



Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925, HOUSTON, TEXAS 77002
PHONE -- (713) 757-4175, FAX -- (713) 757-2491, email gisb@aol.com
Home Page www.gisb.org

April 9, 1998

TO: Business Practices Subcommittee (BPS) chairs, Posting on the GISB home page for interested industry participants
FROM: Rae McQuade, Executive Director
RE: **Final Minutes from the Business Practices Subcommittee -- April 9, 1998**

I. Administrative

Ms. McQuade identified the participants on the call. Mr. Wallenhorst opened the meeting, welcomed the participants and gave the antitrust advice at 8:05 a.m. The agenda was adopted. The minutes of April 2 were adopted with changes.

II. Requests

R97111 Modify the Capacity Release UPPD and Bidder Confirmation datasets to enable Releasing Shippers (without pre-arranged bidders) and bidders (in addition to pre-arranged bidders) to employ the EDI datasets to effectuate capacity release transactions other than through on-line EBBs.

Proposed Standard 5.3.A

"Transportation Service Providers which support capacity release should accept and process uploads of capacity release offers from releasing shipper(s) (or its authorized third party service provider), provided the offer is received by the Transportation Service Provider at their designated site by 12:45 P.M. CCT on a Business Day. Such received offer, if determined to be valid, should be posted as an Offer and should be available for bidding by 1:00 PM CCT (the normal posted-by deadline and start of bidding time) on that Business Day or the Releasing Shipper's specified Business Day (if later than the received Business Day)."

Motion 1 on Proposed Standard 5.3.A:

The motion was made, seconded and the above language was adopted as a recommended standard for Executive Committee consideration. The specific votes can be reviewed in the attendance record. The motion passed with ten in favor and two abstentions.

Proposed Standard 5.3.B

"Transportation Service Providers which support capacity release should accept and process uploads of capacity release bids from potential acquiring shipper(s) (or its authorized third party service provider), provided the bid is time-stamped as leaving control of the bidder no later than 2:00 P.M. of the applicable deadline day and is received by the Transportation Service Provider at their designated site by 2:15 P.M.. Such timely bid, if determined to be valid, should be evaluated by the Transportation Service Provider for the purpose of identifying the winning bidder associated with the Offer upon which the bid was made."

Motion 2 on Proposed Standard 5.3.B:

The motion was made, seconded and the above language was adopted as a recommended standard for Executive Committee consideration. The specific votes can be reviewed in the attendance record. The motion passed with eight in favor and five abstentions.



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Proposed Standard 5.3.C

"When a Transportation Service Provider receives an upload of an offer or a bid in association with a deadline, it should process such offer or bid (~~as applicable~~) and post valid offers or bids (~~as applicable~~) for review within fifteen minutes; and, in the event such document is not valid, respond with the applicable validation document to the ~~applicable~~ submitting party within fifteen minutes. When a Transportation Service Provider receives an upload of an offer or a bid not in association with a deadline, it should process and post for review valid offer(s) or bid(s) (~~as applicable~~) which are received prior to one quarter hour period by the end of the next succeeding quarter hour period; and, in the event such document is not valid, respond with the applicable validation document to the ~~applicable~~ submitting party by the end of the next succeeding quarter hour period. The quarter hour periods are on the hour, fifteen minutes after, thirty minutes after and forty-five minutes after an hour."

Transportation Service Provider's nightly processing and routine maintenance occurring outside of normal business hours are apt to interrupt the normal schedule of applicable validation documents. Such delays should be kept to a minimum. The normal schedule should be resumed at the earliest opportunity and no later than the start of the next business day.

Discussion:

The motion was made and seconded to adopt the above language. In discussion, the above red-lined changes were made with the concurrence of the motioner and seconder. Additional language was discussed and added (shown in red-line above) to conform to GISB Standard 1.3.38 (R97079):

Transportation Service Provider's nightly processing and routine maintenance occurring outside of normal business hours are apt to interrupt the normal schedule of applicable validation documents. Such delays should be kept to a minimum. The normal schedule should be resumed at the earliest opportunity and no later than the start of the next business day.

Motion 3 on Proposed Standard 5.3.C:

The motion was made, seconded and the above language was adopted as a recommended standard for Executive Committee consideration. The specific votes can be reviewed in the attendance record. The motion passed with sixteen in favor and two abstentions.

Proposed Modification to Standard 5.3.2

[no changes from beginning of standard (i.e., short term releases) up through identified portion]

-- evaluation period ends at 3:15 P.M.;

-- match or award is communicated by 3:15 P.M.;"

[no changes after identified portion through to next identified portion within long term release time line]

-- evaluation period ends at 3:15 P.M.;

-- match or award is communicated by 3:15 P.M.;"

[no changes after above identified portion of long term release time line through to end of 5.3.2]



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Discussion:

No changes were made as a result of the discussion. The statistics were reviewed related to the above proposed standard change.

Motion 4 on Modifications to GISB Standard No. 5.3.2:

The motion was made, seconded and the above language was adopted as a recommended standard for Executive Committee consideration. The specific votes can be reviewed in the attendance record. The motion passed with sixteen in favor and two abstentions.

Proposed Implementation Motion:

"The BPS requests that Information Requirements create a data dictionary for each of the upload of Offer and upload of Bid documents. When implementing these business practices via the EDI standards, seek to employ as much of the structure of the existing UPPD related documents as is reasonably possible so as to minimize the implementation effort."

Discussion:

After discussion it was determined that the second sentence was needed for clarification.

Motion 5 on Proposed Implementation:

The motion was made, seconded and the above language was adopted as a recommended standard for Executive Committee consideration. The specific votes can be reviewed in the attendance record. The motion passed with seventeen in favor and one abstention.

