



Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925, HOUSTON, TEXAS, 77002
PHONE - (713)356-0060, FAX - (713) 356-0067, email gisb@aol.com
Home Page www.gisb.org

January 11, 1999

TO: Posting on the home page for interested industry participants

FROM: Rae McQuade, Executive Director

RE: MEETING ANNOUNCEMENT FOR THE COMMON CODES SUBCOMMITTEE & AGENDA

The next meeting of the Common Codes Subcommittee is scheduled for February 5, from 9:00 a.m. to 4:00 p.m. Members and industry participants are urged to join this task force to participate in the creation of standards for common codes. During this meeting, the subcommittee will continue to address the issue of levels in using the D-U-N-S® Number. The meeting specifics are:

✓	Date:	February 5, 1999
✓	Time:	9:00 a.m. to 4:00 p.m.
✓	Place:	Enron Offices, 1400 Smith, Houston, Texas
✓	Enron Contacts:	Donna Scott (713) 853-6136 Tammy Hopkins (713) 853-5818
✓	Meeting Contact:	Veronica Thomason (713) 356-0060

The co-chairs of this task force are:

Donna Scott	Enron Administrative Corp.	Phone: 713-853-6136 Fax: 713-646-2372 Email: dscott2@ect.enron.com
Tammy Hopkins	Enron Gas Pipelines	Phone: 713-267-4221 Fax: 713-853-6756 Email: thopkins@enron.com
Julie Unruh	Koch Gateway	Phone: 713-544-5438 Fax: 713-544-6012 Email: unruhj@kochind.com

and the GISB Executive Committee officers and office staff are:

Chairman	Jim Buccigross	National Registry of Cap.R.>	Phone: 978-535-7500 Fax: 978-535-7744 Email: legaljb@tcapserv.com
Vice Chairman	Mike Novak	National Fuel Gas Distribution	Phone: 716-857-7884 Fax: 716-857-7415 Email: novakm@natfuel.com
Exec. Director	Rae McQuade	GISB	Phone: 713-356-0060 Fax: 713-356-0067 Email: gisb1@aol.com
Exec. Assistant V.	Thomason	GISB	Phone: 713-356-0060 Fax: 713-356-0067 Email: gisb@aol.com

The draft agenda is attached. We hope to see you at the meeting.

Rae McQuade



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COMMON CODES SUBCOMMITTEE PROPOSED AGENDA

ENRON OFFICES, 1400 SMITH, HOUSTON, TEXAS

FEBRUARY 5, 1999 -- 9:00 A.M. TO 4:00 P.M.

1. Administrative:
 - ✓ Welcome
 - ✓ Antitrust Advice
 - ✓ Roll Call
 - ✓ Adoption of Agenda
 - ✓ Adoption of Minutes from January 8, 1999
2. Update regarding D&B effort: progress on testing of the mapping process, Statement of Work
3. Level Issue Regarding the Use of the D-U-N-S® Number -- Headquarters, Single Location, Branch or other
[Level may affect the uniqueness of the code for the transactions, and depending which level is selected, additional benefits may be achieved.]
4. Response to the question: "Should the same entity be identified with the same code for all processes?"
5. Review of TransCapacity Work Paper Analyzing Entity Common Code Use
[The TransCapacity work paper was posted for the January 8 Common Codes Meeting.]
6. Discussion of next steps, next meeting and agenda
7. Adjourn

Work Papers for any of these agenda items should be submitted to the GISB office in electronic form no later than January 29.