TO: Retail Markets Quadrant (RMQ) Information Requirements and Technical Electronic Implementation Subcommittee (IR/TEIS) Participants, WGQ Electronic Delivery Mechanisms Subcommittee (WGQ EDM), and Interested Industry Participants

FROM: Elizabeth Mallett, Director of Wholesale Gas and Retail Market Quadrants

RE: Joint WGQ EDM Subcommittee and RMQ IR/TEIS Final Meeting Minutes – February 8, 2023

DATE: February 10, 2023

**Joint WGQ EDM and RMQ IR/TEIS Meeting**

**WHOLESALE GAS QUADRANT**

**Wednesday, February 8, 2023 from 2:00 to 4:00 PM Central**

**FINAL MINUTES**

**1. Welcome & Administrative Items**

Mr. Burden opened the meeting and welcomed the participants.Ms. Mallett provided the [Antitrust Guidelines](http://www.naesb.org/misc/antitrust_guidance.doc) reminder. Mr. Watson moved to adopt the draft agenda as final. Mr. McCord seconded the motion, which passed without opposition.

The subcommittees reviewed the draft meeting minutes from January 13, 2023. A minor correction was made. Mr. McCord moved to adopt the draft minutes as final. Ms. Van Pelt seconded the motion which passed without opposition.

The January 13, 2023 final meeting minutes may be accessed at the following link: <https://naesb.org//pdf4/wgq_edm_rmq_irteis011323fm.docx>.

**2. Discuss 2023 WGQ Annual Plan Item 1.c/R22003 and 2023 RMQ Annual Plan Item 3 – Review cybersecurity standards to determine if baseline Multi-Factor Authentication (MFA) should be integrated into standard requirements and develop supportive standards as needed**

Mr. Burden explained that a group of pipelines met offline before the meeting to draft proposed revisions to NAESB WGQ Standard No. 4.3.60 in response to Standards Request R22003 and 2023 WGQ Annual Plan Item 1.c. Ms. Hogge reminded the participants that [MC22007](https://naesb.org/pdf4/wgq_mc22007.doc), an effort to move all WGQ cybersecurity-related standards into a new suite of WGQ Business Practice Standards, will affect the numbering of WGQ Standard No. 4.3.60. Mr. Burden read the proposed language. Mr. Spangler stated that he agreed with the changes.

Mr. Spangler reviewed the proposed revisions in the Quadrant Electronic Delivery Mechanisms (QEDM) Manual contained in the “WGQ Work Paper”

WGQ Standard No. 4.3.60: The subcommittee incorporated the new proposed language into the work paper.

Security – Login and Encryption: Mr. Sappenfield clarified that MFA methods would not be included. Mr. Burden stated that valid types of MFA were not specified in order to avoid excluding methods that are currently in use by the industry. The subcommittee modified the standard to include the use of MFA.

Flow Diagram: The subcommittees reviewed the proposed changes from the last meeting.

Security – Authentication and Encryption: The subcommittees reviewed the proposed changes from the last meeting.

Proposed WGQ Standard No. 10.3.31: The proposed language for NAESB WGQ Standard No. 4.3.60 was duplicated for this standard. The subcommittee noted that this standard was also drafted in response to Standards Request R22003 and will be proposed to be include in the Cybersecurity Manual as 12.3.29. The reference to the QEDM was modified.

Authentication: Mr. Burden asked whether additional language regarding MFA should be inserted into this standard. Mr. Watson stated that the language only applies to the extent that userids and passwords are used. Mr. Spangler agreed and noted that it is not addressing the actual log on process itself. Ms. Hogge suggested including mention of a specific security code that must be used with MFA, if one exists.

Security Requirements – Basic Authentication: Mr. Spangler stated that this section refers to Electronic Data Interchange (EDI) that is controlled by the Trading Partner Agreement and, therefore, is not relevant. Mr. Burden agreed and stated that the standard concerns machine-to-machine. The participants looked at the surrounding sections and determined that it is all related to EDI. Ms. Hogge noted that it is all contained under the heading “Technical Implementation – Internet ET” Mr. Burden agreed that the standards all concern the X12 Flat File exchange. Mr. Spangler explained that Internet ET is not used for the Customer Activities because the Customer Activities page use http, which is browser-to-browser.

The subcommittees discussed potentially submitting a standards request to address clean up items, such as the addition of a paragraph explaining that the Customer Activities and Flat File Transfers use different authentication processes, the inclusion of a sentence to clarify that the method of MFA is not specified.

The subcommittees turned to the Retail Book 7 sections in the “RMQ Work Paper.” Mr. Watson stated that the subcommittee participants previously reviewed the concepts in the work paper and no action is needed in response to 2023 RMQ Annual Plan Item 3.

Ms. Van Pelt, seconded by Ms. Hogge, moved that the WGQ EDM Subcommittee adopt the modifications to WGQ Standard No. 4.3.60 and the corresponding changes included on the February 8, 2023 joint WGQ EDM and RMQ IR/TEIS WGQ-related work paper in response to R22003 and 2023 WGQ Annual Plan item 1.c. The motion passed a simple majority vote without opposition.

Mr. Watson, seconded by Mr. Spangler, moved that the RMQ IR/TEIS Subcommittee recommend no action in response to 2023 RMQ Annual Plan Item 3. The motion passed a simple majority vote without opposition.

**3. Adjourn**

The subcommittees adjourned at 3:48 PM Central on a motion made by Mr. McCord.

1. **Attendees**

| **Name** | **Organization** |
| --- | --- |
| Ronnie Hensley | Southern Star Central Gas Pipeline |
| Rachel Hogge | Eastern Gas Transmission & Storage, Inc. |
| Elizabeth Mallett | North American Energy Standards Board |
| Steven McCord | TC Energy Corporation |
| Don Muhr | Northern Natural Gas |
| Keith Sappenfield  | Corpus Christi Liquefaction |
| Leigh Spangler | Latitude Technologies |
| Kim Van Pelt | Boardwalk Pipelines |
| Sam Watson | North Carolina Utilities Commission |