

OEB GDAR EBT Standards Working Group

Information contained in working group notes represent the views of the individuals participating in the working group only, and in no way reflect official Ontario Energy Board position or opinion.

Minutes for January 11/12, 2006 – FINAL

ATTENDEES: January 11, 2006 11:00am – 5:45pm		ATTENDEES: January 11, 2006 8:30am – 3:00pm	
Darcy Hewgill	Direct Energy	Brenda Pinke	Direct Energy
Rick Campbell	Enbridge (part time)	Darcy Hewgill	Direct Energy
Avery Rhijnsburger	Enbridge	Avery Rhijnsburger	Enbridge
Kate Kelly	Enbridge	Kate Kelly	Enbridge
Lynne Hamilton	Enbridge	Jason Munroe	Enbridge
Jason Munroe	Enbridge	Nola Ruzycki	Energy Savings
Nola Ruzycki	Energy Savings	Latif Nurani	Energy Savings
Latif Nurani	Energy Savings	Rick Kathuria	Energy Savings
Rick Kathuria	Energy Savings	Tom Stark	ExtenSys
Tom Stark	ExtenSys	Loraine Baillargeon	Kitchener Utilities
Loraine Baillargeon	Kitchener Utilities	Bill Hunsicker	MXEnergy (via conference)
Bill Hunsicker	MXEnergy (via conference)	Shiraz Ladha	Superior Energy (part time)
Shiraz Ladha	Superior Energy	Mark Van Praet	Union Gas
Mark Van Praet	Union Gas	Sandy Smith	Utilities Kingston
Sandy Smith	Utilities Kingston	Russ Houldin	OEB
Russ Houldin	OEB (part time)	Barb Robertson	OEB
Barb Robertson	OEB		

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ADMINISTRATION		
Item	Discussion	Action Items
1. Purpose	<ul style="list-style-type: none"> • GDAR Advisory Committee (“AC”) established a 2006 GDAR EBT Working Group (“WG”) and directed the WG to provide recommendations necessary to implement the Board’s direction as follows: <ul style="list-style-type: none"> ○ address outstanding wording changes and process improvements to the EBT Standards Appendix submitted by the parties ○ collaborative consultations may result in identification and adoption of processes that allow greater flexibility for both gas distributors and gas vendors relative to the potentially more constraining requirements of GDAR ○ gas distributors shall have an EBT system to implement mandatory transactions set out in the EBT Standards by a date to be determined through a notice and comment process (date proposed in Notice issued December 8, 2005 is January 1, 2007) 	
2. Logistics	<ul style="list-style-type: none"> • basic schedule will be weekly meetings, Wednesday 11am to 5pm and Thursday 8:30am to 3:00pm • flexibility required to change dates and times on an “as needed” basis, generally to be determined at least one week in advance • agreement that meetings may take place at alternate locations – details as required will be determined in advance 	

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3. Minutes	<ul style="list-style-type: none"> • action minutes • minute taker will rotate weekly amongst participants (alphabetical order based on Company name as provided in Attendee List) • distribution of draft minutes by email • finalized at next meeting • distribution of final minutes by email • all copies will be posted on OEB website (address to be provided) 	this meeting – Barb R
4. Change Requests	<ul style="list-style-type: none"> • Change Request process will be followed (reference Standards Document Appendix B) • originating party should prepare discussion document (Global Issue Gas – “GIG”) and maintain through resolution • all Change Requests should be sent to the OEB (Russ and Barb – alternate address will be provided at future date) • Master List will be maintained by the OEB (Change Requests and Master List will be posted on website) 	Change Request template attached
ACTION ITEMS FROM LAST MEETING		
Item	Discussion	Action Items & Prime
N/A	N/A	

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NEW BUSINESS			
Item	Discussion		Action Items & Prime
<p>1. Workplan Schedule</p> <p>Note: The WG has developed this high level schedule on a collaborative best-efforts basis, and as such wishes to emphasize that it is tentative, and a proposal based on current knowledge. The WG also notes that the proposed schedule is aggressive; any requested exemptions to the Standards will impact the schedule.</p>	<p>Task</p> <ul style="list-style-type: none"> • Finalize Standards Document Version 1.1 <ul style="list-style-type: none"> ○ text ○ XML ⁽¹⁾ ○ Implementation Guides (“IG”) ⁽¹⁾ ○ protocol • Design/Build ⁽²⁾ • Complete internal testing • Connectivity testing • Market Test <ul style="list-style-type: none"> ○ test plans (scripted) ○ test execution • Data migration <ul style="list-style-type: none"> ○ transition plan ○ impact analysis • Cutover <ul style="list-style-type: none"> ○ go – no go decision 	<p>Start Date</p> <p>January 11, 2006</p> <p>February 13, 2006</p> <p>April 10, 2006</p> <p>June 1, 2006</p> <p>September 1, 2006</p> <p>January 1, 2007 ⁽³⁾</p> <p>December 1, 2006</p>	<p>Notes</p> <p>⁽¹⁾ may be able to combine XML and IGs in one document, i.e. schema with text inside</p> <p>⁽²⁾ This task is internal to each participant, and as such the start date may be unique for each participant (the proposed start date is for illustrative purposes only).</p> <p>⁽³⁾ January 1 is the date proposed in the Board’s Notice, but it is recognized that, because it is a Statutory Holiday, it is not a good date on which to finalize a market cutover. Some flexibility around the exact date should therefore be expected.</p>
<p>2. Protocol</p>	<ul style="list-style-type: none"> • sub-group issue – may proceed in parallel • kick-off meeting tentatively scheduled at OEB offices for the afternoon of Tuesday, January 24, alternatively morning of Friday, January 20 • Tom Stark will provide “backgrounder” 		<ul style="list-style-type: none"> • All parties to provide contact name and confirm proposed date • Tom Stark to provide “backgrounder” at kick-off meeting

