



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

**Gas Industry Standards Board
Executive Committee Meeting
July 15 & 16, 1999**



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TABLE OF CONTENTS

Tab 1.	Welcome & Opening Remarks <ul style="list-style-type: none">- Board and Executive Committee Members & Meeting Dates- Antitrust Guidelines Agenda <ul style="list-style-type: none">- Meeting Announcement & Agenda Minutes <ul style="list-style-type: none">- Red-lined Draft Minutes of May 20, 1999
Tab 2.	New Requests
Tab 3.	EBB Internet Implementation Subcommittee Recommended Standards
Tab 4.	Miscellaneous Recommended Standards <ul style="list-style-type: none">- R97076- R97091- R97111B- R97123- R98005- R98060- R98090- C99001- R98039- R98046- R98051- R98053 & R98054
Tab 5.	Allocation Grid Drafting Team Recommended Standards <ul style="list-style-type: none">- R96125A, R96131, R97036, R97087
Tab 6.	Notices Task Force Recommended Standards <ul style="list-style-type: none">- R97119 & R98086
Tab 7.	Confirmations (Flowing Gas) Business Practices Subcommittee Recommended Standards <ul style="list-style-type: none">- R98011 & R98012
Tab 8.	Imbalance Subcommittee Recommended Standards <ul style="list-style-type: none">- R97117 & R97118
Tab 9.	Subcommittee Reports towards 1999 Annual Plan Progress
Tab 10.	Certification Program
Tab 11.	Special Reports <ul style="list-style-type: none">- Procedures to Address EII Related Requests- Fully Staffed Recommendations- Balanced Voting- Update on Publication of Manuals, Version 1.4
Tab 12.	Ballot and Comments



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

1. WELCOME AND OPENING REMARKS

- The meeting is held at:
 - Where: MGM Grand Hotel
3799 Las Vegas Boulevard South
Las Vegas, Nevada 89109

Room 301-302 South Concourse
- Times are:
 - When: Thursday & Friday, July 15 & 16, 1999
9:00 a.m. to 5:00 p.m., each day
- The chairman may elect to extend the hours of the meeting if more time is required to complete the agenda.
- For further assistance please reach:
 - Veronica Thomason at (713) 356 - 0060
- The officers presiding over the Executive Committee meeting are:
 - Jim Buccigross - Chairman
 - Mike Novak - Vice Chairman
 - Rae McQuade - Executive Director
 - Dennis Holbrook - General Counsel
- Transcripts will be available from Jane Copeland, Ak/Ret Reporting, Inc. and can be ordered either during the meeting, or by calling 361-882-9037.



Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas 77002
Phone (713)356-0060, Fax (713)356-0067, e-mail gisb1@aol.com
Home Page www.gisb.org

Gas Industry Standards Board

Board of Directors for 1999

End User Segment:

Janie Mitcham, V.P. Fuel and Energy Management, Houston Industries
John Stevens, President & COO, Eastern Utilities Associates
Jim Templeton, Principal, Comprehensive Energy Services
Norman Davis, Manager Energy Purchases, International Paper
Lee Smith, Vice President Gas Supply, Midland Cogeneration Venture

Term Ending:

December 31, 2000
December 31, 2000
December 31, 2000
December 31, 1999
December 31, 1999

Local Distribution Companies Segment:

Walt DeForest, Sr. V.P., National Fuel Gas Distribution
Lee Stewart, President, Energy Transportation Services, Southern California Gas Co
Bill Boswell, V.P., Secretary & General Counsel, Peoples Natural Gas
Mary Jane McCartney, Sr. V.P., Gas Operations, ConEd
Andy Sonderman, Sec. & Gen. Counsel, Columbia Gas Distribution

Term Ending:

December 31, 2000
December 31, 2000
December 31, 1999
December 31, 1999
December 31, 1999

Pipelines Segment:

Ron Mucci, V.P. & CIO, Williams Gas Pipelines
Bob Reid, Vice President, Colorado Interstate Gas
Rick Baish, President, El Paso Natural Gas
Stan Horton, Chairman & CEO, Enron Gas Pipeline Group
Terry McGill, President, Columbia Gulf Transmission

Term Ending:

December 31, 2000
December 31, 2000
December 31, 2000
December 31, 1999
December 31, 1999

Producer Segment:

Pete Dickson, East Region Marketing Manager, Exxon Company
Vacancy
Allan Knopp, Director, Regulatory Affairs, Conoco
Nancy Laird, Group V.P. Marketing, PanCanadian Petroleum Ltd.
Hugh Roberts, Manager of Industry and Regulatory Affairs, Marathon

Term Ending:

December 31, 2000
December 31, 2000
December 31, 1999
December 31, 1999
December 31, 1999

Services Segment:

Lyn Maddox, President & CEO, PG&E Energy Trading
Marty Patterson, Director of Operations, Idaho Power Company
Steve Bergstrom, Exec. Vice President, Dynegy Marketing and Trade
Julie Gomez, Vice President, Enron Capital & Trade Resources
Greg Lander, President, TransCapacity

Term Ending:

December 31, 2000
December 31, 2000
December 31, 1999
December 31, 1999
December 31, 1999



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Executive Committee for 1999

END USERS	TITLE AND COMPANY	TERM ENDING:
Kelly Daly	Partner, Morrison & Hecker, rep. Arizona Public Service Co.	December 31, 2001
Dona Gussow	Systems Specialist, Florida Power and Light	December 31, 2000
Tina Patton	Natural Gas Operations Administrator, Boeing	December 31, 2000
Mike Bray	Principal, Bray and Associates	December 31, 1999
Diane McVicker	Principal Fuel Supply Analyst, Salt River Project	December 31, 1999

LDCS	TITLE AND COMPANY	TERM ENDING:
Chris Maturo	Manager, Energy Access System Project, NIPSCO Industries	December 31, 2001
Mike Novak	Assistant General Manager, National Fuel Gas Distribution	December 31, 2000
Steve Sullivan	Regulatory Manager of Gas Support, Consolidated Edison of New York	December 31, 2000
Bill Oppenheim	Manager Gas Acquisition and Pricing, PECO Energy	December 31, 1999
Bob Betonte	Pipeline Products Manager, Southern California Gas	December 31, 1999

PIPELINES	TITLE AND COMPANY	TERM ENDING:
Dale Davis	Team Leader, Williams Gas Pipelines	December 31, 2001
Julie Unruh	GISB Liaison, Koch Gateway Pipeline	December 31, 2000
Paul Love	Director, Electronic Customer Services, Natural Gas Pipe Line of America	December 31, 2000
Norm Walker	Manager Gas Scheduling, El Paso Natural Gas	December 31, 1999
Shelley Corman	Vice President Regulatory Affairs, Northern Natural Gas Co. ¹	December 31, 1999

PRODUCERS	TITLE AND COMPANY	TERM ENDING:
Joe Wiley	Mgr. Natural Gas Supply & Transportation, Marathon Oil Co.	December 31, 2001
Richard Smith	Director, Regulatory Affairs, Mobil	December 31, 2000
Vacancy		December 31, 2000
Bob Wallenhorst	Supervisor of Gas Control, Exxon Company U.S.A.	December 31, 1999
Paul Keeler	Senior Attorney, Burlington Resources	December 31, 1999

SERVICES	TITLE AND COMPANY	TERM ENDING:
Donna Scott	Director Electronic Commerce, Enron Administrative Services	December 31, 2001
Jim Buccigross	Director & General Counsel, National Registry of Capacity Rights	December 31, 2000
Keith Sappenfield	Director Marketing Support, NorAm Energy Services	December 31, 2000
Mark Scheel	Manager Governmental Affairs, Dynegy Inc.	December 31, 1999
Carl Caldwell	Manager Energy Practice, Deloitte and Touche	December 31, 1999

¹ Shelley Corman represents Florida Gas Transmission Co., Northern Border Pipeline Co., Northern Natural Gas Co., and Transwestern Pipeline Co.



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Approved by the Board of Directors
December 3, 1998

1999 Calendar of Board of Directors Meetings

<u>DAY</u>	<u>DATE</u>	<u>LOCATION</u>
Wednesday	September 29, 1999	San Antonio
Thursday	December 2, 1999	Houston



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July 6, 1999

1999 Calendar of Executive Committee Meetings

<u>DAY</u>	<u>DATE</u>	<u>LOCATION</u>
Thursday/Friday	September 16/17, 1999	Houston
Thursday/Friday	November 18/19, 1999	New York



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

1. ANTITRUST GUIDELINES

- GISB General Counsel Dennis Holbrook will review the antitrust guidelines. The points are:

Antitrust guidelines direct meeting participants to avoid discussion of topics or behavior that would result in anti-competitive behavior 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.



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

1. ADOPTION OF AGENDA

- The proposed agenda, attached, has been distributed and is available on GISB's home page.
- **The Executive Committee is requested to review the agenda, suggest changes if needed, and vote to adopt the agenda.**



Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas 77002

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Home Page: www.gisb.org

TO: GISB Executive Committee Members & Alternates
Posting for Interested Industry Participants

FROM: Rae McQuade, Executive Director

RE: Draft Agenda for Executive Committee Meeting - July 15 & 16, 1999

DATE: July 1, 1999

GAS INDUSTRY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING
MGM Grand Hotel, Las Vegas, Nevada -- Room 301-302 South Concourse
Thursday, July 15 and Friday, July 16, 1999 - 9:00 a.m. to 5:00 p.m. each day
DRAFT AGENDA

The Executive Committee will meet in Las Vegas at the MGM Grand Hotel on July 15 and 16, 1999 from 9:00 a.m. to 5:00 p.m., each day. Below are the meeting arrangements:

WHERE: MGM Grand Hotel
3799 Las Vegas Boulevard South
Las Vegas, Nevada 89109
Room 301-302 South Concourse

WHEN: Thursday & Friday, July 15 & 16, 1999
9:00 a.m. to 5:00 p.m., each day

A printed copy of the materials for the meeting will be provided shortly to Executive Committee members or their alternates for this meeting and presenters. The materials will be posted on the GISB Home Page in the "Executive Committee" area for attendees to download. To order a printed copy of the materials, please notify the GISB office. The cost of the printed materials is \$75.00 due the amount of material to be considered.

Please notify the GISB office by July 12 of your intent to attend so that appropriate meeting arrangements can be made. As always, the chair reserves the right to extend the time of the meeting to ensure that agenda items are addressed. The times indicated on the agenda will be followed to ensure that agenda items are allotted appropriate time slots. Should an agenda item conclude earlier than its stated time slot, the remaining time can be allotted to other agenda items at the discretion of the chair.

I look forward to seeing you in Las Vegas. Please feel free to call the GISB office should you have any questions or comments.



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GAS INDUSTRY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING

MGM Grand Hotel, Las Vegas, Nevada -- Room 301-302 South Concourse

Thursday, July 15, 1999 - 9:00 a.m. to 5:00 p.m.

