



Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas, 77002
Phone - (713) 757-4175, Fax - (713) 757-2491, email gisb@aol.com
Home Page www.gisb.org

November 7, 1997

TO: Executive Committee, Posting on the GISB Home Page
FROM: Rae McQuade, Executive Director
RE: Materials for the Upcoming November 13 Executive Committee Meeting

Attached please find the following materials for the upcoming Executive Committee Meeting, listed by agenda item:

**Agenda
Item**

Description of Attached Materials

2. Comments Received on Recommended Standards and Interpretations
Comments can be retrieved from the GISB Home Page. We received comments from the following companies that were not included in the EC materials sent out previously:
Amoco
Conoco
Department of Energy
SABRE Technology Solutions
Visage Energy Corp.

A completed recommendation for request R97058A is included. In the October 16 Executive Committee meeting, the Executive Committee requested that both the Information Requirements Subcommittee and the Technical Subcommittee review the recommendation from their perspectives before a vote was taken. The recommendation was made available for comment in September.
3. Triage Actions
Triage Actions on R97115 -- taken on November 6, 1997
5. Governance Task Force
The 1998 Annual Plan as proposed by the Joint Board/Executive Committee Governance Task Force was distributed to Executive Committee members under separate cover. The plan was included as correspondence dated November 6 from the chairman of the task force, Jim Templeton. The plan is expected to be reviewed by the Board on December 8 for approval.

The 1998 maintenance plan will be made available at the Executive Committee meeting.

The template for Executive Committee comments on the plan will be also be available at that time.
7. Discussion Group
Discussion Group materials provided by Jim Vander Noot are provided as attachments.

November 7, 1997

To: Rae McQuade
GISB Executive Director
gisb@aol.com

Re: Amoco comments on R97063

Amoco wishes to comment on the proposed addition to GISB standard contract 6.3.1, Base Contract for Short Term Purchases/Sales of Natural Gas in the form of a Funds Transfer Agency Agreement, known as R97063.

The FTA arrangement is a form of payment mechanism. Other payment mechanism documents such as letters of credit, guarantees, etc. are in place without being attached to the contract. Instead of making this an attachment to the GISB base contract, perhaps there could be a statement in the Special Provisions section which says "The sale of the gas is contingent upon the maintenance of a satisfactory FTA Agreement."

Where the FTA standard form is used, the following comments should be considered.

There is conflict abbreviating Funds Transfer Agency Agreement as FTA Agreement and then defining Funds Transfer Agent as FTA. This should be modified at each occurrence.

Section 1.3 states that Seller and Buyer appoint FTA as their agent under this FTA agreement. The bank pays Seller "for the benefit of Buyer" (Section 3.1) and "on behalf of Buyer" (Section 2.3). Thus the bank is acting as Buyer's agent, but not as Seller's agent. Section 1.3, line 20, should be modified to cover only Buyer's appointment of the bank as agent.

Section 2.3, line 43 "lik" should be "like". Line 47 "se" should be "set". Also, Section 2.3 of the FTA Agreement required the bank to verify "that Buyer's repurchaser has agreed to make payment through the FTA". You would expect such an agreement by the repurchaser would appear in the Special Provisions (i.e., the second of the two instruments under review), but in fact, no such agreement is expressed therein. The second instrument, Special Provision to Natural Gas Sale and Purchase Contract, which is between repurchaser and marketer needs to include a paragraph expressly stating the agreement of the repurchaser that it will make payment directly to the FTA.

Section 2.5, line 71 "(iii)" should be inserted before GT&C (as correctly abbreviated, not GT&E).

Section 3.1 states that "Buyer shall not be required to enter into any other contractual or other arrangements in order to effectuate payments to Seller", but then conditions payment to Seller upon FTA's receipt of funds from repurchaser. Should repurchaser fail to make payment where Seller has essentially no recourse to recover from repurchaser), Buyer should not be explicitly

excused from making other arrangements to assure payment is made to Seller. This paragraph should allow for possible recourse in the event of default by repurchaser.

Article IV Notices provides a primary and an emergency contact for each of the three parties to the FTA agreement. In reality, some notices should be specifically directed to the marketing group, some to the contract administration group, some to the gas nominations group and some to the accounting group. These additional contacts may be included when the document is prepared.

Now, we direct comments to the second instrument titled "Special Provision to Natural Gas Sale and Purchase Contract". This is confusing as it has the same name used in Section 1.1, line 7. Also the example cited as Exhibit A-2 is not attached. In Paragraph 2, line 11, add the word "periodic" before Transaction Confirmation to demonstrate that this action may be repeated.

Overall, Amoco has particular concern regarding Sections 2.3 and 3.1, that they should more closely express the intent of this Agreement. An Amoco representative participated in the task force meetings and also expressed concern there that this sale structure is very burdensome when used with a short term arrangement like the GISB contract.

Thank you for the opportunity to comment.

Thomas G. Ehinger
Amoco

COMMENTS BY CONOCO

1 SPECIAL PROVISION TO NATURAL GAS SALE AND PURCHASE CONTRACT:

2 This Special Provision amends that certain Base Contract for Short-Term Sale and Purchase of
3 Natural Gas dated _____, 199_, between [Repurchaser] and [Marketer] ("Base
4 Contract"), and is intended to supplement the General Terms and Conditions ("GT&C") affecting
5 all Transactions thereunder wherein [Repurchaser] is buyer and [Marketer] is seller. Capitalized
6 terms used in this Agreement, which are not herein defined, will have the meanings ascribed to
7 them in the GT&C.

8 1. DEFINITION OF "FTA": The term "FTA" or "Funds Transfer Agent" will refer to:

9 [Bank]
10 [Bank's address]

11 2. CONFIRMATION OF TRANSACTION BY FTA: Buyer and Seller will send copies of their
12 respective Transaction Confirmations to FTA. Seller will obtain confirmation by the FTA that Seller
13 has contracted with a supplier to deliver a like quantity of gas at the Delivery Point(s) identified on
14 the Transaction Confirmation, under the same Performance Obligation (firm or interruptible) and
15 at a price no greater than the price set out on the Transaction Confirmation between Buyer and
16 Seller. Such confirmation will be documented by the FTA's execution of the FTA Confirmation
17 Statement, as provided below, as a Special Condition at the bottom of the Transaction
18 Confirmation sent by Seller to Buyer. (An example of this form of Transaction Confirmation is
19 attached as Exhibit A-2.)

