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

 NAESB WGQ Technical Subcommittee Participants

 Interested Industry Participants

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

 Kim Van Pelt, Chair, NAESB WGQ Technical Subcommittee

**RE: FINAL Minutes -** NAESB WGQ Joint Information Requirements / Technical Subcommittees Meeting – March 26-27, 2019

**DATE:** April 17, 2019

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

 **Date: March 26-27, 2019**

 **Location: Phoenix, AZ**

**1. Administrative:**

**Welcome and Introductions** – Ms. Hogge welcomed everyone to the meeting, and thanked Salt River Project for hosting the meeting. The participants in the room and on the phone introduced themselves.

 **Housekeeping –** Ms. Hogge provided the housekeeping.

**Anti-trust Guidelines -** Ms. Hogge reminded participants of the policy that in lieu of reading the anti-trust guidelines, they are posted as a link on the agenda. Participants should review and be familiar with the guidelines, which can be found at [**http://www.naesb.org/misc/antitrust\_guidance.doc**](http://www.naesb.org/misc/antitrust_guidance.doc)

**Adoption of Agenda** – The agenda, as posted, was adopted without objection.

**Approval of Prior Meeting Minutes** **–** The draft minutes and attachments for the February 6-7, 2019 NAESB WGQ Joint Information Requirements / Technical Subcommittees meeting, as posted, were adopted as final without objection.

**2. Minor Corrections / Errata**

Time provided to address any requests for minor corrections / errata that may have been submitted prior to March 20, 2019.

**MC19005 WGQ Joint Information Requirements and Technical Subcommittees Chairs**

**Request** Modify the Data Element Cross Reference to ASC X12 and the EDI Mapping Guidelines of the below listed data set(s) to correctly reflect the data elements ‘Contact Person (Phone)’ and ‘Contact Person (Name)’.

 NAESB WGQ Standard No. 3.4.1 Transportation/Sales Invoice

 NAESB WGQ Standard No. 3.4.2 Payment Remittance

**Discussion:** Ms. Hogge explained the request to participants. Results of the discussion can be found in Attachment 1 of these meeting minutes.

**MC19007 WGQ Joint Information Requirements and Technical Subcommittees Chairs**

**Request:**  Review the Code Values Dictionary and the Transaction Set Tables for data element ‘Charge Type’ in the following data set(s), to make correct / consistent.

 NAESB WGQ Standard No. 3.4.1. Transportation/Sales Invoice

**Discussion:** Ms. Hogge explained the request to participants. Results of the discussion can be found in Attachment 2 of these meeting minutes.

**3. 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

**Discussion:** Ms. Hogge reminded participants of where we left off in the previous meeting. Participants determined the next steps for this request, which included the following:

* Review / compare Data Dictionary to XML Cross Reference to confirm all usages and conditions are correct
* Review / compare XML Cross Reference to Draft Schema to confirm all data elements are present with correct usages
* Review notes in XML Cross Reference to determine which are relevant for implementation
* Develop XML ‘TIBP’ and ‘Sample’ for Model 3.5.1

Participants completed the first three items in the above list. Additionally, participants agreed that the concept of a ‘Pilot Test’ should be presented to the Executive Committee during the March 28, 2019 meeting. Results of the discussion can be found in Attachment 3 and Attachment 4 to these meeting minutes.

**4. Other Business**

1. **Next Meeting Dates and Location**

**Discussion:** Ms. Hogge reminded participants that WGQ Joint IR/Technical Subcommittees meetings have been tentatively scheduled, as shown below, to coincide with NAESB Board of Directors and Executive Committee meetings. Decisions regarding future meetings will be determined on an as-needed basis.

**2019 Proposed Calendar**:

Note: The 2019 dates for the Executive Committee, Leadership and Board of Directors meetings are provided below for informational purposes only.

Dates / Locations for IR/Technical

Dates / Locations for EC or BOD Confirmed

| **Dates** | **Location** | **Host** | **Meeting** | **Time** |
| --- | --- | --- | --- | --- |
| Apr 9-10, 2019 | Houston, TX | Enbridge  | IR/Tech | 4/9 - 9:00am - 4:00pm Central4/10 – 9:00am – 1:00pm Central |
| Apr 10, 2019 | Houston, TX | NAESB | Leadership Mtg | 4:00pm – 5:30pm Central |
| Apr 11, 2019 | Houston, TX | NAESB | Board Mtg | 9:00am – 1:00pm Central |
| Sep 3-4, 2019(Tentative) | Houston, TX | TBD | IR/Tech | 9/3 – 9:00am – 4:00pm Central9/4 – 9:00am – 1:00pm Central |
| Sep 4, 2019 | Houston, TX | NAESB | Leadership Mtg | 4:00pm – 5:30pm Central |
| Sep 5, 2019 | Houston, TX | NAESB | Board Mtg | 9:00am – 1:00pm Central |
| Oct 15-16, 2019(Tentative) | Richmond, VA | Dominion Energy | IR/Tech | 9:00am – 4:00pm Eastern |
| Oct 17, 2019 | Richmond, VA | Dominion Energy | EC | 10:00am – 4:00pm Eastern |
| Dec 10-11, 2019(Tentative) | Houston, TX | TBD | IR/Tech | 12/10 – 9:00am – 4:00pm Central12/11 – 9:00am – 1:00pm Central |
| Dec 11, 2019 | Houston, TX | NAESB | Leadership Mtg | 4:00pm – 5:30pm Central |
| Dec 12, 2019 | Houston, TX | NAESB | Board Mtg | 9:00am – 1:00pm Central |

1. **Adjourn**
2. **Meeting Attendees: (bold indicates Subcommittee Chair/EC Representative)**

| **Attendee** | **Organization** | **3/26/19** | **3/27/19** |
| --- | --- | --- | --- |
| **Pipelines:** |  |  |  |
| Mark Gracey | Kinder Morgan Inc. | ✓ | ✓ |
| Tom Gwilliam | Iroquois Gas Transmission | -- | ✓ |
| Ronnie Hensley | Southern Star Central Gas Pipeline | ✓1 | ✓1 |
| Micki Hoffee | Northern Natural Gas | ✓ | ✓ |
| **Rachel Hogge**  | **Dominion Energy Transmission Inc.** | ✓ | ✓ |
| Nichole Lopez | Kinder Morgan Inc. | ✓NV | ✓NV |
| Marcy McCain | Enbridge (U.S.) Inc. | ✓ | ✓ |
| Steve McCord | TransCanada Pipelines Limited | ✓ | ✓ |
| **Kim Van Pelt** | **Boardwalk Pipeline Partners, LP** | ✓ | ✓ |
| Alex Williams | Dominion Energy Transmission Inc. | ✓NV | ✓NV |
|  |  |  |  |
| **Services:** |  |  |  |
| Amanda Farris | 44Farris, LLC | ✓1 | ✓1 |
| Sylvia Munson | Aquilon Energy | ✓1 | ✓1 |
|  |  |  |  |
| **Producers:** |  |  |  |
|  |  |  |  |
| **End Users:** |  |  |  |
|  |  |  |  |
| **LDCs:** |  |  |  |
| Pete Connor | American Gas Association | ✓1 | ✓1 |
|  |  |  |  |
| **Associations:** |  |  |  |
|  |  |  |  |

✓1 – via phone

NV – no vote