DRAFT AGENDA

- 9:00 a.m. 1. Welcome
- Antitrust Guidelines
 - Welcome to members and attendees
 - Adoption of Agenda
 - Adoption of Draft Minutes of May 20, 1999
- 9:30 a.m. 2. New Requests
- Scope Determination for EII Requests
 - Scope Determination and Triage Recommendation for New Requests
- 10:00 a.m. 3. EBB Internet Implementation Subcommittee Recommended Standards:
- Request Nos. R99015, R99025, R99026, R99027, and R99034 recommended declines.
 - A set of standards for EII addressing capacity release and contracting
 - EII Data sets for nominations, flowing gas, and invoicing
 - EII Technical Changes
- 11:00 a.m. 4. Miscellaneous Request Recommendations
- Request Nos. R97076, R97091, R97111B, R97123, R98005, R98060, R98090, C99001, R98039, R98046, R98051, and a joint recommendation for R98053 & R98054
- Noon Lunch
- 1:30 p.m. 4. Return to agenda item no. 4
- 2:00 p.m. 5. Allocation Grid Drafting Team Recommendations
- A joint recommendation for Request Nos. R96125A, R96131, R97036 & R97087
- 3:30 p.m. 6. Notices Recommendation
- A joint recommendation for Request Nos. R97119 & R98086
- 4:00 p.m. 7. Confirmations (Flowing Gas Request)
- A joint recommendation for R98011 & R98012
- 5:00 p.m. Adjourn for the day



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GAS INDUSTRY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING

MGM Grand Hotel, Las Vegas, Nevada -- Room 301-302 South Concourse

Friday, July 16, 1999 – 9:00 a.m. to 5:00 p.m.

DRAFT AGENDA

- | | | |
|------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9:00 a.m. | | Welcome |
| | | <ul style="list-style-type: none">• Antitrust Guidelines• Welcome to members and attendees• Recap of yesterday's progress |
| 9:30 a.m. | 8. | Imbalance Subcommittee Recommended Standards: |
| | | <ul style="list-style-type: none">• A set of standards for monthly imbalance netting and trading for R97117 & R97118 |
| 10:30 a.m. | 9. | Subcommittee Reports, Progress Towards Annual Plan |
| | | <ul style="list-style-type: none">• Single Topics (Ad Hoc): Allocation Grid Drafting Team
Confirmations & Cross Contract Ranking
EBB Internet Implementation
Common Codes
Imbalances• Standing: Business Practices Subcommittee
Information Requirements Subcommittee
Technical Subcommittee
ANSI Subcommittee
Future Technology Task Force |
| Noon | | Lunch |
| 2:30 p.m. | 10. | Certification Program |
| | | <ul style="list-style-type: none">• Review of Board request of the Executive Committee |
| 3:30 p.m. | 11. | Special Reports: |
| | | <ul style="list-style-type: none">• Procedure for addressing new requests that requesters note are EBB Internet implementation issues• Procedures for when recommendations should be fully staffed before bringing them to the Executive Committee are required versus when recommendations on business practices should be brought before the Executive Committee with technical implementation standards following• Discussion on success of balanced voting and need for changing existing procedures• Update on Publication of Version 1.4 of the Manuals |
| 4:30 p.m. | 12. | Other Business |
| 5:00 p.m. | | Adjourn |



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

1. ADOPTION OF MINUTES

- The minutes of May 20, 1999 were posted on the home page for review and are included in these materials for vote to adopt.
- **The Executive Committee is requested to review the draft minutes, suggest changes if needed, and vote to adopt as minutes of the meeting.**



**GAS INDUSTRY STANDARDS BOARD
Executive Committee Meeting
May 20, 1999-- 9:00 a.m. to 5:00 p.m.**

Boeing Offices, Seattle, Washington

REDLINED DRAFT MINUTES

I. Introductory Items

Mr. Buccigross welcomed the attendees and the Executive Committee (EC) members to Washington, and thanked Boeing and Ms. Patton for hosting today's meeting. Ms. Patton made introductory remarks. Ms. McQuade read the roll. The agenda was adopted. With modifications made during the meeting, the revised red-lined minutes were adopted. For a full accounting of the discussion from today's meeting, the transcripts should be ordered from Ms. Copeland of Ak/Ret Reporting (361-882-9037).

II. New Requests

Request Nos. R99032 and R99034 assigned to EII were found within scope unanimously. Request Nos. R99031 and R99033 were also found within scope unanimously. For the disposition of Request Nos. R99031 and R99033, discussion follows:

R99031 From: Submitted by TransCapacity and ANR
Request: TransCapacity Limited Partnership and ANR Pipeline request that a new data element "Confirmation Intra-day Indicator" be added to the Detail DTM data segments of the Request for Confirmation, Confirmation Response (solicited and unsolicited), Confirmation Response Quick Response and Scheduled Quantity for Operator datasets as Mutually Agreed data elements.

The addition of this data element to the noted datasets would aid in allowing Transportation Service Providers to more easily associate confirmation information to applicable nomination information, and to allow confirming parties to send, in advance, their transmittals of confirmation information to confirming parties wishing to support receiving such advance transmittals.

The new data element would be used as follows:

- Confirmation Cycle Indicator: Will be present in the DTM data segment within the detail segment. ANR and TransCapacity have agreed to exchange this data element in the DTM04 position, with the following ANSI code values, and suggest to the Information Requirements Sub-committee the assignment of "01" for Intra-day 1 cycle confirmations, "02" for Intra-day 2 cycle confirmations, "03" for Timely cycle confirmations, and "04" for Evening cycle confirmations. Additionally, the Scheduled Quantity for Operator dataset will contain exclusive assigned values of "05" representing end of gas day Scheduled Quantity,

and a value of "06" to be used as a Curtailment Indicator representing a revised Scheduled Quantity.

- The usage of this data element in the Request for Confirmation, Confirmation Response (solicited and unsolicited), Confirmation Response Quick Response and Scheduled Quantity for Operator are proposed to be Mutually Agreeable. The usage of this data element is proposed to be Mutually Agreeable regardless of the DTM format (i.e., RD8 or RDT).

This modification allows Transportation Service Providers to accept and send confirmations more than one confirmation period in advance, and to more easily associate to tie back confirmation information to applicable nomination information.

TransCapacity LP and ANR Pipeline have agreed to exchange this data element between them, and are certainly willing and able to undertake testing with any party regarding this proposal.

Triage: Send to BPS to be addressed within the normal schedule for nominations.

EC Action: Unanimous support for the triage recommendation.

R99033

From: Submitted by Dynegy

Request: Request to add the name and definition of the following data elements to the data set 5.4.13 Operationally Available and Unsubscribed Capacity:

Business Name	Definition	U	Condition
Scheduled Quantity	The scheduled amount expressed in quantity per gas day at a location.	C	Mandatory only for Operationally Available Capacity.
Design Capacity	The design capacity expressed in quantity per gas day at a location.	M	

This will increase the amount of information made available by pipelines to service requesters for both competitive and monitoring purposes. It will also assist service requesters in planning for their future transportation needs and will promote efficiencies in the market place.

This will increase the amount of information made available by pipelines to service requesters for both competitive and monitoring purposes. It will also assist service requesters in planning for their future transportation needs and will promote efficiencies in the market place.

The portion of the Dynegy work paper presented to EII related to this request follows:

4.3.X: For the subcategories of Capacity, the first column headings in the Content Area should be Effective Date/Time, Location, Location Name or Location Zone, when applicable, Location Purpose, Design Capacity, Scheduled Quantity, when applicable, Quantity Available and IT Indicator, when applicable.

Triage: It was suggested that the EC should review the charge of EII and respond to the following questions:

- Can EII recommend standards that include new data elements that are mandatory for comparability purposes?
- Should EII define new business practices operationally available and unsubscribed capacity?

- Should EII address business practices for operationally available and unsubscribed capacity for comparability purposes?
- Should EII define standards for common "look and feel" postings for operationally available capacity?

On the basis of these responses, the EC will determine the disposition of the request.

Priority: The questions will be answered on May 20 in the EC meeting in Seattle.

EC Discussion: Mr. Walker presented the request and recommended against the Triage Subcommittee recommendation that the request disposition be resolved at the EC through the response to the above questions. He made the motion that the request be sent to the BPS. Mr. Scheel disagreed and noted that the request has been on the EII agenda since February. Ms. Hess noted that because the request is asking for mandatory data elements across all web sites, it more properly belongs in the BPS Subcommittee as it is setting a business practice. Others agreed with Ms. Hess. Ms. Scott reviewed the history of the "Look and Feel" group and noted that operationally available and unsubscribed capacity does belong in EII; so therefore, the request belongs in EII, as does an outstanding request *she had* submitted. ~~by herself~~. Mr. Keeler noted that since EII is already looking at the request, it would be duplicative to send it to BPS, and EII can determine if the data should be mandatory. Mr. Bray noted if it is clearly a business practice it belongs in BPS. Mr. Hartmann proposed a solution to ask EII to invite the BPS to the EII meeting when the request is addressed. After further discussion, Mr. Walker agreed with Mr. Hartmann's suggestion and modified his motion.

EC Action: *(Revised Motion, see discussion above)* This request will be addressed through a joint meeting of the BPS and EII. This disposition was supported unanimously. The chairs of the BPS and EII will determine when is the most appropriate time to place it on the agenda, which will determine its priority.

III. Recommended Standards and Modifications

Mr. Walker made the motion, which was seconded by Mr. Keeler and Ms. Unruh, that the recommendations for Request Nos. R97064B, R97064C, R97124, R98023, R98027 and R98028 be adopted as set forth in the GISB meeting materials. Mr. Scheel asked that all recommended standards and standard modifications be adopted except Requests No. R97124 which needs further discussion. The motion was amended to remove Request No. R97124. The motion passed unanimously.

The motion was then made to send Request No. R97124 back to Information Requirements Subcommittee for further work. Ms. Van Pelt noted that if the recommendation is forwarded to Information Requirements Subcommittee, it will not be published in version 1.4. Mr. Walker reviewed the voting record for Request No. R97124, which was unanimous in its support of the recommendation, and asked why the EC was overruling the subcommittee's efforts. He added that those who had objections should have been present in the meetings when the recommendation was formed. Ms. Hess noted that if the request is sent back to Information Requirements Subcommittee and the companies that have objections to the recommendation are not present, the recommendation would not change. The procedural motion to return the request to Information Requirements Subcommittee passed with twelve in favor, five opposed and one abstention.

Ms. Van Pelt reviewed the technical clean up items presented as minor corrections. There was a concern that one of the cleanup items to add a code was not presented with enough time for some of the EC members to review such as change with their staffs. The motion was made for a notational ballot to be sent to the EC members to be returned on June 1 excluding the portion that was debated regarding

addition of a code. The Technical Subcommittee will prepare a separate request for a minor correction and clarification for the addition of the code. Once that document is made available, a separate notational ballot will be sent out for the Executive Committee vote. To implement the corrections, a "17/2" vote is required. The motion passed unanimously.

IV. Notices Recommended Standards

Mr. Hansen described the notices recommendation for Request No. R98086, which included one definition and nine standards and a modification to GISB Std. 4.3.29. There was a replacement to S6 as noted in filed comments. S7 was changed in discussions to improve readability.

