



**GAS INDUSTRY STANDARDS BOARD
Executive Committee Meeting
January 21, 1999-- 9:30 a.m. to 5:30 p.m.**

Colorado Interstate Gas Offices, Colorado Springs, Colorado

FINAL MINUTES

I. Introductory Items

Mr. Bray welcomed the attendees and the Executive Committee (EC) members to Colorado, and thanked CIG for hosting today's meeting and made introductory remarks. Mr. Griffith covered housekeeping items. Mr. Bray welcomed Ms. Gardiner and Mr. Boswell as prior EC members to the meeting today. Mr. Holbrook reviewed the antitrust guidelines. The agenda was adopted with an additional topic added regarding voting rules for the Notices Task Force. Mr. Bray installed the new officers for 1999, Mr. Buccigross as chair and Mr. Novak as vice-chair. The minutes of December 18 were reviewed, modified and adopted as final. Mr. Caldwell suggested, and it was accepted by the officers, that minutes would be processed at the Executive Committee through a red-lining procedure similar to that used in the EBB Internet Implementation (EII) Task Force. For a full accounting of the discussion from today's meeting, the transcripts should be ordered from Jane Copeland of Ak/Ret Reporting. The roll was called and Mr. Bray was welcomed as a new EC member of the end user segment replacing Mr. Lee Smith and Mr. McRae was welcomed as a new EC member of the producer segment replacing Mr. Hahn. Mr. Lee Smith has been elected to the Board of Directors.

II. New Requests

Ms. McVicker presented the new requests and reviewed the Triage recommendations as presented in the materials for the meeting. The motion was made to find request nos. R98091, R99001 and R98060 within scope. The motion passed unanimously. Each of the requests were addressed individually for disposition.

- R98091** From: Submitted by ANR
- Request: Add a DTM segment to the sub-detail level of the GISB Transportation/Sales Invoice (G811TSIN) to reduce the number of detail loops required for each contract when date ranges are needed to reflect volume or rate changes for different rates. Currently the DTM segment is only at the detail level which requires multiple occurrences (detail loops) of the same contract when different date ranges are needed. Since the "hierarchical level" is based on the contract, it is felt each contract should appear only once in the detail looping. A DTM segment in the sub-detail level will allow one detail loop per contract.
- Disposition: Support the Triage Group recommendation to send the request to the Business Practices Subcommittee to be addressed with the invoice requests in the normal schedule.
- R99001** From: Submitted by TransCapacity

Request: TransCapacity requests that the Nominator Tracking ID be added to the SI data segment of the Transportation/Sales Invoice as a conditional data element; conditional on the value being present earlier in the process. (i.e. submitted in a nomination and present in a scheduled quantity line item.)

The addition of this data element to the noted dataset would allow Transportation Service Requesters to tie back invoice information to associated scheduled quantities information.

The new data elements would be used as follows:

Nominator Tracking ID: Will be present in the SI data segment within the HL sub-detail loop corresponding to line detail. An appropriate qualifier will have to be assigned by Information Requirements Sub-committee to the element that will contain the Nominator Tracking ID.

The usage of this data element is conditional. If present in the Scheduled Quantity document then the usage is mandatory. When the Nominator Tracking ID is present in the Transportation/Sales Invoice then the following data elements would not be present. These elements include; Location Indicator, Package ID, Associated Contract, Downstream Contract Identifier, Upstream Contract Identifier, Transaction Type, and Capacity Type Indicator. This is the same implementation as used in the Scheduled Quantity where no detail is repeated because the Nominator Tracking ID is used instead.

Disposition: Support the Triage Group recommendation to send the request to the Business Practices Subcommittee to be addressed with the invoice requests in the normal schedule.

R98060

From: Submitted by Columbia Gas Transmission

Request: Give the functional acknowledgment a Transaction Set ID.

The Transaction Set ID would be used as the value for "transaction set." Transaction set is a data element in the EDM Implementation Guide. The Functional Acknowledgment is the only document that has not been assigned a Transaction Set ID. The assignment of a code value to the Functional Acknowledgment would allow EDI users to provide a value for transaction set.

Disposition: Support the Triage group recommendation to send the request to the Technical Subcommittee to add the needed code value for the Functional Acknowledgment. The Technical Subcommittee should review the attached list for inclusion in the appropriate standards manuals, and forward their recommendations to the Future Technology Task Force for inclusion in the EDM Standards Manual. The priority of the request is to be addressed in the normal schedule.

The disposition of the above requests was determined through unanimous favorable procedural votes.

Since the EC is now meeting on a bimonthly schedule, requests that are received after the Triage Group has met for the upcoming meeting may be triaged after the EC meeting and EC members will be asked to vote notationally on the requests. [A schedule for when materials should be received in the GISB office for publication in the EC Book was included in the EC meeting materials and is included as an attachment to these meeting minutes -- Attachment 5.]

III. Recommended Standards and Modifications

- R98006 Ms. Hess reviewed the recommendation. The recommendation addresses revisions to the definition and condition for the data element "Allocation Rank Level". The recommendation passed unanimously without changes.
- R98009 Ms. Hess reviewed the recommendation. A data element "Remit to Party" was added Payment Remittance and Statement of Account data sets. The recommendation passed unanimously without changes.
- R98015 Ms Hess reviewed the recommendation. The data element "Meter Operator" usage was modified from Mandatory to Sender's Option for the Measured Volume Audit Statement. After discussion, the recommendation passed unanimously without changes.
- R98017 Ms. Hess reviewed the recommendation. The recommendation was to delete the data elements "Release Term Start Time" and "Release Term End Time" from the Award Notice transaction. After discussion, the recommendation passed unanimously without changes.
- R98024 Ms. Hess reviewed the recommendation. The recommendation was to modify the description of the error and warning code for the event where the nominated quantity exceeds the daily contract quantity. After discussion, the recommendation passed unanimously without changes.
- R97111 Ms. Hess reviewed the recommendation to support EDI upload transmissions of capacity release offers and bids. The recommendation also addresses request nos. R97122 and C98001, and includes cleanup items recommended by the Technical Subcommittee and described during the meeting by Ms. Van Pelt. The Information Requirements Subcommittee and the Technical Subcommittee were thanked for their efforts on this set of recommendations. After discussion, the recommendation passed unanimously without changes.

