

**GAS INDUSTRY STANDARDS BOARD**  
**1999 ANNUAL PLAN AS OF MARCH 18, 1999**

<u>ITEM DESCRIPTION</u>	<u>STATUS</u>	<u>SCHEDULED COMPLETION DATE</u> <sup>1</sup>
<b>Web Page Standards and Transition of EBBs to Internet</b>		
1 Nominations Related Standards - EDI, Web Sites, Flat Files	On Schedule (1)	First Qtr 1999
2 Flowing Gas Related Standards - EDI, Web Sites, Flat Files	On Schedule (1)	First Qtr 1999
3 Invoicing Related Standards - EDI, Web Sites, Flat Files	On Schedule (1)	Second Qtr 1999
4 Capacity Release Related Standards - EDI, Web Sites, Flat Files	In Progress (1)	Third Qtr 1999
5 Contracts Related Standards - EDI, Web Sites, Flat Files	Not Started (1)	First Quarter 2000
<b>Common Codes</b>		
6 Common Codes Reference for Business Parties & Locations	On Schedule (2)	Second Quarter 1999
<b>Finish Work of Open Issues -- Carry over Projects from 1998</b>		
7 Imbalance netting standards	Behind Schedule (3)	First Quarter 1999
8 Ranking Across Contracts	On Schedule (4)	Fourth Quarter 1999
9 Critical Notices (Request No. R98086)	In Progress (5)	First Quarter 1999
10 Multi-tiered Allocations -- Allocation Grid	On Schedule (6)	Second Quarter 1999
<b>Program of Standards Maintenance</b>		
Nominations & Capacity Release	On Schedule	Fourth Quarter 1999
Ongoing Interpretations for Clarifying Language Ambiguities	On Schedule	Ongoing
Ongoing work on Code Values and Other Technical Matters	On Schedule	Ongoing

<sup>1</sup> Dates in the completion column are by end of the quarter for member ratification. If one item is completed earlier than planned, another item can begin earlier and possibly complete earlier than planned. There are no begin dates on the plan.

**POTENTIAL PROJECTS FOR CONSIDERATION FOR THE 2000 ANNUAL PLAN**

**PROJECT DESCRIPTION**

- 1 Contracts Request No. R98019 -- Development of a Standard Long Term Base Contract for Purchase and Sales of Natural Gas
- 2 Others may be added for consideration for 2000.

**GAS INDUSTRY STANDARDS BOARD****1999 ANNUAL PLAN STATUS NOTES AS OF MARCH 18, 1999**

- | <b>NOTE</b> | <b>STATUS</b>  |
|-------------|--|
| 1.          | The Web Page Standards and the transition of the EBBs to the Internet effort is assigned to the EBB Internet Implementation Task Force and is under the leadership of Carl Caldwell of Deloitte and Touche, Mike Novak of National Fuel Gas Distribution, Tammy Hopkins of Enron Gas Pipeline Group, Dona Gussow of Florida Power and Light and Paul Keeler of Burlington Resources. The lead chair is Carl Caldwell. The group is ahead of schedule. Efforts on the capacity release sets of standards are underway and calls for work papers on contracts have been made.  |
| 2.          | The standards and procedures needed for the use of common codes within the GISB standards is assigned to the Common Codes Subcommittee under the leadership of Donna Scott of Enron Administrative Corp, Julie Unruh of Koch Gateway and Tammy Hopkins of Enron Pipeline Group. The subcommittee is determining how the D-U-N-S® Number can be used as the common entity code and resolve the outstanding issues regarding its use. The GISB office, along with the general counsel and GISB officers are working with D&B to obtain limited intellectual property rights to the data, and for D&B to create a central repository of the codes and associated information needed for use with the GISB standards. The repository will be available no later than April 1. The contract with IHS for the common gas transaction point codes should be finalized shortly, after which it will be posted on the GISB home page. |
| 3.          | The imbalance netting standards and procedures are assigned to the Imbalances Subcommittee under the leadership of Jim Buccigross of National Registry for Capacity Rights and Dennis LaTour of ANR Pipeline. The subcommittee has drafted the standards language for the business practices of trading on a monthly basis and are now reviewing the needed data sets. Netting is outstanding along with associated data sets if needed, and daily imbalances has not been addressed. The proposed standards were brought forward to the Executive Committee (EC) but delayed for voting until the July EC meeting.  |
| 4.          | The standards and procedures for ranking across contracts is assigned to the Cross Contract Ranking Subcommittee chaired by Sylvia Munson of Altra Energy and Donna Scott of Enron Administrative Corp. While the group is considered on schedule for fourth quarter 1999, the scope of the subcommittee was expanded on March 18, 1999 to include issues on the level of confirmations. The name of the subcommittee was changed to Confirmations & Cross Contract Ranking Subcommittee.  |
| 5.          | The standards and procedures for critical notices is assigned to the Notices Task Force chaired by Michael Hansen of Columbia Gas Transmission and Shelley Corman of Enron Gas Pipeline Group. The task force is nearing the conclusion of its efforts.  |
| 6.          | The standards and procedures for effecting multi-tiered allocations is assigned to the Allocation Grid Drafting Team chaired by Dale Davis of Williams Gas Pipelines. The group has passed its work on to the Information Requirements and Technical Subcommittee for work on the GISB data sets, and ultimate inclusion in the GISB standards. Outstanding questions have been forwarded to the Business Practices Subcommittee. At this time the group is considered on schedule.  |

