**via posting**

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

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

**RE:** Retail BPS Conference Call Draft Agenda–June 17, 2015

**DATE:** June 4, 2015

Dear Retail BPS Participants,

A Retail BPS conference call has been scheduled for June 17, 2015 from 9:00 AM to 3:00 PM Central (10:00 AM to 4:00 PM Eastern). During the meeting the participants will:

* Review the Standards Development Format;
* Continue Discussion and Possibly Vote on 2015 Retail Annual Plan Item No. 3.b – Updates to Book 10 – Retail Customer Enrollment, Drop, and Account Information Change;
* Discuss Mass Transition for Both Book 10 and Book 11; and
* Continue Discussion on 2015 Retail Annual Plan Item No. 3.c – Updates to Book 11 – Retail Customer Enrollment, Drop, and Account Information Change Using a Registration Agent.

This meeting is open to any interested party.

All participants are required to read the NAESB Antitrust Statement prior to the start of the meeting. The statement can be viewed on Page 5 of this agenda or at the following link: <http://www.naesb.org/misc/antitrust_guidance.doc>.

Best Regards,

**Elizabeth Mallett**

Deputy Director

North American Energy Standards Board

**RETAIL MARKETS QUADRANT**

**Business Practices Subcommittee (BPS)**

**Conference Call with Web Casting**

**June 17, 2015 from 9:00 AM to 3:00 PM Central (10:00 AM – 4:00 PM Eastern)**

**DRAFT agenda**

 1. **Administrative**

* Welcome to members and attendees
* Antitrust Guidelines
* Introductions
* Adoption of Agenda
* Adoption of Available Draft Minutes – March 16, March 25, March 25 (Joint), and April 27-28, 2015

**2. Review the Standards Development Format**

**3. Discussion and Possible Vote on 2015 Retail Annual Plan Item No. 3.b – Updates to Book 10 – Retail Customer Enrollment, Drop, and Account Information Change**

* Document #15-1F – Revised MBPs on Enrollment, Drop and Account Information Change
* Document #15-2F – Enrollment, Drop and Account Information Change Process Flows
* Document #15-3F – Parking Lot Items

**4. Discuss Mass Transition for Both Book 10 and Book 11**

* Document #15-4F – Dominion East Ohio Transition Plan
* Document #15-5F– ERCOT Mass Transition Process
* Document #15-6F – Mass Transition Work Paper

**5. Continue Discussion** **on 2015 Retail Annual Plan Item No. 3.c – Updates to Book 11 – Retail Customer Enrollment, Drop, and Account Information Change Using a Registration Agent (*Time Permitting*).**

* Document #15-7F –Book 11 MBPs Work Paper
* Document #15-8F – Book 11 Process Flow Work Paper

**6.** **Next Steps**

* Assignments for the upcoming meetings:
* July 8, 2015 Conference Call 9:00 - 3:00 Central (10:00 – 4:00 Eastern)
* Face-to-Face Meeting Hosted by Oncor in Dallas, TX

 August 17, 2015 11:00 – 3:00 Central (12:00 – 4:00 Eastern)

 August 18, 2015 9:00 – 3:00 Central (10:00 – 4:00 Eastern)

* September 23, 2015 Conference Call 9:00 - 3:00 Central (10:00 – 4:00 Eastern)
* Face-to-Face Meeting Hosted by Dominion in Richmond, VA

 October 19, 2015 1:00 – 5:00 Eastern (12:00 – 4:00 Central)

 October 20, 2015 9:00 – 3:00 Eastern (8:00 – 2:00 Central)

* December 3, 2015 Conference Call 9:00 - 3:00 Central (10:00 – 4:00 Eastern)

 **7.** **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.