**via posting**

**TO:** NAESB Retail Markets Quadrant (RMQ) and Wholesale Electric Quadrant (WEQ) Business Practices Subcommittee (BPS) Participants and Interested Parties,

**FROM:** Elizabeth Mallett, NAESB Deputy Director

**RE:** Final Minutes from Joint RMQ BPS and WEQ BPS Conference Call – February 2, 2021

**DATE:** February 2, 2021

**NORTH AMERICAN ENERGY STANDARDS BOARD**

**Joint RMQ/WEQ Business Practices Subcommittee**

**Conference Call with Webcasting**

**February 2, 2021– 10:30 AM to 12:00 PM Central**

**FINAL MINUTES**

1. **Welcome**

Mr. Brooks welcomed the participants to the meeting. Ms. Mallett provided the Antitrust and Other Meeting Policies reminder. The participants introduced themselves over the phone. Mr. Brooks reviewed the agenda. The agenda was adopted by consensus.

The participants reviewed the January 12, 2021 WEQ BPS and RMQ BPS joint meeting minutes. The affiliation of Mr. Burden was changed to “Enbridge (U.S.) Inc.” Ms. Crockett moved to adopt the draft minutes as revised. Ms. Do seconded the motion. The motion passed without opposition.

The January 12, 2021 WEQ and RMQ joint final minutes can be accessed at the following link: <https://www.naesb.org//pdf4/weq_bps_rmq_bps011221fm.docx>.

1. **Continue to Develop Proposed Model Contract to Address 2020 RMQ Annual Plan Item 6.b and 2020 WEQ Annual Plan Item 7.b.ii – Develop a standard contract to improve and automate the current voluntary REC creation, accounting, and retirement processes**

Mr. Brooks stated that, during the last meeting, the subcommittees left off at the end of Exhibit A in the [draft Renewable Energy Certificate (REC) Master Agreement](https://www.naesb.org/member_login_check.asp?doc=weq_bps_rmq_bps011221a1.doc). He opened the floor for discussion on the Special Conditions section. Ms. Crockett stated that the section should be retained because it is generally used to attach pdfs containing specific requirements for the buyer or seller. For example, Tennessee Valley Authority has special federal considerations that it must attach to its contracts and usually does so with a hyperlink in the Special Conditions field. Mr. Allen agreed and stated that Bonneville Power Administration also has federal language that must be inserted into the section. The participants decided to add more information about the Special Considerations section in a Frequently Asked Questions (FAQ) document. The creation of an FAQ document was added to the Parking Lot work paper.

Next, the subcommittees revised the Seller and Buyer blocks beneath the Special Considerations section to clarify that the information provided should include the full name of the party, a signature, the printed name of the signatory, the signatory’s title, and the date signed. The subcommittees agreed that definitions for “Buyer” and “Seller” would not need to be included in the draft REC Master Agreement.

Moving on to Exhibit B in the draft REC Master Agreement, Ms. Sieg volunteered to bring additional language during the next meeting to clarify the double counting concern that the attestation addresses. Ms. Aragon noted that the items, 1-6, in Exhibit B were statements that are to be attested to by a party to the REC Master Agreement. She stated that rearranging the statements, and reassigning some of them to sub bullets could lead one to misinterpret the importance of the statement in relation to the other. The subcommittees discussed and modified the table in Exhibit B for clarity.

The Parking Lot work paper as revised during the meeting is available at the following link: <https://www.naesb.org//pdf4/weq_bps_rmq_bps020221a2.docx>.

The draft REC Master Agreement as revised during the meeting is available at the following link: <https://www.naesb.org//member_login_check.asp?doc=weq_bps_rmq_bps020221a1.doc>.

1. **Discuss Next Steps and Future Meetings**

The next joint WEQ and RMQ BPS conference call has been scheduled for February 23, 2021 from 10:30 AM to 12:00 PM Central. During that meeting the participants will focus on the items in the Parking Lot work paper.

1. **Adjourn**

The conference call adjourned by consensus at 12:03 PM Central.

1. **Attendance**

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| **First Name** | **Last Name** | **Organization** |
| Adrian | Allen | Bonneville Power Administration |
| Dawna | Aragon | Tennessee Valley Authority |
| Michelle | Brocklesby | ESG |
| Dick | Brooks | Reliable Energy Analytics |
| Christopher | Burden | Enbridge (U.S.) Inc. |
| Valerie | Crockett | Tennessee Valley Authority |
| Mary | Do | Agility CIS |
| Eva | Hunt | Avista Corp |
| Elizabeth | Mallett | North American Energy Standards Board |
| Paulus | Mau | BC Hydro |
| Robin | Rebillard | Manitoba Hydro |
| Lisa | Sieg | LG&E KU |
| Tracy | Townley | Avista Corp |
| Caroline | Trum | North American Energy Standards Board |
| Karen | Utt | Tennessee Valley Authority |