**GAS INDUSTRY STANDARDS BOARD**  
**1999 ANNUAL PLAN -- EBB INTERNET IMPLEMENTATION SCHEDULE**

Function	EII *	EC	Member Approval	Implementation Following Member Approval **
General	11/04/1998	12/17/1998	01/1999	
Nominations	11/20/1998	12/17/1998	01/1999	8 months
Flowing Gas	12/18/1998	01/22/1999	02/1999	9 months
Invoicing	03/1999	05/21/1999	06/1999	10 months
Capacity Release	05/1999	07/16/1999	08/1999	11 months
Contracts	11/1999	12/1999	01/2000	9 months

NOTES:

However, no implementation should be between November 2, 1999 and March 31, 2000 for Y2K and seasonal considerations. If the date falls within this range, implementation would occur in April 2000.

\* The dates represent the completion of standards related to existing datasets. The dates do not include the completion of requests submitted for additional data elements, code values or new transaction sets necessary to complete the full transition to the Internet of the functions listed. Those items not standardized by the completion date should be implemented as an interim using proposed standard [S21]. This a change from what had been previously included in the dates for completion on the original EII plan.

\*\* The effective date for starting the calculation on implementation following member approval would occur at the beginning of the month of the ratification. An example would be for nominations, ratification would conclude January 17, 1999 and implementation would occur September 1, 1999.

**GAS INDUSTRY STANDARDS BOARD OPERATING PRACTICE  
ANNUAL PLAN PROCESS, CHARACTERISTICS, IMPLEMENTATION AND RESPONSIBILITIES**

**PLAN CHARACTERISTICS**

The Annual Plan has the following characteristics and any changes to the Annual Plan will maintain these characteristics:

1. Focus and prioritization of GISB activities : The annual plan provides a clear focus on specific activities with a prioritization defined. The activities defined should have high expectation of implementation. The annual plan will be focused on the standards development and maintenance, and interpretations development efforts of the organization.
2. Resource application to GISB efforts : The annual plan recognizes that the member company resources to work on GISB efforts are limited. The efforts defined for activity by GISB should not exceed those limits by spreading the resources so thin that the assurance of success is affected.
3. Alignment of efforts to assure coordination of intent : It is the intent of the Board of Directors and the Executive Committee that their objectives activities coincide. The Board of Directors and the Executive Committee will direct GISB work through the annual plan so that those intents are aligned and the annual plan efforts are realized.
4. Timetable for efforts : The work of GISB is defined with a specific timetable during which consensus can be reached. If consensus is not reached within that timetable, avenues other than GISB can be pursued.

**IMPLEMENTATION OF THE ANNUAL PLAN**

1. Recognition of time constraints of development efforts -- the plan provides focus with no more than 5 to 10 major efforts identified, with deadlines for completion which serve as prioritization. The development efforts, deadlines, and priorities are identified in the Annual Plan. If one of the approved efforts is completed during a year, a new effort could be added if approved by the Board of Directors in consultation with the officers of the Executive Committee.
2. Empowerment of the chairs at subcommittee and task force meetings -- chairs are empowered to limit discussions when necessary, call items out of order when applicable, follow agendas closely, and in general exert more control so that the time participants spend in meetings is more effective.
3. Efforts are "implementable" -- each effort should have a reasonable expectation that consensus can be reached, with clear deadlines established for completion. The deadlines provide an incentive to all industry participants to reach closure. For each Board meeting, these deadlines will be reviewed with the progress made to date by the subcommittees. The deadlines, as with any other parameter established in the Annual Plan, cannot be changed without Board approval. If a deadline is missed, the Board, in consultation with the officers of the Executive Committee, will determine whether the work should be continued, put on hold or transferred to another venue.
4. Modifications to existing standards and new standards that are requested which come through the request process should reflect a broad industry need. As prioritization occurs, a primary parameter should be how many companies or segments need this standard or standard change. Industry efforts to implement standards that affect only a few companies should be severely limited.

