



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
Meeting Materials
October 11, 2001**

**Gas Industry Standards Board
Executive Committee Meeting
October 11, 2001**



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October 11, 2001**

1. Welcome and Opening Remarks

- The GISB organization thanks the El Paso Western Pipelines and Mr. William Griffith for hosting this meeting. The meeting specifics are:

WHERE: El Paso Western Pipelines
2 North Nevada Avenue
Colorado Springs, CO

WHEN: Thursday, October 11, 2001
9:00 a.m. to 1:30 p.m. Mountain Time

CONTACTS: Phone: 713-356-0060 (Veronica Thomason)

- 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
Jay Costan	- General Counsel

- Transcripts will be available and can be ordered either during the meeting, or by contacting the GISB office after the meeting for further information, 713-356-0060.



Gas Industry Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002
Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: gisb@aol.com
Home Page: www.gisb.org

GAS INDUSTRY STANDARDS BOARD 2001 EXECUTIVE COMMITTEE TERMS

End User Segment		Term Ending:
Diane McVicker	Principal, Fuel Supply Analyst, Salt River Project	Dec 31, 2002
Bill Hebenstreit	Vice President Contract Services, El Paso Merchant Energy	Dec 31, 2002
Kelly Daly	Partner, Morrison & Hecker, rep. Arizona Public Service Co.	Dec 31, 2001
Dona Gussow	Contracts Coordinator, Florida Power and Light	Dec 31, 2003
Tina Patton	Natural Gas Operations Administrator, Boeing	Dec 31, 2003
LDC Segment		Term Ending:
Rodger Schewecke	Senior Pipeline Products Manager, Southern California Gas	Dec 31, 2002
Dolores Chezar	Manager, Federal Regulation, KeySpan Energy	Dec 31, 2002
Chris Maturo	Manager, Energy Access System Project, NIPSCO Industries	Dec 31, 2001
Mike Novak	Assistant General Manager, National Fuel Gas Distribution	Dec 31, 2003
Steve Sullivan	Regulatory Manager of Gas Supply, Consolidated Edison of NY	Dec 31, 2003
Pipeline Segment		Term Ending:
Mark Gracey	Consultant - Business Processes, Tennessee Gas Pipeline Co.	Dec 31, 2002
Bill Griffith	Director, Transmission & Storage, Colorado Interstate Gas Co.	Dec 31, 2002
Dale Davis	Team Leader, Williams Gas Pipelines	Dec 31, 2001
Theresa Hess	Manager, Enron Transportation Services	Dec 31, 2003
Kim Van Pelt	GISB Coordinator, CMS Panhandle Eastern Pipeline	Dec 31, 2003
Producer Segment		Term Ending:
Lauren Kaestner	Regulatory Consultant, BP Amoco	Dec 31, 2002
Paul Keeler	Managing Attorney, Marketing, Burlington Resources	Dec 31, 2002
Scott Brown	Manager, Supply & Transportation Support, Marathon Oil	Dec 31, 2001
Richard Smith	Director, Regulatory Affairs, ExxonMobil	Dec 31, 2003
Michael Johnson	Area Manager-Transportation and Regulatory, Chevron	Dec 31, 2003
Services Segment		Term Ending:
Mark Scheel	Manager Governmental Affairs, Dynegy Inc.	Dec 31, 2002
Carl Caldwell	Director, Consulting Services, CGI	Dec 31, 2002
Sylvia Munson	CIO, PanCanadian Energy Services	Dec 31, 2001
Jim Buccigross	Vice President, Group 8760	Dec 31, 2003
Keith Sappenfield	Director Marketing Support, Reliant Energy	Dec 31, 2003



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GAS INDUSTRY STANDARDS BOARD 2001 BOARD TERMS

END USER SEGMENT		TERM END:
Lee Smith	Vice President Energy Supply and Marketing, Midland Cogeneration Venture	Dec 31, 2001
Paul Karns	Director, Contracts & Regulatory, Energy Marketing and Trading Division, Florida Power and Light	Dec 31, 2001
John Procario	Vice President & COO, Cinergy	Dec 31, 2001
Janie Mitcham	Vice President, Fuel and Energy Management, Reliant Energy	Dec 31, 2002
Jim Templeton	Principal, Comprehensive Energy Services	Dec 31, 2002
LDC SEGMENT		TERM END:
Bill Boswell	Assistant Secretary, Dominion	Dec 31, 2001
Adrian Chapman	Vice President, Regulatory Affairs & Energy Acquisitions, Washington Gas Light Company	Dec 31, 2001
Reed Horting	Vice President, Gas Supply & Transportation, PECO Energy Co.	Dec 31, 2001
Walt DeForest	Senior Vice President, National Fuel Gas Distribution	Dec 31, 2002
Lee Stewart	President, Energy Transportation Services, Southern California Gas Co	Dec 31, 2002
PIPELINE SEGMENT		TERM END:
Terry McGill	President, Columbia Gulf Transmission	Dec 31, 2001
John Somerhalder	President, El Paso Energy Pipeline Group	Dec 31, 2001
Stan Horton	Chairman & CEO, Enron Transportation Services Company	Dec 31, 2001
Ron Mucci	Senior Vice President Shared Services, Williams Gas Pipeline	Dec 31, 2002
Richard Kruse	Senior Vice President, Duke Energy Gas Transmission	Dec 31, 2002
PRODUCER SEGMENT		TERM END:
William T. Benham	Vice President, Regulatory Affairs, BP Amoco Natural Gas Group	Dec 31, 2001
Allan Knopp	Director, Regulatory Affairs, Conoco	Dec 31, 2001
Nancy Laird	Senior Vice President, Marketing and Midstream, PanCanadian Petroleum Ltd.	Dec 31, 2001
Abigail Bailey	Regulatory Manager, Texaco Natural Gas	Dec 31, 2002
Stan Hemmeline	Manager, North America - West, ExxonMobil Gas Marketing Company	Dec 31, 2002
SERVICES SEGMENT		TERM END:
Julie Gomez	Vice President, Enron North America	Dec 31, 2001
Greg Lander	Principal, CapacityCenter.com	Dec 31, 2001
Rick Lentz	Senior Vice President of Business Transformation, TXU Energy Trading	Dec 31, 2002
Lyn Maddox	President & CEO, PG&E Energy Trading	Dec 31, 2002
Marty Patterson	Senior Vice President, IDACORP Energy	Dec 31, 2002

OFFICERS: Bill Boswell is 2001 chairman of the Board of Directors and Julie Gomez is second vice-chair and treasurer. Rae McQuade as Executive Director serves as secretary.

**Gas Industry Standards Board
2001 Calendar
For Board and Executive Committee Meetings
And GISB Courses and Work Shops**

EC Meeting Dates¹

Thursday, February 22 - Houston, hosted by Reliant Energy
Thursday, April 19 - Washington DC, hosted by the American Gas Association
Thursday, June 14 - Seattle, hosted by Boeing
Thursday, August 23 - Pittsburgh, hosted by Dominion
Thursday, October 11 - Colorado Springs, hosted by Colorado Interstate Gas
Thursday, December 13 - New York City, hosted by KeySpan Energy

Board Meeting Dates

Thursday, March 1 - Houston
Thursday, June 28 - Houston
Wednesday, September 19 - Houston
Wednesday, December 5 - Houston

Courses and Work Shops²

Oct 23-26 - Version 1.5 Standards, Houston
November 1 - Contracts, Houston

Annual Meeting 2001

September 20-21 - Houston, Texas

¹ The Executive Committee may choose to schedule conference calls for the months that do not already have scheduled meetings.

