**03-09-2023:** 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 (**03/09/2023**)

* 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. This meeting is **Thursday, March 9, 2023**
		3. Next Meeting planned for **Thursday, March 23, 2023**
	4. Plan for CSM document section review and update
		1. Plan and status for CSM section review and updates are set forth in **Order of Meeting Work Efforts** on Page 2.
		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. Introduction **[Initial review completed 2/21/2023]**
	2. Executive Summary **[Initial review completed 2/21/2023]**
	3. Business Process and Practices **[Initial review completed 2/21/2023]**
	4. Related Standards **[Initial review completed 2/21/2023]**
	5. Contract **[Initial review Completed 2/21/2023]**
		1. TIBP,
		2. Data Dictionary,
		3. Code Value Dictionary
	6. Transaction Confirmation **[start review/comment/edit 3/9/2023]**
		1. TxnConf Data Dictionary Matrix (3/9/2023)
		2. TIBP,
		3. Data Dictionary,
		4. Code Value Dictionary
	7. Sale Purchase Invoice
		1. Invoice Data Dictionary Matrix (pending)
		2. TIBP,
		3. Data Dictionary,
		4. Code Value Dictionary
	8. Sale Purchase Invoice Response
		1. TIBP,
		2. Data Dictionary,
		3. Code Value Dictionary
	9. 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
	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.