**via posting**

**TO:** Interested Industry Parties

**FROM:** Caroline Trum, NAESB Deputy Director

**RE:** WEQ/WGQ FERC Forms Subcommittee Meeting Draft Minutes – December 7, 2015

**DATE:** December 17, 2015

**WHOLESALE ELECTRIC AND WHOLESALE GAS QUADRANTS**

**FERC Forms Subcommittee Meeting**

**Conference Call**

**December 7, 2015 – 9:00 AM to 12:00 PM Central**

**DRAFT MINUTES**

1. **Welcome and Administrative Items**

Mr. Spangler welcomed the participants to the meeting. Ms. Trum provided the antitrust guidelines reminder. Mr. Spangler reviewed the agenda with the participants. Ms. Davis moved, seconded by Mr. Suarez, to adopt the draft agenda as final. The motion passed a simple majority vote without opposition.

The participants reviewed the draft minutes from the September 14, 2015 meeting as [redlined](https://naesb.org/pdf4/weq_wgq_ffs111315w3.docx) by Ms. Davis. Mr. Bartholomet proposed additional modifications to the minutes under agenda item two. Ms. Davis moved, seconded by Mr. Casey, to adopt the draft minutes as redlined by Ms. Davis and further revised during the meeting as final. The motion passed a simple majority vote without opposition. The final minutes for the meeting are available at the following link: <https://naesb.org/pdf4/weq_wgq_ffs091415fm.docx>.

The participants reviewed the draft minutes from the November 13, 2015 meeting as redlined by Ms. Davis. One additional change was made for grammatical purposes, and Mr. Stoev was added to the attendance list. Ms. Davis moved, seconded by Mr. Casey, to adopt the draft minutes as redlined by Ms. Davis and further revised during the meeting as final. The motion passed a simple majority vote without opposition. The final minutes for the meeting are available at the following link: <https://naesb.org/pdf4/weq_wgq_ffs111315fm.docx>.

1. **Review Modifications to Process Flow**

Mr. Brooks stated that during the previous meeting, the subcommittee had reviewed the conceptual process flow included in the [Preliminary Topics Work Paper](https://naesb.org/pdf4/weq_wgq_ffs120715w3.doc). During the review, the participants discussed a change to the process flow to allow entities to use a validation service regarding the form data provided by FERC before the form is officially submitted. Mr. Brooks reviewed the conceptual process flow [modified](https://naesb.org/pdf4/weq_wgq_ffs120715w4.pdf) to reflect this additional step with the participants.

Mr. Kravis stated that in lieu of an interim step prior to the form submittal, the validation can also be performed as the file is uploaded. He stated that ideally, the validations will be performed in real-time. Mr. Spangler noted that the idea of a real-time validation tool provided by FERC for prolonged industry use is an implementation detail that still needs to be further discussed with FERC staff.

1. **Discuss Documentation Regarding Form 6**

Mr. Spangler stated that FERC staff had provided a [working draft](https://naesb.org/pdf4/weq_wgq_ffs120715w1.xlsx) of their current assessment of [Form 6](https://naesb.org/pdf4/weq_wgq_ffs120715w2.pdf). A comparison of the spreadsheet with the form provides an idea of the different types of data that are collected, how the display of that data collection varies from a PDF file of the form to Visual FoxPro, and the different data formats used by the forms. Ms. Trum stated that FERC staff is working to complete the data assessment for Form 6 explained that the working draft was provided to give participants an idea of the amount of data contained in the form.

Ms. Davis asked what the acronym “DBF” stood for in Column G of the spreadsheet. Mr. Collins explained that “DBF” represents the database files – how the data is saved in the internal FERC servers.

1. **Discuss Versioning and Use Case Demonstration**

Mr. Brooks stated that Links Technology had prepared a presentation proposing how versioning should be implemented and managed for the standards, including data dictionaries and schemas. In developing the proposal, Links Technology had also developed a sample use case demonstration for Form 6.

Mr. Stoev reviewed the [presentation](https://naesb.org/pdf4/weq_wgq_ffs111315w5.pptx) with the participants.

Mr. Hudson noted that the presentation, specifically the use case demonstration, would be helpful in the development of an XML schema. He stated that currently, FERC staff is working to identify the repeating fields within Form 6. For instance, the data field “total accounts” appears in various schedules within the form. These repeating fields could be served in three ways: the value entered for one for “total accounts” field is carried across all the repeating fields, there is a validation that all “total accounts” fields must equal each other, or the “total accounts” field is a calculated total.

Mr. Goldenberg noted that the versioning mentions breakable and unbreakable changes. He asked the difference between the two. Mr. Stoev stated that a breakable change means that the old version of the XML schema is no longer compatible with the new version of the XML schema. A change can become breakable through the insertion of a new field, table, or page that is required for entities to submit. An unbreakable change would be the addition to the XML schema of a field that is optional, meaning the old version and the new version of the XML schema are compatible and an entity can use either version. Mr. Stoev explained that in e-Tariff, under his proposed versioning system, the Commission’s addition of new codes would be an unbreakable change as the codes only add new rows for new filing types. An addition of new codes in e-Tariff would result in a minor version update under the proposed versioning system, such as moving from Version 1.0 to Version 1.1.