² The courses and work shops may offer continuing education credits (CLE, CPE).



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TO: Executive Committee members and alternates, chairs of subcommittees and task forces
FROM: Rae McQuade, Executive Director
RE: **Due Dates for activities related to Executive Committee Meetings**
DATE: January 18, 2001

Below is a schedule of due dates for activities related to Executive Committee meetings and the materials required by the Executive Committee members for their meetings:

EC Date	EC Related Activity	Due Date
Feb 22	Recommendations forwarded to the GISB office from subcommittees and task forces	Jan 25
	Industry comment period begins, recommendations distributed by the GISB office and posted	Jan 26
	New requests forwarded to the GISB office, deadline to be considered at the Feb 22 EC meeting	Feb 9
	Industry comment period ends, comments forwarded to the GISB office	Feb 20
	Other GISB EC materials such as resolutions or special reports forwarded to the GISB office	Feb 9
	EC materials sent to the printer	Feb 12
Apr 19	Recommendations forwarded to the GISB office from subcommittees and task forces	Mar 12
	Industry comment period begins, recommendations distributed by the GISB office and posted	Mar 13
	New requests forwarded to the GISB office, deadline to be considered at the Apr 19 EC meeting	Apr 5
	Industry comment period ends, comments forwarded to the GISB office	Apr 13
	Other GISB EC materials such as resolutions or special reports forwarded to the GISB office	Apr 5
	EC materials sent to the printer	Apr 9
Jun 14	Recommendations forwarded to the GISB office from subcommittees and task forces	May 7
	Industry comment period begins, recommendations distributed by the GISB office and posted	May 8



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EC Date	EC Related Activity	Due Date
	New requests forwarded to the GISB office, deadline to be considered at the Jun 14 EC meeting	Jun 1
	Industry comment period ends, comments forwarded to the GISB office	Jun 8
	Other GISB EC materials such as resolutions or special reports forwarded to the GISB office	Jun 1
	EC materials sent to the printer	Jun 4
Aug 23	Recommendations forwarded to the GISB office from subcommittees and task forces	July 16
	Industry comment period begins, recommendations distributed by the GISB office and posted	July 17
	New requests forwarded to the GISB office, deadline to be considered at the Aug 23 EC meeting	Aug 10
	Industry comment period ends, comments forwarded to the GISB office	Aug 17
	Other GISB EC materials such as resolutions or special reports forwarded to the GISB office	Aug 10
	EC materials sent to the printer	Aug 13
Oct 11	Recommendations forwarded to the GISB office from subcommittees and task forces	Sep 4
	Industry comment period begins, recommendations distributed by the GISB office and posted	Sep 5
	New requests forwarded to the GISB office, deadline to be considered at the Oct 11 EC meeting	Sep 27
	Industry comment period ends, comments forwarded to the GISB office	Oct 5
	Other GISB EC materials such as resolutions or special reports forwarded to the GISB office	Sep 27
	EC materials sent to the printer	Oct 1
Dec 13	Recommendations forwarded to the GISB office from subcommittees and task forces	Nov 6
	Industry comment period begins, recommendations distributed by the GISB office and posted	Nov 7
	New requests forwarded to the GISB office, deadline to be considered at the Dec 14 EC meeting	Nov 29
	Industry comment period ends, comments forwarded to the GISB office	Dec 7
	Other GISB EC materials such as resolutions or special reports forwarded to the GISB office	Nov 29



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EC Date **EC Related Activity**

Due Date

EC materials sent to the printer

Dec 3



**GAS INDUSTRY STANDARDS BOARD
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1. Antitrust Guidelines

- The antitrust guidelines will be covered. 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
October 11, 2001**

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.**



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TO: GISB Executive Committee Members & Alternates, Posting for Interested Industry Participants
FROM: Rae McQuade, Executive Director
RE: Draft Agenda for Executive Committee Meeting - October 11, 2001
DATE: September 28, 2001

GAS INDUSTRY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING
Hosted by El Paso Western Pipelines
Colorado Springs, CO

Thursday, October 11, 2001 - 9:00 a.m. to 1:30 p.m. Mountain Time

MEETING ANNOUNCEMENT

The Executive Committee (EC) will meet in Colorado Springs on October 11, 2001. The EC meeting is graciously hosted by El Paso Western Pipelines at their offices, coordinated by Mr. William Griffith. Below are the meeting arrangements:

WHERE: El Paso Western Pipelines
2 North Nevada Avenue
Colorado Springs, CO

WHEN: Thursday, October 11, 2001
9:00 a.m. to 1:30 p.m. Mountain Time

The materials for the meeting will be emailed to the participants and posted on the web site. A list of nearby hotels is attached to the draft agenda. Because the meeting agenda has no proposed standards to consider, the meeting should conclude earlier than originally scheduled - 1:30 p.m. versus 4:00 p.m. Conference calling will be available for those unable to attend in person.

Please notify the GISB office by Tuesday, October 9 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.

Please feel free to call the GISB office should you have any questions or comments.

Best Regards,
Rae McQuade



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GAS INDUSTRY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING

Hosted by El Paso Western Pipelines
2 North Nevada Avenue, Colorado Springs, CO

DRAFT AGENDA

Thursday, October 11 - 9:00 a.m. to 1:30 p.m. Mountain Time

- | | | |
|------------|----|---|
| 9:00 a.m. | 1. | Welcome <ul style="list-style-type: none">• Antitrust Guidelines• Welcome to members and attendees• Adoption of Agenda• Adoption of Draft Minutes of August 23, 2001 |
| 9:30 a.m. | 2. | Update on 2001 Annual Plan & Subcommittee Reports <ul style="list-style-type: none">• Business Practices Subcommittee<ul style="list-style-type: none">• Normal Business• Order 637 Priority Action Items• Contracts Subcommittee<ul style="list-style-type: none">• Short Term and Long Term Contract Development• EDM Subcommittee<ul style="list-style-type: none">• Sandia Report Progress• FTTF Subcommittee<ul style="list-style-type: none">• Normal Business• Information Requirements Subcommittee<ul style="list-style-type: none">• Normal Business• Order 637 Open Issues• Technical and ANSI Subcommittees<ul style="list-style-type: none">• Normal Business• Order 637 Open Issues• XML Subcommittee<ul style="list-style-type: none">• Review of XML Pilot Project |
| 10:30 a.m. | 3. | Discussion and Vote on New Requests |
| 11:00 a.m. | 4. | Discussion on Process for Publication of Standards Manuals |
| 11:30 a.m. | | Lunch |
| 12:30 p.m. | 5. | Update on Board Meeting, Annual Meeting and EISB Activities |
| 1:00 p.m. | 6. | Other Business |
| 1:30 p.m. | | Adjourn |



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LIST OF NEARBY HOTELS

GAS INDUSTRY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING Hosted by El Paso Western Pipelines at its offices in Colorado Springs, Colorado

- Antlers Adams Mark Hotel 4 South Cascade
Colorado Springs, CO
719-473-5600, fax: 719-444-0417
Note: Downtown; Closest to the meeting, about 2 blocks
- Wyndham Hotel 5580 Tech Center Drive
Colorado Springs, CO
719-260-1800, fax: 719-260-1492
Note: about 6 miles north of downtown
- Residence Inn 2765 Geyser Drive
Colorado Springs, CO
719-576-0101, fax: 719-576-4848
Note: about 3.5 miles south of downtown
- Courtyard by Marriott 2570 Tenderfoot Hill
Colorado Springs, CO
719-226-5006, fax: 719-226-5007
Note: about 3 miles south of downtown
- Colorado Springs Doubletree Hotel 1775 E. Cheyenne Mountain Blvd.
Colorado Springs, CO
719-576-8900, fax: 719-576-4450
Note: about 3 miles south of downtown
- Sheraton Colorado Springs Hotel 2886 South Circle Drive
Colorado Springs, CO
719-576-5900, fax: 719-576-7695
Note: about 3 miles south of downtown
- Broadmoor Hotel 1 Lake Avenue
Colorado Springs, CO
1-800-634-7711, fax: 719-577-5000
Note: When leaving the airport by car, take Drennan Road
to Hancock Expressway, turn right onto Hancock
Expressway to South Circle Drive, Circle Drive becomes
Lake Avenue and terminates at the entrance to The
Broadmoor.