Further Discussion:

The Interpretations Subcommittee will review interpretations which require review as a result of the above recommended standards. The recommended standards will be forwarded to the Information Requirements Subcommittee.

Action:

Request No. R97111 is determined completed as a result of the above BPS actions.

R97086

Add a data element -- statement type, to the Imbalance Statement transaction, with a usage code of mutually agreeable.

Discussion:

Ms. Davis explained how the indicator, "statement type", could be used to determine if the transaction was subject to cash-out provisions or not subject to cash-out provisions. The ending imbalance quantities referenced in her request were deleted after discussion.

Proposed BPS Action on Request No. R97086:

The motion was made and seconded to instruct Information Requirements Subcommittee to :

Add a new data element , called settlement type, to GISB Standard No. 2.4.4 -- Imbalance Statement, to be implemented at either the contract level or header level but not both, with the usage of mutually agreeable. This data element will distinguish between quantities that are not subject to cash-out provisions and those quantities that are subject to cash-out provisions.



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Discussion:

Discussion ensued and the above language was crafted.

Motion 6 on Request No. R98086:

The motion was made, seconded and the above language was adopted as a instruction to the Information Requirements Subcommittee. The specific votes can be reviewed in the attendance record. The motion passed with fifteen in favor and one abstention.

At this point in the meeting the chair was turned over to Mr. Lander to the conclusion of the meetin.

R96056 Develop the Producer Imbalance Statement.

Discussion

Mr. Wallenhorst gave the history of this request. He suggested that there are no business practice issues and the request be forwarded to the Information Requirements Subcommittee. The following instructions were developed for the Information Requirements Subcommittee:

Proposed BPS Action on Request R96056:

Instruct the Information Requirements Subcommittee to develop a Producer Imbalance Statement starting with on the proposed data dictionary from existing Gas Flow documents and work papers from Market Settlement Task Force, and regarding implementation issues, implementation should be governed by the following:

"If parties mutually agree to exchange producer imbalance statements, they should do so using the GISB Standard No. [standard number reflected by Request No. R96056].

Motion 7 on Request No. R96056:

The motion was made, seconded and the above language was adopted as a instruction to the Information Requirements Subcommittee. The specific votes can be reviewed in the attendance record. The motion passed with sixteen in favor.

R96007 Develop a Request for Allocation Statement.

Discussion

Delayed to the next meeting.

R96008 Develop a Request for Shipper Imbalance Transaction.

Discussion

Delayed to the next meeting.

R98006 Change the definition and condition of Allocation Rank Level so that it may be used with the "swing" Allocation Method.

Discussion

Delayed to the next meeting.

III. Upcoming Meetings & Adjournment

While there is not yet an immediate need for a face-to -face meeting, the one scheduled for May 11 will remain on the calendar and be discussed on April 23. The time for the April 23 meeting was



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discussed and it will be at the regularly scheduled time of 8:00 a.m. central. The time for telephone conferences will be discussed on April 23. The next BPS conference call is scheduled for April 23, 8:00 a.m. The agenda is as follows:

1. Administrative: Welcome, Antitrust Advice, Roll Call, Adoption of Agenda, Adoption of Draft Minutes from April 9, 1998.
2. Review of the following requests :
 - R96007 Develop a Request for Allocation Statement.
 - R96008 Develop a Request for Shipper Imbalance Transaction.
 - R98006 Change the definition and condition of Allocation Rank Level so that it may be used with the "swing" Allocation Method.
3. Next meeting and agenda for telephone conference, review need for face-to-face meeting, discussion on changing the scheduled hours for the telephone conferences
4. Adjourn

The meeting adjourned at 9:45 a.m.



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V. Attendees¹

Name	Company	Motions:							1998
		1	2	3	4	5	6	7	GISB Member
SERVICES									
Donna Scott	Enron Administrative Corp			✓	✓	✓	✓	✓	✓
Jim Buccigross	National Registry	✓	✓	✓	✓	✓	✓	✓	✓
Ann Theriot	Sabre Energy Solutions	A	A	A	A	✓	✓	✓	✓
Greg Lander	TransCapacity	✓	✓	✓	✓	✓	✓	✓	✓
PIPELINES									
Sally Turley	EPNG	✓	✓	✓	✓	✓			✓
Laura Moseley	Florida Gas Transmission			✓	✓	✓	✓	✓	✓
Randy Young	Koch Midstream Services			✓	✓	✓	✓	✓	✓
Julie Unruh	Koch Gateway	✓	✓	✓	✓	✓	✓	✓	✓
Sandra Barnett	Mobile Bay	✓	✓	✓	✓	✓	✓	✓	✓
Mary Dramer	Northern Natural Gas			✓	✓	✓	✓	✓	✓
Betty Barnum	PEPL	✓	A	✓	✓	✓	✓	✓	✓
Stony Jackson	SONAT	✓	✓	✓	✓	✓			✓
Mark Gracey	Tennessee Gas Pipeline	✓	✓	✓	✓	✓	✓	✓	✓
Marcie McCain	TETCO			✓	✓	✓	✓	✓	✓
Jim Keisler	Transco					✓	✓		✓
Gerry Medeles	Transwestern		A	✓	✓	✓	✓	✓	✓
Mark Wilke	Trunkline Gas	✓	A	✓	✓	✓			X
Dale Davis	Williams Gas Pipelines	✓	✓	✓	✓	✓	✓	✓	✓
PRODUCERS									
Bob Wallenhorst	Exxon	A	A	A	A	A	A	✓	✓
GISB									
Rae McQuade	GISB								✓

Voting Record Legend: ✓ - In favor, **X** - Opposed, **A** - Abstain, Blank -- Not present when votes were called.

¹ The attendees' names which appear in **BOLD** are committee chairs. The others are participants.