



Gas Industry Standards Board

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TO: Executive Committee (EC) Members
Posting for Interested Industry Participants

FROM: Rae McQuade, Executive Director

RE: Final Minutes from the Executive Committee (EC) Meeting - December 13, 2001

DATE: December 13, 2001

GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING
DECEMBER 13, 2001
FINAL MINUTES

1. Administrative

Mr. Buccigross opened the meeting and thanked Ms. Chezar and KeySpan Energy for hosting the meeting. Mr. Costan provided the antitrust charge governing the conduct of the meeting. Ms. McQuade announced the EC members and alternates in attendance. The agenda was adopted with a change provided by Ms. Davis to agenda item no. 4 to correctly reference that three standards are considered for vote. Ms. Van Pelt added a discussion on the errata for version 1.5 of the standards between agenda item nos. 2 and 3. The minutes of October 11 were adopted with changes provided by Ms. Davis and Ms. Hess. Mr. Smith made remarks after the adoption of the minutes regarding the discussion at the previous EC meeting regarding the Information Requirements Subcommittee and its efforts in the development of the Producer Imbalance Statement. The meeting is transcribed by Ms. Stefanie Gerber of Precise Court Reporting. To order transcripts, please contact the GISB office at 713-356-0060.

2. Subcommittee Updates

Ms. Van Pelt noted that there were questions directed to the Business Practices Subcommittee (BPS) from the Information Requirements Subcommittee (IR) regarding a super nominations request from Columbia Gas, and a meeting should be scheduled shortly. Ms. Van Pelt noted that the BPS has completed all Order 637 items in front of it.

Ms. Metz gave the update from the Contracts Subcommittee, and reviewed the changes to the contract, which is before the EC today for discussion, and with the vote expected to take place at the EC meeting on February 21. Mr. Buccigross explained that the office had received requests to delay the vote on the contract to allow additional time for comment. In response to Mr. Sullivan, Ms. Metz explained how the Canadian Addendum would be used. The Contracts Subcommittee actions on the base contract will be discussed more fully later in the meeting.

Mr. Spangler provided the update for the Electronic Delivery Mechanisms (EDM) Subcommittee. His update was focused on the Sandia Report and the changes requested by the EC to the recommendations. The revised recommendation is in front of the EC today. Mr. Shahan provided the update for the Future Technology Task Force (FTTF). He noted that there are no open issues in front of the FTTF and they have not held a meeting since the last EC meeting.

Ms. Davis provided the update for IR. It is continuing to work on the Producer Imbalance Statement and is beginning to process Request No. R97058B. IR has not yet forwarded the final versions of the data dictionaries and code values dictionaries for FERC Order 637 transactional reporting requirements but is expected to vote on those items at its next meeting



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- which would conclude IR's efforts on Order 637. Once concluded, the data dictionaries and code values dictionaries for FERC Order 637 transactional reporting requirements would be forwarded to the Technical Subcommittee.

Ms. Van Pelt provided the update on the Technical and ANSI Subcommittees. The Technical Subcommittee is currently concluding the efforts on Request Nos. R98040 and R98050 (storage reports), waiting on code value approvals from the DISA X12 committee, possibly to be approved by the X12 Subcommittee in February, and beginning work on transactional reporting. It is not expected that the storage report recommendations will be brought forward until the Data Interchange Standards Association (DISA) organization has acted upon them. The Technical Subcommittee has started work on the transactional data sets.

Ms. Van Pelt provided an update of the ANSI Subcommittee activities, which she acknowledged was a misnomer, as the subcommittee would be more appropriately called the X12 subcommittee or the DISA subcommittee. Ms. Van Pelt noted that it is not easy to track the requests through DISA and GISB has several outstanding. She expects that before the next publication of standards, recommendations will be forthcoming for ANSI ASC X12 compliant data sets for predetermined allocations, allocations and measurement information volume statements. She expects to submit a request to DISA on October 26.