- D1 "Electronic Notice Delivery" is the term used to describe the delivery of notices via Internet E-mail and/or EDI/EDM.
- S1 Transportation Service Providers should provide affected parties with notification of intraday bumps, operational flow orders and other critical notices through the affected party's choice of Electronic Notice Delivery mechanism(s).
- S2 Unless the affected party and the Transportation Service Provider (TSP) have agreed to exclusive notification via EDI/EDM, the affected party should provide the TSP with at least one Internet E-mail address to be used for Electronic Notice Delivery of intraday bumps, operational flow orders and other critical notices. The obligation of the TSP to provide notification is waived until the above requirement has been met.
- S3 Transportation Service Providers should support the concurrent sending of electronic notification of intraday bumps, operational flow orders and other critical notices to two Internet E-mail addresses for each affected party.
- S4 Affected parties should manage internal distribution of notices received by Electronic Notice Delivery.
- S5 When sending Internet E-mail notifications for intraday bumps, operational flow orders and other critical notices, the subject line of the E-mail should include the following information separated by commas in the following order: (1) "Critical", (2) Notice Type label (per GISB standard 4.3.29), (3) the Notice Effective Date in YYYYMMDD format, (4) the name or abbreviation of the Transportation Service Provider (TSP) (excluding commas), and (5) the TSP's D-U-N-S® number.
- S6 Transportation Service Providers (TSPs) may offer notification mechanisms in addition to those references in GISB Standard [S1] (e.g., EBB/EDM, FF/EDM). TSPs should include at least the same level of information for notification of an intraday bump, operational flow order or other critical notice regardless of the method of notification.
- S7 Intraday bump notices should indicate whether daily penalties will apply for the gas day for which quantities are reduced.
- S8 On the Scheduled Quantity Web page, a mechanism should exist to allow the display of those line items that result in nomination reductions due to intraday bumps before all other line items are displayed, or to allow the selection of only those line items that have been reduced due to intraday bumps.
- S9 Intraday bump notices should contain at least the affected Service Requester Contract, Receipt and/or Delivery Location, and Receipt and/or Delivery Point Quantity from the Scheduled Quantity (GISB standard 1.4.5).
- 4.3.29 The words or labels that should appear in the "Notice Type" column in Standard 4.3.28 should be:

Words	Labels
Capacity Constraint	Cap Constraint
Capacity Discount	Cap. Discount
Curtailment	Curtailment
Force Majeure	Force Majeure

Intraday Bump	Bump
Maintenance	Maintenance
Operational Flow Order	OFO
Press Release, Company News or Phone List	News, Phone List
Phone List	Phone List
Press Release, Company News	News
Other	Other

The motion was made and seconded to adopt the above standards, which passed unanimously. The Information Requirements Subcommittee is currently working on the proposed changes to the data dictionaries, which should be presented at the July EC meeting.

V. Common Codes Standards

Ms. Unruh reviewed the recommendation and amended the recommendation to have it titled R97058B and drop the last sentence of the recommendation. The recommendation, as amended, through the discussion is:

R97058B The Common Code Subcommittee recommends two principles and two standards [below] to the Executive Committee. In addition, the Subcommittee recommends a new category, "General Standards," be added to the front of the GISB Standards booklet and to each of the GISB Implementation Guides. This category includes common codes standards and any other global standards. The Common Code Subcommittee further recommends that the proposed standards not go out for ratification until they are fully staffed.

- P1: An entity is a person or organization with sufficient legal standing to enter into a contract or arrangement with another such person or organization (as such legal standing may be determined by those parties) for the purpose of conducting and/or coordinating natural gas transactions.
- P2: For GISB purposes, there should be a unique entity common code for each entity name and there should be a unique entity name for each entity common code.
- S2: Entity common codes should be "legal entities", that is, Ultimate Location, Headquarters Location, and/or Single Location (in Dun & Bradstreet Corporation ("D&B") terms). However, in the following situations, a Branch Location (in D&B terms) can also be an entity common code:
1. when the contracting party provides a D-U-N-S® Number at the Branch Location level; or
 2. to accommodate accounting for an entity that is identified at the Branch Location level.
- S4: Parties should mutually agree to use the Transportation Service Provider's proprietary entity code when the D-U-N-S® Number is not available.

Related Standards Text:

A decision made in 1993 by a FERC-established standards development group (EBB Working Group 5) resulted in a location coding system which cross-references proprietary point codes to a common industry-supported location code. This common location code, called the GRID Code, was developed based on the American Petroleum Institute (API) well code model. The FERC, in Order 563-A, directed the industry to establish any necessary relationships and to proceed with the implementation of the GRID Code. To achieve this implementation, in August 1994 trade associations representing three segments of the natural gas industry entered into an agreement with Petroleum Information Corporation (PI) to develop and maintain the PI GRID™ Common Code database. As GISB prepared standards for capacity release (July 1995) and

nominations (September 1995), GISB fully endorsed the use of the PI GRID™ common codes.

However, after extensive consideration by GISB's Common Code Subcommittee, GISB adopted, on September 30, 1996, a new Common Code for Gas Transaction Points, the GISB/PI Data Reference Number (generally referred to as "DRN"). The DRN is a one-to-nine digit, non-intelligent number also assigned by IHS (successor to PI), which has a one-to-one relationship with the PI GRID™ Code. For more information, access the GISB Web Page at www.gisb.org.

In keeping with the trends in other industries involved with EDI, EBB Working Group 5 recommended the acceptance of the D-U-N-S® Number as a common company identifier. This recommendation was also adopted in FERC Order 563-A. The D-U-N-S® Number is assigned to companies by the Dun & Bradstreet Corporation (D&B). Similarly, as GISB prepared standards for capacity release (July 1995) and nominations (September 1995), GISB fully endorsed the use of the D-U-N-S® Number common code.

For GISB Common Code purposes, an entity will use one and only one D-U-N-S® Number. Entity common codes should be "legal entities," that is, Ultimate Location, Headquarters Location, and/or Single Location (in Dun & Bradstreet Corporation ("D&B") terms). However, in the following situations, a Branch Location (in D&B terms) can also be an entity common code: 1. when the contracting party provides a D-U-N-S® Number at the Branch Location level; or 2. to accommodate accounting for an entity that is identified at the Branch Location level. Since D&B offers customers the option of carrying more than one D-U-N-S® Number per entity, please refer to GISB's Web Page at www.gisb.org for directions on determining the one and only one D-U-N-S® Number constituting the GISB Entity Common Code.

[There will be a footnote added later for the Registered Trademark for D&B once it is drafted and approved by GISB General Counsel.]

The motion was made and seconded to adopt the following standards. They will not be ratified until all work has been done on the data dictionaries. After ratification they will be published, at the earliest in version 1.5. After discussion a revised motion was made and passed unanimously to adopt and publish P1, P2, S2 and the related standards text into version 1.4 and hold S4 for ratification until all staff work is complete. Staff work will not be complete for publication in version 1.4.

VI. 1999 Annual Plan and Subcommittee Updates

Ms. Davis updated the EC that the recommendations from the Allocation Grid Drafting Team will be distributed on June 7 for the industry comment period and considered by the EC in July with the expectation that the standards would be published in version 1.4. Ms. Scott and Ms. Munson noted that the Confirmations and Cross Contract Ranking Subcommittee timeframe for deliverables is being revised to include confirmations issues. The schedule will be presented at the July EC meeting. Ms. Hopkins noted that for the EII Subcommittee, contracts issues should be next to be addressed. This committee is significantly ahead of schedule. Its next meeting is scheduled for June 4. Ms. Unruh noted that the Common Codes Subcommittee has a meeting scheduled for June 18, with one request, Request No. R98056, outstanding. Request No. R97058B is considered complete by the Common Codes Subcommittee, and now resides in the Information Requirements Subcommittee where necessary changes to the data dictionaries to reflect common code usage is needed. These changes will not be ready for version 1.4 publication. The repository issues addressed in the Annual Plan for Common Codes is considered complete. The Imbalances Subcommittee is nearing completion on monthly imbalance standards for trading along with proposed data dictionaries to be forwarded to the Information Requirements Subcommittee. Standards will be sent out for industry comment on June 7. The subcommittee recommends that they not be published in version 1.4, as staff work on these standards will not be complete. The Information Requirements Subcommittee has a considerable backlog of items. They are working on the changes to the EII data sets --their current efforts directed to the nominations related requests. Technical Subcommittee is also working on the EII changes to be presented at July EC

meeting. The ANSI Subcommittee is preparing for the quarterly ANSI X12 meeting to be held in June. GISB will present needed changes for the nominations related standards. It was noted that the Future Technology Task Force (FTTF) is working on the EDM implementation guide changes, which will come before the EC. In addition, the FTTF will propose changes to the minimum requirements guidelines for GISB standards.

VII. Special Reports

The issue of fully staffed work, and the two work papers prepared, will be addressed in July and the issue of balanced voting will be addressed in July. For preparation, it was requested that a work paper be prepared in advance of the July meeting regarding balanced voting. On the certification program update, Ms. McQuade and Mr. Holbrook noted that they have been working on the insurance and liability issues. Ms. Munson gave an update on the publication of the version 1.4 standards manuals -- everything passed by the EC on July 15 and subsequently ratified by the membership will be included in the manuals. Code value tables will be added to the documentation. EDM books will include sections on flat files and EBBs. The over-riding goal is consistency across all GISB standards manuals, to improve the usability. This is a comment that is heard in the GISB classes by attendees. She also noted that more description on the ANSI X12 enveloping will be incorporated into the related standards section.

VIII. Adjourn

Meeting adjourned. The EC meeting on July 15 and 16 is scheduled to be held in Las Vegas at the MGM Grand.

- Attachments:
1. Attendance
 2. Voting Record
 3. 1999 Annual Plan as of March 18, 1999

Attendance

Executive Committee	Segment	Present	Member
	End Users	✓	Mike Bray
		✗	Kelly Daly
		✓	Dona Gussow
		✗	Diane McVicker (notational ballot provided)
		✓	Tina Patton
	LDCs	✓	Bob Betonte
		✓	Chris Maturo
		✗	Mike Novak (notational ballot provided)
		✓	Robert McAnally for Bill Oppenheim
	Pipelines	✓	Steve Sullivan
		✓	Theresa Hess for Shelley Corman
		✓	Dale Davis
		✓	Bill Griffith for Paul Love
		✓	Julie Unruh
	Producers	✓	Norm Walker
		✓	Paul Keeler
		✗	Richard Smith
		✓	Tommie Hartmann for Bob Wallenhorst
	Services	✓	Joe Wiley
			Vacancy (Terry McRae)
		✓	Jim Buccigross
		✗	Carl Caldwell (notational ballot provided)
		✓	Keith Sappenfield
		✓	Mark Scheel
		✓	Donna Scott

Administrative:	Rae McQuade	- Executive Director
	Veronica Thomason	- GISB Staff
	Dennis Holbrook	- General Counsel
	Jane Copeland	- Ak/Ret Reporting

Attendance

Name	Company	Email	Member
Corcoran, Cynthia	Attorney at Law	cynthiacorcoran@corcoran-law.com	✗
Fitzgerald, Nancy	Tejas Offshore Pipelines	njfitzgerald@shellus.com	✓
Ford, Jean	Pepco Gas Services/Gaslantic	mmbtu@ibm.net	✓
Fyock, Les	American Gas Association	lfyock@aga.com	✗
Gracey, Mark	Tennessee Gas Pipeline	graceym@epenergy.com	✓
Grygar, Bill	CMS - Panhandle Eastern	wwgrygar@cmsenergy.com	✓
Hansen, Michael	Columbia Gulf Transmission	mrhansen@columbiaenergygroup.com	✓
Hopkins, Tammy	Enron Gas Pipelines	thopins@enron.com	✓
McCain, Marcy	Texas Eastern Transmissiom	mlmccain@duke-energy.com	✓
Munson, Sylvia	Altra Energy	sylviam@altranet.com	✓
Shahan, Mike	Peoples Natural Gas	mshahan@cng.cngt.com	✓
Spangler, Leigh	Latitude Technologies	lspangler@latitudetech.net	✓
Van Pelt, Kim	CMS - Trunkline	kvanpelt@cmsenergy.com	✓
Winters, Dick	Avista Corp.	dwinters@avistacorp.com	✗
Young, Randy	Koch Midstream	young0r@kochind.com	✓