20
21 Special Condition - FTA Confirmation Statement

22 _____, as the Fund Transfer Agent (FTA), has reviewed
23 the foregoing Transaction Confirmation and confirms that Seller has contracted for delivery
24 of a corresponding quantity of gas at the Delivery Point(s) identified above, under the same
25 Performance Obligation and at a price no greater than the price set out above. FTA will
26 accept payment from Buyer on behalf of Seller under the terms and conditions of the Base
27 Contract.

28 [_____ FTA _____]: _____

29 3. NO MODIFICATION: The payment instructions may not be modified during the operative
30 period of a binding Transaction Confirmation. Any modification to a binding Transaction
31 Confirmation must be in the form of a revised Transaction Confirmation and subject to the same
32 confirmation process set out in paragraph 2 above.



Department of Energy

Washington, DC 20585

November 7, 1997

Ms. Rae McQuade
Executive Director
Gas Industry Standards Board
1100 Louisiana
Suite 4925
Houston, Texas 77002

Re: Carolyn S. Hazel, Conoco, redraft of paragraph 3 "No Modification" of the FTA Special Provisions document to the GISB Natural Gas Sales and Purchase Contract

The Department of Energy (DOE) has reviewed the redraft of paragraph 3 "No Modification" of the FTA Special Provisions and we agree with the findings and concerns addressed by Conoco, Visage Energy, Union Bank, and So Cal Gas. DOE recommends that GISB Executive Committee amend the FTA Task Force recommendation on paragraph 3 "No Modifications" of the FTA Special Provisions to include the Conoco redraft of paragraph 3 "No Modification" language. See attachment.

Sincerely,

A handwritten signature in cursive script that reads "Christopher J. Freitas".

Christopher J. Freitas
Program Manager,
Office of Natural Gas and Petroleum Technology



Printed with soy ink on recycled paper

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5 all Transactions thereunder wherein [Repurchaser] is buyer and [Marketer] is seller. Capitalized
6 terms used in this Agreement, which are not herein defined, will have the meanings ascribed to
7 them in the GT&C.

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13 Seller has contracted with a supplier to deliver a like quantity of gas at the Delivery Point(s)
14 identified on the Transaction Confirmation, under the same Performance Obligation (firm or
15 interruptible) and at a price no greater than the price set out on the Transaction Confirmation
16 between Buyer and Seller. Such confirmation will be documented by the FTA's execution of the
17 FTA Confirmation Statement, as provided below, as a Special Condition at the bottom of the
18 Transaction Confirmation sent by Seller to Buyer. (An example of this form of Transaction
19 Confirmation is attached as Exhibit A-2.)

20 Special Condition - FTA Confirmation Statement
21 _____, as the Fund Transfer Agent (FTA), has reviewed
22 the foregoing Transaction Confirmation and confirms that Seller has contracted for delivery
23 of a corresponding quantity of gas at the Delivery Point(s) identified above, under the
24 same Performance Obligation and at a price no greater than the price set out above. FTA
25 will accept payment from Buyer on behalf of Seller under the terms and conditions of the
26 Base Contract.

27 [FTA]: _____

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29 operative period of a binding Transaction Confirmation. Any modification to a binding
30 Transaction Confirmation must be in the form of a revised Transaction Confirmation and subject
31 to the same confirmation process set out in paragraph 2 above.

Subj: Nov 7 GISB Request for Comment

Date: 97-11-07 16:45:03 EST

From: Rosanne_Jasieniecki@sabre.com (Rosanne Jasieniecki)

To: gisb@AOL.COM

CC: Deborah_Hughes@amrcorp.com, Geoff_Wills@amrcorp.com,

Kimberly_Price@amrcorp.com, Steve_Kretsch@amrcorp.com, Stuart_Maudlin@amrcorp.com

Regarding R96121B, although IR is reluctant to define existing codes and instead has increased the number of codes available, the net effect of this decision is a delay in the ultimate process and the creation of additional work in the long run.

Recommendation would be to define the terms as requested.

Deborah Hughes

SABRE Technology Solutions

VISAGE ENERGY CORP.

November 7, 1997

Ms. Rae McQuade
Executive Director
Gas Industry Standard Board
1100 Louisiana, Suite 4925
Houston, TX 77002

Dear Rae:

As we discussed, Section 3, "**NO MODIFICATION**" of draft B, 8/5/97, has a serious flaw. The phrase which I have underlined provides for changes if the changes are approved by the Buyer, Seller and the FTA. However, the problem is that the FTA, i.e., the Bank, is not a party to the Base Contract and, therefore, could not be expected to express a reasonably informed opinion about a particular change.

I have discussed this issue with Carolyn Hazel and she has drafted revised language which is designed to protect the interest of the Supplier when there is a subsequent change to the Transaction Confirmation (see "draft B, 10/29/97").

In discussions with Union Bank, this revised version appears to meet with their initial approval, whereas the draft B of 8/5/97 version was rejected because of the obvious flaw.

Hopefully, the latest revised version will be adopted and approved for inclusion in the final version of the FTAA.

Sincerely,



Will J. Johnson
President

WJJ:lm

6345 Green Valley Circle, Suite 216 • Culver City, CA 90230 • (310) 216-6887 • FAX (310) 645-7720

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3 Natural Gas dated _____, 199_, between [Repurchaser] and [Marketer] ("Base
4 Contract"), and is intended to supplement the General Terms and Conditions ("GT&C") affecting
5 all Transactions thereunder wherein [Repurchaser] is buyer and [Marketer] is seller. Capitalized
6 terms used in this Agreement, which are not herein defined, will have the meanings ascribed to
7 them in the GT&C.

