for modification of NAESB WGQ Contracts Related Standards Manual (CSM) to incorporate new RNG Addendum and new Certified Gas Addendum including updates to CSM’s text, data sets, and data dictionaries.

Plan for development (**02/21/2023**)

* 1. WGQ SC Chairs
		1. BPS SC: Willis McCluskey, Ben Schoene
		2. IR SC: Rachel Hogge, Nicole Lopez
		3. Tech SC: Kim Van Pelt, Steven McCord
		4. Contracts SC: Keith Sappenfield
		5. EDM SC: Leigh Spangler, Christopher Burden
	2. Joint SC Chair: Keith Sappenfield
	3. Meeting schedule (dates) at 1 to 3 PM.
		1. **Initial working meeting - Thursday, February 16, 2023**
		2. Plan for subsequent meetings every 2-3 weeks with confirmation of timing.
		3. Next meeting tentatively planned for **Thursday, March 9, 2023**
		4. Future Meeting tentatively planned for **Thursday, March 23, 2023**
	4. Proposed Plan for CSM document section review and update
		1. Suggested order for section review and updates
			+ 1. Business Process and Practices
				2. Related Standards
				3. Contract
				4. Transaction Confirmation
				5. Sale and Purchase Invoice
				6. Sale and Purchase Invoice response
				7. Appendices
				8. Introduction, Executive Summary and Version Notes
		2. Final review of complete CSM with new updates
		3. Recommendation to WGQ Executive Committee
	5. Chair will prepare draft work papers to include suggested updates to CSM. The work papers will be poste prior 4 days prior to next meeting for review and comment by Joint SC participants.
	6. Other comments or concerns

**Order of meeting work efforts:**

1. Review and introduce the scope for plan of development for CSM updates for both the RNG Addendum and Certified Gas Addendum. CSM sections for review and update include (in order of review and comment):
	1. Business Process and Practices
	2. Related Standards
	3. Contract
		1. TIBP,
		2. Data Dictionary,
		3. Code Value Dictionary
	4. Transaction Confirmation
		1. TIBP,
		2. Data Dictionary,
		3. Code Value Dictionary
	5. Sale Purchase Invoice
		1. TIBP,
		2. Data Dictionary,
		3. Code Value Dictionary
	6. Sale Purchase Invoice Response
		1. TIBP,
		2. Data Dictionary,
		3. Code Value Dictionary
	7. Appendices
		1. Appendix A – FAQs for Base Contracts dated May 1, 2007, April 19, 2002, September 5, 2006,
		2. Appendix B – FAQs for GAPA Addendum
		3. Appendix C – NEW: FAQs for RNG Addendum
		4. Appendix D – NEW: FAQs for Certified Gas Addendum
	8. Introduction
	9. Executive Summary
	10. Version Notes – update for RNG Addendum and Certified Gas Addendum
2. Next meeting scope review is to continue review and comment of CSM updates.