EXECUTIVE COMMITTEE VOTING RECORD - MAY 20, 1999
RECOMMENDED STANDARDS AND INTERPRETATIONS

INDUSTRY SEGMENT	EXECUTIVE COMMITTEE MEMBER OR ALTERNATE	R97064B et al	R97124	Tech. clean-up	Notices Stds	Common Codes 1	Common Codes 2
End User	Mike Bray	✓	✓	✓	✓	✓	✓
	Kelly Daly (absent, no ballot)						
	Dona Gussow	✓	✓	✓	✓	✓	✓
	Diane McVicker (ballot)	✓					
	Tina Patton	✓		✓	✓	✓	✓
LDCs	Bob Betonte	✓	✓	✓	✓	✓	✓
	Chris Maturo	✓	✓	✓	✓	✓	✓
	Mike Novak (ballot)	✓					
	Robert McAnally	✓	✓	✓	✓	✓	✓
	Steve Sullivan	✓	✓	✓	✓	✓	✓
Pipeline	Theresa Hess	✓	✗	✓	✓	✓	✓
	Dale Davis	✓	✗	✓	✓	✓	✓
	Bill Griffith	✓	✗	✓	✓	✓	✓
	Julie Unruh	✓	✗	✓	✓	✓	✓
	Norm Walker	✓	✗	✓	✓		
Services	Paul Keeler	✓	✓	✓	✓	✓	✓
	Richard Smith (absent. no ballot)						
	Tommie Hartmann	✓	✓	✓	✓	✓	✓
	Joe Wiley	✓	A	✓	✓	✓	✓
	Vacancy						
LDCs	Jim Buccigross	✓	✓	✓	✓	✓	✓
	Carl Caldwell (ballot)	✓					
	Keith Sappenfield	✓	✓	✓	✓	✓	✓
	Mark Scheel	✓	✓	✓	✓	✓	✓
	Donna Scott	✓	✓	✓	✓	✓	✓
Total	Votes For	22	12	19	19	18	18
	Votes Against	0	5	0	0	0	0
	Votes Abstaining	0	1	0	0	0	0
Results	Pass/Fail	PASS	PASS	PASS	PASS	Replaced	PASS
	Type of Vote	17/2	SIMPLE	SIMPLE	17/2	by later	17/2
	Member Ratification?	YES	NO	NO	YES	vote	YES

GAS INDUSTRY STANDARDS BOARD
1999 ANNUAL PLAN AS OF MAY 20, 1999

	<u>ITEM DESCRIPTION</u>	<u>STATUS</u>	<u>SCHEDULED COMPLETION DATE</u> ¹
Web Page Standards and Transition of EBBs to Internet			
1	Nominations Related Standards - EDI, Web Sites, Flat Files	Completed (1) January 23, 1999	First Qtr 1999
2	Flowing Gas Related Standards - EDI, Web Sites, Flat Files	Completed (1) March 1, 1999	First Qtr 1999
3	Invoicing Related Standards - EDI, Web Sites, Flat Files	Completed (1) May 16, 1999	Second Qtr 1999
4	Capacity Release Related Standards - EDI, Web Sites, Flat Files	On Schedule (1)	Third Qtr 1999
5	Contracts Related Standards - EDI, Web Sites, Flat Files	On Schedule (1)	First Quarter 2000
Common Codes			
6	Common Codes Reference for Business Parties & Locations	On Schedule (2)	Second Qtr 1999
Finish Work of Open Issues -- Carry over Projects from 1998			
7	Imbalance netting standards	Behind Schedule (3) August 1999	First Quarter 1999
8	Ranking Across Contracts	On Schedule (4)	Fourth Quarter 1999
9	Critical Notices (Request No. R98086)	Behind Schedule (5) June 1999	First Quarter 1999
10	Multi-tiered Allocations -- Allocation Grid	Behind Schedule (6) August 1999	Second Quarter 1999
Program of Standards Maintenance			
	Nominations & Capacity Release	On Schedule	Fourth Quarter 1999
	Ongoing Interpretations for Clarifying Language Ambiguities	On Schedule	Ongoing
	Ongoing work on Code Values and Other Technical Matters	On Schedule	Ongoing

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

POTENTIAL PROJECTS FOR CONSIDERATION FOR THE 2000 ANNUAL PLAN

PROJECT DESCRIPTION

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

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

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

NOTES:

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

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

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

GAS INDUSTRY STANDARDS BOARD**1999 ANNUAL PLAN -- STATUS NOTES AS OF MAY 20, 1999**

- | NOTE | STATUS |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | The Web Page Standards and the transition of the EBBs to the Internet effort is assigned to the EBB Internet Implementation Task Force and is under the leadership of Carl Caldwell of Deloitte and Touche, Mike Novak of National Fuel Gas Distribution, Tammy Hopkins of Enron Gas Pipeline Group, Dona Gussow of Florida Power and Light and Paul Keeler of Burlington Resources. The lead chair is Carl Caldwell. The group is ahead of schedule. Efforts on the capacity release sets of standards are complete other than operationally available and unsubscribed capacity and calls for work papers on contracts have been made. Several requests on contracts have been received. The next meeting is scheduled for June 4. |
| 2. | The standards and procedures needed for the use of common codes within the GISB standards is assigned to the Common Codes Subcommittee under the leadership of Donna Scott of Enron Administrative Corp, Julie Unruh of Koch Gateway and Tammy Hopkins of Enron Pipeline Group. The subcommittee proposed several standards on the use of the D-U-N-S® Number as the entity common code which were adopted by the Executive Committee (EC) on May 20. The GISB office, along with the general counsel and GISB officers worked with D&B to create both a central repository of information and a downloadable file. Several companies have sent in information to populate the downloadable file as they work with D&B to validate their data. The contract with IHS for the common gas transaction point codes should be finalized shortly, after which it will be posted on the GISB home page. IHS is late on providing the central repository of codes and associated names for gas transaction point common codes. It should be available in June. The standards will be ratified in June, after which this action item will be considered complete. |
| 3. | The imbalance trading and netting standards and procedures are assigned to the Imbalances Subcommittee under the leadership of Jim Buccigross of National Registry for Capacity Rights and Dennis LaTour of ANR Pipeline. The subcommittee has drafted the standards language for the business practices of trading or netting imbalances on a monthly basis and are completing the data sets for the new transactions. Daily imbalance trading and netting is outstanding. The proposed standards were brought forward to the Executive Committee (EC) in May but delayed for voting until the July EC meeting. The group is behind by one quarter. The standards will be presented in July for EC vote and ratified in August. |
| 4. | The standards and procedures for ranking across contracts is assigned to the Cross Contract Ranking Subcommittee chaired by Sylvia Munson of Altra Energy and Donna Scott of Enron Administrative Corp. While the group is considered on schedule for fourth quarter 1999, the scope of the subcommittee was expanded on March 18, 1999 to include issues on the level of confirmations. The name of the subcommittee was changed to Confirmations & Cross Contract Ranking Subcommittee. At the July EC meeting, a new implementation schedule will be presented incorporating the confirmation activities. |
| 5. | The standards and procedures for critical notices is assigned to the Notices Task Force chaired by Michael Hansen of Columbia Gas Transmission and Shelley Corman of Enron Gas Pipeline Group. The task force completed its efforts and forwarded the standards on to the Information Requirements Subcommittee to make the necessary changes to the data dictionaries. The business practices standards were adopted by the EC on May 20. The task force is behind by one quarter. The standards will be ratified in June. |

GAS INDUSTRY STANDARDS BOARD

1999 ANNUAL PLAN -- STATUS NOTES AS OF MAY 20, 1999

NOTE STATUS

6. The standards and procedures for effecting multi-tiered allocations is assigned to the Allocation Grid Drafting Team chaired by Dale Davis of Williams Gas Pipelines. The group has passed its work on to the Information Requirements and Technical Subcommittee for work on the GISB data sets, and ultimate inclusion in the GISB standards. Outstanding questions have been forwarded to the Business Practices Subcommittee. The standards will be presented to the Executive Committee in July for vote and will be incorporated in version 1.4 of the standards. The group is behind schedule by one quarter. The standards should be ratified in August.

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

PLAN CHARACTERISTICS

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

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

IMPLEMENTATION OF THE ANNUAL PLAN

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

BOARD OF DIRECTORS RESPONSIBILITIES TO THE PLAN

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

EXECUTIVE COMMITTEE RESPONSIBILITIES TO THE PLAN

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

GISB OFFICE RESPONSIBILITIES TO THE PLAN

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

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

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

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

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

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



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

2. NEW REQUESTS

- In this section you will find two triage reports and the new requests in request order.

- Triage has reviewed and prepared recommendations for request nos.:
 - R99035 Submitted by Group 8760
 - R99036 Submitted by Group 8760
 - R99037 Submitted by El Paso Energy
 - R99040 Submitted by Enron Gas Pipeline Group

The Executive Committee is asked to review the Triage reports (attached) and determine the disposition of the listed requests including whether or not they are within GISB's scope.

- EII requests have been received for request nos.:
 - R99038 Submitted by Koch Gateway
 - R99039 Submitted by Columbia Gas Transmission
 - R99041 Submitted by Columbia Gas Transmission
 - R99042 Submitted by Williams Gas Pipeline
 - R99043 Submitted by Williams Gas Pipeline
 - R99044 Submitted by Williams Gas Pipeline

It is requested that the Executive Committee consider these requests and through a simple majority vote determine if they are within GISB's scope. They have been or are scheduled to be addressed by the EBB Internet Implementation Task Force.



Gas Industry Standards Board

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Home Page -- www.gisb.org

June 2, 1999

TO: Triage Group -- Greg Lander, Robert McAnally, Norm Walker (absent), Producer Vacancy (absent), Diane McVicker, Posting on the Home Page
cc: John Williams, Dick Brooks, Mark Gracey, Donna Scott, Mike Shahan, Sylvia Munson, Ann Martin
FROM: Rae McQuade, Executive Director
RE: Triage Conference Call Notes -- June 2, 1999

Diane McVicker opened the meeting at 1:00 p.m., welcomed the attendees to the call, gave the antitrust advice, and reviewed the requests to be covered on this call:

Request Nos.	R99035	Submitted by Group 8760
	R99036	Submitted by Group 8760
	R99037	Submitted by Tennessee Gas Pipeline

The requests can be found on the GISB Home Page (www.gisb.org) and to reduce duplicative effort are not included in their entirety in this document as those requests have not been changed in this meeting.

The results of the Triage Group determinations are as follows:

R99035 **From:** Submitted by Group 8760
Request: Review and recommend changes to the existing body of EDM standards to support standards convergence across other standards setting groups, such as AIAG, UIG, and EDI-INT. The recommendations would be guided by a principle of backward compatibility with the existing GISB standards. The recommended standards that would result from a review of the existing EDM standards in light of developments by other standards setting groups such as AIAG, UIG, and EDI-INT among others, would be implemented and used as the current EDM standards are used - namely, to promote electronic commerce and standard business practices in the natural gas industry.
Discussion: Because standards convergence is a business charge -- this topic should be addressed as such.
Triage: Send to BPS or reactivate the EDM BPS subcommittee.
Priority: To be set by the EC dependent upon the determination to go to BPS or to reactivate the BPS EDM group.

