



North American Energy Standards Board

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RECOMMENDATION DEVELOPMENT OVERVIEW

1. NAESB will maintain current (working copies) business practices which will include the latest version of business practice including ratified final actions, interpretations and minor corrections.
2. Current (working copies) business practices must be used in creating recommendations.
3. Recommendations with a Recommended Action of Accept as requested or Accept as modified below must contain the following information:
 - a. Recommendation – Both the Summary and Recommended Standards are required
 - i. The summary section must include a list of each section of Business Practice that is being added/changed/deleted via the recommendation. If new sections are being added it is the responsibility of the subcommittee chair/co-chair to work with NAESB staff to determine the appropriate section numbers.
 - ii. Recommendations either via the Recommended Standards or a separate attachment must include redline changes to the sections referenced in the Summary Section. Redlines should be based on the current (working copy) business practice and final recommended changes and should not include interim subcommittee redline changes.
 - b. Supporting Documentation
 - i. Description of Request - Brief description that summarizes the request which generated the recommendation. This section is not required if the recommendation is based on an annual plan item
 - ii. Description of Recommendation – This section is required if the Description of Request is populated and the scope of the recommendation has changed from the original intent of the Request
 - iii. Business Purpose – This section is used to provide input into the reason/justification for the change. This can include items such as references to FERC Orders, Annual Plan Items, etc.
 - iv. Commentary/Rationale of Subcommittee(s)/Task Force: This section is required to provide insight into why the Subcommittee/Task Force developed its recommendation. It is beneficial to include links to meeting minutes, work papers etc, that relate to the request, annual plan item, recommendation.

Note: If a recommendation modifies or deletes a section of a business practice the subcommittee must search the existing standards to determine if the section being modified/deleted is reference in another business practices. The subcommittee may need to modify those business practices where the (modified/deleted) section is referenced as a part of the recommendation.

 - c. If the current (working copy) of the business practice has changed since the recommendation has been approved, which affect the recommendation during the



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formal comment period, the subcommittee should submit formal comments to the EC which have the recommended redlines applied to the current business practice.

- d. Recommendations submitted for membership ratification should always have the recommendation applied to current (working copy) of the business practice.
- e. New Business Practice recommendations must include the following sections:

- i. Introduction
- ii. Applicability
- iii. Definition of Terms
- iv. Business Practice Requirements

Subcommittees developing new business practices should work with NAESB Staff using Business Practice formats consistent with existing business practices

Level 1 All Caps/Bold Underline

Level 2 All Caps

Level 3 Proper Case Bold Underline

Level 4 Proper Case

Level 5 Proper Case Bold Italics Underline

Level 6 Proper Case Italics

Fonts Arial 11 pt.