##### September 15, 2014

**TO:** NAESB Members and Interested Industry Participants

**FROM:** Jonathan Booe

**RE:** Preparation of the 2015 Annual Plans: Meeting Announcements, Agendas and Call for Comments

Dear NAESB Members and Interested Parties,

As previously announced, NAESB is initiating the process for the development of the annual plans for 2015 and seeking industry comment. We are asking for your input by October 6, 2014 for consideration in Quadrant Specific Annual Plan Subcommittee calls on October 9. Comments should be submitted to Veronica Thomason at [naesb@naesb.org](mailto:naesb@naesb.org).

The annual plans define the types of standards development activities that will be undertaken in 2015 and once drafted by the subcommittee, will be considered for approval by the quadrant specific Executive Committees the week of October 20th. After subcommittee and EC approvals, the plans will be forwarded to the NAESB Board of Directors for its approval on December 11. The Board is responsible for approving the plans and making any needed modifications to support the organization’s strategies and focus. For background as you consider the items that should be included in the plans, we have provided the current year’s, which may include carryover items, as well as the report of the Board Strategic Plan Ad Hoc Task Force.

The annual plans conference calls are scheduled for:

| **Date** | **Meeting Topic, Call-in and Web Cast Information, Meeting Materials and Comments Deadline** |
| --- | --- |
| Thursday, Oct 9  10 am to 12 pm C | Wholesale Gas Quadrant 2015 Annual Plan  Conference Call Number: 866-740-1260, Access Code: 7133560, Security Code: 8770 Web Cast: <http://www.readytalk.com> (please use same codes)  Comment Deadline: Oct. 6, submit comments to [naesb@naesb.org](mailto:naesb@naesb.org)  Meeting materials:   * Board Strategic Plan Ad Hoc Task Force Report: <https://www.naesb.org/pdf4/bd091114a5.docx> * 2014 WGQ Annual Plan: <http://www.naesb.org/pdf4/wgq_2014_annual_plan.docx> |
| Thursday,  Oct 9  12 pm to 2 pm C | Retail Energy Quadrant 2015 Annual Plan  Conference Call Number: 866-740-1260, Access Code: 7133560, Security Code: 8770 Web Cast: <http://www.readytalk.com> (please use same codes)  Comment Deadline: Oct. 6, submit comments to [naesb@naesb.org](mailto:naesb@naesb.org)  Meeting materials:   * Board Strategic Plan Ad Hoc Task Force Report: <https://www.naesb.org/pdf4/bd091114a5.docx> * 2014 Retail Annual Plan: <http://www.naesb.org/pdf4/retail_2014_annual_plan.docx> |
| Thursday,  Oct 9  2 pm to 4 pm C | Wholesale Electric Quadrant 2015 Annual Plan  Conference Call Number: 866-740-1260, Access Code: 7133560, Security Code: 8770 Web Cast: <http://www.readytalk.com> (please use same codes)  Comment Deadline: Oct. 6, submit comments to [naesb@naesb.org](mailto:naesb@naesb.org)  Meeting materials:   * Board Strategic Plan Ad Hoc Task Force Report: <https://www.naesb.org/pdf4/bd091114a5.docx> * 2014 WEQ Annual Plan: <http://www.naesb.org/pdf4/weq_2014_annual_plan.docx> |

If you wish to provide input into this critical process, we would ask that you provide the specific information that is listed below. **Please provide your comments for the specific quadrant annual plans as noted with the call in information**. Your comments should be forwarded to the NAESB office ([naesb@naesb.org](mailto:naesb@naesb.org)). All comments will be welcome and you should feel free to share this request for comments with your colleagues regardless of their status as NAESB members. ***All comments will be posted on the NAESB web site (***[***http://www.naesb.org/annual\_plan.asp***](http://www.naesb.org/annual_plan.asp)***) when they are received.***

When you forward comments, we would appreciate the following information:

* Your contact information, so that follow up questions can be asked if needed.
* For identification of new annual plan items for 2015 or modifications to existing annual plan items that rollover into 2015:
* Relevant quadrant(s) for the new annual plan item or modified existing rollover annual plan item
* Identification of new annual plan items including a description, with a designation of whether the items are to be considered for completion in 2015 or beyond, or rationale for changing existing rollover item.
* A level of priority for the new annual plan items and how fast the development should occur, including a rough estimate of how much time the development time will be needed.
* Whether you, your staff or colleagues are interested in participating, and if you consider yourself a subject matter expert on the new annual plan items or rollover items
* Any other comments you would like to provide.

We look forward to hearing from you soon. Should you have any questions or need additional information, do not hesitate to contact the NAESB office at 713-356-0060 or [vthomason@naesb.org](mailto:vthomason@naesb.org).

Best Regards,

Jonathan Booe

Vice President, NAESB

***Notes for participation:*** To join the conference call:

• Dial the 11-digit toll free call-in phone number shown above for the specific meetings

• An automated attendant will ask you to enter a seven-digit access code (provided in the first page of this document)

• The automated attendant will ask you to record your name.

• Please note that if the conference leader has not yet initiated the conference call, you will be placed on music hold until the conference leader starts the conference.

**•** The automated attendant will then ask you for a four-digit security code (provided in the first page of this document)

To join the web conference, go to [www.readytalk.com](file:///C:\NAESB%20Files\Quadrants\Joint%20Quadrant%20Projects\Annual%20Plan\2010\www.readytalk.com) and enter the same access code and **s**ecurity code. Please note that if the conference leader has not yet initiated the web conference you will view a screen that states, “The Chairperson has not yet arrived. Please standby for your web conference to begin.” ReadyTalk recommends that you test your browser and network connections for compatibility prior to participating in a web conference. To do so, go to http://test.callinfo.com. If you have problems joining a conference call or need technical assistance, please contact ReadyTalk Customer Care, 1-800-843-9166.

When speaking, please announce yourself and your company. Please place your phone on mute unless you are speaking. For those participants that do not have a mute feature on your phone, please press (\*6) to mute your phone and (\*7) to un-mute your phone. Putting the conference call on hold may cause music to be played over the discussion and if so, the NAESB office will contact the ReadyTalk Operator to identify the on-hold line and have it disconnected from the conference call.

***Quadrant Specific Agendas*** 1 Administrative: [Antitrust Guidance](http://www.naesb.org/misc/antitrust_guidance.doc), Roll Call, Adoption of Agenda

1. Review and discuss each comment specific to the quadrant and determine the quadrant’s 2015 Annual Plan
2. Vote to forward the proposed plan to the quadrant’s Executive Committee for its review and approval and determination
3. Other & New Business
4. Adjourn