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16 Seller. Such confirmation will be documented by the FTA's execution of the FTA Confirmation
17 Statement, as provided below, as a Special Condition at the bottom of the Transaction
18 Confirmation sent by Seller to Buyer. (An example of this form of Transaction Confirmation is
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23 of a corresponding quantity of gas at the Delivery Point(s) identified above, under the same
24 Performance Obligation and at a price no greater than the price set out above. FTA will
25 accept payment from Buyer on behalf of Seller under the terms and conditions of the Base
26 Contract.
27

28 [FTA]: _____

29 3. NO MODIFICATION: The payment instructions may not be modified during the operative
30 period of a binding Transaction Confirmation, nor may any other provision of the Base Contract
31 ~~or the Transaction Confirmation~~ be modified during the operative period of a binding Transaction
32 Confirmation without the written consent of Buyer, Seller and FTA. ~~and the FTA~~



Conoco Inc.
P.O. Box 4783
Houston, Texas 77210-4783

Facsimile Transmission

Date:

October 29, 1997

From:

Carolyn S. Hazel	Phone No: (281) 293-2939
Legal Department	Room No: ML-1040
Houston, Texas	Fax No.: (281) 293-3826

To:

Will Johnson, Visage Energy Co.	Fax No.: (310) 645-7720
Christopher Freitas, DOE	Fax No.: (202) 586-6221

No. of Pages: 1 pages + cover

Notes:

Attached is a redraft paragraph 3 of the FTA Special Provision document that addresses the concern expressed by SoCal and Union Bank. I have also emailed a copy to Rae McQuade.

CONFIDENTIALITY NOTICE

IF THERE ARE ANY PROBLEMS WITH THIS FAX, PLEASE CONTACT SENDER.

This facsimile transmission (and/or the documents accompanying it) may contain confidential information belonging to the sender which is protected by the ATTORNEY-CLIENT PRIVILEGE. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this FAX in error, please immediately notify the sender by telephone to arrange for return of the documents.

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25 will accept payment from Buyer on behalf of Seller under the terms and conditions of the
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29 operative period of a binding Transaction Confirmation. Any modification to a binding
30 Transaction Confirmation must be in the form of a revised Transaction Confirmation and subject
31 to the same confirmation process set out in paragraph 2 above.

RECOMMENDATION TO GISB EXECUTIVE COMMITTEE

Requester: TransCapacity

Request No.: R97058A

1. Recommended Action:

- Accept as requested
- Accept as modified below
- Decline

Effect of EC Vote to Accept Recommended Action:

- Change to Existing Practice
- Status Quo

2. TYPE OF MAINTENANCE

Per Request:

- Initiation
- Modification
- Interpretation
- Withdrawal

- Principle (x.1.z)
- Definition (x.2.z)
- Business Practice Standard (x.3.z)
- Document (x.4.z)
- Data Element (x.4.z)
- Code Value (x.4.z)
- X12 Implementation Guide
- Business Process Documentation

Per Recommendation:

- Initiation
- Modification
- Interpretation
- Withdrawal

- Principle (x.1.z)
- Definition (x.2.z)
- Business Practice Standard (x.3.z)
- Document (x.4.z)
- Data Element (x.4.z)
- Code Value (x.4.z)
- X12 Implementation Guide
- Business Process Documentation

3. RECOMMENDATION

CODE VALUES LOG (for addition, modification or deletion of code values)

Document Name and No.: Firm Transportation and Storage Capacity - Offer, 5.4.1

Business Name	Usage	Code Value	Code Value Description	Code Value Definition
Bidder Company Code (N103 Identification Code Qualifier)	SO	ZZ	Transportation Service Provider's proprietary code ¹	<i>Transportation Service Provider's proprietary code</i>
Releaser Company Code (N103 Identification Code Qualifier)	SO	ZZ	Transportation Service Provider's proprietary code ¹	<i>Transportation Service Provider's proprietary code</i>

1: Insert footnote below into EDI guides associated with these code qualifiers.

RECOMMENDATION TO GISB EXECUTIVE COMMITTEE

Requester: TransCapacity

Request No.: R97058A

Document Name and No.: Firm Transportation and Storage Capacity - Bid Review, 5.4.2

Business Name	Usage	Code Value	Code Value Description	Code Value Definition
Releaser Company Code (N103 Identification Code Qualifier)	SO	ZZ	Transportation Service Provider's proprietary code ¹	<i>Transportation Service Provider's proprietary code</i>

1: Insert footnote below into EDI guides associated with this code qualifier.

Document Name and No.: Firm Transportation and Storage Capacity - Award Notice, 5.4.3

Business Name	Usage	Code Value	Code Value Description	Code Value Definition
Bidder Company Code (N103 Identification Code Qualifier)	M	ZZ	Transportation Service Provider's proprietary code ¹	<i>Transportation Service Provider's proprietary code</i>
Releaser Company Code (N103 Identification Code Qualifier)	M	ZZ	Transportation Service Provider's proprietary code ¹	<i>Transportation Service Provider's proprietary code</i>

1: Insert footnote below into EDI guides associated with these code qualifiers.

Footnote: "As an interim solution for use no later than April 30, 1998, when an entity is a Releaser, a prearranged Bidder, or a Bidder, and such entity(ies) do(es) not have a valid common code (the D-U-N-S® Number) the Transportation Service Provider's proprietary entity identifier code (business party code) should be employed within these datasets until there is a valid common code for the entity associated with the applicable party(ies) Transportation Service Provider's proprietary code."

TECHNICAL CHANGE LOG (all instructions to accomplish the recommendation)

Document Name and No.: Firm Transportation and Storage Capacity - Offer 5.4.1, Firm Transportation and Storage Capacity - Bid Review 5.4.2, Firm Transportation and Storage Capacity - Award Notice 5.4.3

Description of Change:
G840CROF - Firm Transportation and Storage - Offer
X12 Mapping
Remove "1 D-U-N-S Number, Dun & Bradstreet" code from N103 in header N1. Add note "Refer to "N1 Segment (Heading)" table for usage and values".
Transaction Set Tables
"N1 Segment (Heading)" table - Add columns "N103" and "N103 Description" between N101 and N105 Usage columns. For the "Transportation Service Provider" row, add "1" in the N103 column and "D-U-N-S Number, Dun & Bradstreet" in the N103 Description column. For the "Releaser Company Code" row, add "1" and "ZZ" in the N103 column. Add "D-U-N-S Number, Dun & Bradstreet" and "Transportation Service Provider's proprietary code (see n1)" in the N103 Description column. For the "Bidder Company Code" row, add "1" and "ZZ" in the N103 column. Add "D-U-N-S Number, Dun & Bradstreet" and "Transportation Service Provider's proprietary code (see n1)" in the N103 Description column.

RECOMMENDATION TO GISB EXECUTIVE COMMITTEE

Requester: TransCapacity

Request No.: R97058A

“N1 Segment (Heading)” table - Add Notes section under table with the following note:
“n1 As an interim solution for use no later than April 30, 1998, when an entity is a Releaser, a prearranged Bidder, or a Bidder, and such entity(ies) do(es) not have a valid common code (the D-U-N-S® Number) the Transportation Service Provider’s proprietary entity identifier code (business party code) should be employed within these datasets until there is a valid common code for the entity associated with the applicable party(ies) Transportation Service Provider’s proprietary code.”

