

February 12, 1999

TO: Posting on the home page for interested industry participants  
FROM: Donna Scott, Chair of Common Codes  
RE: MEETING ANNOUNCEMENT FOR THE COMMON CODES SUBCOMMITTEE  
& AGENDA

The next meeting of the Common Codes Subcommittee is scheduled for February 24, from 1:30 to 4:30 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 finalize the issue of levels in using the D-U-N-S® Number. The meeting specifics are:

Date: February 24, 1999  
Time: 1:30 to 4:30 p.m.  
Place: Columbia Gulf Transmission Offices, 2603 Augusta, Houston, Tx.  
Teleconferencing instructions will be posted prior to the meeting.  
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.

**COMMON CODES SUBCOMMITTEE PROPOSED AGENDA  
COLUMBIA GULF TRANSMISSION OFFICES, 2603 AUGUSTA, HOUSTON,  
TEXAS  
FEBRUARY 24, 1999 – 1:30 P.M. TO 4:30 P.M.**

1. Administrative:
  - Welcome
  - Antitrust Advice
  - Roll Call
  - Adoption of Agenda
  - Adoption of Minutes from February 5, 1999
2. Update regarding D&B effort: Statement of Work
3. Review concepts approved as of February 5, 1999 (attached to 2/5/99 draft minutes)
4. Draft standard language to finalize level issue regarding the use of the D-U-N-S® number
5. Other open issues regarding entity common code usage
6. Review of TransCapacity Work Paper Analyzing Entity Common Code Use [The TransCapacity work paper was posted for the January 8 Common Codes Meeting.]
7. Discussion of next steps, next meeting and agenda
8. Adjourn

Work Papers for any of these agenda items should be submitted to the GISB office in electronic form no later than February 19, 1999.