**via posting**

**TO:** Retail Energy Quadrant (RXQ) Business Practices Subcommittee (BPS) Participants and Interested Industry Parties

**FROM:** Elizabeth Mallett, NAESB Staff Attorney

**RE:** Draft Agenda for December 4, 2013 RXQ BPS Conference Call

**DATE:** November 18, 2013

Dear RXQ BPS Participants,

A RXQ BPS conference call has been scheduled for Wednesday, December 4, 2013 from 10:00 AM – 3:00 PM Central (11:00 AM – 4:00 PM Eastern), or immediately following the Retail Glossary Subcommittee Conference Call. During the meetings the participants will discuss updates to Book 8 – Customer Information for 2013 Retail Annual Plan Item 5.b and how Retail Net Metering will be covered in several existing Books as listed in the Agenda.

This meeting is open to any interested party. To join the conference call:

• Dial the 11-digit toll free phone number (1-866-740-1260)

• An automated attendant will ask you to enter a seven-digit access code (7133562)

• 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 (4220)

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 on-hold line to have it disconnected.

To join the web conference, go to www.readytalk.com and enter the same access code (7133562) and security code (4220). 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.

All participants are required to read the NAESB Antitrust Statement prior to the start of the meeting. The statement can be viewed on Page 3 of this agenda or at the following link: <http://www.naesb.org/misc/antitrust_guidance.doc>.

Best Regards,

Elizabeth Mallett

Staff Attorney

**RETAIL ENERGY QUADRANT**

**Business Practices Subcommittee**

**Conference Call with Web Casting**

**Wednesday, December 4, 2013 from 10:00 AM to 3:00 PM Central (11:00 AM - 4:00 PM Eastern), *or immediately following the Retail Glossary Subcommittee Conference Call***

**DRAFT agenda**

 **1.** **Administrative**

* Welcome to members and attendees
* Antitrust Guidelines
* Introductions
* Adoption of Agenda
* Adoption of Draft Minutes from October 21-22, 2013

**2.** **Discussion on How Retail Net Metering will be Covered in Several Existing Books as Listed Below – 2013 Retail Annual Plan Item No. 9.b.**

* + ***No Work Papers are specifically posted, however the following existing Books may be referenced:***
	+ Book 3 – Billing and Payments
	+ Book 8 – Retail Customer Information
	+ Book 10 – Enrollment, Drop and Account Information Change
	+ Book 11 – Enrollment, Drop and Account Information Change Using a Registration Agent

**3.** **Discussion on Updating Model Business Practices in Book 8 – Retail Customer Information – 2013 Retail Annual Plan Item No. 5.b including Development of Model Business Practices for Obtaining Customer Information on an On-Going Basis – 2013 Retail Annual Plan Item No. 4**

* + Document #13–1J –Retail Customer Information MBP Work Paper
	+ Document #13–2J – Current Process Flows for Retail Customer Information
	+ Document #13-3J – Work paper on business items used in Uniform Business Transactions

**4.** **Next Steps**

* Assignments for the next meeting
* Future meeting schedule:
* January 14, 2014 Conference Call 9:00 – 3:00 Central (10:00 –4:00 Eastern)
* Face-to-Face Meeting Hosted by Salt River Project in Phoenix, AZ

 February 17, 2014 11:00 – 3:00 Mountain (12:00 – 4:00 Central, 1:00 – 5:00 Eastern)

 February 18, 2014 9:00 – 3:00 Mountain (10:00 – 4:00 Central, 11:00 – 5:00 Eastern)

* March 25, 2014 Conference Call 9:00 –3:00 Central (10:00 – 4:00 Eastern)
* Face-to-Face Meeting Hosted by ACES in Carmel, IN

 April 28, 2013 1:00 – 5:00 Eastern (12:00 – 4:00 Central)

 April 29, 2014 9:00 – 3:00 Eastern (8:00 – 2:00 Central)

 **5.** **Adjourn**

Antitrust and Other Meeting Policies

Antitrust guidelines direct meeting participants to avoid discussion of topics or behavior that would result in anticompetitive behavior including: restraint of trade and conspiracies to monopolize, unfair or deceptive business acts or practices, price discriminations, division of markets, allocation of production, imposition of boycotts, and exclusive dealing arrangements.

Any views, opinions or positions presented or discussed by meeting participants are the views of the individual meeting participants and their organizations. Any such views, opinions or positions are not the views, positions or opinions of NAESB, the NAESB Board of Directors, or any NAESB Committee or Subcommittee, unless specifically noted otherwise.

As it is not the purpose of the meeting to discuss any antitrust topics, if anyone believes we are straying into improper areas, please let us know and we will redirect the conversation.

Participants recording any portion of a NAESB meeting or conference call are reminded that federal and state statutes mandate various disclosure and consent requirements. It is NAESB’s policy that participants comply with all applicable state and federal statutes related to the recording of conversations. As a courtesy to the meeting attendees, anyone taping a meeting should announce that they are doing so in the meeting before beginning the recording.

Participants should understand that NAESB meetings are open to any interested party, who may or may not declare themselves present when attending by phone/web cast.

Participants are advised to review the NAESB Intellectual Property Rights Policy Concerning Contributions and Comments.