G843CRBR - Firm Transportation and Storage - Bid Review

X12 Mapping

Remove “1 D-U-N-S Number, Dun & Bradstreet” code from N103 in header N1. Add note “Refer to “N1 Segment (Heading)” table for usage and values”.

Transaction Set Tables

“N1 Segment (Heading)” table -
Add columns “N103” and “N103 Description” between N101 and N105 Usage columns.
For the “Transportation Service Provider” row, add “1” in the N103 column and “D-U-N-S Number, Dun & Bradstreet” in the N103 Description column.
For the “Releaser Company Code” row, add “1” and “ZZ” in the N103 column. Add “D-U-N-S Number, Dun & Bradstreet” and “Transportation Service Provider’s proprietary code (see n1)” in the N103 Description column.

“N1 Segment (Heading)” table - Add Notes section under table with the following note:
“n1 As an interim solution for use no later than April 30, 1998, when an entity is a Releaser, a prearranged Bidder, or a Bidder, and such entity(ies) do(es) not have a valid common code (the D-U-N-S® Number) the Transportation Service Provider’s proprietary entity identifier code (business party code) should be employed within these datasets until there is a valid common code for the entity associated with the applicable party(ies) Transportation Service Provider’s proprietary code.”

G843CRAN - Firm Transportation and Storage - Award Notice

X12 Mapping

Remove “1 D-U-N-S Number, Dun & Bradstreet” code from N103 in header N1. Add note “Refer to “N1 Segment (Heading)” table for usage and values”.

Transaction Set Tables

“N1 Segment (Heading)” table -
Add columns “N103” and “N103 Description” between N101 and N105 Usage columns.
For the “Transportation Service Provider” row, add “1” in the N103 column and “D-U-N-S Number, Dun & Bradstreet” in the N103 Description column.
For the “Releaser Company Code” row, add “1” and “ZZ” in the N103 column. Add “D-U-N-S Number, Dun & Bradstreet” and “Transportation Service Provider’s proprietary code (see n1)” in the N103 Description column.
For the “Bidder Company Code” row, add “1” and “ZZ” in the N103 column. Add “D-U-N-S Number, Dun & Bradstreet” and “Transportation Service Provider’s proprietary code (see n1)” in the N103 Description column.

“N1 Segment (Heading)” table - Add Notes section under table with the following note:
“n1 As an interim solution for use no later than April 30, 1998, when an entity is a Releaser, a prearranged Bidder, or a Bidder, and such entity(ies) do(es) not have a valid common code (the D-U-N-S® Number) the Transportation Service Provider’s proprietary entity identifier code (business party code) should be employed within these datasets until there is a valid common code for the entity associated with the applicable party(ies) Transportation Service Provider’s proprietary code.”

RECOMMENDATION TO GISB EXECUTIVE COMMITTEE

Requester: TransCapacity

Request No.: R97058A

BUSINESS PROCESS DOCUMENTATION (for addition, modification or deletion of business process documentation language)

Standards Book:

Firm Transportation and Storage Capacity - Offer, 5.4.1
Firm Transportation and Storage Capacity - Bid Review, 5.4.2
Firm Transportation and Storage Capacity - Award, 5.4.3

Insert location:

Paragraph 8A
Paragraph 8A
Paragraph 6A

Language: Insert the following paragraph at the locations specified above, with no other changes, to the Offer, Bid Review, and Award Notice Technical Implementation of Business Process description.

"When an entity is a Releaser, a prearranged Bidder, or a Bidder, and such entity(ies) do(es) not have a valid common code (the D-U-N-S Number) the Transportation Service Provider's proprietary entity identifier code (business party code) should be employed within these datasets until there is a valid common code for the entity associated with the applicable party(ies) Transportation service provider's proprietary code. Each business month the party(ies) seeking to send the proprietary code of the Transportation Service Provider in an applicable capacity release related dataset should verify that no D-U-N-S® Number yet exists for the subject entity. If such code does exist, then the sending parties agree to no longer employ the proprietary code for identifying such entity in the datasets related to the identified standards. Parties receiving such codes should be prepared to adjust as necessary to accept the Transportation Service Providers proprietary code or the common code as applicable. It is expected that this circumstance, (use of the proprietary code) would not extend beyond the availability of the common code or April 30, 1998 for a particular entity."

4. RECOMMENDATION

a. Description of Request:

Add ability to use a transportation service provider's proprietary identifier when a trading partner's D-U-N-S® Number has not yet been issued or may not exist.

b. Description of Recommendation:

Business Practices Subcommittee

The BPS recommends to the EC the following:

Add the following footnote to the Capacity Release related standards' Implementation Guides (with respect to downloads from TSPs) wherever an Entity Identifier Code Qualifier value other than the qualifier value associated with the D-U-N-S® Number is provided for.

Footnote:

"As an interim solution for use no later than April 30, 1998, when an entity is a Releaser, a prearranged Bidder, or a Bidder, and such entity(ies) do(es) not have a valid common code (the D-U-N-S® Number) the Transportation Service Provider's proprietary entity identifier code (business party code) should be employed within these datasets until there is a valid common code for the entity associated with the applicable party(ies) Transportation Service Provider's proprietary code."

Explanatory commentary to be added to Technical Business Implementation Guide discussion

RECOMMENDATION TO GISB EXECUTIVE COMMITTEE

Requester: TransCapacity

Request No.: R97058A

"When an entity is a Releaser, a prearranged Bidder, or a Bidder, and such entity(ies) do(es) not have a valid common code (the D-U-N-S® Number) the Transportation Service Provider's proprietary entity identifier code (business party code) should be employed within these datasets until there is a valid common code for the entity associated with the applicable party(ies) Transportation service provider's proprietary code. Each business month the party(ies) seeking to send the proprietary code of the Transportation Service Provider in an applicable capacity release related dataset should verify that no DUNS® Number yet exists for the subject entity. If such code does exist, then the sending parties agree to no longer employ the proprietary code for identifying such entity in the datasets related to the identified standards. Parties receiving such codes should be prepared to adjust as necessary to accept the Transportation Service Providers proprietary code or the common code as applicable. It is expected that this circumstance, (use of the proprietary code) would not extend beyond the availability of the common code or April 30, 1998 for a particular entity."