Mr. Brooks asked if FERC staff had discussed any further the method for data transport. Mr. Hudson responded that FERC staff is still discussing the issue and that the office of the Chief Information Officer evaluating the system capabilities in regards to the most optimal data transport format.

Ms. Davis stated that based on the presentation, her understanding is that a use case can be used to create the XML and develop a “bare bones” schema, from which a fully-fleshed out XML schema can be developed. Mr. Stoev responded that that from the simplified schema created using the use case, one can start building the data dictionary, code value tables, and the full XML schema.

1. **Discuss Future Assignments, if any**

Mr. Goldenberg asked what kind of input the subcommittee is looking for from Commission staff. Mr. Spangler stated that a sample XML schema would be helpful to ensure the subcommittee is developing work products that will be compatible with the Commission’s system and capabilities.

Mr. Stoev asked if FERC would be able to open source the existing Visual FoxPro software, which will make it easier to identify the current validations in place and translate the data to XML. Mr. Hudson responded that he is investigating this possibility, and it is being discussed by FERC staff. Mr. Collins noted that Columns M and L of the working document FERC staff provided contain the field length requirements for the data fields as well as the field length as it is represented in Visual FoxPro. Additionally, the FERC website contains a list of the application validations for each form.

Action Items

1. FERC staff will hold internal discussions regarding the development of an XML schema.
2. NAESB will work with the subcommittee co-chairs to schedule the next meeting.
3. **Next Steps and Meetings**

The NAESB office will send out an agenda for the next meeting once scheduled.

1. **Adjourn**

The meeting adjourned at 11:36 AM Central on a motion by Mr. Casey, seconded by Mr. Suarez.

1. **Attendance\***

| **First Name** | **Last Name** | **Organization** | **Quadrant** | **Segment** |
| --- | --- | --- | --- | --- |
| Marianne | Alvarez | Exelon Group | WGQ | Services |
| Rick | Avila | Kinder Morgan | WGQ | Pipeline |
| Henri | Bartholomot | Edison Electric Institute | N/A | N/A |
| Travis | Beach | Dauphin Island Gathering Partners | WGQ | Pipeline |
| Jonathan | Booe | NAESB | N/A | N/A |
| Dick | Brooks | ISO-New England | WEQ | IGO |
| James | Brossett | Kinder Morgan | WGQ | Pipeline |
| Ellen | Brown | FERC | N/A | N/A |
| Joe | Casey | Spectra Energy Corp. | WGQ | Pipeline |
| John | Collins | FERC | N/A | N/A |
| David | Crabtree | TECO | WEQ | Distribution |
| John | Cutting | NYISO | WEQ | IGO |
| Dale | Davis | Williams | WGQ | Pipeline |
| Jeremy | Durocher | MCP Operating LLC | WGQ | Pipeline |
| Doug | Field | Southern Star Central Gas Pipeline | WGQ | Pipeline |
| Renee | Feeney | Systrends | RMQ | Retail Gas Market |
| Nicole | Given | Association of Oil Pipe Lines | N/A | N/A |
| Nicholas | Gladd | FERC | N/A | N/A |
| Michael | Goldenberg | FERC | N/A | N/A |
| Lori | Hamilton | Avista Corporation | WEQ | Technology/Services |
| Cynthia | Henry | El Paso Electric | WEQ | Transmission |
| Robb | Hudson | FERC | N/A | N/A |
| Travis | Jimison | WBI Energy | WGQ | Pipeline |
| Stephanie | Knapper | LG&E and KU Energy LLC | WEQ | Transmission Owner |
| Gary | Kravis | Links Technology | WEQ | Technology/Services |
| Elizabeth | Mallett | NAESB | N/A | N/A |
| Scott | Mangene | Equitrans LP | WGQ | Pipeline |
| Steve | McCord | Columbia Gas Transmission | WGQ | Pipeline |
| Megan | Miller | Spectra Energy | WGQ | Pipeline |
| Sylvia | Munson | SunGard Energy | WGQ | Services |
| Sunil | Mysore | Latitude Technologies | WGQ | Services |
| Kellie | Parker | Southern Star Central Gas Pipeline | WGQ | Pipeline |
| Joshua | Phillips | Southwest Power Pool | WEQ | IGO |
| Jenny | Reetz | Integrys Energy Group | RMQ | Retail Gas Market |
| Sarah | Shaffer | Equitrans LP | WGQ | Pipeline |
| Leigh | Spangler | Latitude Technologies | WGQ | Services |
| Ryan | Stanley | Pacific Gas and Electric Company | WGQ | LDC |
| Pavel | Stoev | Links Technology | WEQ | Technology/Services |
| Tony | Suarez | TVA | WEQ | Marketer/Broker |
| Kathy | Thornton | Enbridge (U.S.) Inc. | WGQ | Pipeline |
| Caroline | Trum | NAESB | N/A | N/A |
| Peri | Ulrey | Natural Gas Supply Association | WGQ | Producers |
| John | Waggoner | ISO New England | WEQ | IGO |

\*Please note that attendees that did not provide their name are not included in the attendance list above. If you did attend this meeting and are not listed, please contact the NAESB office, and we will update this record.