TO: Retail Markets Quadrant (RMQ) Information Requirements and Technical Electronic Implementation Subcommittee (IR/TEIS) Participants, Wholesale Gas Quadrant (WGQ) Information Requirements Subcommittee Participants and WGQ Technical Subcommittee Participants (IR/Tech), 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 IR/Tech Subcommittees, WGQ EDM Subcommittee, and RMQ IR/TEIS Draft Meeting

Minutes – November 14, 2022

DATE: November 17, 2022

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

**Monday, November 14, 2022**

**DRAFT MINUTES**

**1. Welcome & Administrative Items**

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

The subcommittees reviewed the draft meeting minutes from October 25, 2022. No edits were made. Mr. Burden moved, seconded by Mr. Spangler, to adopt the draft minutes as final.

The October 25, 2022 final meeting minutes may be accessed at the following link: <https://naesb.org/pdf4/wgq_ir_rmq_irteis_wgq_edm102522fm.docx>.

**2. Minor Corrections MC22006 and MC22007**

* **MC22006 North Carolina Utilities Commission**

**Request:** Move all RMQ cybersecurity-related business practices into a new suite of RMQ Business Practice Standards

* **MC22007 Eastern Gas Transmission & Storage Inc. and 8760, Inc.**

**Request****:** Move all WGQ cybersecurity-related business practices into a new suite of WGQ Business Practice Standards

Ms. Hogge led the review of the [Draft WGQ Cybersecurity Standards Book](https://naesb.org/member_login_check.asp?doc=wgq_ir_rmq_irteis_wgq_edm111422w1.docx) and the [RMQ Cybersecurity Standards Work Paper](https://naesb.org/member_login_check.asp?doc=wgq_ir_rmq_irteis_wgq_edm111422w2.docx). She noted that all of the appendices were moved to the new Draft WGQ Cybersecurity Book. The participants discussed that, in previous WGQ efforts, the standards moved from the IET manual included the phrase “Deleted, moved to NAESB WGQ Standard No. x.y.z” to guide the reader. One example from previous efforts that includes the phrase is NAESB WGQ Standard No. 4.3.64. The subcommittee participants determined that a similar note would be drafted for the standards moved to address MC22006 and MC22007. Ms. Hogge reminded the participants that the minor correction process does not allow for standards development. She explained that any requests to develop or modify standards language, outside of the development of an Executive Summary and the correction of references in this effort, would need to be submitted as a standards request. Ms. Hogge explained that the subcommittees would first develop the WGQ Cybersecurity book, then move onto the RMQ Cybersecurity book, leveraging the work from the first book, as the standards and model business practices for internet electronic transport are nearly identical.

NAESB WGQ Standard No. 10.1.10: Mr. Spangler asked whether this standard should be included in the draft WGQ Cybersecurity book. He stated that it seemed to be more of a codified instruction than a security issue. The subcommittee determined that the standard should remain within the IET Standards and discussed submitting a standards request to propose a corresponding standard for the draft WGQ Cybersecurity book.

NAESB WGQ Standard No. 10.2.1: Mr. Spangler stated that there is text regarding testing that was not included in the Draft WGQ Cybersecurity Book, so this standard may be out of place if moved. Ms. Hogge agreed that the standard should remain in the IET Standards.

NAESB WGQ Standard No. 10.2.7: Mr. Watson noted that this standard aligns with WGQ Standard Nos. 10.3.6 and 10.3.14 and asked whether the subcommittees wanted to add WGQ Standard No. 10.3.6 to the Draft WGQ Cybersecurity Book. Ms. Hogge read the standard and stated that the standard was never in the original list of standards. She stated that WGQ Standard No. 10.2.7 is only needed in the Draft WGQ Cybersecurity book if one of the standards in the book use the definition. After some discussion, the participants noted that WGQ Standard No. 10.2.7 would remain in the IET Standards.

NAESB WGQ Standard No. 10.3.4: Mr. Spangler noted the reference to the appendices. The participants determined that this document should be moved to the Draft WGQ Cybersecurity Book.

NAESB WGQ Standard No. 10.3.7 through NAESB WGQ Standard No. 10.3.11: Mr. Spangler stated that these standards should be kept together for readability, as they take the reader through the responses – the sending and receiving process - and the handshake. Mr. Watson asked if two computers establishing this relationship is considered a part of the secure transaction or more specific securities need to surround the transaction to fall under the category of cybersecurity. Mr. Spangler noted that the user would need to have all three manuals for implementation. Ms. Hogge stated that the use of three manuals could become cumbersome. Mr. Gwilliam stated that these standards relate to transactions and cybersecurity relates to the security of data transmission. He stated that these standards should be kept in their current manual. The subcommittees agreed.