Sense of the Room: September 4, 1997 19 In Favor 0 Opposed 1 Abstain
Segment Check (if applicable):
In Favor: 1 End-Users 1 LDCs 11 Pipelines 1 Producers 5 Services
Opposed: End-Users LDCs Pipelines Producers Services

Executive Committee

For request R97058A, it was noted that this request has not been forwarded through the IR or the TS. The motion was made to adopt the recommendation and forward to the TS. M. Corman asked about the interim nature of this proposal -- "should it be placed in the standards manuals in January 1998 and then automatically removed in July 31, 1998?" The motion was made to postpone action on this request to November EC meeting after IR and TS has reviewed the proposal for possible implications. The procedural motion to postpone for consideration in November passed with 18 votes in favor and one abstention.

Sense of the Room: September 4, 1997 18 In Favor 0 Opposed 1 Abstain
Segment Check (if applicable):
In Favor: 1 End-Users 1 LDCs 11 Pipelines 1 Producers 5 Services
Opposed: End-Users LDCs Pipelines Producers Services

Information Requirements Subcommittee

Add a code value qualifier, with the relevant footnote, for the datasets and data elements listed below, to allow the inclusion of proprietary entity code numbers in capacity release download data sets.

Firm Transportation and Storage Capacity - Offer, 5.4.1

Add code value qualifer with relevant footnote for the Bidder Company Code and Releaser Company Code data elements.

Firm Transportation and Storage Capacity - Bid Review, 5.4.2

Add code value qualifer with relevant footnote for the Releaser Company Code data element.

Firm Transportation and Storage Capacity - Award, 5.4.3

Add code value qualifer with relevant footnote for the Bidder Company Code and Releaser Company Code data elements.

RECOMMENDATION TO GISB EXECUTIVE COMMITTEE

Requester: TransCapacity

Request No.: R97058A

Insert the following paragraph at the locations specified below, with no other changes to the Offer, Bid Review, and Award Technical Implementation of Business Process description.

Offer: Insert as paragraph 8A

Bid: Insert as paragraph 8A

Award: Insert as paragraph 6A

"When an entity is a Releaser, a prearranged Bidder, or a Bidder, and such entity(ies) do(es) not have a valid common code (the D-U-N-S Number) the Transportation Service Provider's proprietary entity identifier code (business party code) should be employed within these datasets until there is a valid common code for the entity associated with the applicable party(ies) Transportation service provider's proprietary code. Each business month the party(ies) seeking to send the proprietary code of the transportation Service Provider in an applicable capacity release related dataset should verify that no D-U-N-S@ Number yet exists for the subject entity. If such code does exist, then the sending parties agree to no longer employ the proprietary code for identifying such entity in the datasets related to the identified standards. Parties receiving such codes should be prepared to adjust as necessary to accept the transportation Service Providers proprietary code or the common code as applicable. It is expected that this circumstance, (use of the proprietary code) would not extend beyond the availability of the common code or April 30, 1998 for a particular entity."

Sense of the Room: October 28, 1997 4 In Favor 0 Opposed

Segment Check (if applicable):

In Favor: End-Users LDCs Pipelines Producers Services
Opposed: End-Users LDCs Pipelines Producers Services

Technical Subcommittee

Sense of the Room: October 29, 1997 7 In Favor 0 Opposed

Segment Check (if applicable):

In Favor: End-Users LDCs Pipelines Producers Services
Opposed: End-Users LDCs Pipelines Producers Services

c. Business Purpose:

[T]his would allow smaller companies, government agencies, individual home and business owners, as well as joint ventures and other corporate forms which do not have D-U-N-S Numbers, to conduct and transact electronic natural gas transactions using the GISB standardized datasets. If this is not provided for, the standard would have the effect of "shutting out" a class of companies from electronic transactions. Adoption of this request will open up the GISB process to all potential participants, large and small, regardless of their corporate form.

Note that this process would be used only in those case where a company does not have a D-U-N-S@ Number. Thus, it is not contradictory to GISB standard 1.1.8, but simply fills an identified gap in the process.

d. Commentary/Rationale of Subcommittee(s)/Task Force(s):

Information Requirements: No objection. Implemented per BPS recommendation and EC instructions.



Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925

HOUSTON, TEXAS, 77002

PHONE - (713) 757-4175, FAX - (713) 757-2491, email gisb@aol.com

November 6, 1997

TO: Triage Group -- Greg Lander, Kirt Kleinman, Norm Walker, Bob Wallenhorst, Posting on the Home Page

FROM: Rae McQuade, Executive Director

RE: Triage Conference Call -- November 6, 1997

I. Administrative

Greg Lander opened the meeting, welcomed the attendees to the call, gave the antitrust advice, and reviewed the requests to be covered on this call : R97115. The results of the Triage Group determinations are as follows:

II. New Requests

R97115 Modify "Condition" of Delivery Location, Downstream Identifier Code, Receipt Location and Upstream Identifier Code in Standard 1.4.1 - Nomination data set to correspond to the instructions for Interpretations 7.3.8, 7.3.9, 7.3.10, and 7.3.11.

From: Altra Energy Technologies

Summary: Modify 'Condition' of Delivery Location, Downstream Identifier Code, Receipt Location and Upstream Identifier Code in Standard 1.4.1 - Nomination dataset to correspond to the instructions for Interpretations 7.3.8, 7.3.9, 7.3.10, and 7.3.11.

Data Element	Proposed Condition
--------------	--------------------

Delivery Location	For Nomination - based on Model Type and Transaction Type. Required if Pathed or Pathed Non-Threaded Model - Threaded Segment. If Non-Pathed Model or Pathed Non-Threaded Model - Unthreaded Segment either Receipt or Delivery Location is required.
-------------------	---

Downstream Identifier Code	For Nomination - based on Model Type and Delivery Location. Required if Model Type is Pathed. If Delivery Location is present, required for Non-Pathed Model and Pathed Non-Threaded Model - Unthreaded Segment. Will not be used for the Pathed Non-Threaded Model - Threaded Segment.
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Receipt Location	For Nomination - based on Model Type and Transaction Type. Required if Pathed or Pathed Non-Threaded Model - Threaded Segment. If Non-Pathed Model or Pathed Non-Threaded Model - Unthreaded Segment, either Receipt or Delivery Location is required.
------------------	--



