



**GAS INDUSTRY STANDARDS BOARD
Executive Committee Meeting
March 18, 1999-- 9:00 a.m. to 5:00 p.m.**

El Paso Energy Offices, Houston, Texas

FINAL MINUTES

I. Introductory Items

Mr. Buccigross welcomed the attendees and the Executive Committee (EC) members to Houston, and thanked El Paso and Tennessee for hosting today's meeting and made introductory remarks. Ms. McQuade read the roll. An agenda item for Y2K and for certification was added to the other business section. The agenda was adopted as modified. With modifications made during the meeting, the redlined minutes were adopted. For a full accounting of the discussion from today's meeting, the transcripts should be ordered from Jane Copeland of Ak/Ret Reporting (361-882-9037).

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. R99004, R99005, R99006, R99021, and R99023 within scope. The motion passed unanimously. **R99004** From:
Submitted by Algonquin Gas Transmission

Request: The addition of this code value to the list of valid values for Transaction Type in the Transportation/Sales Invoice is required in order to support GISB Principle 3.1.2 which states "Elements should stay consistent from nomination through billing." This code value was requested by the Duke Energy pipelines in Request R96043 and is included in Version 1.3 of the Nomination and Flowing Gas Implementation Guides; however, this code value was not added to the list of valid values for Transaction Type in the Transportation/Sales Invoice transaction set when the data element was added to that data set in Request R97029. The intent of this request is to correct that omission and provide the means to allow the presentation of consistent information at all stages of the business process.

Triage: Send to the Information Requirements Subcommittee.

Priority: To be addressed within the normal schedule.

R99005 From: Submitted by Williams Gas Pipeline - Transco

Request: The Shipper Imbalance (2.4.4) contains two data elements, namely the Operational Delivery Quantity and the Operational Receipt Quantity, whose definitions are identical. Since the data intended for these fields is different, it would seem that the definitions should be different. Therefore, Transco requests that the definitions be modified to reflect this difference, and suggests that the existing definitions be modified as noted below:

Operational Delivery Quantity: Allocated delivery quantity in standard units upon which penalties may be based.

R99006

Operational Receipt Quantity: Allocated receipt quantity in standard units upon which penalties may be based.

Triage: Send to the Information Requirements Subcommittee.

Priority: To be addressed within the normal schedule.

From: Submitted by Williams Gas Pipeline - Transco

Request: This request is a follow-up to GISB request R97124 submitted by TransCapacity, which indicated that there is currently no agreed upon manner to identify PO1 (detail) level errors from the Nomination in the Nomination Quick Response document. R97124 requested that a GISB data element be defined to take the place of the current ANSI X12 data element that identifies the contract level (PO1 01 data element) in the Nomination and the Nomination Quick Response datasets.

Transco requests that a similar data element be defined to take the place of the current ANSI X12 data element that identifies the location level (POC 01 data element) in the Pre-determined Allocation and the Pre-determined Allocation-Quick Response datasets. This data element will facilitate response processing.

And Transco requests that a similar data element be defined to take the place of the current ANSI X12 data element that identifies the location level (PO1 01 data element) in the Request for Confirmation, Confirmation Response, and Confirmation Response Quick Response datasets. This data element will facilitate response processing.

Discussion: The request is to add data elements to match the X12 data elements used by GISB, which does not require a new business practice or a change to existing business practices.

R99021

Triage: Send to the Information Requirements Subcommittee.

Priority: To be addressed within the normal schedule.

From: Submitted by ANR Pipeline

Request: ANR requests the addition of three new code values to the Validation Code in the Confirmation Response Quick Response (1.4.7). These Validation Codes would be error messages at the sub-detail level.

The first error message requested is: Detail line item quantity on the Confirmation Response is greater than the corresponding quantity from the Request for Confirmation. The second error message requested is: Detail line item quantity on the Confirmation Response is less than the calculated elapsed-prorated-scheduled quantity. The third error message requested is: No match for the combination of data elements as provided.

The error messages allow the recipient of a Confirmation Response to indicate that the quantity which was returned is either greater than the requested quantity or less than the elapsed-prorated-scheduled quantity. Additionally, this request allows the recipient of a Confirmation Response to indicate that they could not find a match on the combination of data elements which constitute the recipient's Confirmation business key.

Triage: Send R99021A to the Information Requirements Subcommittee. Send R99021B to Business Practices Subcommittee.

Priority: Address R99021A within the normal schedule of Information Requirements Subcommittee. Address R99021B within the normal schedule of Business Practices Subcommittee, possibly to be addressed with R97022.

R99023 From: Submitted by Panhandle Eastern

Request: Panhandle Eastern Pipe Line Company and Trunkline Gas Company request the addition of the following Charge Type code value description and definition to the Transportation/Sales Invoice (3.4.1):

Code Value Description: Conditional Reservation Charge

Code Value Definition: A charge assessed when a service requester does not maintain a specified load factor.

The purpose of this code is to accommodate the sending of a charge rendered under a newly approved service.

