

Mikie,

We did not receive the following Enron e-mails that are listed as having been sent to Enron employees worldwide:

- Oct 16, 2001 email sent in evening to all active employees to remind about transition deadlines.
- Oct 22, 2001 email sent in evening as reminder of transition period approaching.
- Oct 26, 2001 email sent acknowledging concern over decision to move forward with transition.

NOTE: This was a time when the link between Enron and PGE was working intermittently at best. The link is still unstable.

The only communications that PGE issued to PGE employees were:

- Sep 27, 2001 email announcing the transition
- Oct 5, 2001 paragraph included in Managers' Monthly (hardcopy) sent to management about transition
- Oct 18, 2001 email about transition to new administrator
- Nov 14, 2001 email announcing the savings plan was open again

Joe

EC000023722

ID for Human Resources News - Enron 401(k) Savings Plan

From: ID for Human Resources News
To: ALL PGE EMPLOYEES
Date: 09/27/2001 5:04 PM
Subject: Enron 401(k) Savings Plan

HRNews Online

To: All Employees
From: Human Resources
Date: September 27, 2001
Re: Enron 401(k) Savings Plan

Enron Corp. has contracted with Hewitt Associates to be the new trustee and record keeper for the Enron 401(k) Savings Plan (replacing Northern Trust).

To ensure that records and individual accounts are converted accurately, a transition period of approximately one-month will begin Oct 19. Enron Corp is mailing a packet of detailed information to all Enron Savings Plan participants the week of October 1st.

There are no changes being made in the investment elections, plan features or plan design. A transition period is necessary whenever a company changes 401(k) administrators.

During the transition period, participants can continue to make contributions and loan deductions, but are not able to transfer funds among investment options, request a loan, request a withdrawal or close an account.

We realize you may have questions. Most of them will be addressed in the information Enron Corp is sending participants, so please read carefully the materials you receive.

Thank you.

*Some questions referred to Houston Branch which
Contracted RE for copies. Communication on Enron plan
not approved or sent prior to RE sending to
our participants.*

EC000023723

REMINDERS

- ✓ **There are two employee hotlines** for questions about the PGE and NW Natural transaction: 503-464-8954 or email TALK2US.
Correct home addresses for employees are especially important this time of year because information such as benefits and tax forms are sent to homes. Please remind the employees in your work groups to make sure their address is correct on their paycheck stubs or automatic direct deposit statement. If it isn't, employees need to complete and send an Employee Record Change form (PGE 71495) to HR. The form is available on the web at <http://pgeweb/FORMS/index.asp>.
- ✓ **The Emergency Notification Form** includes information you need to have if there is an emergency during work hours. Keep the form with your employee department files. Don't send them to HR because in case of an emergency, you will need to access the information quickly and easily.
- ✓ **Enron 401(k) Savings Plan Transition:** Enron Corp. has contracted with Hewitt Associates to be the new trustee and record keeper for the 401(k) Savings Plan (replacing Northern Trust). A transition period is necessary when any company changes 401(k) administrators. During the transition period, participants can continue to make contributions and loan deductions, but are not able to transfer funds among investment options, request or pay off a loan, request a withdrawal or close an account. **NOTE:** This change is not related to the NW Natural and PGE transaction.

Employee Rejuvenation and Retention
TIPS FOR MANAGEMENT
Coping with Uncertainty

There is a lot going on: the events that began September 11, the announced sale of PGE to NW Natural, outage drills, work loads and the normal business of our lives. And the holidays are coming! Demands on our personal and work lives are many; there's a lot to worry about and not enough time.

- Flowing tips may help us keep our balance. Please share them with employees in your work groups:
 - Find an outlet for frustrations and do it regularly – music, a hobby, meditate, walk, volunteer, and exercise, exercise, exercise!
 - Find a way to view the most difficult situations as having the potential for getting better, but don't deny that things may not work out.
 - Focus on what you can control. It is irritating and stressful to spend time trying to control past or future events that are uncontrollable.
 - Seek accurate information if possible.
 - Talk to friends and relatives and be patient with yourself!
- Remember, the **PGE Employee Assistance Program (EAP)** is here to help.
Internal: Jill Nelson Dabord, 503-464-7281
External: Providence, 503-248-3561 (or 1-800-255-5255)
EAP web site: pgeweb/sh_dep/emplasst.asp

DIVERSITY MEETINGS CAN HELP MEET GOALS

Attending a meeting of the Advisory Committee on Diversity (ACD) or a Company-supported Diversity Group is a 2001 Diversity Goal for several work groups. Call the following representatives for meeting times and locations:

- ACD (Advisory Committee on Diversity): Sunil Miani, 503-672-5544
 - AAN (African-American Network): Karen Wheatfall, 503-464-8207
 - AAPI (Asian American/Pacific Islanders): Karen Lee, 503-464-7894
 - DRN (Disabilities Resources Network): Mark Foster, 503-464-7387, or Lisa Goddard, 503-464-7263
 - GALE FORCE (Gay and Lesbian Employees and their Friends): Sunil Miani, 503-672-5544
 - HOLA (Hispanic Organized Leaders Association): Fernando Torres, 503-464-8660
 - NANA (Native American Network Association): Fred Coleman, 503-463-4358
 - WINTR (Women in Nontraditional Roles): Patti Klein, 503-886-5230
- urrent information on diversity activities can also be found on http://pgeweb/hr_diversity/.