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MAPS AND DIRECTIONS

GAS INDUSTRY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING Hosted by El Paso Western Pipelines at its offices in Colorado Springs, Colorado

El Paso Western Pipelines offices are located in downtown Colorado Springs at 2 North Nevada Avenue.

FROM COLORADO SPRINGS AIRPORT

As you exit the airport, you will be starting on Drennan Road. At Powers Blvd. turn right (north), then go about 2 miles to Fountain Blvd. or US-24 and take a left (west). Stay on the 4-lane US-24 by-pass and go about 3 to 4 miles to I-25. Take I-25 north to Exit 142 (Bijou St.).

FROM DENVER INTERNATIONAL AIRPORT

You will be starting on Pena Blvd. and can only go West. Take I-70 West and stay in the right lane. In about a mile you will go south on I-225. This will take you to I-25 and go south again. It is about 60 miles to Colorado Springs and our offices. Once in Colorado Springs take exit 142 east, which is the Bijou St. exit.

FROM EXIT 142

Bijou curves to the right and becomes Kiowa Street. Stay on Kiowa going east past Cascade Ave. and Tejon St. In the next block, there is a parking garage on the right (see below). The next intersection past the garage is Nevada Ave. Turn right (south). CIG/El Paso is on the right at the corner of Nevada and Pikes Peak (the UMB Building / Colorado Square Bldg.). Turn right (west) on Pikes Peak for another outdoor parking lot on the right.

PARKING

The parking garage on Kiowa Street is 6 floors. The first two floors are usually taken by reserved parking. Bridge access to the CIG/El Paso offices is available on the second floor, or you can take the elevator to the ground floor and walk south down Nevada one block. Parking is \$4.50 a day. The outdoor lot on Pikes Peak is \$6.00 a day. Access to the offices is available across the sidewalk on the west side of the building.

OFFICE ACCESS

Come into the UMB Building / Colorado Square Building and check in with the Security Guards. They will have you sign in and give you a visitor badge. You will need to wear this at all times while in the building. If you leave the building and are planning to come back on the same day, you will need to save your badge. At the end of the day you will need to turn in the badge to the Security Guards.



Gas Industry Standards Board

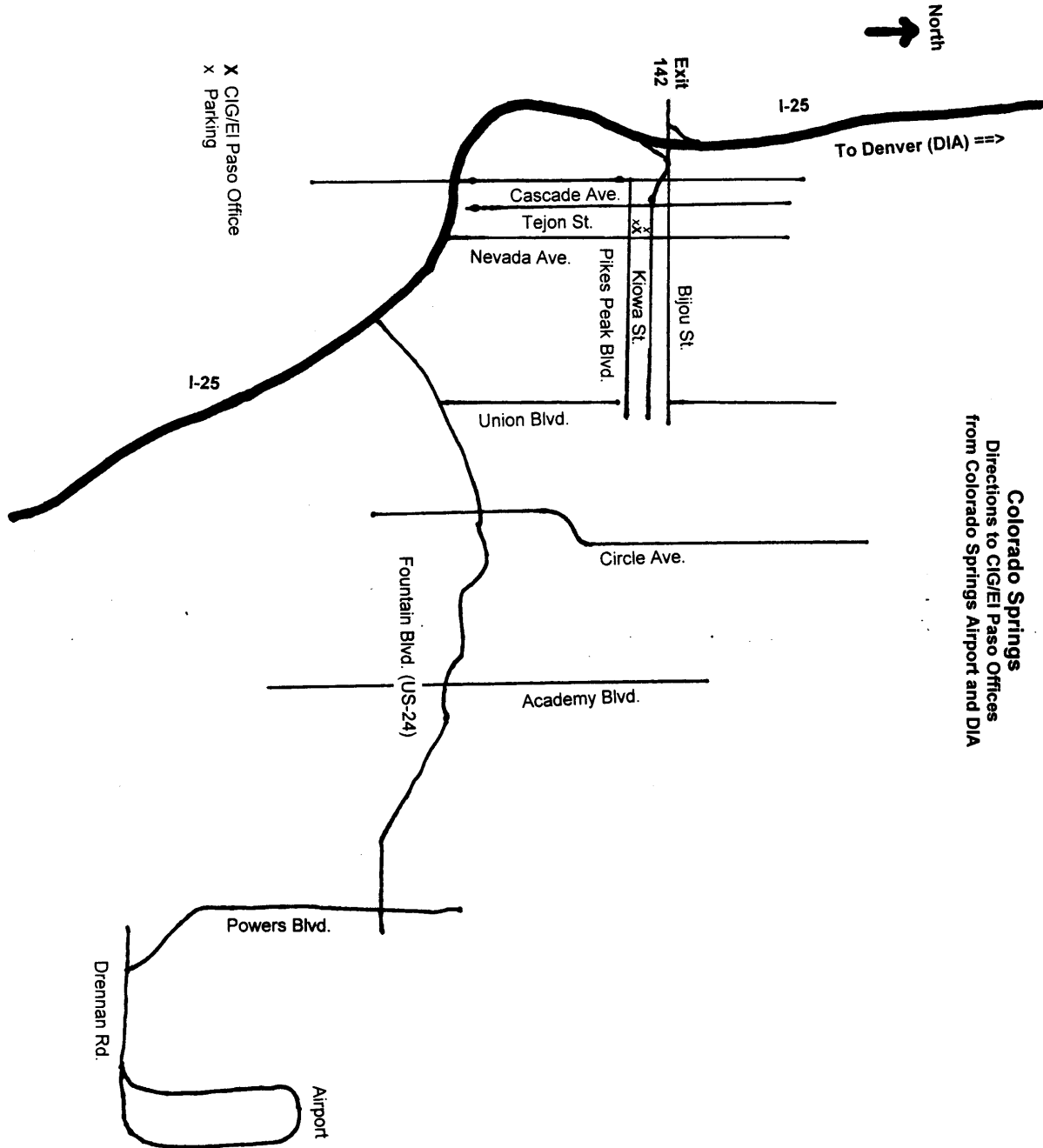
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MAP

GAS INDUSTRY STANDARDS BOARD EXECUTIVE COMMITTEE MEETING
Hosted by El Paso Western Pipelines at its offices in Colorado Springs, Colorado





