

March 2, 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 March 26, 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 finalize the issue of levels in using the D-U-N-S® Number. The meeting specifics are:

Date: March 26, 1999
Time: 9:00 a.m. to 4:00 p.m.
Place: Enron, 1400 Smith Street, Houston, Tx., Room 560
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
ENRON, 1400 SMITH STREET, HOUSTON, TEXAS - ROOM 560
MARCH 26, 1999 – 9:00 A.M. TO 4:00 P.M.**

1. Administrative:
 - Welcome
 - Antitrust Advice
 - Roll Call
 - Adoption of Agenda
 - Adoption of Minutes from February 24, 1999
2. Update regarding Dun & Bradstreet negotiations.
3. Determine whether to recommend that a new “General” section be added to the GISB standards booklets.
4. Determine whether to update or supercede the 1997 Dun & Bradstreet report. (This report can be found at the bottom of the Common Codes home page; it is the third bullet.)
5. Review and resolve parked issues.
6. Review of TransCapacity work paper. [The TransCapacity work paper was posted for the January 8 Common Codes Meeting.]
7. Determine when the subcommittee will issue standards for industry comment and EC approval.
8. Discussion of next steps, next meeting and agenda.
9. Adjourn

Work Papers for any of these agenda items should be submitted to the GISB office in electronic form no later than March 23, 1999.