**BOARD OF DIRECTORS RESPONSIBILITIES TO THE PLAN**

1. Progress toward completion of the plan will be reviewed by the Board quarterly with the officers of the Executive Committee.
2. The deadlines in the Annual Plan, as with any other parameter established in the Annual Plan, cannot be changed without Board approval. When a deadline is reached before the item is completed, the Board, in consultation with the officers of the Executive Committee, will determine whether the work should continue, be postponed or transferred to another venue.
3. Any changes or additions to the annual plan items, including those requested by government agencies or commissions, must first be presented to the Board for its consideration, prioritization and approval.
4. The Board will review monthly progress reports on the Annual Plan to determine if any changes are necessary.
5. The Chairman of the Board of Directors will request that each segment by September name one Board member and one EC member to a task force to develop the subsequent year's annual plan.

**EXECUTIVE COMMITTEE RESPONSIBILITIES TO THE PLAN**

1. The Executive Committee should strive to complete the items set forth in the Annual Plan in the times specified. When a deadline is reached before the item has completed, the Executive Committee will recommend to the Board for the Board's determination of whether the work should continue, be postponed or transferred to another venue.
2. The officers of the Executive Committee will brief the Board at each Board meeting on the progress made towards completing each item on the Annual Plan.
3. There will be boundaries on the time spent in modifying standards, which will be controlled by the Executive Committee through its setting of meeting dates for the subcommittees addressing maintenance issues.
4. A key element in determining priority for maintenance issues is the number of companies or segments needing the modifications requested. The Triage Group recommendations to the Executive Committee will include priorities/dates and possible changes to other priorities such that the workload in maintenance is reasonable considering the other items included in the plan.

**GISB OFFICE RESPONSIBILITIES TO THE PLAN**

1. The GISB office will prepare the monthly progress report to the Board of Directors in consultation with the officers of the Executive Committee and other subcommittee chairs as appropriate.
2. The Executive Director will be an active participant in subcommittee and task force meetings that he or she attends, acting as a liaison to the Board of Directors.

**GAS INDUSTRY STANDARDS BOARD OPERATING PRACTICE  
POWERS AND DUTIES OF SUBCOMMITTEE AND TASK FORCE CHAIRS**

Chairs of committees, subcommittees and task forces undertake responsibilities in assuming their roles as presiding officers. The GISB organization is appreciative of the significant leadership efforts that are assumed when individuals agree to serve as chairs.

Chairs act as representatives of the Executive Committee in discharging its responsibilities with respect to the organization's purposes. The annual plan adopted by the Board of Directors sets forth GISB's priorities for the year in question, and the chairs are strictly charged by the Board and the Executive Committee to ensure that the subcommittees and task forces are directed to the end of accomplishing the annual plan. As such, chairs are empowered to take any actions necessary to ensure that the discussion is timely, effective, and focused on matters consistent with the plan, including, but not limited to setting and enforcing deadlines for debate, ruling items out of order, and otherwise supervising the progress of the meetings for which they are responsible.

The principles below are in full accordance with normal rules of order for groups following the democratic principles of parliamentary procedure.

1. The chair's role is that of serving the assembly, striving for fair play among the participants, trying to ascertain the participants' and the organization's intent, and providing guidance for the fulfillment of the intent of the organization as a whole. The organization's intent is reflected in the annual plan.
2. Presiding officers of a meeting should remain impartial and objective. If a motion is made, and the chair wishes to advocate a particular position, he or she should ask another officer to act as chair during the discussion. After the discussion, the chair should resume his or her role as the presiding officer.
3. The chair should not permit participants to speak at will, offer alternative main motions when a main motion is already under consideration, interrupt speakers or claim the floor without first being recognized by the chair.
4. The chair should refuse to allow participants to claim the floor several times before others have had their first opportunity to speak.
5. The chair is empowered to limit discussions when necessary and call items out of order if not on the agenda of the meeting.
6. The chair is to guide the participants to follow the agenda and to meet the goals established for that agenda and to realize the organization's intent. The organization's intent is reflected in the annual plan.
7. It is the responsibility of the chair to guide the participants so that the time spent in the meeting is effective, meets the goals of the organization, and addresses the items on the agenda.
8. The chair should ensure that the agenda for the meeting is in agreement with the intent of the organization as a whole.
9. The chairs are empowered to limit discussion to the named members of the committee, task force or group. They are also empowered to name members of subgroups to act on specific issues. While all GISB meetings are open, chairs can restrict discussion in the meetings to the named members of the groups.
10. The chairs should ensure that draft minutes of the meetings and any exhibits (including any work papers and alternative proposals) are prepared as soon as reasonably possible as provided in the GISB Operating Practices.