IV. EII Recommended Standards

Mr. Caldwell made the motion which was seconded to adopt the EII standards which were sent out for comment. EII Standards s66, s67 and s72 were excluded because they were sent out by mistake. Ms. Unruh asked that the standards related to ordering of data elements be reviewed. Her concern was related to the limited amount of customer feedback that went into the drafting of the standard nos. s69, s79, s80 and s81. She also did not feel ordering is necessary when screens require little data input from users. Some noted that while there were a only a few individuals representing customers present at the meetings, they were representing the consensus of a larger group. Another concern was raised that for standard no. s73, data groupings were not specified other than in the data dictionary, which is incomplete for version 1.4. As a response, it was noted that the data groupings which are listed in standard no. s79 are also reflected in the data dictionary which are not in conflict or incomplete. The data dictionary is incomplete in the sense that there are outstanding requests to add or modify the data elements or usages, but the data groupings as reflected in the dictionaries from standard nos. s73 and s79 are complete for version 1.3. As data elements are added to the data dictionaries as a result of the normal process of addressing requests, the dictionaries will also be reviewed for any necessary changes to the data groupings. An overall concern was raised that GISB could go too far in specifying the EII standards for web pages. After the above discussion, which can be reviewed in its entirety in the transcripts, the EII standards excluding standard nos. s66, s67 and s72 were adopted unanimously (see attachment 3).

V. R98004 Disposition

The motion was made to recommend that request no. R98004 is not within scope and a variety of reasons were noted: the request addressed "energy" rather than "natural gas," the request addressed business documents which are not the purview of GISB, and the request addressed financial instruments which are not the purview of GISB. Ms. Davis, Mr. Scheel, Mr. Keeler and Ms. Scott made statements in support of the request not being in scope. Mr. Keeler noted that while he is in support of several of the

activities to develop legal instruments -- such as contracts, the guaranty development may be viewed differently because of its limited use in the industry. The motion was made to call the question on scope. There was further discussion of the events related to the request, which took place in the March and April 1998 meetings. It was noted that the request may need to be resubmitted. The motion was made to table the discussion on the disposition of the request until further information is obtained regarding the March and April 1998 meetings of the EC and a review of the relevant transcript pages. The motion to table was adopted with Ms. Davis in opposition.

VI. Y2K Compliance

Once the documentation from DISA is received, Ms. Van Pelt will prepare a recommendation by March regarding the Y2K compliance issues for the Payment Remittance and Statement of Account. The changes are to ensure that the GISB data elements are eight characters in length to handle century.

VII. 1999 Annual Plan and Subcommittee Updates

The Business Practice Subcommittee (BPS) is working on R98011 and R98012, and is entertaining recommendations to move requests to EII that are related to EDI/EBB comparability. For the Imbalances Subcommittee, the work is focused on the data set development for posting and trading of imbalances on a monthly basis. The Cross Contracts Ranking Subcommittee is building a matrix to determine what should be addressed by the subcommittee. The Allocation Grid Drafting Team has completed its work and forwarded its work to the Information Requirements Subcommittee, where it now resides. There are some issues that will be forwarded to BPS and the resolution of these issues should be prioritized above other work assuming that it will be handled in one or two meetings. The Information Requirements Subcommittee has a full agenda, addressing requests that were referred from other subcommittees as well as requests from the EII task force to address data groupings. The Technical Subcommittee and ANSI Subcommittee are working on the requests as they are forwarded from the Information Requirements Subcommittee. The EII task force will be doing more research on the issues regarding field lengths and types which were originally identified as flat file issues. Common Codes Subcommittee is addressing the use of headquarters or branch level D-U-N-S® Numbers. The intent is to have a central repository of common entity names and codes. The Notices Subcommittee will meet on January 25. The motion was made that voting in the subcommittee should be balanced. The motion passed with 18 in favor and 2 abstentions cast by Mr. Bray and Mr. Novak.

VIII. Transfer of Title Transfer Tracking Related Requests

Request Nos. R97019, R97043, R97049, R96025, R96048, R97048 should all be transferred to BPS. R97043 and R97049 are already to be transferred BPS as the instructions were to send the requests to BPS once the title transfer tracking effort was concluded. The motion to move the requests to BPS passed unanimously. The timing for title transfer tracking implementation was June 2000 or later. Concern was raised that the title transfer tracking standards should not be published until the implementation guides are complete to ensure that the technical aspects of the implementation do not get out of sync with the textual standards.

IX. Adjourn

Meeting adjourned at 2:00 p.m. The EC meeting on March 18 & 19 is scheduled to be hosted by El Paso Energy in Houston, for which Mr. Gracey and Mr. Walker were thanked. The GISB office will confer with the chair and vice-chair to determine if the meeting date on March 19 is needed.

- Attachments:
1. Attendance
 2. Voting Record
 3. EII Standards Language Adopted by the Executive Committee
 4. 1999 Annual Plan as of January 21, 1999
 5. 1999 Schedule of Deliverables for Executive Committee Related Activities