There was no report provided from the XML Subcommittee and no meeting has been held since the October 11 EC meeting. Mr. Buccigross noted that XML activities are on the 2002 annual plan and he will follow up with Mr. Hunsicker.

Mr. Novak provided an interim report from the Publication Process Review Task Force. Mr. Novak noted that the group has not completed its work and is asking for additional time. He reviewed the document contained in the EC materials. Among the points highlighted during the discussion, it was noted that two years between publications is too long. As such, a publication date should be selected. The logs should be reinstated and redesigned. Resources to support the activities defined by the PPRTF may be an issue, as well as whether Board approval is required. In discussion on what the term 'publication date' meant, there were several dates noted - the date the work is finished, the date the books are prepared and the dates the books are available in all media - web site access, paper and CD. Ms. McQuade and Mr. Costan noted that they would investigate whether there were any legal issues with having the standards documentation available posted prior to having the documentation available in other media - print and CD.

At the end of the discussion, Ms. Patton made a motion, seconded by Ms. Chezar, to extend the life of the PPRTF, and the PPRTF bring a recommendation to the EC no later than February on associated dates and deadlines for the next publication date including a definition of what the publication date means. The procedural vote was passed unanimously.

3. Errata

Ms. Van Pelt began the discussion by noting that the pipeline segment of GISB had sent a letter to the GISB office with an errata attached. The letter requested that three activities occur: (1) that the errata to version 1.5 be posted on the web site, (2) that the FERC be notified of the errata, and (3) that the standards manuals be reissued via posting on the web site with this errata, as well as the errata dated 10/1/01, being applied. The first two items are completed. The third item has not been completed. Mr. Novak noted that the Editorial Review Board determined it was not cost justified in publishing a new version of the manuals. Several noted the importance of applying the errata to the standards manuals to ensure correct implementation. Ms. Van Pelt offered her assistance in applying the corrections to the EDISM portions of the standards manuals so that all the GISB office had to do was convert them to PDF format, insert the bookmarks and post it. It was also pointed out that it would take more time for all the individual companies to manually incorporate the corrections set forth in the



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errata than it would take the GISB office to do it once and re-post a corrected version. It was not the intent of the pipeline segment to reissue the paper version or the CD of the manuals – only the posting on the web site.

3. New Requests

Request No. R01018 was submitted by ANR Pipeline for the addition of transaction type codes to allow ANR Pipeline to identify and more accurately account for the gas storage transactions for its Service Requesters. The codes will also further facilitate its EDI transactions with its trading partners. The triage recommendation was to send the request to IR to be addressed high priority so they can be processed along with the Storage Report that is currently being developed in the Technical Subcommittee. Ms. Davis made the motion seconded by Mr. Gracey that the request was within scope. The motion passed unanimously. Ms. McVicker made the motion seconded by Mr. Young to send the request to IR to be addressed with the storage report, to be considered high priority after the Order 637 items are complete. The motion passed unanimously.

Request No. R01019 was submitted by Systrends to add a new header element, REFNUM, to the EDI/EDM specification. This header element provides trading partners the ability to uniquely identify outbound messages, enabling greater tracking and auditing ability. The triage recommendation was to send the request to the Executive Committee to make a scope determination before a triage recommendation could be made. Ms. Van Pelt suggested that Request No. R01019 be considered in 2002 after the scope of the organization changed. Mr. Novak supported her suggestion. Mr. Sappenfield noted the importance of this request to the EDM standards and Ms. Van Pelt concurred, noting that the delay for consideration to 2002 was intended to include others in the decisions rather than to postpone activity on the request. Upon hearing Mr. Sappenfield's remarks, Mr. Novak determined that the EC could act on the request. Ms. McVicker asked that request nos. R01019 and R01020 be considered jointly. Request No. R01020 was submitted by Systrends to add an identifier for "XML" to the list of possible identifiers within the input-format HTTP request data element of the EDI/EDM specification. The triage recommendation was to send the request to the Executive Committee to make a scope determination before a triage recommendation could be made. Ms. McVicker asked that Request Nos. R01019 and R01020 be found in scope. Her motion was seconded by Ms. Patton. The requests were found in scope through a unanimous vote. Mr. Sappenfield made the motion seconded by Ms. McVicker to send Request Nos. R01019 and R01020 to the EDM Subcommittee to be addressed in the normal course of business. The motion passed unanimously. Mr. Brooks thanked the EC for its actions.