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Upstream Identifier Code	For Nomination - based on Model Type and Receipt Location. Required if Model Type is Pathed. If Receipt Location is present, required for Non-Pathed Model and Pathed Non-Threaded Model - Unthreaded Segment. Will not be used for the Pathed Non-Threaded Model - Threaded Segment.
--------------------------	---

Version 1.1 Standards incorporated three models for presenting a nomination - Pathed, Non-Pathed and Pathed Non-Threaded. The usage of the Pathed Non-Threaded Model was dependent upon the simultaneous usage of the Non-Pathed Model to transmit all of the required data. As a result of the interpretations described above, the Pathed Non-Threaded Model was split into two distinct 'segments' and the required usage of the Non-Pathed model, to accomplish the Pathed Non-Threaded Model, was removed. With the inclusion of the segments in version 1.2, the conditionality of the four above mentioned data elements was blurred. The condition stating that the element was or was not required for the Non-Pathed model must now be expanded to include the Pathed Non-Threaded Model - Unthreaded Segment. Without this change, the Upstream Identifier and Downstream Identifier are no longer used on the Pathed Non-Threaded Model and the usage of the Receipt Location and Delivery Locations are not described for that same model.

Nominations Related Standards Version 1.1 states:

There are three model types . . .

The pathed non-threaded model, when used, is always used with the non-pathed model.

Nominations Related Standards Version 1.2 states:

There are three model types . . .

The pathed non-threaded model consists of two components. The components are the threaded segment (model type 'T') and the unthreaded segment (model type 'U').

Triage: See the discussion -- no response from Triage until the questions are answered.

Priority: See the discussion -- no response from Triage until the questions are answered.

Discussion: The requester should be asked to respond to the following questions: Do you intend to globally change the description for these data elements because these data elements are described consistently across all transactions? If you do, then this should be a BPS issue because it may be appropriate for nominations, but it may not be appropriate for confirmations, requests for confirmations, predetermined allocations, imbalances or invoicing. Or is this actually a request for interpretation?

To the EC, we do not know enough about this request without the above responses to know whether it should be forwarded to the BPS or Interpretations. The EC can ask the above questions and respond in the EC meeting on November 13, or it can forward to the BPS to find the



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responses and direct to the appropriate subcommittee, or the requester can give the information to Triage, after which it would be triaged and addressed in December EC meeting.

III Attendees

Triage Members:

<u>Name</u>	<u>Company</u>	<u>Present</u>
Kirt Kleinman	Southwest Gas	×
Kristine Mespelli	New England Power	✓
Bob Wallenhorst	Exxon	×
Greg Lander	TransCapacity	✓
Norm Walker	El Paso Natural Gas	×

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Future Technology Task Force Internet-Based Discussion Groups: Pilot Test Interim Report

Executive Summary:

Electronic Internet-based discussion groups were implemented on a limited trial basis in June 1997. At that time, the Future Technology Task Force assumed the responsibility for providing a detailed report to the Process and Executive Committees regarding GISB's experiences during the test and key characteristics of the discussion groups including security and reliability. The report was to include recommendations for further testing and integration of discussion groups with the GISB process.

As of October 1997, usage of the discussion groups has been extremely light. A number of explanations can be offered:

- the workload of many subgroups within GISB has made it difficult for task forces to take the time to learn to use a new medium.
- the electronic publication of "informal" communications renders them more formal;
- the purpose and value of these discussions relative to the GISB process is unclear.

The Future Technology Task Force believes that electronic discussion groups can be a valuable and time-saving tool for GISB. However, a clear definition of their role within the GISB process is necessary in order to make them productive. The electronic forum should serve a unique function that is not addressed by another aspect of GISB. FTTF recommends that the Process Subcommittee consider dedicating the discussion groups to conversations relating to application and implementation of GISB standards and that the substance of the discussions be used within GISB to prepare formal responses to "Frequently Asked Questions."

The FTTF will continue to investigate formal ways to use the discussion groups to supplement Task Force activities and has designated this forum as the medium for submitting input to be used in developing the model for item III.C. (minimum and optimum technical characteristics) on the Internet Look and Feel proposal. FTTF will report the results of this effort to the Process and Executive Committees at the time that it presents its work product on that assignment.

Background:

In the spring of 1996 when the Future Technology Task Force (FTTF) was charged with producing a large volume of technical specifications in a short amount of time, the group proposed the adoption of an electronic facility for conducting running discussions online. This would take the form of a bulletin board similar to Internet "newsgroups" where

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interested parties post comments and questions related to a discussion topic. All of the comments related to any specific topic are linked together in order as a conversation “thread.”

The task force worked directly with GISB’s Internet Service Provider, Neosoft, to develop and assess options for implementing these discussion groups in conjunction with the GISB web site. In addition, FTTF researched other providers to find discussion group services that could be directly linked from the home page. The group narrowed the choices down to three: Delphi Custom Forums, a Neosoft implementation of AltaVista forums, and a Neosoft private newsgroup. Delphi Custom Forums was identified as the most desirable solution since it accommodated the business and technical requirements and could be tested in a low-cost, low-risk manner.

Experience and Results:

After four months of experience, there were ten registered users out of the twelve allowed on the pilot test. Five others had requested authorization but had never logged into the system. Six of the ten had visited the forum within the last week, but only three users posted messages during the course of the test. Sixteen messages had been posted during the course of the test, and the longest conversation included four messages. The list of subjects discussed is as follows:

- R97103 - Request for versioning standard (General/4 msgs)
- Dealing with multiple GISB Versions of EDM Standards (General/3 msgs)
- Non-Repudiation and EDM Agents (General/1 msg)
- Internet Look and Feel (General/3 msgs)
- Internet Look and Feel: Applet Usage (General/3 msgs)
- Test and Diagnostic Procedures (/1 msg)

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Usability and benefit

Usage to date has been limited to a small group, with a small amount of discussion. Effort was made to extend access to Contracts Subcommittee, Internet Look & Feel Task Force, and FTTF. Following the second Internet Look and Feel meeting, there was a small increase in the number of registered users. However, none of those additional users have contributed to the discussion so far. The FTTF believes that this indicates a need to further define the place of the discussion groups within the GISB process, and that a dedicated role for the discussion groups with a clearly stated purpose and quantifiable benefit is necessary for success.

Security

All access to the discussion group site is controlled by userid (e-mail address) and password. Users have the opportunity to enter a personal profile consisting of a formatted signature. Anyone wishing to view or participate can gain access, but must register through a process that requires a verifiable e-mail address. The forum maintains a log of users and their e-mail addresses as well as a timestamp of their last visit.

