**TO:** NAESB WGQ Information Requirements Subcommittee Participants

 NAESB WGQ Technical Subcommittee Participants

 Interested Industry Participants

**FROM:** Rachel Hogge & Nichole Lopez, Co-chairs, WGQ Information Requirements Subcommittee

 Kim Van Pelt & Steve McCord, Co-chairs, WGQ Technical Subcommittee

**RE: Draft Minutes**

WGQ Joint Information Requirements / Technical Subcommittees Meeting – Aug 18, 2021

**DATE:** Aug 18, 2021

**WGQ Joint Information Requirements / Technical Subcommittees Meeting**

 **Date: August 18, 2021**

 **Conference Call and Web Cast Only**

**1. Administrative:**

**Welcome and Introductions** – Ms. Hogge welcomed everyone to the meeting. Participants on the phone introduced themselves.

 **Anti-trust Guidelines -** Ms. Hogge reminded participants of the practice that in lieu of reading the anti-trust guidelines, they are posted as a link on the agenda. Participants should review and be familiar with the guidelines, which can be found at [**http://www.naesb.org/misc/antitrust\_guidance.doc**](http://www.naesb.org/misc/antitrust_guidance.doc)

**Adoption of Agenda** – The agenda, as posted, was adopted without objection.

**Approval of Prior Meeting Minutes** **–** The draft minutes and attachments for the January 20, 2021 WGQ Joint Information Requirements / Technical Subcommittees meeting, as posted, were adopted as Final without objection.

**2. Minor Corrections / Errata**

Time provided to address any requests for minor corrections / errata that may have been submitted prior to August 13, 2021.

* **MC21004 Northern Natural Gas**

**Request:** Add two code values for the data element ‘Transaction Type’ in the following data set(s):

NAESB WGQ Standard No. 0.4.1 Storage Information

**Discussion:**  Ms. Hoffee reviewed the request with participants. Results of the discussion can be found in Attachment 1 to these meeting minutes.

* **MC21005 Kinder Morgan Inc.**

**Request:** Add two code values for the data element ‘Location Type Indicator’ in the following data set(s):

NAESB WGQ Standard No. 0.4.4 Location Data Download

**Discussion:**  Ms. Lopez reviewed the request with participants. Results of the discussion can be found in Attachment 2 to these meeting minutes.

* **MC21006 ONEOK**

**Request:** Modify the condition for the data element ‘Upstream/Downstream Identifier Proprietary Code’ to correct a typo in the following data set(s):

NAESB WGQ Standard No. 0.4.4 Location Data Download

**Discussion:**  Ms. Hogge reviewed the request with participants. Results of the discussion can be found in Attachment 3 to these meeting minutes.

**3. Address Current Requests, Annual Plan Items and items transferred from other NAESB subcommittees – for discussion and possible vote**

* **R21001** **Northern Natural Gas**

**Request:**  Add new sender’s option data element ‘Cycle Indicator’ in the following data set(s):

NAESB WGQ Standard No. 0.4.1 Storage Information

**Discussion:**  Ms. Hoffee reviewed the request with participants. Results of the discussion can be found in Attachment 4 to these meeting minutes.

* **WGQ Annual Plan Item 2 – Update Standards Matrix Tool for Ease of Use**

**Request:**  Update the reference tool developed for Version 3.1 to reflect modifications applicable to Version 3.2.

Members:  [https://naesb.org//member\_login\_check.asp?doc=wgq\_ver\_3-1\_matrix\_members.xlsx](https://naesb.org/member_login_check.asp?doc=wgq_ver_3-1_matrix_members.xlsx)

Non-Members:  [https://naesb.org//pdf4/wgq\_ver\_3-1\_matrix\_non-members.xlsx](https://naesb.org/pdf4/wgq_ver_3-1_matrix_non-members.xlsx)

**Discussion:**  Ms. Hogge reviewed the request with participants. Participants began the review process, and will continue in the next scheduled IR/Technical Subcommittee meeting.

1. **Other Business**
2. **Next Meeting Dates and Location**

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

Dates / Locations for IR/Technical

Dates / Locations for EC or BOD Confirmed

| **Dates** | **Location** | **Host** | **Meeting** | **Time** |
| --- | --- | --- | --- | --- |
| Sep 2, 2021 | Conf Call / Webcast | NAESB | Board Mtg | 9:00am – 1:00pm Central |
| Oct 7, 2021 | Conf Call / Webcast | NAESB | EC | 10:00am – 4:00pm Central |
| Dec 9, 2021 | Conf Call / Webcast | NAESB | Board Mtg | 9:00am – 1:00pm Central |

1. **Adjourn**
2. **Meeting Attendees: (bold indicates Subcommittee Chair)**

NV – no vote

| **Attendee** | **Organization** | **8/18/2021** |
| --- | --- | --- |
| **Pipelines:** |  |  |
| Michelle Brocklesby | Energy Services Group | ü |
| Christopher Burden | Enbridge (U.S.) Inc. | ü |
| Tom Gwilliam | Iroquois Gas Transmission | ü |
| Brandon Hajek | Northern Natural Gas | NV |
| Micki Hoffee | Northern Natural Gas | ü |
| **Rachel Hogge**  | Eastern Gas Transmission and Storage Inc. | ü |
| **Nichole Lopez** | Kinder Morgan Inc. | ü |
| **Steve McCord** | TC Energy Corporation | ü |
| **Kim Van Pelt** | Boardwalk Pipelines | ü |
|  |  |  |
| **Services:** |  |  |
|  |  |  |
| **Producers:** |  |  |
|  |  |  |
| **End Users:** |  |  |
|  |  |  |
| **LDCs:** |  |  |
|  |  |  |