KEY DATES

There are a lot of important HR-related events during fourth quarter. We thought the following list might help us all keep track!

TOBACCO-FREE PRESENTATIONS with Rick Bender
10/9-10/19: See the complete schedule on the Safety and Health web site, http://pgeweb/sh_dep/tobarsched95567.pdf.
EMPLOYEE GIVING CAMPAIGN (Contact 2001 Campaign Co-chairs Carol Reed or Carol Morse for more information.)

- 10/23: Employee Kickoff with Nonprofit Fair, 11:30 a.m.-1:30 p.m., 2WTC Plaza. Employees receive pledge packets from campaigners. Please support the employees in your work groups who would like to attend the kickoff event and the campaigners who are working to make this a successful campaign.
- 11/09: Pledge forms due.

COMPANY/UNION AGREEMENT

10/17: Ratified. See Negotiation Update 20 for details.

OPEN ENROLLMENT FOR 2002

- 10/12: Packets sent to bargaining-unit employees from PGE
- 10/16: Retiree Benefits Fair, PSC Auditorium, 9 a.m.-noon
- 10/17: Retiree Benefits Fair, Oregon City Auditorium, 1-4 p.m.
- 10/18: Packets sent to nonbargaining employees from Enron
- 10/26: Enrollment deadline for bargaining-unit employees
- 10/29: Enrollment begins for nonbargaining employees
- 11/06: Benefits Fair (nonbargaining), PSC, 10 a.m.-1 p.m.
- 11/07: Benefits Fair (nonbargaining), TCC, 11 a.m.-2:30 p.m.
- 11/08: Benefits Fair (nonbargaining), 2WTC Flags, 9-11:30 a.m. and 1:30-3:30 p.m.
- 11/12: Enrollment deadline for nonbargaining employees
- 11/19: Confirmation statements sent to nonbargaining employees from Enron
- 11/26: Enrollment changes can be made by nonbargaining employees
- 11/30: Enrollment change deadline for nonbargaining employees

ENRON 401(K) SAVINGS PLAN

10/19-11/20 (dates approximate): Transition period for change in record keepers (see Reminders section)

TRAINING (Contact Sandy Sanderson for information or to register.)

- 11/12-11/16 (all five days): Individual Performance Leadership (IPL)
- 11/14: New Employee Orientation
- 11/28, 11/29, 12/4 and 12/5 (all four days): Supervisor/Manager Training
- 12/3-12/4: Introduction to Guiding Behaviors

FLU SHOTS

11/01-12/08: See the complete flu shot schedule on the Safety and Health website at http://pgeweb/sh_dept/01flushshot9386.pdf.

COMING SOON . . .

- PTO/Vacation "Use it or Lose it" reports.
- Leased employees memo and report form for 2001
- Payroll closing process information for 2001
- After-Hours funding request for 2002
- Request for 2001 Incentive Program goals and documentation



THE NINTH MANAGERS' MONTHLY READERS CONTEST!

Managers' Monthly readers have been winning prizes for years, and whether you are a new reader or a charter member, a prize could be yours this year! Just mail or fax a signed copy of this issue by Friday, November 2 to Judy Francis, Editor, 1WTC0604 (FAX 503-464-2676). Five entries will be randomly drawn and the winners announced in the November issue. Good luck!

Online News - Oct 18

are encouraged to familiarize themselves in advance with the escape route (stairwell) that is nearest their office.

Throughout the drill, messages will be broadcast over the communication system. Please be sure you are familiar with the new Emergency Procedures brochure. Additional copies are available at the security console in 1WTC and 3WTC or by calling (503) 464-8196.

APPLYING FOR EDUCATIONAL ASSISTANCE THIS FALL?

On Sept. 1, the company's Educational Assistance Reimbursement Program changed. The maximum amount employees can request reimbursement for has doubled! However, please note that the increased amount is for classes taken beginning Sept. 1, 2001, and cannot be applied retroactively. Classes eligible for the Education Assistance Program must be relevant to PGE's business and sponsored by an accredited educational institution (classes taken through PGE's Corporate University program qualify). For more details and instructions, see the "Request for Education Assistance" form on *PGEWeb* or contact Susan Nolan at (503) 464-7277.

ENRON 401(K) SAVINGS PLAN TRANSITIONS TO NEW ADMINISTRATOR

The Enron 401(k) Savings Plan transition begins Oct. 19. The transition is due to a change in record-keeper from Northern Trust to Hewitt Associates. A transition is necessary whenever a company changes 401(k) administrators and is not related to the NW Natural and PGE transaction. For transition details, see the "Enron Corp. Savings Plan Changes" booklet that was mailed to your home from Houston. If you did not receive a booklet in the mail, contact Julie Wandell by e-mail or at (503) 464-7272.