R99036 **From:** Submitted by Group 8760
Request: Review and recommend changes to the existing EDM Standards Manual, version 1.3, to ensure that the text of the manual is supported by existing standards and recommend incorporation of changes in the EDM manual to streamline the manual consistent with existing standards.
Discussion: The Future Technology Task Force is an implementation group not a policy group and if business issues arise, they should be referred to BPS. Recommended changes should reference the appropriate GISB standard or final action that is causing the change.



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Triage: This request should be sent to the Future Technology Task Force. Recommended changes should reference the appropriate GISB standard or final action which caused the change.

Priority: Immediately.

R99037

From: Submitted by Tennessee Gas Pipeline

Request: Add a new data element "Confirmation Level" ("Conf Lvl") to the Request for Confirmation, Confirmation Response, and Scheduled Quantity for Operators. This data element differentiates between the roles of the confirming parties on a TSP that supports multi-level confirmations. When a Request for Confirmation is sent, the confirming party will know for which role (operator, producer, etc.) they are being asked to confirm.

Discussion: Because the request addresses confirmation levels, it was determined to be appropriate to send the request to the Confirmations and Cross Contract Ranking Subcommittee.

Triage: Send to Confirmations and Cross Contracts Ranking.

Priority: To be placed on the agenda at an appropriate time as determined by the chairs.



Gas Industry Standards Board

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<u>Attendees</u>	<u>Name</u>	<u>Company</u>	<u>Present</u>
Triage Members:			
	Robert McAnally	Northwest Natural	✓
	Diane McVicker	Salt River Project	✓
	Greg Lander	TransCapacity	✓
	Norm Walker	El Paso Natural Gas	✗
			1999 GISB
			<u>Member</u>
Participants:	John Williams	Group 8760	✓
Administrative:	Rae McQuade	GISB	✓



Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: gisb@aol.com

Home Page: www.gisb.org

TO: Triage Committee (Norm Walker, Robert McAnally, Diane McVicker (absent), Greg Lander, Vacancy for Producer Segment)
 Requester Contact for R99040: Theresa Hess
 Posting for Interested Industry Participants

FROM: Rae McQuade, Executive Director

RE: Triage Call - July 1, 1999

DATE: July 1, 1999

GAS INDUSTRY STANDARDS BOARD

TRIAGE COMMITTEE REPORT

Thursday, July 1, 1999 - 9:00 a.m. to 10:00 a.m.

1. Administrative

Ms. McQuade opened the meeting at 9:05 a.m. and read the roll call. Mr. Lander gave the antitrust advice. The agenda was adopted. The request to be reviewed on this call is:

Request Nos.	R99040	Submitted by Enron Gas Pipelines
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The requests can be found on the GISB Home Page (www.gisb.org) and to reduce duplicative effort may not be included in their entirety in this document, as those requests have not been changed in this meeting.

2. Triage of Requests

R99040 Submitted by Enron Gas Pipelines on June 20, 1999

Description: Add a Reduction Reason code value to the Confirmation Response (1.4.4), Scheduled Quantity (1.4.5) and Scheduled Quantity for Operator (1.4.6) data sets. The Reduction Reason "Processing Affidavit Non-Compliance" will be used to communicate a reduction in nominated quantities as a result of non-compliance with the processing affidavit requirements that are outlined in our tariff. The addition of this code value will allow us to provide shippers and operators with a specific Reduction Reason code when a reduction of a nominated quantity is the result of non-compliance with our tariff requirements. KN Gas Gathering has volunteered to test with Enron.

Document Name and No.: Confirmation Response, 1.4.4
 Scheduled Quantity, 1.4.5
 Scheduled Quantity for Operator, 1.4.6

Business Name	Usage	Code Value	Code Value Description	Code Value Definition
Reduction Reason	various	AFF	Processing Affidavit Non-Compliance	A reduction in a nominated quantity as a result of non-compliance with the processing affidavit requirements outlined in TSP's tariff.



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Discussion: Ms. Hess asked that her request be sent to Information Requirements Subcommittee to be processed in the normal course of business. Ms. Hess noted that this request is needed to fully implement request no. R98046. All on the call agreed with her determination that the request be sent to the Information Requirements Subcommittee, since the request is to add a code value to an existing data element and does not define any new business practices.

Triage: Send Request No. R99040 to Information Requirements Subcommittee.

Priority: To be addressed in the normal course of business for that subcommittee.

3. Meeting Attendees & Voting Record

Name	Company	Email Address	R99040	Present
Committee Members:				
Greg Lander	TransCapacity	exec@tcapserv.com	Yes	Yes
Robert McAnally	Northwest Natural	rfm@nwnatural.com	Yes	Yes
Norm Walker	El Paso Natural Gas	walkerne@epenergy.com	Yes	Yes
Diane McVicker	Salt River Project	dbmckick@srpnet.com		No
Producer Vacancy				
Name	Company	Email Address	GISB Member	
Pipeline Observers:				
Dale Davis	Williams Gas Pipeline	Dale.m.davis@wgp.twc.com		Yes
Theresa Hess	Enron Gas Pipelines - Transwestern	thess@enron.com		Yes
Services Observers:				
Randy Young	Koch Midstream	YoungOr@kochind.com		Yes
GISB Office:				
Rae McQuade	GISB	gisb@aol.com		Yes



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

3. EBB Internet Implementation Subcommittee Recommended Standards

- A set of recommended standards from the EBB Internet Implementation Subcommittee including:
 - Recommended declines for Request Nos. R99015, R99025, R99026, R99027, and R99034
 - A set of standards for EII addressing capacity release and contracting
 - EII Data sets for nominations, flowing gas, and invoicing
 - EII Technical Changesare presented here for discussion and adoption by the Executive Committee. The votes necessary for adoption are at least 17 votes in favor, with at least 2 votes in favor from each segment.
- The recommended standards and comments and minutes of the task force meetings can be accessed from the GISB home page. The comments were available on July 2 and are included in the attached materials under tab 12.
- A ballot is attached in tab 12 that can be faxed into the GISB office if you are unable to attend the meeting on July 15 & 16. If you send in a ballot, you are voting on the recommendations as presented in these materials rather than any changes that may be agreed upon during the meeting on July 15 & 16.
- **The Executive Committee is asked to consider the requests and proposed standards (subcommittee and task force recommendations), and comments filed for each of the above requests and vote on them at a "17 and 2" level.¹**
- **The Executive Committee members who are not able to attend this meeting, and who have not asked an alternate to vote for them, are asked to complete the attached ballot and forward it to the GISB office no later than end of business July 13.**

¹ The "17 and 2" level of voting is required to adopt a standard: at least 17 of the 25 Executive Committee members must vote in the affirmative, and at least two members from each segment defined for the Executive Committee must vote in the affirmative.



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

4. Miscellaneous Recommended Standards

- A set of recommended standards for Request Nos. R97076, R97091, R97111B, R97123, R98005, R98060, R98090, C99001, R98039, R98046, R98051, and a joint recommendation for R98053 & R98054 are presented here for discussion and adoption by the Executive Committee. The votes necessary for adoption are at least 17 votes in favor, with at least 2 votes in favor from each segment.
- The recommended standards and comments and minutes of the task force meetings can be accessed from the GISB home page. The comments were available on July 2 and are included in the attached materials under tab 12.
- A ballot is attached in tab 12 that can be faxed into the GISB office if you are unable to attend the meeting on July 15 & 16. If you send in a ballot, you are voting on the recommendations as presented in these materials rather than any changes that may be agreed upon during the meeting on July 15 & 16.
- **The Executive Committee is asked to consider the requests and proposed standards (subcommittee and task force recommendations), and comments filed for each of the above requests and vote on them at a "17 and 2" level.²**
- **The Executive Committee members who are not able to attend this meeting, and who have not asked an alternate to vote for them, are asked to complete the attached ballot and forward it to the GISB office no later than end of business July 13.**

² The "17 and 2" level of voting is required to adopt a standard: at least 17 of the 25 Executive Committee members must vote in the affirmative, and at least two members from each segment defined for the Executive Committee must vote in the affirmative.



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

5. Allocation Grid Drafting Team Recommended Standards

- The Executive Committee presents a joint recommendation for Request Nos. R96125A, R96131, R97036 and R97087 here for discussion and adoption. The votes necessary for adoption are at least 17 votes in favor, with at least 2 votes in favor from each segment.
- The recommended standards and comments and minutes of the task force meetings can be accessed from the GISB home page. The comments were available on July 2 and are included in the attached materials under tab 12.
- A ballot is attached in tab 12 that can be faxed into the GISB office if you are unable to attend the meeting on July 15 & 16. If you send in a ballot, you are voting on the recommendations as presented in these materials rather than any changes that may be agreed upon during the meeting on July 15 & 16.
- **The Executive Committee is asked to consider the requests and proposed standards (subcommittee and task force recommendations), and comments filed for each of the above requests and vote on them at a "17 and 2" level.**³
- **The Executive Committee members who are not able to attend this meeting, and who have not asked an alternate to vote for them, are asked to complete the attached ballot and forward it to the GISB office no later than end of business July 13.**

³ The "17 and 2" level of voting is required to adopt a standard: at least 17 of the 25 Executive Committee members must vote in the affirmative, and at least two members from each segment defined for the Executive Committee must vote in the affirmative.



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

6. Notices Task Force Recommended Standards

- The Executive Committee presents a joint recommendation for Request Nos. R97119 & R98086 here for discussion and adoption. The votes necessary for adoption are at least 17 votes in favor, with at least 2 votes in favor from each segment.
- The recommended standards and comments and minutes of the task force meetings can be accessed from the GISB home page. The comments were available on July 2 and are included in the attached materials under tab 12.
- A ballot is attached in tab 12 that can be faxed into the GISB office if you are unable to attend the meeting on July 15 & 16. If you send in a ballot, you are voting on the recommendations as presented in these materials rather than any changes that may be agreed upon during the meeting on July 15 & 16.
- **The Executive Committee is asked to consider the requests and proposed standards (subcommittee and task force recommendations), and comments filed for each of the above requests and vote on them at a "17 and 2" level.⁴**
- **The Executive Committee members who are not able to attend this meeting, and who have not asked an alternate to vote for them, are asked to complete the attached ballot and forward it to the GISB office no later than end of business July 13.**

⁴ The "17 and 2" level of voting is required to adopt a standard: at least 17 of the 25 Executive Committee members must vote in the affirmative, and at least two members from each segment defined for the Executive Committee must vote in the affirmative.



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

7. Confirmations (BPS Flowing Gas) Recommended Standards

- The Executive Committee presents a joint recommendation for Request Nos. R98011 and R98012 here for discussion and adoption. The votes necessary for adoption are at least 17 votes in favor, with at least 2 votes in favor from each segment.
- The recommended standards and comments and minutes of the task force meetings can be accessed from the GISB home page. The comments were available on July 2 and are included in the attached materials under tab 12.
- A ballot is attached in tab 12 that can be faxed into the GISB office if you are unable to attend the meeting on July 15 & 16. If you send in a ballot, you are voting on the recommendations as presented in these materials rather than any changes that may be agreed upon during the meeting on July 15 & 16.
- **The Executive Committee is asked to consider the requests and proposed standards (subcommittee and task force recommendations), and comments filed for each of the above requests and vote on them at a "17 and 2" level.**⁵
- **The Executive Committee members who are not able to attend this meeting, and who have not asked an alternate to vote for them, are asked to complete the attached ballot and forward it to the GISB office no later than end of business July 13.**

⁵ The "17 and 2" level of voting is required to adopt a standard: at least 17 of the 25 Executive Committee members must vote in the affirmative, and at least two members from each segment defined for the Executive Committee must vote in the affirmative.



