**06-08-2023:** 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 (**06/08/2023**)

* 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. Meeting held Tuesday, May 2, 2023.
		5. **Scheduled meeting to be held Thursday, June 8, 2023.**
		6. Tentative meeting to be held Thursday, June 22, 2023.
		7. Tentative meeting to be held Thursday, July 6, 2023
		8. Tentative meeting to be held Thursday, July 20, 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 – **Joint SC work completed May 11, 2023**
				2. RG Addendum - work underway
		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. Recommendation adopted on May 11, 2023. Industry comment period ends June 12, 2023.
2. Plan to request a single topic WGQ Executive Committee during July or early August 2023 to review CG Addendum TIBP Recommendation and possible RNG Addendum TIBP Recommendation.

**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

The CSM sections for review and update for ***RNG Addendum*** on the CG Addendum Recommendation documents include (in order of review and comment):

* 1. **[Att 1 RNG Addendum TIBP]** Executive Summary, Business Process and Practices, & Related Standards **[Initial review on 6/8/2023. Anticipate minor updates.]**
	2. **[Att 2 RNG Addendum TIBP] 6.4.1** Contract **[Initial review on 6/8/2023.]**
		1. TIBP, **[Anticipate minor updates.]**
		2. Data Dictionary,
		3. Code Value Dictionary
	3. **[At 4 RNG Addendum TIBP] 6.4.3** Sale Purchase Invoice **[Initial review on 6/8/2023]**
		1. TIBP  **[Anticipate minor updates.]**
		2. Data Dictionary **[No proposed RNG updates]**
		3. Code Value Dictionary **[No proposed RNG updates]**
	4. **[Att 5 RNG Addendum TIBP] 6.4.4** Sale Purchase Invoice Response **[Initial review on 6/8/2023.]**
		1. TIBP  **[Anticipate minor updates.]**
		2. Data Dictionary **[No proposed RNG updates]**
		3. Code Value Dictionary **[No proposed RNG updates]**
	5. **[Att 6 RNG Addendum]** CSM Appendices **[Initial review on 6/8/2023.]**
		1. Appendix D – **NEW to CSM for prior adopted RNG Addendum FAQs per Final Action ratified March 8, 2023.**
	6. **[Att 3 RNG Addendum TIBP] 6.4.2** Transaction Confirmation **[Initial review/comment/edit to start 6/8/2023]**
		1. TxnConf Data Dictionary Matrix
		2. TIBP,
		3. Data Dictionary,
		4. Code Value Dictionary
	7. Version Notes – update for RNG Addendum by NAESB Office
1. Next meeting scope review is to continue review and comment of CSM for RNG Addendum TIBP updates.