NAESB WGQ Standard No. 10.3.19: Mr. Watson asked that this standard be included with the group of standards that will remain in the IET manual.

Mr. Burden stated that a clean up request may need to be submitted. Ms. Hogge agreed and noted that a few standards are nearly identical because they reference the IET Manual, rather than the specific standards. Ms. Mallett stated that the WEQ Subcommittees discussed similar issues in the compilation of the draft WEQ Cybersecurity Book. Ms. Trum provided an overview of the mirroring WEQ Minor Correction, MC22008, the companion minor correction within the WEQ to RMQ MC22006 and WGQ 22007. She explained that the WEQ participants compiled the cybersecurity standards into a Draft WEQ Cybersecurity book, ensuring that groups of standards that followed steps were included as a whole or logically divided. She also provided insight into the discussions within the WEQ to determine what would be considered a cybersecurity standard and noted that the quadrant applied the term broadly to make their determinations.

NAESB WGQ Standard Nos. 10.3.22 through 10.3.24: Ms. Hogge asked whether this section should remain as marked for removal to the new book. She added that the language addresses private network connections, but not anything specifically security-related. Mr. Spangler stated that it could remain in the new book.

NAESB WGQ Standard No. 10.3.25: Ms. Hogge stated that this standard refers to TLS and references the Appendix, so it will be included in the new book.

NAESB WGQ Standard No. 10.3.26: Ms. Hogge stated that this standard concerns a decryption response, specifically the timing of the decryption response. She asked the participants whether they would like to include the standard in the Draft WGQ Cybersecurity Book. Mr. Gwilliam asked whether WGQ Standards No. 10.3.26 was considered cybersecurity – related. Ms. Hogge stated that it was marked to be moved to the new book. The participants determined that WGQ Standard No. 10.3.26 would also move to the to the new book.

NAESB WGQ Standard No. 10.3.27: talks about the TPA, references digital signature. Burden – yes, Spangler – absolutely.

NAESB WGQ Standard Nos. 4.3.60, 4.3.62, 4.3.84: The participants agreed that these standards should be placed into the new Draft WGQ Cybersecurity Standards book.

NAESB WGQ Standard No. 4.3.103: Mr. Spangler noted that this standard is the same as NAESB WGQ Standard No. 10.1.10, so it should be included in the new book. Ms. Hogge noted that a reference to the Appendices should be updated.

NAESB WGQ Standard No. 4.3.104: The subcommittees noted that this standard will remain in QEDM Standards, but a new corresponding standard for the Draft WGQ Cybersecurity book will need to be requested through the submission of a standards request.

Ms. Hogge stated that she would perform clean up offline before the next joint meeting.

1. **Other Business**

There was no other business discussed.

1. **Next Meeting Dates and Location**

Ms. Hogge reminded participants that WGQ Joint IR/Technical Subcommittees meetings will be scheduled, as needed, and will try to coincide with NAESB Board of Directors and Executive Committee meetings, as shown below.

| Dates / Locations for GEH Forum | |  |  |  |
| --- | --- | --- | --- | --- |
| Dates / Locations for IR/Technical, WGQ EDM, and RMQ IR/TEIS | |  |  |  |
| Dates / Locations for EC / BOD Confirmed | |  |  |  |
| **Dates** | **Location** | **Host** | **Meeting** | **Time** |
| Dec 5, 2022 | Virtual Meeting | NAESB | GEH Forum Mtg | 9:00am – Noon Central |
| Dec 8, 2022 | TBD | NAESB | Board Mtg | 9:00am – 1:00pm Central |

1. **Adjourn**

Mr. Watson moved to adjourn the meeting at 3:53 PM Central. Mr. Spangler seconded the motion. The motion passed without opposition.

1. **Attendees**

| **Name** | **Organization** |
| --- | --- |
| Rakesh Agrawal | Blackstone Technologies |
| Benn Boulton | Skipping Stone |
| Christopher Burden | Encore (U.S.) Inc. |
| Pete Connor | rep. American Gas Association |
| Tom Gwilliam | Iroquois |
| Ronnie Hensley | Southern Star Central Gas Pipeline, Inc. |
| Micki Hoffee | Northern Natural Gas |
| Rachel Hogge | Eastern Gas Transmission & Storage, Inc. |
| Nichole Lopez | Kinder Morgan Inc. |
| Elizabeth Mallett | North American Energy Standards Board |
| Farrokh Rahimi | OATI |
| Leigh Spangler | Latitude Technologies |
| Caroline Trum | North American Energy Standards Board |
| Kim Van Pelt | Boardwalk Pipelines |
| Sam Watson | North Carolina Utilities Commission |