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

8. Imbalance Subcommittee Recommended Standards

- The Executive Committee presents a joint recommendation for Request Nos. R97117 & R97118 here for discussion and adoption. The votes necessary for adoption are at least 17 votes in favor, with at least 2 votes in favor from each segment.
- The recommended standards and comments and minutes of the task force meetings can be accessed from the GISB home page. The comments were available on July 2 and are included in the attached materials under tab 12.
- A ballot is attached in tab 12 that can be faxed into the GISB office if you are unable to attend the meeting on July 15 & 16. If you send in a ballot, you are voting on the recommendations as presented in these materials rather than any changes that may be agreed upon during the meeting on July 15 & 16.
- **The Executive Committee is asked to consider the requests and proposed standards (subcommittee and task force recommendations), and comments filed for each of the above requests and vote on them at a "17 and 2" level.**⁶
- **The Executive Committee members who are not able to attend this meeting, and who have not asked an alternate to vote for them, are asked to complete the attached ballot and forward it to the GISB office no later than end of business July 13.**

⁶ The "17 and 2" level of voting is required to adopt a standard: at least 17 of the 25 Executive Committee members must vote in the affirmative, and at least two members from each segment defined for the Executive Committee must vote in the affirmative.



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

9. SUBCOMMITTEE REPORTS

- The 1999 Annual Plan, as approved on December 3 by the Board of Directors, is attached including the latest update from the Board of Directors meeting on June 10, 1999. Subcommittee chairs should be prepared to give the Executive Committee a brief update:
 - Single Topics (Ad Hoc): Allocation Grid Drafting Team
Confirmations & Cross Contract Ranking
EBB Internet Implementation
Common Codes
Imbalances
 - Standing: Business Practices Subcommittee
Information Requirements Subcommittee
Technical Subcommittee
ANSI Subcommittee
Future Technology Task Force

GAS INDUSTRY STANDARDS BOARD
1999 ANNUAL PLAN AS OF JUNE 10, 1999

ITEM DESCRIPTION	STATUS	SCHEDULED COMPLETION DATE¹
Web Page Standards and Transition of EBBs to Internet		
1 Nominations Related Standards - EDI, Web Sites, Flat Files	Completed (1) January 23, 1999	First Qtr 1999
2 Flowing Gas Related Standards - EDI, Web Sites, Flat Files	Completed (1) March 1, 1999	First Qtr 1999
3 Invoicing Related Standards - EDI, Web Sites, Flat Files	Completed (1) May 16, 1999	Second Qtr 1999
4 Capacity Release Related Standards - EDI, Web Sites, Flat Files	On Schedule (1)	Third Qtr 1999
5 Contracts Related Standards - EDI, Web Sites, Flat Files	On Schedule (1)	First Quarter 2000
Common Codes		
6 Common Codes Reference for Business Parties & Locations	On Schedule (2)	Second Qtr 1999
Finish Work of Open Issues -- Carry over Projects from 1998		
7 Imbalance netting standards	On Schedule (3)	Third Quarter 1999
8 Ranking Across Contracts	On Schedule (4)	Fourth Quarter 1999
9 Critical Notices (Request No. R98086)	On Schedule (5)	Second Quarter 1999
10 Multi-tiered Allocations -- Allocation Grid	On Schedule (6)	Third Quarter 1999
Program of Standards Maintenance		
Nominations & Capacity Release	On Schedule	Fourth Quarter 1999
Ongoing Interpretations for Clarifying Language Ambiguities	On Schedule	Ongoing
Ongoing work on Code Values and Other Technical Matters	On Schedule	Ongoing

¹ Dates in the completion column are by end of the quarter for completion by the assigned committee. The dates do not necessarily mean that the standards are fully staffed so as to be implementable by the industry, and/or ratified by membership.
If one item is completed earlier than planned, another item can begin earlier and possibly complete earlier than planned. There are no begin dates on the plan.

POTENTIAL PROJECTS FOR CONSIDERATION FOR THE 2000 ANNUAL PLAN

PROJECT DESCRIPTION

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

GAS INDUSTRY STANDARDS BOARD

1999 ANNUAL PLAN -- EBB INTERNET IMPLEMENTATION SCHEDULE

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

NOTES:

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

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

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

GAS INDUSTRY STANDARDS BOARD

1999 ANNUAL PLAN -- STATUS NOTES AS OF JUNE 10, 1999

NOTE STATUS

1. The Web Page Standards and the transition of the EBBs to the Internet effort is assigned to the EBB Internet Implementation Task Force and is under the leadership of Carl Caldwell of Deloitte and Touche, Mike Novak of National Fuel Gas Distribution, Tammy Hopkins of Enron Gas Pipeline Group, Dona Gussow of Florida Power and Light and Paul Keeler of Burlington Resources. The lead chair is Carl Caldwell. The group is ahead of schedule. Efforts on the capacity release sets of standards are complete other than operationally available and unsubscribed capacity and calls for work papers on contracts have been made. Several requests on contracts have been received. The next meeting is scheduled for June 22 and 23.
2. The standards and procedures needed for the use of common codes within the GISB standards is assigned to the Common Codes Subcommittee under the leadership of Donna Scott of Enron Administrative Corp, Julie Unruh of Koch Gateway and Tammy Hopkins of Enron Pipeline Group. The subcommittee proposed several standards on the use of the D-U-N-S® Number as the entity common code which were adopted by the Executive Committee (EC) on May 20. The GISB office, along with the general counsel and GISB officers worked with D&B to create both a central repository of information and a downloadable file. Several companies have sent in information to populate the downloadable file as they work with D&B to validate their data. The contract with IHS for the common gas transaction point codes should be finalized shortly, after which it will be posted on the GISB home page. IHS is late on providing the central repository of codes and associated names for gas transaction point common codes. It should be available in June. The standards will be ratified in July, after which this action item will be considered complete.
3. The imbalance trading and netting standards and procedures are assigned to the Imbalances Subcommittee under the leadership of Jim Buccigross of National Registry for Capacity Rights and Dennis LaTour of ANR Pipeline. The subcommittee has drafted the standards language for the business practices of trading or netting imbalances on a monthly basis and are completing the data sets for the new transactions. Daily imbalance trading and netting is outstanding. The proposed standards were brought forward to the Executive Committee (EC) in May but delayed for voting until the July EC meeting. The completion date has been modified to third quarter, approved by the Board on June 10. The standards will be presented in July for EC vote and ratified in August.
4. The standards and procedures for ranking across contracts is assigned to the Cross Contract Ranking Subcommittee chaired by Sylvia Munson of Altra Energy and Donna Scott of Enron Administrative Corp. While the group is considered on schedule for fourth quarter 1999, the scope of the subcommittee was expanded on March 18, 1999 to include issues on the level of confirmations. The name of the subcommittee was changed to Confirmations & Cross Contract Ranking Subcommittee. At the July EC meeting, a new implementation schedule will be presented incorporating the confirmation activities.
5. The standards and procedures for critical notices is assigned to the Notices Task Force chaired by Michael Hansen of Columbia Gas Transmission and Shelley Corman of Enron Gas Pipeline Group. The task force completed its efforts and forwarded the standards on to the Information Requirements Subcommittee to make the necessary changes to the data dictionaries. The business practices standards were adopted by the EC on May 20. The completion date has been modified to second quarter, approved by the Board on June 10. The standards will be ratified in June.

GAS INDUSTRY STANDARDS BOARD
1999 ANNUAL PLAN -- STATUS NOTES AS OF JUNE 10, 1999

NOTE STATUS

6. The standards and procedures for effecting multi-tiered allocations is assigned to the Allocation Grid Drafting Team chaired by Dale Davis of Williams Gas Pipelines. The group has passed its work on to the Information Requirements and Technical Subcommittee for work on the GISB data sets, and ultimate inclusion in the GISB standards. Outstanding questions have been forwarded to the Business Practices Subcommittee. The standards will be presented to the Executive Committee in July for vote and will be incorporated in version 1.4 of the standards. The completion date has been modified to third quarter, approved by the Board on June 10. The standards should be ratified in August.

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

PLAN CHARACTERISTICS

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

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

IMPLEMENTATION OF THE ANNUAL PLAN

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

BOARD OF DIRECTORS RESPONSIBILITIES TO THE PLAN

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

EXECUTIVE COMMITTEE RESPONSIBILITIES TO THE PLAN

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

GISB OFFICE RESPONSIBILITIES TO THE PLAN

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

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

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

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

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

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



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

10. GISB CERTIFICATION PROGRAM

- The GISB Board of Directors on June 10, 1999, approved GISB going forward with a certification program. Attached are the two reports given to the Board which responded to concerns raised. The program is currently being reviewed by antitrust counsel and will be forwarded to Executive Committee members shortly.

- The Executive Committee is asked to:

"On the question of whether GISB should pursue certification, the Board voted unanimously in favor of pursuing certification along the lines previously proposed, as further clarified by the report of Mr. Boswell's task force and the discussions during this board meeting. The program will be more fully developed addressing the above items and other items indicated previously and formally reviewed by antitrust counsel. Following this review, the Executive Committee will evaluate the technical aspects of the program to assure that they are consistent with the Board's directives. The program will begin as soon as this is accomplished, which is expected to occur at the next Executive Committee meeting."



Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas 77002

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Home Page: www.gisb.org

TO: GISB Board of Directors, Posting for Interested Industry Participants
FROM: Rae McQuade, Executive Director
RE: Draft Minutes from the GISB Board of Directors Meeting – June 10, 1999
DATE: June 18, 1999

GAS INDUSTRY STANDARDS BOARD GISB BOARD OF DIRECTORS MEETING

North Sheraton Hotel, Intercontinental Airport, Houston, Texas

June 10, 1999

DRAFT MINUTES

1. Opening Remarks

Mr. Templeton opened the Board of Directors meeting and welcomed the Board members, speakers and observers to the meeting. Mr. Patterson and Mr. Maddox were welcomed as new Board members. Mr. Holbrook provided the antitrust guidelines. The agenda was adopted as presented in the meeting materials with a reordering of the agenda items, and the addition under other business of an update on the activities of the Coalition for Uniform Business Rules and an update on the GISB privacy policy and an organization known as TRUSTe.

2. Adoption of Minutes

The minutes of March 4, 1999 were adopted with no changes.

3. Annual Plan

Mr. Buccigross reviewed the efforts so far toward the 1999 plan. On the review of the common codes, Mr. Holbrook noted that he is working with Mr. Wise from IHS Energy to finalize the contract for set up and maintenance for transaction point common codes. Two issues have come to light: IHS Energy does not intend to join GISB this year as a member, and they want to modify the revenue sharing mechanism such that all of their costs are covered before any revenue sharing is done. The original agreement specified that after \$164,000 (the estimated costs) in revenues were collected by IHS Energy, there would be a 50-50 sharing arrangement with GISB. The link from IHS Energy to the GISB Web site for on-line lookup of information should be available in June, two months late. Board members may be asked to work with IHS Energy, and Mr. Horton volunteered to lend his support if needed.

