**1. RECOMMENDED ACTION: EFFECT OF EC VOTE TO ACCEPT RECOMMENDED ACTION:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Accept as requested | X | Change to Existing Practice |
| X | Accept as modified below |  | Status Quo |
|  | Decline |  |  |

**2. TYPE OF DEVELOPMENT/MAINTENANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Per Request:** | | **Per Recommendation:** | |
|  | Initiation |  | Initiation |
| X | Modification | X | Modification |
|  | Interpretation |  | Interpretation |
|  | Withdrawal |  | Withdrawal |
|  |  |  |  |
| X | Principle | X | Principle |
| X | Definition | X | Definition |
| X | Business Practice Standard | X | Business Practice Standard |
|  | Document |  | Document |
|  | Data Element |  | Data Element |
|  | Code Value |  | Code Value |
|  | X12 Implementation Guide |  | X12 Implementation Guide |
|  | Business Process Documentation |  | Business Process Documentation |

**3. RECOMMENDATION**

**SUMMARY:**

The Joint Retail Business Practices Subcommittee (BPS) and the DSM-EE Task Force submit this Recommendation in response to Retail 2017 Annual Plan Item 1.h – Update Existing Model Business Practice – Book 24 – Enrollment, Drop and Account Information Change in Demand response Programs. Book 24 is a companion to Book 27 – Enrollment, Drop and Account Information Change in Demand Response Programs in the Registration Agent Model which has already been updated and ratified. Book 24 presents the Model Business Practices in the non-Registration Agent marketplace. Significant modifications have been made in Book 24 to conform to current business processes in the non-Registration Agent marketplace. In addition, several Uniform Electronic Transactions have been named and defined to add clarity to the processes. The Process Flows (Models) have also been updated to match the revised Model Business Practices. Due to the large amount of changes to the Model Business Practices, a “clean” version has been attached to this Recommendation.

**Recommended Standards:**

Attachment 1 – Redlined Model Business Practices for Book 24: <https://www.naesb.org/member_login_check.asp?doc=retail_2017_api_1h_rec_attach1.docx>

Attachment 2 – Clean Version of Model Business Practices for Book 24: <https://www.naesb.org/member_login_check.asp?doc=retail_2017_api_1h_rec_attach2.docx>

Attachment 3 – Modified Process Flows (Models) for Book 24: <https://www.naesb.org/member_login_check.asp?doc=retail_2017_api_1h_rec_attach3.pptx>

**4. SUPPORTING DOCUMENTATION**

**a. Description of Request:**

Retail 2017 Annual Plan Item 1.h – Review and update all existing Model Business Practices, filling in any gaps that may exist and making the language consistent throughout the Books – Book 24 – Enrollment, Drop and Account Information Change in Demand Response Programs.

**b. Description of Recommendation:**

Book 24 is a companion to Book 27 – Enrollment, Drop and Account Information Change in Demand Response Programs in the Registration Agent Model which has already been updated and ratified. Book 24 presents the Model Business Practices in the non-Registration Agent marketplace. Significant modifications have been made in Book 24 to conform to current business processes in the non-Registration Agent marketplace. In addition, several Uniform Electronic Transactions have been named and defined to add clarity to the processes. The Process Flows (Models) have also been updated to match the revised Model Business Practices.

**c. Business Purpose:**

See above

**d. Commentary/Rationale of Subcommittee(s)/Task Force(s):**

The Minutes of the meetings and conference calls where Book 24 was discussed are on the NAESB web site. Book 24 was discussed during the following meetings and/or conference calls:

July 7, 2016 Conference Call

August 15-16, 2016 Face-to-Face Meeting

December 12, 2016 Conference Call

January 11, 2017 Conference Call

February 20-21, 2017 Face-to-Face Meeting

March 20, 2017 Conference Call

During the March 20, 2017 Conference Call Book 24 was unanimously voted out of Subcommittee.