**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
Meeting Materials
October 11, 2001**

1. Adoption of Minutes

- The draft minutes of August 23 are posted on the home page for review and are included in these materials for vote to adopt.
- The review of the minutes prior to adoption is not intended to provide alternate wording -- rather it is an opportunity to correct grammatical and spelling errors, provide omitted details, provide context for statements and correct misstatements. In this way, the review of the minutes should concentrate on substantive issues and take the minimum of time needed to provide an accurate accounting of the meeting.
- **The Executive Committee is requested to review the draft minutes, suggest additional changes if needed, and vote to adopt as minutes of the meetings.**



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

FROM: Rae McQuade, Executive Director

RE: Draft Minutes from the Executive Committee (EC) Meeting – August 23, 2001

DATE: October 3, 2001

GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING
AUGUST 23, 2001
DRAFT MINUTES

1. Administrative

Mr. Buccigross opened the meeting and thanked Ms. King, Mr. Shahan and Dominion for hosting the meeting. He welcomed Mr. Schwecke of SoCal Gas as a new EC member representing the LDC segment. The agenda was adopted with changes to include the publication date recorded on the version 1.5 documents, a discussion of the publication process and an update of the DOE meeting held earlier in the month. The minutes of June 14, 2001 were approved with the redlined changes submitted accepted and an additional change to correct the redlines submitted. The meeting is transcribed by Ms. Lisa Bauer of Lana M. Byer & Associates. To order transcripts, please contact the GISB office at 713-356-0060.

2. Subcommittee Updates

Ms. Van Pelt provided the update from the Business Practices Subcommittee (BPS). They have no outstanding requests. Ms. Patton was welcomed as the BPS co-chair representing the end user segment. The producer segment should provide a co-chair to represent its segment.

Mr. Scheel gave the update from the Contracts Subcommittee. The identification and drafting of language to address changes to the base contract for short term sales and purchases of natural gas has concluded. The key open issue remaining is whether there should be a joint contract with provisions that address both long term and short term durations, or if the documents should be separate.

Mr. Spangler provided the update for the Electronic Delivery Mechanisms (EDM) Subcommittee. His update was focused on the Sandia Report and the recommended standards changes, which will be covered in agenda item 3.

Mr. Shahan provided the update for the Future Technology Task Force. He noted that the review of the minimal technical characteristics for web sites has concluded and is posted on the web site. It was concluded after the cutoff for inclusion in the version 1.5 standards manuals. The document is considered a "work in progress", and will be maintained and forwarded for inclusion in the next version of the EDM standards manual.

Mr. Whatley provided the update for the Information Requirements Subcommittee. They have concentrated their efforts on the development of data dictionaries and related documents for response to the FERC Order 637 transactional reporting requirements. They expect only one more meeting before the transactional reporting work concludes, after which they will return to the backlog of items assigned to IR.

Ms. Van Pelt provided the update on the Technical and ANSI Subcommittees. The Technical



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Subcommittee is currently addressing issues for the storage report, after which they will turn their attentions to imbalance netting and trading. The ANSI subcommittee has been inactive. There are a few GISB requests pending at DISA (the secretariat for the ANSI ASC X12 Committee).

Related to ANSI, Ms. McQuade noted that Dick Brooks was awarded a meritorious service award by ANSI for his work on standards development. GISB initiated the request for Mr. Brooks' award. He will be honored at an ANSI dinner in Washington D.C. celebrating World Standards Day. Also related to ANSI, the work that has been underway in the GISB office regarding ANSI Accreditation of GISB as a Standards Development Organization should result shortly in its approval and recognition by ANSI. This is a significant milestone for GISB – one that provides a well respected, widely recognized and independent vetting of our organization's processes as a credible, open and fair.

Ms. Van Pelt provided the update of the XML Subcommittee activities. There has been a delay in the testing of the short term contract XML transactions because of the inability of the pilot testers to provide the necessary time to perform the test. Because of the delay, the subcommittee turned its attention to development of an XML transaction to test for scheduled quantities. No pilot testers have yet been identified for this transaction.

3. Version 1.5 Publication Date

Ms. Calcagno noted that the publication date in the version 1.5 standards is incorrect. It is noted as June 18, 2001. June 18 was the date that the last minor corrections were accepted for the standards manuals. June 15 was the final date for the ratification ballots of the standards to be included in the version 1.5 manuals. An errata will be prepared noting the correct date for publication as August 18, 2001. The errata will be posted with the standards and it will be provided with every CD that is ordered from the GISB office. When the standards are forwarded to the FERC, the publication date will be noted as August 18, 2001.

This date has a direct impact on the implementation of Title Transfer Tracking (TTT) standards. The EC passed the TTT business practice standards at the December 1998 meeting. The standards were ratified in January 1999. They were not included in Version 1.4, as the EC determined that the TTT standards should not be published until the technical implementation of those standards were complete. The information requirements changes and technical mapping for the TTT standards were completed and adopted by the EC on February 22, 2001 and ratified by membership on April 9, 2001 in time for inclusion in version 1.5 of the standards manuals. The EC also determined that the effective date for implementation of the TTT standards was the later of June 2000 or eight months following the publication of the TTT standards within the applicable GISB standards manual – which would be August 18, 2001.

4. New Standards

Mr. Spangler reviewed the recommendation responding to the Sandia Surety Assessment Report, which includes 35 different recommendations. Ms. Hess made the motion seconded by Ms. Munson to adopt the recommendation. Ms. Davis noted some typographical errors.

Ms. Hess reviewed the proposed changes outlined in Enron's comments. Each change was discussed and the EC and the movants supporting making the change. First, GISB principle 4.1.1 will be deleted. Second, in finding 7.2.2, the title "Major functions of the EDM" will be changed to "Major Functions of Internet EDM covered by the Standards". The language for findings 7.2.3, 7.2.4 and 7.2.7 were altered to read: "GISB appreciates Sandia's recommendation but the language recommended by Sandia changes GISB's original intent, and GISB does not plan at this time to take any action. The resources required to implement the recommendation are not insignificant and exceed the benefits that would be achieved from implementing such change. Moreover, the risk assessed is minimal."



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It was determined to send the report back to the subcommittee so that a recommendation can be crafted that shows the specific changes to the EDM standards manual in the format prepared by BPS, IR and Technical Subcommittees, so that it can be more easily implemented into the standards manuals for the next publication.

In finding 7.3.8, language was added to the instructions. In finding 7.4.1, it was decided that the renumbering of the manual's pages would be beneficial, and it should be done. The formatting of standards as noted in finding 7.4.2 should be reviewed again by the EDM Subcommittee. For finding 7.4.4, it was determined that there should be reference to the FAQ so that it is easier to find it. For finding 7.4.7, for consistency, the formatting of the response should follow the other "FROM-TO" formats.

The motion was withdrawn and a new motion by Ms. Van Pelt and seconded by Mr. Sappenfield to send the recommendation back to the EDM subcommittee to take into account the changes discussed at today's meeting and to prepare a revised recommendation including redlined portions of the EDM manual, which would be brought back to the EC for its consideration. There was no opposition.

5. Publication of Version 1.5 of the Standards Manuals

There was extensive discussion on the process used to publish version 1.5 of the standards manuals, which can be reviewed via the transcripts. It was noted that there was a two month period between the acceptance of the last minor correction (June 18, 2001) and the availability of the manuals (August 18, 2001) which was not acceptable to many of the participants. It was also noted that a July 31 publication date had been previously decided by the Executive Committee and that two years between version was also unacceptable (July 31, 1999 to August 18, 2001). After discussion it was determined to create a publication process review task force, reporting to the EC, that would report back to the EC at its October meeting. The task force would conclude its work no later than December 2001.

