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

 NAESB WGQ Technical Subcommittee Participants

 Posting for Interested Industry Participants

**FROM:** Rachel Hogge, Chair, NAESB WGQ Information Requirements Subcommittee

 Kim Van Pelt, NAESB WGQ Technical Subcommittee

**RE:** **Agenda** – NAESB WGQ Joint Information Requirements / Technical Subcommittees Meeting

**DATE:** December 3, 2018

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

**Date / Time: December 11, 2018 9:00am – 4:00pm CCT**

 **December 12, 2018 9:00am – Noon CCT**

**Location: Houston, TX**

 **Host: Enbridge (U.S.) Inc.**

5400 Westheimer Court

 Houston, TX 77056

 Contact: Marcy McCain

 (713) 627-4738 or Marcy.McCain@enbridge.com

**NOTE: For security purposes, please advise the NAESB Office if you plan to attend so that a list can be provided to the host company.**

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 October 9-10, 2018

1. **Minor Corrections / Errata**

Time provided to address any requests submitted **prior to December 3, 2018.**

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

* **R17008 Aquilon Energy**

**Request:** Convert the NAESB WGQ Invoice, Allocation and imbalance datasets to XML

(Relevant Minutes: BPS: 10/19/17, 1/4/18, 4/1/18, 4/12/18; IR/Tech: 7/18-19/18, 9/4-5/18, 10/9-10/18)

* **WGQ 2018 Annual Plan Item 1a – Update the reference tool developed for Version 3.0 to reflect modifications applicable to Version 3.1**

See Version 3.0 for Members:

 <https://www.naesb.org//member_login_check.asp?doc=wgq_ver_3-0_matrix_members.xlsx>

See Version 3.0 for Non-Members:

 <https://www.naesb.org//pdf4/wgq_ver_3-0_matrix_non-members.xlsx>

(Relevant Minutes: IR/Tech: 10/9-10/18)

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