Mr. Buccigross noted that the EBB Internet Implementation Task Force (EII) is significantly ahead of schedule and the next meeting may be its last. While there will be additional tasks and requests identified for the transition to the Internet of the EBB functions, work will be done to determine how to address those requests and tasks. For example, the requests and tasks could be addressed through the existing EII group – which he believed was never intended to be a standing committee, or through the standing Business Practices



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Subcommittee. For the imbalance trading and netting annual plan item, the proposed standards to support monthly imbalances is out for industry comment and will be addressed by Executive Committee in its July meeting. The development of standards related to multi-tiered allocations and the allocation grid effort is nearing conclusion with the proposed standards out for comment. The Critical Notices Subcommittee has completed its work and is now considered inactive. Mr. McGill, Ms. Corman and Mr. Hansen were thanked for their leadership of this subcommittee. The Board approved several changes to the annual plan task completion dates:

- The Imbalance Netting Standards task completion date was changed to third quarter, 1999.
- The Critical Notices task completion date was changed to the second quarter, 1999.
- The Multi-tiered Allocations - Allocation Grid task completion date was changed to the third quarter, 1999.

In discussion on these completion date changes, it was noted that the date in Annual Plan reflects when the assigned subcommittee has completed its work and resources are available for other activities. It does not indicate that the standards are fully staffed through technical implementation and are in a state such that they can be implemented by the industry. This will be noted on the annual plan to avoid a misunderstanding that the completion dates noted indicate that the standards are ready for industry implementation.

Ms. McQuade noted that currently there are approximately 300 pages of recommendations for new standards or modifications to existing standards that are out for industry comment. The Executive Committee will address each of these recommendations at its meeting in July.

4. Finance Report

Ms. McQuade reviewed the finance report through April – both on an accrual and cash basis. On an accrual basis, compared to the same period last year, GISB has increased revenue by \$40,329 and reduced expense by \$49,767 for a net income difference for this period of \$90,095. On a cash basis, our expenses were higher than normal -- \$91,932 – due to a number of the expenses for March clearing in April. The March expenses were \$42,835, which if averaged with April yield \$67,383. Our expenses average approximately \$70,000 per month on both a cash and accrual basis.

Ms. McQuade introduced the next topic, non-dues revenue generation. It was noted that the majority of associations that were surveyed by the American Society of Association Executives have expanded the types of activities that generate revenue so that they are not solely dependent upon membership dues. At the last Board meeting, Mr. Lander volunteered to head a group to review potential sources for revenue generation. Ms. Garcia gave the report from the group, which is composed of Mr. Smith, Mr. Davis, Mr. Baish, and Ms. Laird from the Board and the Executive Committee officers Mr. Buccigross and Mr. Novak. It was noted that GISB is a membership driven association as should remain so, regardless of how the revenues are generated to fund the organization. As GISB further pursues advertising, it should not impede access to the Web site. Some of the GISB members may help in ensuring that our Web site is developed to provide the most benefit to our members at the least cost. In response to a question, Mr. Holbrook noted that GISB might restrict advertising that it deems inappropriate and that the advertising policy stated on the Web site should be sufficient to cover our activities.



5. Certification

Mr. Boswell provided an overview for the report, which was prepared through the efforts of the evaluation team to respond to the concerns noted at the March Board meeting. Mr. Holbrook addressed both antitrust and liability issues. Board members thanked Mr. Boswell for his efforts to respond to the questions put forth in March.

- GISB is not doing the certification itself so that it can avoid hiring additional staff. Organizations choosing to be certified may select from those who individuals who have qualified as certifiers and whose qualifications as certifiers are current. GISB will receive a fee of \$7500 or 50% of the certifier's fee, whichever is greater; this fee will come from the certifier. In this context, board members noted a preference for a test for the certifiers in addition to the requirement that they attend the courses. Ms. McQuade noted that a test would be developed.
- Mr. Holbrook noted that he had discussed the broad intent of the program with Mr. Mehinka, Esq., of Morgan Lewis & Bockius, who also serves as chair of the ABA Antitrust Committee, and no concerns were raised. After Mr. Mehinka reviewed the proposed certification program, Mr. Holbrook noted that Mr. Mehinka expressed his general view that GISB was taking appropriate steps to avoid any possible antitrust concerns. Similar conversations were held with Mr. Belford, Esq., who serves as AGA General Counsel. Should the Board determine that certification was an activity that GISB would pursue, antitrust counsel will be retained to provide formal review.
- On the question of certification as an activity is within the scope of GISB, there was considerable discussion. It was noted that the articles were very carefully drafted to keep GISB focused on standards that would foster competition, and as such the scope statement was intentionally drafted as a limiting statement. Others noted that the GISB scope provides a broad interpretation of the purposes of GISB. A point was made that this action could be viewed as precedent setting. In further discussion, it was noted that this is not the first time the Board has interpreted the scope statement. In some cases the Board determined that an activity was within scope, while in others it ruled that the activity was not within scope.
- The need for additional insurance was discussed, and it appears that the cost of E&O insurance coverage (which GISB currently does not have) will be more than offset by the revenues derived from the program. \$5 million is the amount recommended and GISB will also require that certifiers carry their own coverage and hold GISB harmless. D&O coverage should be set at not less than the value of GISB's assets.

The question was called on if the Board considered certification an activity within the scope of GISB. The motion carried through a vote of eleven affirmative votes to three opposed.

On the question of whether GISB should pursue certification, the Board voted unanimously in favor of pursuing certification along the lines previously proposed, as further clarified by the report of Mr. Boswell's task force and the discussions during this board meeting. The program will be more fully developed addressing the above items and other items indicated previously and formally reviewed by antitrust counsel. Following this review, the Executive Committee will evaluate the technical aspects of the program to assure that they are



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consistent with the Board's directives. The program will begin as soon as this is accomplished, which is expected to occur at the next Executive Committee meeting.

6. Membership

Ms. Garcia reviewed the activities to date to retain membership and attract new members. GISB lost 24 members from last year's membership, but we have gained 25 new members. As such, the membership is stable, but we have lost \$72,000 in revenue – a one-time loss, as the program for reduced dues for new members has been discontinued. This number could go as high as \$87,000. The members that chose not to rejoin in 1999 are a result of mergers; multiple memberships reduced to a single membership; and companies that have determined that others in the organization can represent their views. GISB lost 6 pipelines, 4 producers, 5 LDCs, 2 end users and 7 service companies. New members have come predominantly from services segment and several of the new members are Canadian. GISB has gained 5 new pipelines, 4 of which are Canadian; we have gained no new producer members; we have gained 3 new end users; 2 new LDCs; and 15 services companies. The largest segment in GISB is the services segment.

7. Other

Ms. Munson provided information on a new group that has formed, the Coalition of Uniform Business Rules, who has in its membership several GISB members. The group has a goal to develop the uniform business rules by August, and they are working with the Utility Industry Group (UIG). They hope to present these rules to the states as a unified perspective. The group is made up from predominantly retail marketers and software service providers. They may consider requesting GISB to adopt some of their rules as GISB standards.

Ms. Corcoran reviewed the need for a privacy policy on our Web site. A draft policy is currently being reviewed by the Editorial Review Board and should be included on the GISB Web site shortly. A potential advertiser asked that we develop one and make it available from our Web site before they could agree to advertise. In addition, Ms. Corcoran discussed GISB becoming licensed by a group known as TRUSTe, a type of certification. The group is gaining wide acceptance by companies doing business on the Internet. They provide an independent third party review of guidelines that indicate how the information collected by an organization on the Internet is to be used. To become licensed, GISB would provide a copy of its privacy policy, and complete a licensing agreement with TRUSTe. Once accepted, GISB would be able to display artwork from TRUSTe, indicating to any interested GISB Web site user that it had complied with the parameters of the program governing information use.

8. Adjournment

The meeting adjourned at 4:30 p.m.



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9. Attendance

Segment	Board Member Name	Member Company	Present
End Users	Norm Davis	International Paper	✗
	Janie Mitcham	Reliant Energy	✓
	Lee Smith	Midland Cogeneration Venture	✗
	John Stevens	Eastern Utilities Associates	✗
	Jim Templeton	Comprehensive Energy Services	✓
LDCs	Bill Boswell	Peoples Natural Gas	✓
	Walt DeForest	National Fuel Gas Distribution	✓
	Mary Jane McCartney	ConEd	✓
	Andy Sonderman	Columbia Gas Distribution	✓
	Lee Stewart	SoCal Gas	✓
Pipelines	Rick Baish	El Paso Natural Gas	✓
	Stan Horton	Enron Gas Pipeline Group	✓
	Terry McGill	Columbia Gulf Transmission	✗
	Ron Mucci	Williams Gas Pipeline	✓
	Bob Reid	Colorado Interstate Gas	✓
Producers	Pete Dickson	Exxon	✗
	Allan Knopp	Conoco	✗
	Nancy Laird	PanCanadian Petroleum Ltd.	✗
	Hugh Roberts	Marathon	✗
	Vacancy		✗
Services	Steve Bergstrom	Dynegy Marketing & Trade	✓
	Julie Gomez	Enron Capital & Trade	✗
	Greg Lander	TransCapacity	✗
	Lyn Maddox	PG&E Energy Trading	✓
	Marty Patterson	Idaho Power	✓



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Presenters: Jim Buccigross Chairman 1999 Executive Committee
Cynthia Corcoran Corcoran Law
Sylvia Munson Altra Energy Technologies

Administrative: Rae McQuade Executive Director
Dennis Holbrook General Counsel
Veronica Thomason GISB Staff
Laurie Paulson Hoffman Paulson Associates
Jo Ann Garcia GISB Staff

Advisory Comm. Vincent Majkowski Advisory Committee

Observer	Company Represented	Email Address	GISB Member
Sylvia Munson	Altra Energy Technologies	sylviam@altranet.com	✓
Les Fyock	American Gas Association	lfyock@aga.org	✗
Cynthia Corcoran	Attorney at Law	cynthiacorcoran@corcoran-law.com	✗
Michael Hansen	Columbia Gulf Transmission	mrhansen@columbiaenergygroup.com	✓
Mark Scheel	Dynegy Inc.	masc@dynegy.com	✓
Shelley Corman	Enron Gas Pipeline Group	scorman@enron.com	✓
Theresa Hess	Enron Gas Pipeline Group	thess@enron.com	✓
Anne Roland	INGAA	aroland@ingaa.org	✗
Claire Burum	Koch Gateway	burumc@kochind.com	✓
Julie Unruh	Koch Gateway	unruhj@kochind.com	✓
Richard Smith	Mobil Natural Gas	richard_d_smith@email.mobil.com	✓
Mark Gracey	Tennessee Gas Pipeline	graceym@epenergy.com	✓
Dale Davis	Williams Gas Pipeline	dale.m.davis@wgp.twc.com	✓



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

11. SPECIAL REPORTS

- Special reports will be given regarding:
 - Procedures for addressing EII Requests
Mr. Caldwell will present a recommendation from the EII Task Force regarding how to address future requests targeted to EII issues.
 - Fully Staffed Work
For fully staffed work, Ms. McVicker has provided a resolution for consideration. Mr. Walker will propose a work paper on the subject, which will be distributed and posted as soon as it is received.
 - Balanced Voting
Mr. Walker will propose a work paper on the subject, which will be distributed and posted as soon as it is received.
 - Update on Publication of Version 1.4 of the Standards Manual
Ms. Munson will provide information regarding an update of publication of version 1.4.

