##### August 27, 2019

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

**FROM:** NAESB Office

**RE:** Preparation of the 2020 Annual Plans: Meeting Announcements, Agendas and Call for Comments

Dear NAESB Members and Advisory Council,

We are initiating the process for the development of the 2020 Wholesale Electric Quadrant (“WEQ”), Wholesale Gas Quadrant (“WGQ”) and Retail Markets Quadrant (“RMQ”) annual plans. As you know, the annual plans will define the standards development activities that NAESB will undertake in 2020, and the input provided by interested parties through this process is very beneficial to the Board of Directors as it sets the organization’s strategies and focus. Starting today, we are seeking comments and suggestions for items to be considered by the Annual Plan Subcommittees for inclusion on the 2020 plans. The Annual Plan Subcommittees will hold conference calls on October 2, 2019 to discuss and draft each of the quadrant specific annul plans. Please provide any comments and/or suggestions for the subcommittees to consider by *Friday, September 20, 2019*. Comments should be submitted to the NAESB office at naesb@naesb.org.

The quadrant specific annul plans developed by the Annual Plan Subcommittees will be considered for approval by each of the Executive Committees (EC) the week of October 14th and forwarded to the NAESB Board of Directors for its consideration and finalization during the December 12, 2019 meeting. As background information for the development of any comments or suggestions, please find below a hyperlink to the 2019-2021 NAESB Strategic Plan.

* 2019-2021 NAESB Strategic Plan: <http://www.naesb.org/pdf4/naesb_strategic_plan_2019_2021.pdf>

The Annual Plan Subcommittees conference call schedule, quadrant specific agendas, participation instructions and comment instructions are provided below:

| **Date and Time** | **Conference Call and Web Cast Information and Meeting Materials** |
| --- | --- |
| Wednesday, October 2, 201911 am to 1 pm C | Wholesale Gas Quadrant 2020 Annual PlanConference Call Number: 866-740-1260, Access Code: 7133560, Security Code: 3710Web Cast: <http://www.readytalk.com> (please use same codes) |
| Wednesday, October 2, 20191 pm to 3 pm C | Retail Markets Quadrant 2020 Annual PlanConference Call Number: 866-740-1260, Access Code: 7133560, Security Code: 5223Web Cast: <http://www.readytalk.com> (please use same codes) |
| Wednesday, October 2, 20193 pm to 5 pm C | Wholesale Electric Quadrant 2020 Annual Plan Conference Call Number: 866-740-1260, Access Code: 7133560, Security Code: 7189Web Cast: <http://www.readytalk.com> (please use same codes) |

**Quadrant Specific Agendas**

1. Administrative: [Antitrust and Other Meeting Policies Guidance](http://www.naesb.org/misc/antitrust_guidance.doc), Roll Call, Adoption of Agenda

2. Review all Comments Specific to the Quadrant to Draft the Quadrant’s Proposed 2020 Annual Plan

* Current 2019 WGQ Annual Plan: <http://www.naesb.org/pdf4/wgq_2019_annual_plan.docx>
* Current 2019 RMQ Annual Plan: <http://www.naesb.org/pdf4/retail_2019_annual_plan.docx>
* Current 2019 WEQ Annual Plan: <http://www.naesb.org/pdf4/weq_2019_annual_plan.docx>

3. Vote to forward the proposed plan to the quadrant’s Executive Committee for its review and approval

4. Other & New Business

5. Adjourn

**Conference Calling and Web Conferencing Instructions**

**For The Annual Plan Subcommittee Conference Calls**

**October 2, 2019**

This conference call is open to any interested party, as are all NAESB meetings and conference calls.

To join the conference call:

* Dial the 11-digit toll free phone number (provided in the preceding chart – specific to the meeting and date)
* An automated attendant will ask you to enter a seven-digit access code (provided in the preceding chart – specific to the meeting and date)
* The automated attendant will ask you to record your name.
* Please note, if the conference leader has not yet initiated the conference call, you will be placed on hold until the conference leader starts the conference.
* The automated attendant will then ask you for a four-digit security code (provided in the preceding chart – specific to the meeting and date)

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 conference call administrator to have the line disconnected.

To join the web conference, go to [www.readytalk.com](http://www.readytalk.com) and enter the same access code and security 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. Please contact the NAESB Office (713-356-0060 or naesb@naesb.org) should you need any additional information or have questions or comments.

**2020 Annual Plan Development Process**

**Comment Instructions**

If you wish to provide input into this critical process, we would ask that you provide the specific information that is described below. Your comments should be forwarded to the NAESB office (naesb@naesb.org). All comments are welcome and you should feel free to share this request for comments with your colleagues regardless of their status as NAESB members. ***Your comments will be posted on the NAESB webpage for the Annual Plan Subcommittee (***[***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 answered if needed.
* For identification of new annual plan item(s) for 2020 or modifications to existing annual plan item(s) that rollover into 2020 or beyond:
* The relevant quadrant(s) to which the proposed annual plan item or modified existing annual plan item apply
* A description of the proposed item(s) or a rationale for changing the existing item(s), with a designation of whether the item(s) are to be considered for completion in 2020 or beyond.
* A level of priority for the proposed annual plan item(s), including a rough estimate of how much time will be needed for the standards development.
* Whether you, your staff or colleagues are interested in participating, and if you consider yourself a subject matter expert on the proposed or existing annual plan item(s)
* 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 naesb@naesb.org.