Triage: Send to the Information Requirements Subcommittee.

Priority: To be addressed within the normal schedule.

The disposition of the above requests was determined through unanimous favorable procedural votes. Request R99004 was addressed separately and the remaining requests were addressed through a joint motion. [There have been no new EII requests received for EC consideration since the notational ballot was distributed to the EC members.]

III. Recommended Standards and Modifications

- R97127 Ms. Hess reviewed the recommendation. The recommendation addresses revisions to the validation codes to incorporate inactive data. The recommendation passed unanimously without changes.
- R97128 Ms. Hess reviewed the recommendation to add to code values and revised one existing code value for the Service Code data element in the Invoice data set to address firm gathering and interruptible gathering with a clarification to the code value definition for Plant Thermal Reduction. In discussion it was noted that this is not a jurisdictional issue. The recommendation passed unanimously without changes.
- R98025 Ms Hess reviewed the recommendation to add a code value description for the Charge Type data element in the Invoice data set to address contract out of balance. After discussion, the recommendation passed unanimously without changes.
- R98026 Ms. Hess reviewed the recommendation to add a Bid Up Indicator data element to the Nomination and described the business practice to accommodate shippers that want to be bumped up to a higher rate if that is required in order to be scheduled. It was described that this is not setting a business practice but rather making the EDI and Web site implementations comparable. After discussion, the recommendation passed unanimously with changes made by Ms. Van Pelt to correct the technical change log to delete the three lines related to G865SQTS.
- R98052 Ms. Hess reviewed the recommendation to add Export Declaration data element to the Nomination, Scheduled Quantity, Shipper Imbalance and Invoice data sets, Add two codes values to the new Export Declaration data element for use in all of the above mentioned data sets, and add one error and one warning code value for the Validation Code data element in the Nomination Quick Response. In the description, it was noted that this recommendation accommodates the Canadian requirement to support the Goods and Service tax. After discussion, the recommendation passed unanimously without changes.
- R98058A Ms. Hess reviewed the recommendation to add code value to the Charge Type data element in the Invoice and a code value to the Service Requester Level Charge/Allowance Amount Descriptor element in the Invoice and in the Service Requester Level Invoice for voluntary GRI. The payment remittance portion of this request (R98058B) currently resides in the Technical Subcommittee to determine if a payment remittance can be sent without an invoice being generated. Ms. Van Pelt noted that the Technical Subcommittee has determined that a payment remittance can be sent

without an invoice generated. A recommendation will be prepared for R98058B for a subsequent EC meeting. After discussion, the recommendation passed unanimously without changes.

IV. EII Recommended Standards

Mr. Caldwell made the motion which was seconded to adopt the EII recommendations which were sent out for comment. That is, pages one and two of the recommendation should be adopted as standards and page three should be adopted as a model. Ms. Unruh corrected the reference to the data set standard numbers in the Invoice Model. Mr. Scheel requested that the model be adopted as a standard. The motion was not amended. After the above discussion, which can be reviewed in its entirety in the transcripts, the EII standards and the Invoice Model were adopted unanimously (see attachment 3).

V. Imbalance Standards

Mr. LaTour reviewed the history that led to the development of the proposed imbalance subcommittee. The standards follow:

- S1 Authorizations To Post Imbalances that are received by the Transportation Service Provider by 11:45 AM should be effective by 8:00 AM the next business day (central clock time). Imbalances previously authorized for posting should be posted on or before the ninth business day of the month.
- S2 Transportation Service Providers should provide the ability to post and trade imbalances until at least the close of the nineteenth business day of the month.
- S3 Transportation Service Providers should provide the ability to view and upon request, download posted imbalances.
- S4 Imbalances posted for trading should be authorized by the Service Requester.
- S5 Transportation Service Providers should not be required to post zero imbalances.
- S6 When trading imbalances, a quantity should be specified.
- S7 The posted imbalance quantity should be a monthly quantity.
- S8 Transportation Service Providers should enable the imbalance trading process by:
 - Receiving the Request for Imbalance Trade,
 - Receiving the Imbalance Trade Confirmation,
 - Sending the Trade Notification, and
 - Reflecting the trade on the next monthly Shipper Imbalance or cashout.
- S9 Imbalance trades can only be withdrawn by the initiating trader and only prior to the confirming trader's confirmation of the trade. Imbalance trades are considered final when confirmed by the confirming trader and effectuated by the Transportation Service Provider.

Ms. Scott made the motion which was seconded by Mr. Scheel to adopt the proposed standards. Comments were received from Ms. Unruh and Ms. Corman. Ms. Unruh noted that she supports the effort but objects to these standards coming before the EC today until other related Imbalance standards are completed. She noted that the Executive Committee should consider a policy where proposed standards do not come to the Executive Committee for action unless they are fully staffed. Ms. Corman provided written comments during the meeting. She made three points -- 1) clarify that the standards refer to shipper imbalances not operator imbalances, 2) shorten the trading time frame from the 19th business day to the 15th business day, and 3) clarify that the proposed standards apply to monthly imbalances subject to cash-out. Her points could be accommodated through: 1) the insertion of "Shipper" or "Service Requester" in front of the word "Imbalance," 2) the modification of s2 to reflect 15th business day and S8 for the subsequent monthly Shipper Imbalance, and 3) the addition of a standard:

"A Transportation Service Provider should support imbalance trading to the extent the TSP's tariff provides for the resolution of shipper imbalances through a monthly cash-out mechanism."

