

TO: Common Codes Subcommittee chairs, Posting on the GISB home page for interested industry participants

FROM: Rae McQuade, Executive Director

RE: **MEETING ANNOUNCEMENT – January 8, 1999**

A meeting of the Common Codes Subcommittee is scheduled for:

Date: January 8, 1999

Time: 9:00 a.m. to 4:00 p.m.

Where: Enron Corp. 1400 Smith Street
Conference Room 49C1
Houston, Texas 77002

You will need to check in with Security at the Lobby Level. Please confirm your attendance by the afternoon of January 6 to ensure that correct arrangements can be made for lunch. If you have any questions, please contact Donna Scott at 713-853-6136.

The draft agenda for the meeting is:

1. Administrative:
 - Welcome
 - Housekeeping Items
 - Antitrust Advice
 - Roll Call of Attendees
 - Adoption of Agenda
 - Adoption of October 20, 1997 and November 6, 1998 Draft Minutes
2. Entity Common Code Issue (including “headquarters” D-U-N-S® Numbers)
 - ⇒ Need for identification of parties doing business on or with pipelines
 - Nominations
 - Service Requesters
 - Upstream ID
 - Downstream ID
 - Confirmations
 - Service Requesters
 - Upstream ID
 - Downstream ID
 - Capacity Release
 - Offerors
 - Bidders
 - Pre-arranged bidders
 - ⇒ Review of eight identified solutions that would allow for the exchange of Dun & Bradstreet branch levels
3. Lunch will be provided.
4. Definition of entity (see Work Paper)
5. Common Code Collection and Distribution Straw Man Proposal (see Work Paper)
6. Determine the Recommended Solution from the Subcommittee
7. Other Business Issues
8. Discussion on next meeting and agenda
9. Adjourn

We look forward to your attendance at the meeting.