**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: Draft Minutes -** NAESB WGQ Joint Information Requirements / Technical Subcommittees Meeting – September 3-4, 2019

**DATE:** September 17, 2019

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

 **Date: September 3-4, 2019**

 **Location: Houston, TX**

**1. Administrative:**

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

 **Housekeeping –** Ms. McCain 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 July 17, 2019 NAESB WGQ Joint Information Requirements / Technical Subcommittees meeting, as posted, were modified and 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 August 28, 2019.

**MC19014 Kinder Morgan Inc.**

**Request:** Modify the usage in the Allocation Transaction Type Matrix and corresponding EDI implementation for ‘Upstream/Downstream Identifier Code’, ‘Imbalance Period’ and ‘Route’ for Transactions Types 14R, 14D, 15R and 15D, as needed, in the following data set(s):

 NAESB WGQ Standard No. 2.4.3 Allocation

**Discussion:** Ms. Lopez reviewed the request with participants, explaining that there were actually two items that needed to be resolved. The first item was a discrepancy between the Allocation Transaction Type Matrix and the corresponding EDI implementation when using Allocation Transaction Types 15R and 15D. After conducting some research, Ms. Lopez determined that these two transaction types were added to properly accommodate the Pathed Non-Threaded (Threaded portion) mode type (see R05028, MC10002 and R09019). Participants reviewed the prior requests and the current implementation, and determined that a new code value needed to be added to the N1 Segment for N103, with a corresponding Code Value Note. Additionally, the existing Data Element Note for N104 was modified. Participants also determined that a modification was needed to the Segment Note for the DTP Segment to add clarification.

The second part of the request was to modify the usage of data elements ‘Imbalance Period’ and ‘Route’ for Transactions Types 14R, 14D, 15R and 15D in the Allocation Transaction Type Matrix. We believe these usages were mistakenly left blank when the transaction types were added to the matrix. The results of the discussion can be found in Attachment 1 to 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 explained to participants that she had been informed by Ms. Munson, who represents the requester, that they did not currently have any trading partners interested in testing. Therefore, Ms. Munson requested that this item be placed on hold until further notice. Participants determined that R17008, also Item No. 4 on the WGQ 2019 Annual Plan, should be moved to a provisional item on the Annual Plan until such time that the Requester is available to appropriately test.

**R19011 Multiple Pipelines – see Request for full list**

**Request:** Review and modify, as necessary, the EDI data set structure of NAESB WGQ Standard Nos. 3.4.1 (Transportation/Sales Invoice), 3.4.4 (Service Requester Level Charge/Allowance Invoice), and 2.4.4 (Shipper Imbalance) to ensure the data sets comply with the hierarchical structure of the 811 ASC x12 data set and can be successfully used by Trading Partners.

**Discussion**: Ms. Van Pelt explained that while during an internal review of the invoice data set, she found that there were issues in the EDI X12 Mapping Guidelines that would preclude Trading Partners from successfully using the data set. She further explained that all of the NAESB data sets that use the X12 811 Transaction Set needed to be reviewed, and revised, as necessary, to fix any hierarchical structure issues within the data set. Participants first reviewed NAESB WGQ Standard No. 3.4.1 – Transportation / Sales Invoice. Ms. Van Pelt’s notes can be found in Attachment 3 to these meeting minutes. In lieu of modifying the existing EDI X12 Mapping Guidelines for NAESB WGQ Standard No. 3.4.1 – Transportation / Sales Invoice, Ms. Hoffee was able to create a new document to be used. A .pdf of the new mapping guidelines can be found in Attachment 4 to these meeting minutes. Ms. Hoffee will coordinate with the NAESB Office to get the document imported for the respective implementation guides.

Participants reviewed the EDI X12 Mapping Guidelines of two additional data sets that use the 811 Transaction Set – NAESB WGQ Standard No. 3.4.4 – Service Requester Level Charge / Allowance Invoice and NAESB WGQ Standard No. 2.4.4 – Shipper Imbalance. Participants determined that no changes were necessary to the Service Requester Level Charge / Allowance Invoice. It was determined that a few modifications were needed to the Shipper Imbalance. The results of the discussion can be found in Attachment 2 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** |
| --- | --- | --- | --- | --- |
| Oct 15-16, 2019 | 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** | **9/3/19** | **9/4/19** |
| --- | --- | --- | --- |
| **Pipelines:** |  |  |  |
| Karl Almquist | Tallgrass Operations, LLC | -- | ✓1 |
| Christopher Burden | Enbridge (U.S.) Inc. | ✓NV | ✓NV |
| Mark Gracey | Kinder Morgan Inc. | -- | ✓ |
| Ronnie Hensley | Southern Star Central Gas Pipeline | ✓1 | ✓1 |
| Micki Hoffee | Northern Natural Gas | ✓1 | ✓1 |
| **Rachel Hogge**  | **Dominion Energy Transmission Inc.** | ✓ | ✓ |
| Nichole Lopez | Kinder Morgan Inc. | ✓ | ✓NV |
| Marcy McCain | Enbridge (U.S.) Inc. | ✓ | ✓ |
| Steve McCord | TransCanada Pipelines, Ltd. | ✓ | ✓ |
| **Kim Van Pelt** | **Boardwalk Pipeline Partners, LP** | ✓ | ✓ |
|  |  |  |  |
| **Services:** |  |  |  |
| Michelle Brocklesby | Latitude Technologies LLC | ✓1 | -- |
|  |  |  |  |
| **Producers:** |  |  |  |
|  |  |  |  |
| **End Users:** |  |  |  |
|  |  |  |  |
| **LDCs:** |  |  |  |
| Deepak Raval | NiSource Inc. | ✓1 | -- |
|  |  |  |  |
| **Associations:** |  |  |  |
|  |  |  |  |

✓1 – via phone

NV – no vote