6. Other Business

Mr. Boswell reviewed the activity by the Board in consideration of EISB. In requests from EC members on where the information was posted regarding the DOE meeting recently held. Ms. McQuade noted that it could be accessed from the main page via the "Energy Industry Standards Board" title.

7. Adjourn

The motion to adjourn was made by Ms. Patton and seconded by Mr. Griffith. All were in favor. The meeting adjourned at 1:55 p.m. eastern.



Gas Industry Standards Board

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8. Executive Committee Attendance & Voting Record

	Present
End Users:	
Bill Hebenstreit	Ballot
Diane McVicker	Y
Dona Gussow	Ballot
Kelly Daly	Y
Tina Patton	Y
LDCs:	
Dolores Chezar	Y
Mike Novak	Y
Chris Maturo	Y
Rodger Schwecke	Y
Steve Sullivan	Y
Pipelines:	
Bill Griffith (phone)/Randy Young	Y
Dale Davis	Y
Theresa Hess	Y
Kim Van Pelt	Y
Mark Gracey	Y
Producers:	
Paul Keeler	Ballot
Lauren Kaestner	Ballot
Richard Smith	Y (phone)
Mike Johnson	N
Scott Brown	N
Services	
Jim Buccigross	Y
Leigh Spangler for Carl Caldwell	Y
Keith Sappenfield	Y
Mark Scheel	Y
Sylvia Munson	Y



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
Meeting Materials
October 11, 2001**

2. Subcommittee Reports -- 2001 Annual Plan

- The subcommittee chairs will review the progress towards the 2001 Annual Plan. The plan is attached.
 - Updates will be provided from:
 - Contracts Subcommittee – Cary Metz and Rae McQuade
 - EDM Subcommittee – Dick Brooks, Leigh Spangler, Carl Caldwell
 - Sandia Action Plan Provided
 - Future Technology Task Force – Mike Shahan
 - Business Practices Subcommittee – Kim Van Pelt, Greg Lander, Tina Patton, Producer Vacancy, Mike Novak
 - Information Requirements Subcommittee – Pete Whatley, Suzanne Calcagno
 - Order 637 Plan Provided
 - Technical Subcommittee and ANSI Subcommittee – Kim Van Pelt
 - XML Subcommittee – Donna Greif, Bill Hunsicker and Peter Goldberg
 - XML Action Plan Provided



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GAS INDUSTRY STANDARDS BOARD

2001 ANNUAL PLAN

Mission Statement

The GISB mission statement, as adopted by the Board of Directors, is:

"The Gas Industry Standards Board mission is to develop and promote standards to simplify and expand electronic communications, and to simplify and streamline business practices which will lead to a seamless marketplace for natural gas. These standards will assist the natural gas industry in improving customer service, enhancing the reliability of natural gas service and increasing the competitiveness and efficiency of natural gas markets."

Scope Statement

The GISB scope statement, as defined in the Certificate of Incorporation, is:

"The objects and purposes of GISB are to propose and adopt voluntary standards designed to promote more competitive, efficient and reliable gas service, as such standards apply to electronic data interchange ("EDI") record formats, communications protocols and related business practices that streamline the transactional processes of the gas industry."

2001 Plan Description

The 2001 Annual Plan has four categories: (1) Contracts, (2) Electronic Delivery Mechanisms and Related Activities, (3) Standards Implementation, (4) Provisional Activities, and (5) Standards Maintenance & Fully Staffed Standards Work - in no particular order. The completion dates for each item indicate a relative priority. Below is a description of each category of activity.

1. Contracts: Three standards development activities for contracts are defined and underway. All three are related to the purchases and sales of natural gas - completion of the changes to the short-term contract, development of the short-term contract in electronic form and development of the long-term contract. Both the development of the long-term contract and the development of the electronic version of the short-term contract can be done directly following the completion of the changes to the short-term contract. In addition, there should be investigation and determination if a model financial hedging agreement and a transportation agreement can be developed.
2. Electronic Delivery Mechanism and Related Activities: Performance, reliability and security issues were the focus of a report issued from the U.S. Department of Energy's Sandia National Laboratories regarding a GISB standards surety assessment. Several suggestions for enhancing GISB standards were made in the assessment, which GISB will consider for implementation. The review and/or modification of GISB EDM security standards, including the determination of whether to develop a web-based public key repository is an outcome of report.

Interoperability is crucial to the ensuring that an individual on a computer can successfully access and operate multiple web sites. To achieve interoperability, GISB standards should



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not define conflicting specifications so that accessing one web site ensures that other web sites are inoperable. Specifically, a plan should be developed for addressing versioning issues – which may result in new standards or standard modifications.

Extensible Mark-up Language (XML) is a tag-based framework used primarily to exchange data in a universally understood format. It could be used as a vehicle for exchanging information in a batch (similar to EDI) or online (interactive web site) mode. XML is gaining in popularity -- several standards groups have undertaken its review, and some have endorsed its use. GISB would prepare and carry out a plan, the end result of which would be to answer the questions: “Should GISB develop standards using XML, and if so, should GISB proceed in consideration of a pilot transaction?”

3. Standards Implementation: Several completed business practice standards for FERC Order No. 637 require technical implementation standards to be developed or modified in order for the activity to be considered fully staffed. In addition, our ANSI ASC X12 EDI standards are being reviewed for the need to migrate to a new version of the ANSI standards.
4. Provisional Activities: The GISB Board of Directors may consider whether it is in the organization's interest to consider evolving from the "Gas" Industry Standards Board to the "Energy" Industry Standards Board, as a carry-over Board activity from 2000. As such, some of the activities denoted under the “Provisional Activities” category will require Board approval and in some cases, Board action.

The activities include the investigation of the development an “energy day” standard and consistent changes to existing GISB standards. For gas retail standards, a development plan should be prepared for review and approval by the Board. For the determination of whether GISB will become part of an energy industry standards board, the Board will continue its review and consideration. If the Board does determine to go forward, a plan should be prepared by the stakeholders of the new organization. All stakeholders including previous GISB members should be asked to draft input for this planning process.

5. Program of Standards Maintenance and Fully Staffed Standards Work: This is an ongoing effort to maintain existing business practice standards, information and technical standards, and implementation guides and standards manuals. Version 1.5 of the standards should be published in the first quarter 2001.



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GAS INDUSTRY STANDARDS BOARD 2001 ANNUAL PLAN

Item Description	Completion ¹	Assignment ²
Contracts		
1 Modify the short-term base contract for purchase and sales of natural gas based on several years' use Status 8/23/01: the conceptual language has been determined and the contract language changes have been included in the document. The amendment for Candian transactions is being reviewed.	1 st Qtr	EC
2 Build an electronic contract from the short-term base contract for purchase and sales of natural gas. Status 8/23/01: Although this has not started pending item 1, some initial work is being done on the contract to prepare it for a pilot test using XML.	3 rd Qtr	EC
3 Contracts Request No. R98019 - Development of a Standard/Model Long Term Base Contract for Purchase and Sales of Natural Gas. Status 8/23/01: Although this has not started pending item 1, the group is organized as a result of working on the short term contract, and several items have been discussed in that group and put aside for further determination when this item is considered. It is expected that the contracts subcommittee will begin on this item in September.	4 th Qtr	EC
4 Determine if a standard transportation services agreement is needed and if so, develop it. Status 8/23/01: This item will be considered after the completion of item 3.	4 th Qtr	EC
5 Determine if a model financial hedging agreement is feasible and if so develop a model financial hedging agreement. Status 8/23/01: This item will be considered after the	4 th Qtr	EC

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.