The user log has the added advantage of making available the e-mail addresses of participants so that it is possible to contact them directly.

Registration process

All access to the discussion group site is controlled by userid (e-mail address) and password. Users request an id on first connection to the forum, which is a two-step process. Delphi automatically assigns an internal id and a password that is e-mailed to the user. During the sign-up process, the user sends an e-mail message to the GISB office requesting access. The GISB office must then authorize the user on the forum before he can sign on.

Administration

Administration has only been required for initial user setup. Veronica Thomason reported that the workload for registration and administration of user accounts has been minimal. Problems that occurred during the administration process were resolved easily and quickly through Delphi's customer support.

Once a user is set up, he has the opportunity to enter a personal profile consisting of a formatted signature and other information, reducing GISB's administrative requirement.

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Customization of features including required personal information for participants

Features included in custom forums:

- Your Name as you would like it to appear in the Message Board.
- Your Internet Home Page as you would like it to appear in the Member Directory.
- Would you like to receive Email Notification of replies to your messages and other messages addressed to you?
- Number of messages to get:
- Maximum messages to display on one page:
- Display Message Board using Frames:
- For message lists, show Threads (and not Messages) when there are more than a certain number.
- Standard Personal Signature to be used on all posts: This could be used to include name, company, and industry segment, however experience indicated difficulty saving and retaining the signature from session to session. That is a technical support issue for Delphi.

Delphi quoted a cost of \$185 to customize the forum to require company name and segment on all postings.

Antitrust

The forum administrator has the ability to delete postings that are inappropriate from an antitrust standpoint. Once production use begins, it would be advisable for GISB Legal Counsel to monitor posted messages on a regular basis.

Spam control

Covered by security and netiquette rules. Administrator has the ability to delete postings that are not relevant to GISB topics.

Archival and retention of information

Messages remain on the forum until deleted. Viewing options are selectable by the user, but the default is to view only unread messages and threads. During the pilot test, though, some inconsistencies were observed in the displaying of read and unread message topics, and these are being addressed with Delphi's technical support.

Issues

The workload of many subgroups within GISB has made it difficult for task forces to take the time to learn to use a new medium without a clear purpose or benefit. Task forces did

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show an interest in using the discussion groups, but did not understand how that discussion would be relevant to task force work activities.

Although the stated purpose of the discussion groups is informal conversation about GISB-related issues, the mere fact that the discussion is published in electronic form renders those communications more formal. As such, there could be a concern about stating informal opinions, especially when GISB requires that the posting include company name and segment.

Discussion of task-force related issues within an informal forum has the potential for confusing rather than facilitating the GISB process. Discussion of task force work and work products should be kept within the task force meetings. This allows all participants to be aware of meeting times, dates, and topics. Successful implementation of electronic discussion groups would require a dedicated and well-defined purpose that does not overlap with other parts of the GISB process. Ideally, the forum will serve a purpose that is not currently addressed within the formal GISB process today.

Recommendations

The Future Technology Task Force recommends that the Process Subcommittee consider dedicating the discussion groups to conversations relating to application and implementation of GISB standards and that the substance of the discussions be used within GISB to prepare formal responses to "Frequently Asked Questions." When new GISB standards are adopted, the GISB office and task force participants spend a significant amount of time answering questions from the industry about the specifics of how to implement. By opening up the forum for this type of question and answer, GISB would improve its communication with the industry and distribute the workload of answering these questions. Furthermore, valuable feedback would be obtained by producing a written record of the types of questions and concerns that arise around implementation issues. The information gained from the forum could be distilled into a repository of Frequently Asked Questions that could be posted on the GISB web site and provide material for the GISB quarterly newsletter. GISB should clearly state that questions and answers that appear in the forum serve the function of informal explanation and education regarding application of the standards and in no way overlap with the formal clarification and interpretation process.

The FTTF originally conceived to use the discussion groups for the informal brainstorming of task force work issues. For this to be effective, the topic of discussion needs to have a specific focus, and the results of the discussion must be incorporated into the agenda of subsequent meetings. The FTTF will conduct further testing of this approach. In its meeting of November 7, 1997, the FTTF formally designated the forum as the medium for submitting input to be used in developing the model for item III.C. (minimum and optimum technical characteristics) on the Internet Look and Feel proposal. At each scheduled FTTF meeting or conference call, summary and review of discussion group input will appear at the top of the agenda, prior to opening discussion of the technical characteristics assignment. The meeting agenda will explicitly state that discussion group

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postings are part of the required background material for the session. The FTTF will report the results of this effort to the Process and Executive Committees at the time that it presents its work product on that assignment. It is possible that additional userid slots will be necessary to complete this stage of evaluation. Approval of the Executive Director of GISB will required for any changes in the Delphi subscription.

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Welcome and Disclaimer Page for Forum:

Welcome to the Gas Industry Standards Board's Discussion Groups

Thank you for participating in the discussion groups! This forum is provided to facilitate open discussion of topics relating to GISB standards and task force activities. Please note the *Expectations of Service* and *Rules of Conduct* prior to entering this forum.

Expectations of Service

- **GISB's Role:** *The Gas industry Standards Board does not offer any formal support in the public discussion groups.* Instead, GISB sponsors these discussion groups as a platform for open discussion of topics relating to GISB standards and task force activities. Opinions expressed in this forum are those of their respective authors and in no way represent the opinion of the Gas Industry Standards Board. The official source for information on GISB standards, including clarification of the standards is to be found on the GISB World-Wide Web site (<http://www.gisb.org>).

Rules of Conduct

- **Antitrust:** Antitrust guidelines direct forum participants to avoid discussing topics or engaging in behavior of an anti-competitive nature including: restraint of trade and conspiracies to monopolize, unfair or deceptive business acts or practices, price discriminations, division of markets, allocation of production, imposition of boycotts, and exclusive dealing arrangements.
- **Appropriate Language:** The purpose of the forum is to exchange, using appropriate language, technical information and experience with GISB standards and implementation issues.
- **Message Topics:** Please keep the substance of messages relevant to the discussion group topic.
- **Advertising/Solicitation:** The forum is for peer-to-peer discussion on GISB-related topics and for information sharing. Participants are asked to refrain from posting advertisements or engaging in solicitations.