COLLECT COATS WITH CAMP FIRE

Do you have any extra coats or blankets? PGE is supporting the Portland Area Camp Fire's coat and blanket drive, which is on now and ends Oct. 26. The drive will benefit Human Solutions, a local nonprofit organization helps families gain self-sufficiency by providing affordable housing, skill development and family support services in East Multnomah and outer Southeast Portland. Here's a list of collection boxes and the employees who are coordinating collections at their work site:

- PSC Carol Craft
- Gresham Line Barbara Card
- TCC Katey Hummel
- 3WTC, Bridge Jackie Dornfeld
- 1 WTC, 3rd floor Terry Clelen

If you have any questions about the drive, or if you'd like to have a coat collection site at your work site, e-mail or call Terry Clelen at (503) 464-2428.



ANNUAL RAPHAEL HOUSE AUCTION SET FOR NOV. 3

You're invited to join your coworkers Christine Dunn (from Customer Service) and Jacque King (from Planning and Scheduling) to help make a life free of violence possible for hundreds of women, and children. Christine and Jacque are board members of Raphael House, and PGE has been supporting the good work of this nonprofit organization for many years. On Sat., Nov. 3, Raphael House holds their annual dinner and auction gala at the Portland Marriott Hotel, 1401 SW Naito Parkway. The silent auction starts

RAPHAEL HOUSE
of portland

EC000023725

ID for Human Resources News - Savings Plan Open for Business!

From: ID for Human Resources News
To: ALL PGE EMPLOYEES
Date: 11/14/2001 10:37 AM
Subject: Savings Plan Open for Business!

HRNews Online

To: All Employees
From: Human Resource
Date: November 14, 2001
Subject: Enron 401(k) Savings Plan

As you know, Enron has contracted with Hewitt Associates to be the trustee and record keeper of the 401(k) Savings Plan (replacing Northern Trust).

Hewitt's reputation for customer service, accuracy and accessibility has already proven to be true. The transition period to ensure that records and individual accounts were converted accurately was estimated to last at least a month.

However, the Enron 401(k) Savings Plan is now open for business! In a very short period, Hewitt has delivered Voice Response and Internet systems that are very user-friendly and have a lot of information about your account.

See the attached document for the easy steps to access the new Enron 401(k) Savings Plan systems — and please share this information with employees who may not have easy access to a computer.

Thank you.

EC000023726

HRNews Online

To: All Employees
From: Human Resources
Date: November 14, 2001
Subject: Enron 401(k) Savings Plan

The Enron 401(k) Savings Plan is now open for business! In a very short period, Hewitt Associates has delivered Voice Response and Internet systems that are very user-friendly and have a lot of information about your account.

Here is all you need to do:

- 1) Access the Internet or the Voice Response System.
 - **Internet:** <http://resources.hewitt.com/enron>. This takes you to the Hewitt and Enron "Your Benefits Resources" Log On page. Click on Register as a New User.
 - **Enron Intranet:** benefits.enron.com. This also takes you to the Hewitt and Enron "Your Benefits Resources" Log On page, but via the PGE and Enron Intranets:
 - Go to the PGE Intranet at <http://pgeweb/index2.asp>
 - Click on News and then Enron Intranet.
 - Scroll down and under "Information and Services" click on HRweb.
 - Click on Benefits.
 - Click on Savings Plan > Savings Plan System.
 - **Voice Response System:** 1-800-332-7979, Option 3. The Voice Response System is available 24 hours a day, 7 days a week.
- 2) You will be asked to Register as a New User and to choose a Password/PIN. This is a new system, so even though you may already be a plan participant, you are still considered a new user. At this point, you can choose your own password without having to have one mailed to you.
- 3) Benefits Service Representatives are available Monday through Friday, 6:30 a.m. to 3:00 p.m. Pacific Time. If you have questions about your account or have trouble using the systems, call the phone system at 1-800-332-7979; enter your SSN and Password; select Option 3; select Option 1 for the Savings Plan and press Star and Zero. You will be connected to a real person.

Give it a try!

EC000023727



Portland General Electric
One World Trade Center
121 SW Salmon Street
Portland OR 97204

FAX COVER SHEET

DATE: 12/17/01	TO / ATTN: Mikie Roth	
AT: Enron		
RECEIVER'S PHONE NO.: 713-853-3937	RECEIVER'S FAX NO.: 713-686-2147	
FROM: Joyce Bell		
SENDER'S PHONE NO.: 503-464-7295	SENDER'S FAX NO.: 503/464-2676	
NUMBER OF PAGES (including cover sheet): 7		

REGARDING:

Mikie -
Please see attached, per your request. Hope you have a nice holiday (in spite of everything going on.)
Joyce

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