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

 NAESB WGQ Technical Subcommittee Participants

 Interested Industry Participants

**FROM:** Rae McQuade, President

 Rachel Hogge, Chair, NAESB WGQ Information Requirements Subcommittee

 Kim Van Pelt, NAESB WGQ Technical Subcommittee

**RE: Draft Minutes -** NAESB WGQ Joint Information Requirements / Technical Subcommittees Meeting – October 24-25, 2017

**DATE:** October 27, 2017

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

 **Date: October 24-25, 2017**

 **Location: Richmond, VA**

**1. Administrative:**

**Welcome and Introductions** – Ms. Hogge welcomed everyone and thanked Dominion Energy for hosting the meeting. The participants in the room and on the phone introduced themselves.

**Housekeeping –** Ms. Hogge provided the housekeeping.

**Anti-trust Guidelines -** Ms. Hogge reminded participants of the policy 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 August 15, 2017 NAESB 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 October 13, 2017.

**MC17015 Northern Natural Gas**

**Request:** Add new code value(s) for the data element ‘Notice Type’ in the following data set(s):

 NAESB WGQ Standards No. 5.4.16 System-Wide Notices

**Discussion:** Ms. Hoffee reviewed the request with participants, explaining that additional clarity was needed for their system-wide notices. Additional information and the results of the discussion can be found in Attachment 1 to these meeting minutes.

**MC17016 Kinder Morgan Inc.**

**Request:** Add new code value(s) for the data element ‘Reduction Reason’ in the following data set(s):

 NAESB WGQ Standards No. 1.4.4 Confirmation Response

 NAESB WGQ Standards No. 1.4.5 Scheduled Quantity

 NAESB WGQ Standards No. 1.4.6 Scheduled Quantity for Operator

**Discussion:** Ms. Lopez reviewed the request with participants, explaining that additional clarity was needed when providing cut notifications. Additional information and the results of the discussion can be found in Attachment 2 to these meeting minutes.

**MC17017 Northern Natural Gas**

**Request:** Add new code value(s) for the data element ‘Reduction Reason’ in the following data set(s):

 NAESB WGQ Standards No. 1.4.5 Scheduled Quantity

 NAESB WGQ Standards No. 1.4.6 Scheduled Quantity for Operator

**Discussion:** Ms. Hoffee reviewed the request with participants, explaining that additional clarity was needed when providing cut notifications. Additional information and the results of the discussion can be found in Attachment 3 to these meeting minutes.

**MC17018 Dominion Energy Transmission Inc., Dominion Energy Cove Point LNG, LP, and Dominion Energy Carolina Gas Transmission**

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

 NAESB WGQ Standards No. 3.4.1 Transportation / Sales Invoice

**Discussion:** Ms. Hogge reviewed the request with participants, explaining that the requested code value existed in other data sets, and that adding it to the Invoice provided additional clarity for parties conducting reconciliations. Additional information and the results of the discussion can be found in Attachment 4 to these meeting minutes.

**MC17019 Dominion Energy Transmission Inc., Dominion Energy Cove Point LNG, LP, and Dominion Energy Carolina Gas Transmission**

**Request:** Add new code value(s) for the data element ‘Reduction Reason’ in the following data set(s):

 NAESB WGQ Standards No. 1.4.4 Confirmation Response

**Discussion:** Ms. Hogge reviewed the request with participants, explaining that the requested code values existed in other data sets, and that additional clarity was needed when providing cut notifications. Additional information and the results of the discussion can be found in Attachment 5 to these meeting minutes.

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

**R17001 TransCanada Pipelines USA Ltd. and Spectra Energy Corp / Enbridge Inc.**

**Request:** Modify NAESB WGQ Standard No. 1.3.14 and related standards to remove references to gigacalories as the standard quantity for nominations, confirmations and scheduling in Mexico.

**Instructions:**

The WGQ Business Practices Subcommittee (BPS) instructs the Joint Information Requirements and Technical Subcommittees to review the proposed standards modifications and make any corresponding changes to the Implementation Guides.

**Discussion:** Ms. Hogge reminded participants of the request and the instructions from the WGQ Business Practices Subcommittee. A search for the usage of the code value ‘gigacalorie’ was conducted in each data and modifications were made to remove this code value where needed. Additional information and the results of the discussion can be found in Attachment 6 to these meeting minutes.