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FTTF's Original Proposal:

The FTTF recommends a trial of Delphi Custom Forums. This forum will be easy to set up and administer and furnishes only the features we need, at a very small cost. The forum can be easily linked from the home page. An optional feature will allow us to divide the forum into up to 16 topic areas that can be managed separately and can be used to categorize discussions by task force or by GISB project.

The GISB office will set up and administer the forum, FTTF has volunteered to test the facility and report back to the Executive Committee on usability and value.

Feature Summary:

Message Board - a powerful electronic message area that can be divided into sub-topics to organize message threads and allow controlled access to information. Up to 250 messages may be kept in the database at any one time. Additional messages may be purchased in increments of 500.

Banners - A special announcement space on the Message Board can be used to highlight or announce important news and upcoming events. Banners can be used to remind your members of regularly scheduled chats or meeting times, or point members to message "threads" of significant interest. Web-based banners can include text, as well as incorporate your own graphics and link to any site on the Web.

Access Control - the ability to regulate who can participate in your forum. It may be open to the entire Web public, or only to individuals you select. The starter plan is open to up to 12 participants, with additional "slots" available for purchase in increments of 10 and 100. (Any Delphi Internet member also may be allowed to participate, at your discretion, without counting against your slot allotment.)

Optional Features:

Chat Room - an interactive feature enabling real-time online discussions between two or more members at any time. Chat may be used on an ongoing basis, as well as a meeting place for scheduled events.

Topics - categories that allow you to organize your Message Board and optional Web Site to the needs of your group, into up to 16 topic areas. Access may vary depending on the topic. For example, a business Custom Forum may have a "manager's only" topic that allows only selected individuals to see certain proprietary messages or web pages; other topics may be set aside for other classes of employees or vendors, while remaining topics may be open to the entire Web public.

Web Site - up to 10 megabytes of web space whose pages may be accessed according

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to the same topic and access-control features as described above.

Vanity Tag - Under the starter plan, your Custom Forum URL will be <http://www.customforum.com/customxxx>, where xxx is a number assigned by Delphi. A Vanity Tag allows you to personalize the URL to http://www.customforum.com/your_name, where "your_name" is a unique alpha-numeric name of your choice up to 15 characters long.

Tailored Features - For large commercial web sites desiring a special look and feel, Delphi can incorporate your own graphics, logos, background colors and images into the Message Board and Chat Room; integrate multiple forums; and accommodate large volumes of users.

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Configuration and Costs:

Starting configuration:

\$50	Setup Fee
\$20	Maintenance - 1 st 6 months
\$10	Topic Capability - 1 st month

Expected Monthly Cost:

\$35 * x	100 Additional Users
\$5 * y	500 Additional Messages
\$5	Maintenance
\$10	Topic Capability

\$80 will suffice to begin the test. If successful, the starting configuration would involve monthly costs of \$50, assuming a total of 112 registered users. If the active usage increases, user blocks would be added in increments of 100, for an additional \$35 monthly. It is anticipated that no more than 200 user slots would be required.

Chat rooms are an optional feature (\$50 setup plus \$15/month)

Administration - Users self-register when they first connect. GISB office can control process for gaining access and can clear inactive registration slots. Postings can be monitored.

Scope of Test:

The pilot test will use the forum in the course of normal task force activities for the purposes described in the proposal. At the close of the test (date to be determined by task force), the FTTF will report its experience and recommendations on the following issues:

- Usability and benefit

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- Security
- Registration process
- Administration
- Customization of features including required personal information for participants
- Antitrust
- Spam control
- Archival and retention of information

Procedures for GISB On-line Discussion Groups

GISB's Internet-based discussion group facility is currently in the pilot test stage. Use of this resource by the Internet Look and Feel Task Force could make a valuable contribution to the pilot test and provide further information about how to this capability into the GISB process. The discussion group is a forum in which participants can post comments and messages on any relevant issue. Anyone who connects to the forum can read the messages and post replies. Postings and all related replies are tied together in a discussion "thread" that have a common subject heading. The discussions are intended to identify and document issues and evoke comment to speed the GISB process for reaching consensus.

To access the GISB On-line Discussion Group, follow these steps:

- From a web browser, go to <http://www.customforum.com/custom2902/>
- From the web page that displays, choose the "Message Board" selection. You will be asked for your e-mail address. Enter it and press "continue." You will be prompted to enter your name as you wish it to display on forum messages. After entering your name, press "continue." This will open a text box for creating an e-mail message to VeronicaThomason. Type in a short note asking her to add your e-mail address as an authorized user of the forum. Press "Send Message" when done. You will get a "message sent!" pop-up box, after which you can close the browser.
- A short while after the request is submitted, you will receive an e-mail notice from Delphi with a system-generated password.
- When Veronica has authorized your access to the forum, she will notify you by e-mail. At this point you can return to the URL listed above and choose the Message Board selection. You will be prompted for your e-mail address and the password that you received.
- This should take you to the Message Board. The top frame contains the main function menu and the left-hand frame contains a hyperlink summary of unread messages.

Usage for GISB Discussion Groups

Web Page Statistics (test)

Day	Web Activity					Total Activity		
	Thread Views	Msg Views	New Msgs	New Members	Active Members	New Msgs	New Members	Active Members
10/28/1997	5	15	0	0	0	0	0	0
10/29/1997	0		0	0	0	0	0	0
10/30/1997	6	17	1	0	0	1	0	0
10/31/1997	0		0	0	0	0	0	0
11/01/1997	0		0	0	0	0	0	0
11/02/1997	0		0	0	0	0	0	0
11/03/1997	15	37	0	0	0	0	0	0
11/04/1997	10	31	0	0	0	0	0	0
11/05/1997	0		0	0	0	0	0	0
11/06/1997	0		0	0	0	0	0	0

Report Column Descriptions

- **Day** - The day covered by the report. A Day Period begins at 4:30am ET and ends at 4:30am the following morning.
- **Web Activity** - Activity that happens only when accessing the Forum via a WWW browser.
- **Total Activity** - All activity, including access via the Web as well as access via Delphi's text-based access service.
- **Thread Views** - The number of individual thread pages viewed during the period. A thread page can contain between one and twenty messages.
- **Msg Views** - The number of messages viewed within the thread pages.
- **New Msgs** - The number of messages posted during the period.
- **New Members** - The number of people who first joined the Forum during the period.
- **Active Members** - The total number of Members who visited the forum during the period.