**05-02-2023:** NAESB WGQ Joint BPS/EDM/Contracts/IR/Tech (JT SC) initial working meeting to set scope and organization of the plan of development for modification of NAESB WGQ Contracts Related Standards Manual (CSM) to incorporate new Certified Gas Addendum and Renewable Natural Gas Addendum including updates to CSM’s text, data sets, and data dictionaries. Initial Work will start with CG Addendum TIBP development and work for development of updates for RNG Addendum will continue after CG Addendum work.

Plan for development (**05/02/2023**)

* 1. WGQ SC Chairs
     1. BPS SC: Willis McCluskey, Ben Schoene
     2. IR SC: Rachel Hogge, Nicole Lopez
     3. Tech SC: Kim Van Pelt, Steven McCord
     4. Contracts SC: Keith Sappenfield
     5. EDM SC: Leigh Spangler, Christopher Burden
  2. Joint SC Chair: Keith Sappenfield
  3. Meeting schedule (dates) at 1 to 3 PM.
     1. Initial working meeting - Thursday, February 16, 2023
     2. Meeting held Thursday, March 9, 2023
     3. Meeting held Thursday, March 23, 2023
     4. **This meeting scheduled for Tuesday, May 2, 2023.**
     5. **Next meeting planned for Thursday, May 11, 2023.**
  4. Plan for CSM document section review and update
     1. Plan and status for CSM section review and updates are set forth in **Order of Meeting Work Efforts** on Page 2.
     2. Two phase approach –
        + 1. CG Addendum
          2. RG Addendum
     3. Final review of complete CSM with new updates after each phase
     4. Recommendation to WGQ Executive Committee after each phase
  5. Chair will prepare draft work papers to include suggested updates to CSM. The work papers will be poste prior 4 days prior to next meeting for review and comment by Joint SC participants.
  6. Other comments or concerns

**Order of meeting work efforts:**

**2023 NAESB WGQ Annual Plan Item 5 (CG Addendum):**

**Item 5:**

Develop technical implementation business practice standards to support automation of the new Certified Gas Addendum and necessary modifications of the Base Contract for Sale and Purchase of Natural Gas.

1. Review and introduce the scope for plan of development for CSM updates for both the RNG Addendum and Certified Gas Addendum. **As of 5/2/2023, under Phase 1 the CSM updates will be completed for CG Addendum first and then under Phase 2 the CSM updates will be completed for RNG Addendum.**
2. The CSM sections for review and update for ***CG Addendum*** include (in order of review and comment):
   1. **[Attachment CG-A]** Introduction & Table of Contents **[CG review proposed 5/2/2023]**
   2. **[Attachment CG-B]** Executive Summary, Business Process and Practices, & Related Standards **[CG review proposed 5/2/2023]**
   3. **[Attachment CG-C]** Contract **[CG review proposed 5/2/2023]** 
      1. TIBP,
      2. Data Dictionary,
      3. Code Value Dictionary
   4. **[Attachment CG-D]** Transaction Confirmation **[CG Review/comment/edit 5/2/2023]** 
      1. TxnConf Data Dictionary Matrix (Base Contract, CG Addendum, RNG Addendum)
      2. TIBP,
      3. Data Dictionary,
      4. Code Value Dictionary
   5. **[Attachment CG-E]** Sale Purchase Invoice **[CG review proposed 5/2/2023]** 
      1. TIBP **[minor CG Updates]**
      2. Data Dictionary **[No proposed CG updates]**
      3. Code Value Dictionary **[No proposed CG updates]**
   6. **[Attachment CG-F]** Sale Purchase Invoice Response  **[CG review proposed 5/2/2023]** 
      1. TIBP **[minor CG Updates]**
      2. Data Dictionary **[No proposed CG updates]**
      3. Code Value Dictionary **[No proposed CG updates**]
   7. **[Attachment CG-G1 & Attachment CG-G2]** CSM Appendices  **[CG review proposed 5/2/2023]** 
      1. Appendix A – FAQs for Base Contracts dated May 1, 2007, April 19, 2002, September 5, 2006 **[Update CSM’s FAQ for prior adopted change related to acquiring of Contract’s Standards and Models per Final Action ratified March 8, 2023]**
      2. **Appendix C – NEW to CSM for prior adopted Certified Gas Addendum FAQs per Final Action ratified March 8, 2023.**
   8. Version Notes – update for Certified Gas Addendum by NAESB Office

**2023 NAESB WGQ Annual Plan Item 4 (RNG Addendum):**

**Item 4:**

Develop technical implementation business practice standards to support automation of the new Renewable Natural Addendum and necessary modifications of the Base Contract for Sale and Purchase of Natural Gas

1. The CSM sections for review and update for ***RNG Addendum*** on the above CG Addendum documents include (in order of review and comment):
   1. **[Attachment RG\_CG-A]** Introduction & Table of Contents **[RNG review proposed after CG review]**
   2. **[Attachment RG\_CG-B]** Executive Summary, Business Process and Practices, & Related Standards **[RNG review proposed after CG Review]**
   3. **[Attachment RG\_CG-C]** Contract **[Initial review CG/RNG completed 2/21/2023]** 
      1. TIBP,
      2. Data Dictionary,
      3. Code Value Dictionary
   4. **[Attachment RG\_CG-D]** Transaction Confirmation **[Initial CG/RNG review/comment/edit started 3/9/2023]** 
      1. TxnConf Data Dictionary Matrix (Initial CG/RNG Review started 3/9/2023)
      2. TIBP **[Initial CG/RNG review started 3/9/2023]**,
      3. Data Dictionary**[Initial review for CG Addendum started 3/9/2023]**,
      4. Code Value Dictionary
   5. **[Attachment RG\_CG-E]** Sale Purchase Invoice
      1. TIBP **[minor RG Updates]**
      2. Data Dictionary **[No proposed RG updates]**
      3. Code Value Dictionary **[No proposed RG updates]**
   6. **[Attachment RG\_CG-F]** Sale Purchase Invoice Response 
      1. TIBP **[minor RG updates]**
      2. Data Dictionary **[No proposed RG updates]**
      3. Code Value Dictionary **[No proposed RG updates]**
   7. **[Attachment RG\_CG-G]** CSM Appendices
      1. Appendix D – **NEW to CSM for prior adopted RNG Addendum FAQs per Final Action ratified March 8, 2023.**
   8. Version Notes – update for RNG Addendum by NAESB Office
2. Next meeting scope review is to continue review and comment of CSM updates.