Request No. R01021 was submitted by Questar to add two Transaction Type Code Values to the Nomination (1.4.1), Scheduled Quantity (1.4.5), Pre-determined Allocation (2.4.1), Allocation (2.4.3), Shipper Imbalance (2.4.4) and Transportation/Sales Invoice (3.4.1) data sets. Ms. Davis made the motion, seconded by Ms. McVicker, to find R01021 in scope. The motion passed unanimously. Ms. McVicker made a motion, seconded by Ms. Davis, to send the request to IR to be addressed in the normal course of business. The motion passed unanimously.

4. Proposed Standards

The recommendation for EDM Order 637¹, which is referred to as item AP09 from the 2001

¹ The recommendation summary is: "In consideration of FERC Order 637, revise the display of pipeline Informational Postings web sites to provide for placement/navigation of links for Planned Service Outages and Organizational Charts. This affects GISB Standards 4.3.21 and 4.3.23."



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Annual Plan², was presented by Mr. Spangler. After the presentation, Ms. McVicker moved that the standard modifications be accepted, seconded by Mr. Hebenstreit. Ms. Davis noted that the recommendation also addresses action item nos. 14 and 16 from the Order 637 Action Plan. These items were EDM priorities 1 and 2, respectively. Ms. Davis asked that the recommendation be revised in the header area to refer to the Order 637 items as well. The motion passed unanimously (for the voting record see section 10 of these minutes).

The recommendation for the modifications to GISB standards as a result of the audit response to Sandia Report was presented by Mr. Spangler. Ms. Hess provided corrections to the recommendation in comments prepared and submitted for this recommendation. Ms. McVicker moved that the recommendation with Ms. Hess's corrections be adopted, which was seconded by Ms. Patton. In discussion on corrections presented by Ms. Hess and the recommendation itself, Mr. Sappenfield asked that in item no. 4, page 6 of the recommendation:

4. It is proposed to add a new Appendix as follows:

"Create a new Appendix: "Appendix [XXX] - Minimum (mm/dd/yyyy) Technical Characteristics for an EDM Server"

be changed to

4. It is proposed to add a new Appendix as follows:

"Create a new Appendix: "Appendix [XXX] - Minimum Technical Characteristics for an EDM Server dated mm/dd/yyyy"

In further discussion, Mr. Spangler identified a change to be made to item no. 6, page 7 of the recommendation -- the reference to 40-bit should be changed to 128-bit. The motion was modified to adopt the recommendation include Mr. Sappenfield's change and Mr. Spangler's change in addition to the corrections highlighted in Ms. Hess's comments. The motion passed unanimously (for the voting record see section 10 of these minutes). Mr. Buccigross explained that the report to Sandia will be modified as a result of these changes, brought back to the EC in February for approval and then on the Board for final approval. After that it will be sent to the DOE.

Ms. Metz answered questions regarding the recommendation to change standard No. 6.3.1, "The Base Contract for Short-Term Purchases and Sales of Natural Gas." Mr. Sullivan raised several concerns with the recommendation, which address the change in the contract to allow for longer-term deals. Those concerns were related to force majeure and financial responsibilities. Similarly, Mr. Oppenheim also raised concerns on the longer-term nature of the contract, specifically regarding expansion of performance obligation section and the inclusion of a dispute resolution section. Mr. Hebenstreit noted that an addendum for special provisions could address some of the issues being raised. In discussions regarding a request for a straw vote, non-binding but indicating level of support, but it was determined to be premature as not all comments had been received and reviewed. The Contracts Subcommittee will meet to discuss comments and possibly make further changes to the contract after January 15. The contract will be presented at the February 21, 2002 meeting.