² ² The groups indicated in the assignment column can forward the action item to an existing subcommittee or create a subcommittee or task force for completion of the item.



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Item Description	Completion ¹	Assignment ²
completion of item 3.		
Electronic Delivery Mechanisms and Related Activities		
6 Develop plan to consider surety assessment recommendations based on the Sandia National Laboratories. Implement those that are determined needed, including changes to existing GISB standards.	3 rd Qtr	EC
Status 8/23/01: The plan has been developed, including the changes recommended as a result of subcommittee review and consideration. The recommended changes will be reviewed by the Executive Committee and the report will be reviewed by the Editorial Review Board before the recommended standards changes are sent out for industry comment. The effort is on schedule.		
7 Develop plan to address “versioning” and other interoperability issues, and implement action items, including changes to existing GISB standards	3 rd Qtr	EC
Status 8/23/01: The versions are addressed in the minimum guidelines under consideration and in the GISB responses and recommended standard changes in response to the Sandia Surety Assessment.		
8 Develop XML plan and complete action items, including consideration of a pilot transaction.	4 th Qtr	EC
Status 8/23/01: The plan has been developed, and the pilot test is being designed for the short term base contract and for scheduling transactions.		
Standards Implementation		
9 Complete the implementation of FERC Order No. 637 standards.	2 nd Qtr	EC
Status 8/23/01: Work is underway by the Information Requirements Subcommittee and the Technical Subcommittee to complete the FERC Order No. 637 items.		
10 Continue review against plan for migration to ANSI ASC X12 new versions as needed.	4 th Qtr	EC
Status 8/23/01: The ANSI Subcommittee considers the ANSI ASC X12 versions as needed.		
Provisional Activities		
11 Examination, report and determination of if an “energy day” standard is needed, including assessment of changes to existing GISB standards.	3 rd Qtr	Board/EC



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Item Description	Completion ¹	Assignment ²
<p>Status 8/23/01: This activity would not begin until the determination of whether an EISB will be created, and if so, how GISB would fit into such an organization.</p>		
12 Prepare development plan for gas retail standards.	2 nd Qtr	Board/EC
<p>Status 8/23/01: This activity would not begin until a request has been received to develop retail gas standards.</p>		
13 Consider establishment of an Energy Standards Board, which would encompass GISB, its products and ongoing work.	Ongoing	Board
<p>Status 8/23/01: A board task force has been established and is actively working on this item.</p>		
<p>Program of Standards Maintenance & Fully Staffed Standards Work ³</p>		
Business Practice Requests	Ongoing	EC
Information Requirements and Technical Mapping of Business Practices	Ongoing	EC
Ongoing Interpretations for Clarifying Language Ambiguities	Ongoing	EC
Ongoing Maintenance of Code Values and Other Technical Matters	Ongoing	EC

- Notes: (1) Priority is given to action items that are carry-overs from the 2000 Annual Plan.
 (2) Any new activity should be preceded by a request from the submitter (action items nos. 4 and 5).

³ This work is considered routine maintenance and thus the items are not separately numbered.



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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 interpretation 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 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.



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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.



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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 progress report to the Board of Directors for each Board meeting 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.



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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.



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GAS INDUSTRY STANDARDS BOARD

SANDIA PLAN

AS OF FEBRUARY 9, 2001

Directive

The Board of Directors approved the GISB 2001 Annual Plan to address the Sandia National Laboratories Report. The GISB Annual Plan identifies the following directive:

6. Develop plan to consider surety assessment recommendations based on the Sandia National Laboratories. Implement those that are determined needed, including changes to existing GISB standards.

Plan Description

Sandia National Laboratories, under the guidance of the Department of Energy prepared an assessment report of the GISB EDM standards. The report drew the conclusions that:

“The Assessment Team believes that the GISB EDM Standards provide a valid base mechanism for the use of electronic commerce. The mechanisms provided by the standards, when used in accordance with the standards, afford reasonable protection to the partners. However, we believe there is opportunity for an adversary to affect the system in a negative way, even to the point of forging transactions. With the addition of some incremental security measures, these standards can become more resistant to malicious activity than they currently are today.

The Internet can provide industry with better communication than ever before, but also has additional opportunity for problems when security is not the foremost premise for this communication. Potential attackers on the Internet have improved their skills and tools and have shown their willingness to use both to cause problems for an industry. Keeping ahead of them will be important to GISB, as it moves to operate over the Internet.”

The report also specified several enhancements to GISB standards to provide additional protection. The plan should address these recommended enhancements and prepare a recommendation for industry comment, and for the consideration of the Executive Committee.



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GAS INDUSTRY STANDARDS BOARD SANDIA ACTION PLAN PREPARED ON FEBRUARY 9, 2001

Item Description	Assignment/ priority or Completion Date
<i>Review each recommendation in the Sandia Report, and determine responses and/or recommendation for:</i>	
1 Collect metrics for analysis of security and reliability measures.	EDM/Low
2 Sandia Recommendations for Security Issues, and addressing Request no. R00001:	
7.1.1 Trading Partners should protect the TPA as a proprietary document.	EDM/Low Contracts/Low
7.1.2 Require clients to acquire time-of-day from the server and check that time against their own reference, with notification to the user of discrepancies higher than a specified threshold.	EDM/Med
7.1.3 Manage keys with a set expiration date.	EDM/Med
7.1.4 Protect the Central Address Repository (CAR) using SSL and basic authentication.	EDM/Low
7.1.5 Encrypt batch processing of request and response messages with SSL.	EDM/High
7.1.6 PGP signatures should be required for interactive processing of transactions under SSL encryption protection.	EDM/Med
7.1.7 128 bit SSL should be cited on GISB Standard Nos. 4.3.61 and 4.3.83, and all client authentication should be done under the protection of 128 bit SSL.	EDM/Med
7.1.8 Remove the statement "Those companies who wish to conduct business across the Internet in an unsecure fashion may do so by mutual agreement."	EDM/Low
7.1.9 Require the use of strong encryption and strong authentication on all transactions.	EDM/High
7.1.10 Establish SSL session prior to the HTTP Post process to protect the user ID, password and any header information.	EDM/High
7.1.11 Use standard TCP ports for web servers.	FTTF/Low
7.1.12 Address message replay in the standard to disallow replay attacks.	EDM/High
3 Sandia Recommendations for GISB Standards in the EDM Manuals:	
7.2.1 Change the grouping of principles from chronologically in tab 4 to categories.	EDM/Low



