



North American Energy Standards Board

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Home Page: www.naesb.org

December 9, 2003

TO: All Interested Parties
FROM: Rae McQuade, NAESB Executive Director
RE: **December Monthly Update Call**

NORTH AMERICAN ENERGY STANDARDS BOARD MONTHLY UPDATE CALL December 17, 2003 – 2:00 to 3:00 pm Eastern

To obtain the conference calling number, please refer to the email message that accompanied this announcement, or call the NAESB office (713-356-0060). In this conference call, we will review correspondence received from FERC Chair Pat Wood, update progress on the 2004 annual plans and discuss the education campaign being developed for NAESB's first retail business practices. We hope you can join us on this one hour call.

The purpose of these one hour updates is to provide a high level overview of the NAESB activities and plans. The calls should complete within one hour and will provide attendees with a general understanding of the organization's current activities and plans, with guidance on how to obtain additional detailed information if needed.

We look forward to you or your staff attending the call. Work papers can be downloaded from the NAESB web site for this meeting and include Chair Wood's letter, the 2004 annual plans, and Seams Catalog (web address to access the work papers: http://www.naesb.org/monthly_update.htm).

Please feel free to call the NAESB office should you have any questions or comments. If you would like to follow up with any questions after the conference call, please feel free to contact:

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Best Regards, *Rae McQuade*

AGENDA

2:00 pm	1.	Welcome <ul style="list-style-type: none">• Antitrust Guidance• Adoption of Agenda	James Cargas Rae McQuade
2:10 pm	2.	Rollout of REQ and RGQ Model Business Practices for (a) Creditworthiness and (b) Billing and Payment	James Cargas, and Rae McQuade
2:15 pm	3.	Finalization of Seams Catalog by WEQ	Steven Cobb
2:25 pm	4.	Update on 2004 Annual Plans <ul style="list-style-type: none">• Wholesale Electric Quadrant• Wholesale Gas Quadrant• Retail Electric Quadrant• Retail Gas Quadrants	Lou Oberski Jim Buccigross Mike Novak Ruth Kiselewich
2:45 pm	5.	Correspondence from FERC Chair Pat Wood	Michael Desselle
2:55 pm	6.	Questions and Other Business	Rae McQuade
3:00 pm	7.	Adjourn	