EC members discussed the proposed standards and the comments. Several members noted that more time may be needed to prepare the standards as a package including the netting standards. Others noted that the data dictionaries should be included as several open issues still remain. Others noted that daily imbalances should also be addressed. On the issues for inclusion prior to an EC vote, while several members noted their support, other also noted their disagreement with delaying a vote.

After the above discussion, which can be reviewed in its entirety in the transcripts, the motion was deferred for consideration by the EC for action at the July EC meeting with the inclusion of proposed standards for imbalance netting and preliminary data dictionaries as defined by the Imbalance Subcommittee. The standards passed would not be ratified until fully staffed. The procedural motion passed with one in opposition.

It was asked whether the Annual Plan should be revised to reflect the fact that the Imbalance Subcommittee would not likely meet its proposed deadline. There was discussion about this point. Ms. Davis asked about raising this matter with the Board and how it should be broached procedurally. Ms. McQuade explained that generally, the chairs of the task forces made a recommendation to the Board (ideally, personally), and then the Board will act upon the recommendation. It was determined that this issue should be discussed further at the May EC meeting.

In discussion on the above motion, Ms. Unruh asked that the global issue of defining a policy where proposed standards do not come to the Executive Committee for action unless they are fully staffed be addressed before Ms. Scott's motion. Mr. Walker noted that one of the reasons why the EC may be addressing standards that are not fully staffed is because of balanced voting, and that probably two votes per segment should be increased. Several others noted that two votes per segment was working and it could even be reduced. Mr. Caldwell noted that the reason for voting on standards before the issues are fully staffed through Information Requirements and Technical Subcommittees is to ensure that the efforts expended by those subcommittees not be wasted. The policy issue will be discussed at the upcoming May EC meeting. Several EC members will work on this issue before the meeting. Mr. Walker and Ms. McVicker will lead the effort.

VI. 1999 Annual Plan and Subcommittee Updates

Mr. Caldwell updated the EC on the EII task force. The group is ahead of schedule and is close to completion of capacity release. The next topic for EII is contracts standards and there is an active request for work papers. The BPS has concluded activities on request nos. R98011 and R98012. Additional flowing gas related requests are now being considered and the invoicing requests should be started soon. The Imbalances Subcommittee has concluded netting standards and data sets are in progress.

For cross contracting ranking (XKR), there is a related request in BPS, request no. R97022B, which is impeding the progress in XKR. It was requested that R97022B be postponed until after XKR is complete with its work. Both XKR and R97022B address the level of confirmation. Some noted that level of confirmation as defined in R97022B should have its own task force. It was noted that to make XKR work, confirmations are needed at the entity level. After further discussion it was determined to move R97022B to XKR with the confirmation-related portions of other requests. The BPS chairs need to determine which requests to forward to the XKR Subcommittee.

Allocation Grid Drafting Team (AGDT) business issues are on the agenda for BPS to review in early April. The Technical Subcommittee is defining the mapping for the items. It is expected that the AGDT work product will be included in version 1.4 of the GISB Standards Booklet and GISB Standards Manuals. Information Requirements Subcommittee is working on the nominations related requests from the EII task force. Ms. Van Pelt noted that the Y2K compliant data elements for Payment Remittance and Statement of Account should be available for version 1.4. At the conclusion of these changes, all data sets will be Y2K compliant from a GISB data element perspective. In working with the X12 subcommittees to adopt the GISB changes, the ANSI Subcommittee will propose changes for June acceptance. The Common Codes Subcommittee will no longer be working on cross reference file related

issues since the Board has approved the D&B Statement of Work. The group will begin discussions on the use of proprietary numbers.

VII. Other Business

A GISB certification program is being considered by the Board of Directors. For IHS, the contract is being finalized by Mr. Holbrook and Mr. Wise. Once finalized it will be posted. Several companies have already signed agreements with IHS and are sending information to them to have common gas transaction point codes assigned (DRN Numbers). For D&B, a statement of work is being revised. The central repository should be available by April 1 as a web site which is accessed from the GISB home page. Passwords are being reassigned to the GISB home page. Ms. Scott requested that the EC discuss how long a request should remain in existing subcommittees/task forces before a separate group is formed to address the request. It was noted that this will be placed on the May EC agenda.

VIII. Adjourn

Meeting adjourned at 3:06 p.m. The EC meeting on May 20 is scheduled to be hosted by Boeing in Seattle, for which Ms. Patton was thanked.

- Attachments:
1. Attendance
 2. Voting Record
 3. EII Standards Language Adopted by the Executive Committee
 4. 1999 Annual Plan as of March 18, 1999