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Item Description	Assignment/ priority or Completion Date
7.2.2 Enhance the Future Technology Model diagram, (GISB Standard No. 4.1.1).	FTTF/Med
7.2.3 Reword GISB Standard No. 4.1.2 to clarify its meaning.	EDM/Low
7.2.4 Reword GISB Standard No. 4.1.6 to clarify its meaning.	EDM/Low
7.2.5 Move GISB Standard No. 4.1.8 within the governance principles.	EDM/Low
7.2.6 Revise GISB Standard No. 4.1.15 to include concepts in GISB Standard No. 4.3.15.	EDM/Low
7.2.7 Consolidate GISB Standard Nos. 4.1.16, 4.1.17 and 4.1.19 with clarifying language.	EDM/Low
4 Sandia Recommendations for GISB Standards in the EDM Manuals:	
7.3.1 Change the grouping of standards from chronologically in tab 4 to categories.	EDM/Low
7.3.2 Provide more information on GISB Standard No. 4.3.4 - specifically who should retain information, the volume of the information, security concerns were noted among others.	EDM/Low
7.3.3 GISB Standard 4.3.6 should be more specific - particularly the phrase "within a reasonable amount of time."	EDM/Low
7.3.4 State which version of HTTP should be used in GISB Standard No. 4.3.8.	EDM/Low
7.3.5 Reliance on IP addresses in GISB Standard No. 4.3.11 allows for "spoofing." A mechanism should be put in place to "close the loop."	FTTF/Med
7.3.6 Break GISB Standard No. 4.3.15 into parts addressing server authentication, SSL encryption and PGP 2.6 or compatible.	EDM/Low
7.3.7 Consolidate GISB Standard Nos. 4.3.36, 4.3.37 and 4.3.38 as they all address similar internet concerns.	EDM/Low
7.3.8 Correct the reference of GISB Standard No. 4.3.70 from appendix to tab 4.	EDM/Low
5 Sandia recommendations for format and layout of the EDM standards manual:	
7.4.1 Change the page numbering scheme used in the manual, referencing the tab number in the page number -- for example, "Page 2-1" would be page 1 of tab 2.	EDM/Low
7.4.2 Reorder the materials in the EDM manual so that the definitions are presented first.	EDM/Low
7.4.3 Develop a sample or model web site including the layouts and concepts presented in Tab 8 of the EDM manual.	EDM/Low



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Item Description	Assignment/ priority or Completion Date
7.4.4 Add Guideline Adoption Procedure and X12.58 encryption standard to the Reference Guide section (Appendix A, Tab 10) of the manual.	EDM/Low
7.4.5 Both trading partners should support the same GISB EDM version for GISB EDM document compatibility.	EDM/Med
7.4.6 Modify the EDM Manual to provide consistency of terms - for example, "standard client configuration" versus "client configuration standard."	EDM/Low
7.4.7 Clarify where and how it is expected that the encryption take place in the process. Provide additional details on the encryption.	FTTF/Med
7.4.8 Absence of a compliance statement	EDM/Low
6 Prepare Recommendation Report and send out for industry comment.	Sept 4, 2001
7 Present recommendation to the Executive Committee for consideration.	Oct 11, 2001



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GAS INDUSTRY STANDARDS BOARD 2000 ANNUAL PLAN – FERC Order No. 637

Category/Action Item	Assignment	Priority ¹
Capacity Release:		
1. Review timelines for modifications including accommodation of intraday or partial day capacity releases (Affects GISB Standard No. 5.3.2 and related interpretations).	BPS	6
2. Review elimination of the restrictions on partial day recalls (Affects GISB Standard Nos. 5.3.6, 5.3.7).	BPS	6
3. Change data sets to accommodate rates in excess of TSP's max rate. (Affects GISB Standard Nos. 5.4.1, 5.4.2, 5.4.7, 5.4.8, 5.4.9).	BPS	1
Imbalance Netting & Trading		
4. Develop imbalance netting and trading data sets and web site display.	EDD	Already underway
Timely Imbalance Information		
5. Review the EC adopted standards (1999AP7, R97117 & R97118) resulting from the imbalance netting and trading standards to identify any potential inconsistencies with Order No. 637, including any additional provisions needed to accommodate Order No. 637 requirements. Also review possible web site display.	IMB	1
Balancing Services		
6. Prepare a list of imbalance related code values.	IR	1
7. Accommodate 3rd party balancing services interaction with TSPs.	BPS	8
Transactional Reporting		
8. Review award data set codes and structure for firm and interruptible transportation (FT and IT) reporting (Affects GISB Standard No. 5.4.3).	BPS	3
9. Accommodate visual display web pages for FT and IT reporting.	BPS	4
10. Review and establish a timeline for posting.	BPS	9
Data and Visual Display		
11a. Accommodate D-U-N-S® Number and name in Internet postings and their corresponding downloadable files. Add the field for the name in the Internet postings and downloadable files.	IR	3
11b. Accommodate D-U-N-S® Number and name in Internet postings and their corresponding downloadable files. Determine what information goes into the data element – either D&B name or TSP name.	COMCD	1
12. Inventory usage or accommodation of agents in existing data sets.	IR	2
13. Review the method for collecting information on the releasing shipper's relationship to the acquiring shipper.	BPS	5

¹ Priority is a relative priority for the given assigned subcommittee.



Gas Industry Standards Board

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Category/Action Item	Assignment/Priority ¹	
Organizational Postings		
14. Determine placement/navigation for the organizational postings within the Informational Postings section of web sites	EDM	1
Operationally Available Capacity		
15. Review the EC adopted standards resulting from request no. R99033 to identify inconsistencies with FERC Order No. 637.	BPS	2
16. Document the extent to which existing informational postings requirements address planned and actual service outages.	EDM	2
17. Accommodate increased frequency of posting for operationally available capacity. <i>(To be addressed together with item XV).</i>	BPS	2
Index of Customers		
18. Correctly reflect the FERC order reference and section number (GISB Standard No. 4.3.16) and data element ordering (GISB Standard No. 4.3.35).	BPS	See note ²
Operational Flow Orders		
19. Accommodate reporting of the reasons for and the severity of outages. To accommodate the reporting, there are two issues: (1) where the OFO reporting is placed on the web site and (2) whether the report is standardized for reasons of outage and severity or whether the report is textual (i.e. through the existing informational postings).	BPS	7

² Begin once the FERC issues the revised report format.



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GAS INDUSTRY STANDARDS BOARD

XML SUBCOMMITTEE PLAN

Directive

On October 12, 2000, the GISB Executive Committee endorsed the following actions, which comprise the recommendation from the XML Subcommittee on August 24, 2000:

GISB should:

- continue to explore the incorporation of XML into EDM,
- consider working with other industry XML work groups, like UIG XML, to see if any synergies could exist for the development of XML standards, and
- provide a plan to the Executive Committee on how XML could work within the existing GISB standards framework.

The EC also provided the following guidance:

“The plan that the GISB XML Subcommittee would devise as part of the endorsed recommendation should provide for an orderly transition, should the determination be made at a later date by the EC that XML should be offered as an electronic communication choice. The effort will benefit from the work that has been directed toward development of EDI transactions. Mr. Spangler noted that this pilot effort could be included on the plan.”

Plan Description

Extensible Mark-up Language (XML) is a tag-based framework used primarily to exchange data in a universally understood format. It could be used as a vehicle for exchanging information in a batch (similar to EDI) or online (interactive web site) mode. XML is gaining in popularity -- several standards groups have undertaken its review, and some have endorsed its use. GISB has determined to prepare and carry out a plan, the end result of which would be to answer the questions: “Should GISB develop standards using XML, and if so, should GISB proceed in consideration of a pilot transaction?” Below is the description of the plan.

The XML Plan has 3 areas of development: (1) investigation of other related groups’ activities, (2) planning and execution of a pilot test, and (3) preparation of an action plan. Target dates are set along with checkpoints with the Executive Committee to review results and gain endorsement to go forward with the plan. Below is a description of each area of development.

1. Investigation of Other Groups’ Related Activities: Several related groups (ERCOT, OASIS, and CUBR/EEI/NEM) have already endorsed the use of XML. They may have work products that could aid GISB in its plan for a pilot test and its continued evaluation of XML.
2. Planning and Execution of a Pilot Test: The transaction for a pilot test should be chosen and the step in the pilot test outlined with companies identified to perform the test. Criteria that should be met for the test to be considered successful should also be prepared. The EC should endorse the pilot test plan prior to its execution.