RESOLUTION FOR CONSIDERATION BY THE EXECUTIVE COMMITTEE OF GISB

Be it resolved that:

- The business practices of sole topic subcommittees and task forces, (e.g., Title Transfer Tracking, EBB Internet Implementation, Imbalances, Notices, Confirmations and Cross Contract Ranking), will be voted upon by the Executive Committee prior to being fully staffed. Upon passing by the required number of votes, the business practices will go to the Information Requirements Subcommittee and Technical Subcommittee, as appropriate, for implementation.
- At the time of the vote on the business practices, the Executive Committee will determine when the standards will be published: immediately or upon final implementation.
- Absent special conditions, such as contentious issues, all other standards will be fully staffed prior to being considered by the Executive Committee.

GAS INDUSTRY STANDARDS BOARD
OPERATING PRACTICES

Executive Committee Actions on Standards and Related Matters

(August 18, 1997)

...

- 6.0 Chairs of subcommittees and task forces are strongly encouraged to present proposals to the EC which have been fully staffed at both the technical and business practice level, recognizing that the primary functions of the EC are to deal with policy issues and to act as across-segment screen for proposals to be sent to the GISB membership for ratification.

Proposals that have not been fully staffed at both the technical and business practice level may be presented to the Executive Committee when it has been demonstrated that the proposal is contentious. That is, the task force or subcommittee drafting the proposal has had extensive discussions on specific issues without unanimous resolution and has taken a number of balanced votes (as opposed to unopposed votes) that have been documented in meeting minutes.

When a proposal that has not been fully staffed is presented to the EC, it is the EC's responsibility to more fully develop the business and technical issues during EC meetings, rather than simply deal with policy issues. This expanded development is necessary to ensure that the proposal has garnered the broadest possible base of support among industry participants, and to ensure that further resources are not expended on proposals that may ultimately lack this support. Once the issues have been developed and/or resolved, the EC will vote on the proposal, either as submitted or as subsequently modified, and will then determine whether the proposal should be sent back to the task force or subcommittee where it originated or sent on to other task forces or subcommittees. When the proposal has been fully staffed, it should be presented to the EC for final review and vote.

As indicated in paragraph 3.0, above, chairs of subcommittees and task forces which have been assigned items for consideration are authorized to consult with other GISB subcommittees and task forces in discharging their responsibility to present the EC will fully completed staff work.



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

12. Ballot & Comments

- Attached is the ballot for those EC members unable to attend the meeting. Members unable to attend should return the ballot to the GISB office by end of business July 13.
- Attached are the comments received regarding the recommended standards.



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
JULY 15 & 16, 1999**

**Executive Committee Notational Ballot For Absent EC Members
Due July 13, 1999 to the GISB Office (713) 356-0067**

Executive Committee members unable to attend the meeting on July 15 & 16 can return this ballot to the GISB office to record their votes prior to the meeting.

<input type="checkbox"/>	<input type="checkbox"/>	Request
		EII Decline of Request R99015
		EII Decline of Request R99025
		EII Decline of Request R99026
		EII Decline of Request R99027
		EII Decline of Request R99034
		EII Capacity Release & Contracts
		EII Data Sets
		EII Technical Changes
		R97076
		R97091
		R97111B
		R97123
		R98005
		R98060
		R98090
		C99001
		R98039
		R98046
		R98051
		R98053 & R98054
		Allocation Grid Drafting Team Recommendations - R96125A, R96131, R97036, R97087.
		Notices Recommendation - R97119 & R98086
		Confirmations Recommendation - R98011 & R98012
		Imbalance Recommendation - R97117 & R97118

Executive Committee Member Signature:

Date:

Please return this ballot to the GISB Office (713) 356-0067 by July 13, 1999



Texas Eastern Transmission Corporation
Algonquin Gas Transmission Company
Duke Energy Companies

Memorandum

July 2, 1999

To: GISB Executive Committee Members

From: Algonquin Gas Transmission Company
Texas Eastern Transmission Corporation

Subject: Request R97117/R97118, Proposed Standard 2

Texas Eastern Transmission Corporation ("Texas Eastern") and Algonquin Gas Transmission Company ("Algonquin") oppose the captioned proposed standard that would require Transportation Service Providers to provide customers the ability to trade imbalances until at least the close of the 19th business day of the month. As detailed below, the proposed standard is a backward step from the current method of resolving imbalances and increases the likelihood of operational problems.

Under Texas Eastern's existing FERC gas tariff, customers have since implementation of Order No. 636 been provided ways in which to resolve imbalances throughout the month. In addition, Texas Eastern has imbalance resolution procedures whereby with the monthly transportation invoice, Texas Eastern renders each cashout party a statement detailing the unresolved imbalance quantity and a bill for the amount due pipeline or credit of the amount due the cashout party. As described in Texas Eastern's Order No. 636 compliance filing, the purpose of the monthly cashout procedure was to deter, in light of unbundling, end of the month imbalances and encourage the daily use of various balancing mechanisms provided in Texas Eastern's tariff, including Rate Schedule TABS-1, Rate Schedule MBA, predetermined allocation, and operational balancing agreements. The specifics of the cashout mechanism have been revised since Order No. 636 in order to mitigate gaming of the system by shippers. On Algonquin's system, imbalances are invoiced on the 7th day of the month, with resolution on the 19th day of the month. Similar to Texas Eastern, the point of the monthly cashout was to keep the system in balance on a real time basis and avoid firm customer service interruptions.

Under the proposed standard, shippers would have until the 19th business day of the month after the applicable month of gas flow to trade and thereafter the cashout would be invoiced and paid, adding three weeks to a month to the resolution of imbalances.

GISB Executive Committee Members

July 2, 1999

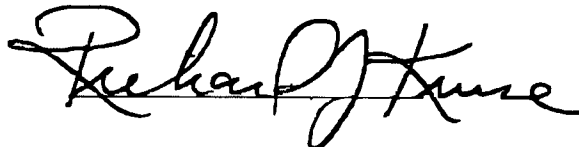
Page 2

For Texas Eastern and Algonquin, timely resolution of imbalances on a monthly basis is very important because they have no system storage. An extended imbalance resolution period to permit the trading of imbalances would require Texas Eastern and Algonquin to carry imbalances for an additional month. This could pose operational problems for the system and could affect Texas Eastern's and Algonquin's ability to render firm service.

Further, this proposal is contrary to the expedited resolution procedure needed in a dynamic competitive environment, is contrary to FERC statements that customers should strive to be in balance on a monthly basis, and will lead to additional gaming of the system as customers will continue to be cashed out on the basis of prices for the month of gas flow and will have an extended time to take that into account in trading of imbalances.

Finally, the proposal will cause the institution of either a new billing process for cashout activity on a one-month lag or alternatively the increased use of prior period adjustments on the subsequent month's invoice. The first could have a significant impact on cash flow for pipelines and the second has the potential to increase confusion for customers, increase the number of questions raised regarding bills and possibly increase disputes with respect to bills.

Accordingly, Texas Eastern and Algonquin oppose the adoption of the captioned proposed standard.



Richard J. Kruse, Jr.
Senior Vice President, Projects &
Industry Initiatives

Dynegy Comments on Proposed PDA/Allocation Standards

2.3.H.1 This proposed standard shifts additional monitoring and notification requirements on pipelines that should be handled between the respective business parties themselves. The terms of the commercial and contractual business relationships between Suppliers and Service Requesters, and Buyer and Sellers are better left to the players themselves to work out rather than involving third parties in the process. Therefore, this proposed standard should be excluded from the package.

2.3.H.2 This proposed standard attempts to define specific terms of commercial and contractual business relationships that should be worked out between the relevant parties and not included in a GISB standard. Therefore, this proposed standard should be excluded from the package.

TO: GISB Executive Committee (“EC”) Members
FROM: Koch Gateway Pipeline Company
RE: Request for Industry Comment on Proposed Standards
DATE: July 1, 1999

As participants in numerous GISB task forces and subcommittees, Koch Gateway (hereinafter “Koch”) appreciates the amount of time, effort, and negotiation that have gone into the voluminous number of proposed standards and recommendations that are currently out for comment. Koch supports the majority of the proposed standards, but would also like to offer comments regarding the following items.

EII Recommendation

On January 14 and March 5, 1999, Koch submitted comments to the EC regarding the proposed standards promulgated by the EBB-Internet Implementation (“EII”) Task Force. In those comments, Koch opposed the specific ordering of categories on screens, as the ordering may not be preferred by Koch’s customers. Koch also objects to those standards that require ordering on screens that involve little, if any, customer data input. The standards currently out for comment to which Koch objects are s46 (revised 1.3.54), s68 (revised 1.3.60), s69 (1.3.61), s81, s80, revised 4.3.28, s11, and s12.

R98011/R98012

R98012

Upon investigation of the history of 2.3.A, Koch could not clearly determine the intent of the third paragraph. There is no explanation or discussion in any meeting minutes or other documentation. The language contained in this paragraph is obscure at best, and Koch would like for the EC to decipher the paragraph prior to its vote on this recommendation. This will help ensure that implementing parties will have a clear understanding of its intent without having to submit an official Interpretation request.

Instructions to Information Requirements Subcommittee

Koch opposes the inclusion of the “Instructions to Information Requirements Subcommittee” in this recommendation because:

- the “instructions” are really standards,
- the “instructions” contain terms that are undefined in GISB, and
- the “instructions” appear to contain questionable assumptions.

These “instructions” are unnecessarily complex and are unlike the typical instructions to IR from subcommittees. That is, these “instructions” are written like standards, not the usual brief sentences/phrases that alert IR about what it is being asked to examine by another GISB group. Instructions to IR should allow the subcommittee to determine how best to deal with a particular situation - that is, they should allow IR to craft the best implementation. These “instructions” do not give IR the latitude to which it is entitled and will likely require interpretation by IR in order to determine what it is to do. It is also very possible that the “instructions” will generate a list of questions that BPS will have to answer, which will further delay both committees. IR agenda items such as these that will unnecessarily consume significant portions of task force and subcommittee time merely in interpretation should be avoided.

Koch also objects to the terms “primary Allocating Party” and “secondary Allocating Party” used in the “instructions.” First, these terms are undefined and are not currently in use in any GISB standards or data sets. In fact, the terms were used in work papers and/or proposed standards that have since been withdrawn, and retaining them will only cause confusion. Second, these terms imply that allocations are performed in a specific order - for example, the upstream party allocates, and then the downstream party allocates - which is not necessarily true.

There is another questionable assumption referenced in the first sentence of the second paragraph of Instruction #1. It states:

After the primary Allocating Party has provided allocated quantities to the Confirming Party(ies) on the other side of the location, the Confirming Party which is the operator of the other side of the location (the secondary Allocating Party) employs the allocated quantities received from the primary Allocating Party to provide allocated quantities to its parties in manner consistent with the allocated quantities provided to it by the primary Allocating Party. (Emphasis added.)

This sentence seems to assume that a confirming party is always an operator, and depending on the business practices and situation, this may not always be true. In fact, there have been discussions in the Confirmations and Cross Contract Ranking Subcommittee regarding situations where the above statement is not true, such as where the pipeline may confirm with a working interest owner that is not the operator. The “instructions” do not mention address such situations.

Therefore, for the reasons stated above, the Instructions to Information Requirements Subcommittee should not be included as part of the recommendation for R98011 and R98012.

Thank you in advance for your time and thoughtful consideration of these comments.