**R17003 Kinder Morgan Inc.**

**Request:** Request to add a new standard to be included in NAESB WGQ Version 3.1

**Instructions:**

The WGQ BPS instructs the Joint Information Requirements and Technical Subcommittees (IR/Tech) to accommodate in the Capacity Release related standards the Business Conditional business practice of allowing the Releasing Shipper to provide the ability of the Replacement Shipper to amend any primary point for a period of time. Additionally, to review all associated data sets and make corresponding changes, including adding code values, as needed.

**Discussion:** Ms. Hogge reminded participants of the request and the instructions from the WGQ Business Practices Subcommittee. Ms. Van Pelt and Ms. Hoffee reviewed the existing ASC X12 implementation and discussed possible solutions with participants. Ms. Lopez suggested her preference and there was no opposition. Additional information and the results of the discussion can be found in Attachment 7 to these meeting minutes.

**4. Other Business**

**Tutorial – XML vs. EDI – Differences & Opportunities**

**Presented by Mary Do, Latitude Technologies**

**Discussion:** Ms. Hogge welcomed Ms. Do to the meeting. Ms. Hogge reminded participants of the recent request (R17008) made by Ms. Munson to convert certain data sets from EDI to XML. Ms. Hogge explained that she had suggested to Ms. Munson that perhaps a presentation would be helpful in providing a better understanding of XML, and that she had offered some time during the IR/Technical Subcommittees’ meeting for such. Ms. Hogge further reminded participants that it was understood that the request was to be discussed and processed in the Business Practices Subcommittee (BPS) and that IR/Technical was not taking any action on this item until instructed to do so by BPS. Ms. Do gave an excellent presentation explaining the pros and cons of both EDI and XML and graciously answered participants’ questions. Ms. Munson reminded everyone that the next BPS conference call was scheduled for November 2, 2017, 9:30am – 11:30am CCT.

1. **Next Meeting Dates and Location**

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

**2017 Proposed Calendar**:

Note: The 2017 dates for the Executive Committee, Leadership and Board of Directors meetings are provided below for informational purposes only.

Dates / Locations for IR/Technical Confirmed

Dates / Locations for EC or BOD Confirmed

| **Dates** | **Location** | **Host** | **Meeting** | **Time** |
| --- | --- | --- | --- | --- |
| Dec 12-13, 2017(Tentative) | Houston, TX | Boardwalk Pipeline Partners | IR/Tech | 12/12 - 9:00 am - 4:00 pm12/13 - 9:00 am - 12:30 pmCentral |
| Dec 13, 2017 | Houston, TXTBD | NAESB | Leadership | 3:00 pm - 5:00 pmCentral |
| Dec 14, 2017 | Houston, TXTBD | NAESB | BOD | 9:00 am - 1:00 pmCentral |

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

| **Attendee** | **Organization** | **10/24/17** | **10/25/17** |
| --- | --- | --- | --- |
| **Pipelines:** |  |  |  |
| Trevante Bailey | Dominion Energy Transmission Inc. | -- | ✓NV |
| Doug Field | Southern Star Central Gas Pipeline | -- | ✓P |
| Blake Flowers | Boardwalk Pipeline Partners LP | -- | ✓P |
| Mark Gracey | Kinder Morgan Inc. | ✓ | ✓ |
| Tom Gwilliam | Iroquois Gas Transmission System | ✓ | ✓ |
| Sherry Hill | TransCanada Pipelines Limited | ✓1 | -- |
| Micki Hoffee | Northern Natural Gas Company | ✓1 | ✓1 |
| **Rachel Hogge**  | **Dominion Energy Transmission Inc.** | ✓ | ✓ |
| Nichole Lopez | Kinder Morgan Inc. | ✓NV | ✓NV |
| Marcy McCain | Spectra Energy Corp | ✓1 | ✓1 |
| Steve McCord | TransCanada Pipelines USA, Ltd. | ✓ | ✓ |
| **Kim Van Pelt** | **Boardwalk Pipeline Partners LP** | ✓1 | ✓1 |
| Alex Williams | Dominion Energy Transmission Inc. | -- | ✓P |
| Randy Young | Boardwalk Pipeline Partners LP | -- | ✓P |
|  |  |  |  |
| **Services:** |  |  |  |
| Mary Do | Latitude Technologies LLC | -- | ✓P |
| Sylvia Munson | Consultant | -- | ✓P |
| **Producers:** |  |  |  |
|  |  |  |  |
| **End Users:** |  |  |  |
|  |  |  |  |
| **LDCs:** |  |  |  |
| Pete Connor | AGA as Agent for Northwest Natural Gas | ✓1 | ✓1 |
|  |  |  |  |
| **Associations:** |  |  |  |
|  |  |  |  |

✓1 – via phone

NV – no vote

✓P – presentation only