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3. Preparation of an Action Plan: Based on the results of the Pilot Test, a report should be prepared explaining the results of the test and proposing an Action Plan for going forward. If the Action Plan indicates that the XML standards should be developed by GISB, it should include an orderly transition plan for EC review and approval.



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GAS INDUSTRY STANDARDS BOARD DRAFT XML PLAN PREPARED ON DECEMBER 11, 2000

Item Description	Completion
1 Investigate how other related groups are incorporating XML into their bodies of work – UIG, ERCOT, and CUBR/EEI/NEM.	1 st Qtr 2001
2 Determine how to benefit from their activities and results.	1 st Qtr 2001
3 Review GISB transactions and planned development to identify a pilot transaction(s) and its usage(s).	1 st Qtr 2001
4 Identify possible testers for the pilot(s) and application(s) or usage(s) of XML.	1 st Qtr 2001
5a Review plan to date with the EC, including pilot test plan(s) and how GISB has benefited and will benefit from the work done by other groups.	1 st Qtr 2001
5b Endorsement of the EC to go forward will be requested.	2 nd Qtr 2001
Assuming EC endorsement of the pilot project:	
6 Develop transaction(s), prepare for and schedule the pilot test(s).	2 nd Qtr 2001
7 Conduct the pilot test(s).	3 rd Qtr 2001
8 Report on the results of the pilot test(s).	4 th Qtr 2001
9 Prepare a plan for next steps, including how XML could be incorporated into the existing body of GISB standards, should the recommendation from the XML Subcommittee be to go forward.	4 th Qtr 2001
10 Present findings of the benefits received from other groups, the results of pilot project, and recommendations for next steps including how XML could be incorporated into GISB standards should the determination be to do so.	4 th Qtr 2001



**GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
Meeting Materials
October 11, 2001**

3. Requests For New Standards

- Two requests were forwarded for consideration.
- The Triage Group report and the two requests are attached for review and adoption by the Executive Committee via a simple majority vote.



Gas Industry Standards Board

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For email

TO: Triage Group: Greg Lander (absent), Kim Van Pelt, Mike Novak (absent), Tina Patton (absent), Vacancy for the Producer Segment
Requesters: Theresa Hess, Dave Johnson, Dave Darnell
Attendees: Theresa Hess (Enron Transportation Services), Gina McMahon (BtuWatch, Inc.)
Posting for Interested Industry Participants

FROM: Rae McQuade, Executive Director

RE: Triage Group Results - September 28, 2001

DATE: September 28, 2001

GAS INDUSTRY STANDARDS BOARD

TRIAGE GROUP REPORT

Friday, September 28, 2001 - 2:00 p.m. central

- R01016 Submitted by David Johnson of Systrends to modify the EDM standards to include OpenPGP, the non-proprietary protocol for encrypting email using public key cryptography.
Disposition: Send to EDM Subcommittee, Priority normal course of business.
- R01017 Submitted by Theresa Hess of Enron Transportation Services to add a 'Date Time Period Format Qualifier' for the data elements 'Seasonal Start Date' and 'Seasonal End Date'. This affects the EDI implementation guides for several capacity release data sets. The existing qualifier requires the inclusion of the year in both the start and end dates. The additional qualifier will allow the specification of seasonal periods that recur each year. A seasonal period can occur at the same time each year. Several EDI Implementation Guides are affected: Offer Download, 5.4.1, Bid Download, 5.4.2, Award Download, 5.4.3, Offer Upload, 5.4.7, Offer Upload Notification, 5.4.9, Bid Upload, 5.4.18 in the modification of the DTM Date/Time/Period Segment.
Disposition: Send to Information Requirements Subcommittee, priority normal course of business.

Gas Industry Standards Board
Request for Initiation of a GISB Standard for Electronic Business Transactions
or
Enhancement of an Existing GISB Standard for Electronic Business Transactions

Instructions:

1. Please fill out as much of the requested information as possible. It is mandatory to provide a contact name, phone number and fax number to which questions can be directed. If you have an electronic mailing address, please make that available as well.

2. Attach any information you believe is related to the request. The more complete your request is, the less time is required to review it.

3. Once completed, send your request to:
Rae McQuade
GISB Executive Director
1100 Louisiana, Suite 3625
Houston, TX 77002

Phone: 713-356-0060
Fax: 713-356-0067

by either mail, fax, or through the GISB EBB.

Once received, the request will be routed to the appropriate subcommittees for review.

The instructions for submitting this request through the GISB EBB are contained within the GISB EBB.

8. If This Proposed Standard or Enhancement Is Not Tested Yet, List Trading Partners Willing to Test Standard or Enhancement (Corporations and contacts):

9. If This Proposed Standard or Enhancement Is In Use, Who are the Trading Partners :

10. Attachments (such as : further detailed proposals, transaction data descriptions, information flows, implementation guides, business process descriptions, examples of ASC ANSI X12 mapped transactions):

R01017
Gas Industry Standards Board
Request for Initiation of a GISB Standard for Electronic Business Transactions
or
Enhancement of an Existing GISB Standard for Electronic Business Transactions

Date of Request: August 30, 2001

1. Submitting Entity & Address:

Enron Transportation Services Company
1400 Smith Street
Houston, TX 77002

2. Contact Person, Phone #, Fax #, Electronic Mailing Address:

Name: Theresa Hess
Phone: (713) 853-4895
Fax: (713) 646-5802
E-mail: theresa.hess@enron.com

3. Description of Proposed Standard or Enhancement:

Add a 'Date Time Period Format Qualifier' for the data elements 'Seasonal Start Date' and 'Seasonal End Date'. This affects the EDI implementation guides for several capacity release data sets.

4. Use of Proposed Standard or Enhancement (include how the standard will be used, documentation on the description of the proposed standard, any existing documentation of the proposed standard, and required communication protocols):

The existing qualifier requires the inclusion of the year in both the start and end dates. The additional qualifier will allow the specification of seasonal periods that recur each year. A seasonal period can occur at the same time each year.

5. Description of Any Tangible or Intangible Benefits to the Use of the Proposed Standard or Enhancement:

Allows for the specification of seasonal periods that recur each year.

6. Estimate of Incremental Specific Costs to Implement Proposed Standard or Enhancement:

7. Description of Any Specific Legal or Other Considerations:

8. If This Proposed Standard or Enhancement Is Not Tested Yet, List Trading Partners Willing to Test Standard or Enhancement:

9. If This Proposed Standard or Enhancement Is In Use, Who are the Trading Partners:

10. Attachments (such as: further detailed proposals, transaction data descriptions, information flows, implementation guides, business process descriptions, examples of ASC ANSI X12 mapped transactions):

EDI Implementation Guides

Document Name and No.: Offer Download, 5.4.1
 Bid Download, 5.4.2
 Award Download, 5.4.3
 Offer Upload, 5.4.7
 Offer Upload Notification, 5.4.9
 Bid Upload, 5.4.18

Segment: **DTM** Date/Time/Period

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	
	<u>Des.</u>	<u>Element</u>		
Must Use	DTM06	1250	Date Time Period Format Qualifier	X ID 2/3
			RD8 Range of Dates Expressed in Format CCYYMMDD-CCYYMMDD	
			<u>RMD</u> <u>Range of Months and Days Expressed in Format MMDD-MMDD</u>	