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

 NAESB WGQ Technical Subcommittee Participants

Posting for 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: Agenda** WGQ Joint Information Requirements / Technical Subcommittees Meeting – Sept 21, 2021

**DATE:** Sept 2, 2021

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

 **Conference Call and WebCast Only**

**Date / Time: Sept 21, 2021**

**9:00am – 11:00am Central**

Discussion, Q&A, and a balanced vote for each item – as time permits and in the order that best utilizes the subcommittees’time.

1. **Administrative:**

Welcome and Introductions

Anti-trust Guidelines (<http://www.naesb.org/misc/antitrust_guidance.dom>)

Adoption of Agenda

Approval of Prior Meeting Minutes

1. **Minor Corrections / Errata**

Time provided to address any minor correction requests submitted **prior to Sept 17, 2021.**

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

Non-Members: <https://naesb.org//pdf4/wgq_ver_3-1_matrix_non-members.xlsx>

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