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3. Optional Transactions	<ul style="list-style-type: none">• Enbridge and Union plan to build EBT functionality for the three optional transactions, Price Point Create Request, Price Change Request, and Transfer Request• Kitchener plans to build EBT functionality for the Transfer Request• Kingston does not plan to build functionality for any of the optional transactions	
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<p>4. Transaction Priorities</p>	<p><u>Block 1</u> Enrol Request/Enrol Accept/Enrol Reject Drop Request/Drop Accept/Drop Reject Vendor to Vendor Switch (Enrol/SA-NPS/Drop) Transfer Request/Transfer Accept/Transfer Reject</p> <p><u>Block 2</u> Consumer Information Request - Historical Consumption Request/Historical Consumption Accept/Historical Consumption Reject</p> <p><u>Block 3</u> Invoice Rate Ready Invoice Vendor Adjust</p> <p><u>Block 4</u> Invoice Remittance Funds Imbalance Statement Price Point Create Price Change Request</p> <p><u>Block 5</u> Change Consumer Information Request Change Consumer Location Request</p> <p><u>Other</u> Status Advice – include with applicable originating transaction Application Advice – include with applicable originating transaction Functional Acknowledgement – include with protocol and connectivity testing</p> <p><u>Last Block</u> Consumer Information Request - Historical Payment Request/Historical Payment Accept/Historical Payment Reject</p>	
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5. Standards Document	<ul style="list-style-type: none"> commenced review of wording changes and process improvements submitted by the Parties – document disposition in spreadsheet attached Document revised to reflect disposition if required – Working Copy 1 of Version 1.1 will be provided separately 	<ul style="list-style-type: none"> Barb R Barb R
6. Proposed Issues	<ul style="list-style-type: none"> Barb to propose wording to address WG decisions wrt interpretation of GDAR 4.3.3.6, 4.3.5.1, 4.3.5.6, 4.3.6.1, 4.3.8.1 (suspend processing); 4.3.7.2 (continue to process unless notified to stop within 14 days); 4.3.7.4 (not process unless contract terminated due to default or cancelled); 4.3.7.6 (process unless written direction to terminate within 30 days); and 4.6.1 (implement no later than 60 days). Re Enrol Transaction – Service Transaction Lead Times – Item 2 “Note” – Enbridge will provide some wording to clarify its current practice. Re Enrol Transaction – Enbridge will address issues/questions it has with timelines Re Drop Transaction – Service Transaction Lead Times – Item 5 – Current Practice of Enbridge – Enbridge will provide wording to correct current practice included in Document Re Vendor to Vendor Switch – Terminating a Contract – Enbridge will provide proposed wording Re Transfer Transaction – Barb will incorporate revised wording in document, DE will review and prepare additional wording if required 	<ul style="list-style-type: none"> Barb R Avery R Avery R Avery R Avery R Barb R/Brenda P
7. Data Elements for Block 1 Transactions	<ul style="list-style-type: none"> Enbridge and Union will review data elements currently used in any of the applicable Block 1 Transactions 	<ul style="list-style-type: none"> Avery R/Mark VP

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NEXT MEETING		
Item	Discussion	Lead
Logistics	<ul style="list-style-type: none"> Dates/Times: Wednesday January 18, 2006 – 9:00am to 5:00pm Thursday January 19, 2006 – 8:30am to 3:00pm Location: Offices of OEB, 2300 Yonge St., Toronto, 5th Floor “Baby Board Room” (through the glass doors at south end of elevators) Conference Call Bridge 416-212-0400 Pass Code 6652# 	
Minute Taker	<ul style="list-style-type: none"> Direct Energy 	
Agenda Items	<ul style="list-style-type: none"> Complete review of comments, and Standards Document revisions review GIGs (to be distributed prior to meeting) commence review of data elements for Block 1 Transactions 	<ul style="list-style-type: none"> Barb R GIG proponent TBD