##### September 19, 2017

**TO:** NAESB Members and Interested Industry Participants

**FROM:** NAESB Office

**RE:** Preparation of the 2018 Annual Plans: Meeting Announcements, Agendas and Call for Comments

Dear NAESB Members and Advisory Council,

We are initiating the process for the development of the 2018 Wholesale Electric Quadrant (“WEQ”), Wholesale Gas Quadrant (“WGQ”) and Retail Markets Quadrant (“RMQ”) annual plans. As you know, the annual plans will define the standards development activities that NAESB will undertake in 2018, and the input provided by interested parties through this process is essential to the fulfillment of the NAESB Board of Directors responsibility to set the organization’s strategies and focus. As the first step of this process, we are seeking comments and suggestions for items to be considered by the Annual Plan Subcommittees for inclusion on the 2018 plans. The Annual Plan Subcommittees will hold conference calls on October 18, 2017 to discuss and draft each of the quadrant specific annul plans. Please provide any comments and/or suggestions for the subcommittees to consider by Friday, October 13, 2017. Comments should be submitted to Veronica Thomason at naesb@naesb.org.

As recently noted during the board leadership meetings, the quadrant specific annul plans will be considered for approval by each of the Executive Committees (EC) the week of October 23rd and forwarded to the NAESB Board of Directors for its consideration and finalization during the December 14, 2017 meeting. As background information for the development of any comments or suggestions, please find below hyperlinks to the 2017-2019 NAESB Strategic Plan and the minutes from the September 7, 2017 Board of Directors strategic session that will be posted shortly on the board webpage.

* 2017-2019 NAESB Strategic Plan: <https://www.naesb.org/pdf4/naesb_strategic_plan_2017_2019.pdf>
* September 7, 2017 Board of Directors Strategic Session Notes: <https://www.naesb.org//weq/weq_bod.asp>

The Annual Plan Subcommittee conference call schedule, comment instructions, participation instructions and quadrant specific agendas are provided below:

| **Date and Time** | **Meeting, Call-in and Web Cast Information, Comment Deadline and Meeting Materials** |
| --- | --- |
| Thursday, October 18, 201711 am to 1 pm C | Wholesale Gas Quadrant 2018 Annual PlanConference Call Number: 866-740-1260, Access Code: 7133560, Security Code: 7310Web Cast: <http://www.readytalk.com> (please use same codes)Comment Deadline: October 14, 2017 submit comments to naesb@naesb.orgMeeting Materials - 2018 WGQ Annual Plan: <http://www.naesb.org/pdf4/wgq_2017_annual_plan.docx>  |
| Thursday,October 18, 20171 pm to 3 pm C | Retail Markets Quadrant 2018 Annual PlanConference Call Number: 866-740-1260, Access Code: 7133560, Security Code: 5489Web Cast: <http://www.readytalk.com> (please use same codes)Comment Deadline: October 14, 2017 submit comments to naesb@naesb.orgMeeting Materials - 2018 RMQ Annual Plan: <http://www.naesb.org/pdf4/retail_2017_annual_plan.docx>  |
| Thursday,October 18, 20173 pm to 5 pm C | Wholesale Electric Quadrant 2018 Annual Plan Conference Call Number: 866-740-1260, Access Code: 7133560, Security Code: 3514Web Cast: <http://www.readytalk.com> (please use same codes)Comment Deadline: October 14, 2017 submit comments to naesb@naesb.orgMeeting Materials - 2018 WEQ Annual Plan: <http://www.naesb.org/pdf4/weq_2017_annual_plan.docx>  |

***Comment Instructions:*** If you wish to provide input into this critical process, we would ask that you provide the specific information that is described below. Your comments should be forwarded to the NAESB office (naesb@naesb.org). All comments are welcome and you should feel free to share this request for comments with your colleagues regardless of their status as NAESB members. ***Your comments will be posted on the NAESB website page for the Annual Plan Subcommittee (***[***http://www.naesb.org/annual\_plan.asp***](http://www.naesb.org/annual_plan.asp)***) when they are received.*** When you forward comments, we would appreciate the following information:

* Your contact information, so that follow up questions can be answered if needed.
* For identification of new annual plan items for 2018 or modifications to existing annual plan items that rollover into 2018 or beyond:
* The relevant quadrant(s) to which the new annual plan item or modified existing rollover annual plan item apply
* A description, with a designation of whether the items are to be considered for completion in 2018 or beyond, or rationale for changing existing rollover item.
* A level of priority for the new annual plan items and how fast the development should occur, including a rough estimate of how much time the development time will be needed.
* Whether you, your staff or colleagues are interested in participating, and if you consider yourself a subject matter expert on the new annual plan items or rollover items
* Any other comments you would like to provide.

We look forward to hearing from you soon. Should you have any questions or need additional information, do not hesitate to contact the NAESB office at 713-356-0060 or vthomason@naesb.org.

***Notes for participation:*** To join the conference call:

• Dial the 11-digit toll free call-in phone number shown above for the specific meetings

• An automated attendant will ask you to enter a seven-digit access code (provided in the first page of this document)

• The automated attendant will ask you to record your name.

• Please note that if the conference leader has not yet initiated the conference call, you will be placed on music hold until the conference leader starts the conference.

**•** The automated attendant will then ask you for a four-digit security code (provided in the first page of this document)

To join the web conference, go to [www.readytalk.com](https://www.readytalk.com/) and enter the same access code and **s**ecurity code. Please note that if the conference leader has not yet initiated the web conference you will view a screen that states, “The Chairperson has not yet arrived. Please standby for your web conference to begin.” ReadyTalk recommends that you test your browser and network connections for compatibility prior to participating in a web conference. To do so, go to http://test.callinfo.com. If you have problems joining a conference call or need technical assistance, please contact ReadyTalk Customer Care, 1-800-843-9166.

When speaking, please announce yourself and your company. Please place your phone on mute unless you are speaking. For those participants that do not have a mute feature on your phone, please press (\*6) to mute your phone and (\*7) to un-mute your phone. Putting the conference call on hold may cause music to be played over the discussion and if so, the NAESB office will contact the ReadyTalk Operator to identify the on-hold line and have it disconnected from the conference call.

***Quadrant Specific Agendas*** 1 Administrative: [Antitrust Guidance](http://www.naesb.org/misc/antitrust_guidance.doc), Roll Call, Adoption of Agenda

1. Review and discuss each comment specific to the quadrant and determine the quadrant’s 2018 Annual Plan
2. Vote to forward the proposed plan to the quadrant’s Executive Committee for its review and approval and determination
3. Other & New Business
4. Adjourn