5. 2002 Annual Plan

Mr. Buccigross reviewed the Board discussion and the endorsement of the 2002 annual plan. It was noted that the Parliamentary Committee of NAESB would review the annual plan process including coordination across the quadrants.

² In the 2001 GISB Annual Plan, item no. AP09 is "Complete the implementation of FERC Order No. 637 Standards" under the category "Standards Implementation."



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6. Update on NAESB Activities

Ms. McQuade and Mr. Buccigross updated the committee on activities for the formation of NAESB. .

7. Election of Officers

Mr. Spangler was asked to preside over the meeting while the officers were elected for 2002. Ms. McVicker nominated Mr. Buccigross as chair and Mr. Novak as vice-chair. Ms. Patton seconded. All were in favor of returning Mr. Buccigross and Mr. Novak to their respective positions of chair and vice-chair for 2002.

8. Other Business

No other business.

9. Adjourn

Mr. Young made the motion to adjourn, seconded by Mr. Hebenstreit. The motion passed unanimously. The meeting adjourned at 2:35 p.m.



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10. Executive Committee Attendance

	Present	EDM - Order 637 (AP09)	Sandia Recommendation
End Users:			
Bill Hebenstreit	Y	Y	Y
Diane McVicker	Y	Y	Y
John Ebner for Dona Gussow	Y	NP	Y
Kelly Daly	Y	Y	Y
Tina Patton	Y	Y	Y
LDCs:			
Dolores Chezar	Y	Y	Y
Mike Novak	Y	Y	Y
Chris Maturo	Y	Y	NP
Bill Oppenheim for Rodger Schwecke	Y	Y	Y
Steve Sullivan	Y	Y	Y
Pipelines:			
Bill Griffith	Y	Y	Y
Dale Davis	Y	Y	Y
Randy Young for Theresa Hess ³	Y	Y	Y
Kim Van Pelt	Y	NP	Y
Mark Gracey	Y	Y	Y
Producers:			
Laurie Marlatt for Paul Keeler	Y (phone)	Y	Y
Lauren Kaestner	N		
Richard Smith	Y (phone)	Y	Y
Mike Johnson	N		
Scott Brown	N		
Services			
Jim Buccigross	Y	Y	Y
Carl Caldwell	N	NP	NP
Keith Sappenfield	Y	Y	Y
Mark Scheel	Y	Y (ballot)	Ballot Does Not Count
Leigh Spangler	Y	Y	Y
Affirmative Votes		19	19
Pass?		Y	Y
Ratification Required?		Y	Y

NP - Not present when vote was taken.

³ Ms. Hess was present at the meeting via conference calling.



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11. Other Participation

Administrative:

Rae McQuade	- Executive Director
JoAnn Garcia	- GISB Staff
Veronica Thomason	- GISB Staff
Jay Costan	- General Counsel (by phone)
Lawrence Paulson	- Hoffman Paulson Associates
Cheryl Hoffman	- Hoffman Paulson Associates

Observers to the Meeting:

Name	Company	In Person/Phone	GISB Member
Munson, Sylvia	Pan Canadian Energy	In Person	Y
King, Iris	Dominion Gas Transmission	In Person	Y
McMahon, Gina	BTUWatch.com	Phone	Y
Shahan, Mike	Dominion, Peoples Natural Gas	In Person	Y
Duede, Gary	APS/PWCC	In Person	Y
Hamilton, Richard	Williams Gas Pipeline	In Person	Y
Burch, Kathryn	Duke Energy	In Person	Y
Burden, Christopher	Williams Gas Pipeline	In Person	Y
Gwilliam, Tom	Iroquois Gas Transmission	In Person	Y
Metz, Cary	Midland Cogeneration Ventures	In Person	Y