

GAS INDUSTRY STANDARDS BOARD
EXECUTIVE COMMITTEE MEETING
OCTOBER 16, 1997



**GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
OCTOBER 16, 1997**

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¹ Transcripts of the September 12 meeting can be ordered from Jane Copeland of Ak/Ret Reporting, by calling 512-882-9037.



GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
OCTOBER 16, 1997

1. WELCOME AND OPENING REMARKS

- The meeting is held at:

Wyndham Warwick Hotel
5701 Main Street
Houston, Texas
Phone: 713-757-4175

Room: LaFontaine B & C

- Times are:

Thursday, October 16, 1997: 9:00 a.m. to 5:30 p.m.

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) 757 - 4175

- The officers presiding over the Executive Committee meeting are:

Mike Bray	- Chairman
Jerry Hahn	- Vice-Chair
Rae McQuade	- Executive Director

- Transcripts will be available from Jane Copeland, Ak/Ret Reporting, Inc. and can be ordered either during the meeting, or by calling 512-882-9037.



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
GISB EXECUTIVE COMMITTEE MEETING
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OCTOBER 16, 1997

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

Phone - (713) 757-4175, Fax - (713) 757-2491, email gisb@aol.com

October 6, 1997

TO: Executive Committee & Alternates
FROM: Rae McQuade, Executive Director
RE: Upcoming October 16 Executive Committee Meeting & Agenda

MEETING ANNOUNCEMENT:

Attached please find the draft agenda for the upcoming Executive Committee meeting. Materials will be provided shortly by mail to Executive Committee members and will be posted on the GISB home page in the "EXECUTIVE COMMITTEE" area. As noticed in the Standards Action Bulletin, the meeting will be held in Houston on October 16.

Where: Wyndham Warwick Hotel
5701 Main Street
Houston, Texas
Phone: 713-757-4175

When: October 16, 1997
9:00 a.m. to 5:30 p.m. (a working lunch will be provided)

To prepare for this meeting, you should access the requests and related minutes of subcommittees on the home page. **The EC meeting will conclude at the time specified on the agenda unless the chairman determines that the meeting times should be extended to address all agenda items.**

A transcript will be taken for the EC meeting. You can order the transcripts during the meeting. You can also order the transcripts of the all of the meetings held in 1997 from Jane Copeland of Ak/Ret Reporting.

Please notify the GISB office by October 14 of your intent to attend so that appropriate meeting and lunch arrangements can be made. I look forward to seeing you in Houston. Please feel free to call if you have any questions or comments.

cc: Dennis Holbrook -- GISB General Counsel
Laurie Paulson and Cheryl Hoffman -- Hoffman Paulson Associates
Jane Copeland -- Ak/Ret Reporting
Posting on GISB Home Page for access to all GISB members and other interested parties



GISB EXECUTIVE COMMITTEE MEETING

The Wyndham Warwick Hotel
5701 Main Street, Houston, Texas

PROPOSED AGENDA

October 16, 1997 -- 9:00 a.m. to 5:30 p.m.

- 9:00 a.m. 1. Welcome
- Antitrust Guidelines
 - Welcome to members and attendees
 - Adoption of Agenda
 - Adoption of the Draft Minutes of September 12, 1997
- 9:30 a.m. 2. Review of Recommended Standards and Interpretations
- Discussion
 - Vote by Executive Committee Members at a "17/2" Level
- 20¹ Recommendations for standards or interpretations are to be discussed for possible adoption. They are:
C96027, C97002, C97014, R96130, R97015, R97018A, R97018B, R97025, R97026, R97038, R97040, R97052, R97053, R97058A, R97065, R97066, R97069, R97092, R97095, R97109
- 1 postponed action from the September EC Meeting:
C96024
- Noon WORKING LUNCH
- 12:45 p.m. 2. Continuation of Agenda Item 2
- 3:30 p.m. 3. Scope Determination and Triage Actions
- Scope determination on New Requests : Discussion and Procedural Vote
 - Triage Actions for New Requests : Discussion and Procedural Vote
- 4:00 p.m. 4. Update on the Board of Directors Meeting
- 4:30 p.m. 5. 1998 Annual Plan
- Other Business Items
- 5:30 p.m. Adjourn

¹ Request C97011 was inadvertently included in the requests for comments. It was voted on during the September 12 Executive Committee Meeting.

Note: The business attire is business casual. The Chairman, at his discretion, may extend the hours of the meeting to ensure that all agenda items are addressed.



GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
OCTOBER 16, 1997

1. ADOPTION OF MINUTES

- The minutes of October 16, 1997 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
September 12, 1997 -- 9:00 a.m. to - 5:30 p.m.

The Wyndham Warwick Hotel, Houston, Texas

DRAFT MINUTES

I. Introductory Items

Mr. Bray welcomed the attendees and the Executive Committee (EC) members to Houston. New EC members were welcomed, and Mr. Buccigross was recognized for his interview in the "GISB Review". Mr. Bray read a notice sent by Mr. Hahn, recognizing Mr. Hahn's efforts on and his resignation as chair for the Title Transfer Tracking Task Force. Mr. Bray asked EC members to consider chairing task forces as part of their participation on the EC. Mr. Holbrook reviewed the antitrust guidelines. The agenda was adopted with a reordering of items. Draft Executive Committee minutes from August 13, 1997 were reviewed and adopted with changes.

II. ANSI and DISA Issues

Ms. Harrison of Conoco presented the ANSI organization and the procedures for approval for changes to X12 standards. Group X12L represents the petroleum and utility interests, and X12J is the technical assessment group. Ms. Harrison noted that it was important for GISB to have representation at the meetings of the X12 groups where the agendas note a review of any changes proposed by GISB. Attendance is recommended to respond to questions and represent the need for the changes as proposed by GISB. After approval by the X12 committee through the DISA secretariat, the pending standard changes are included in an X12 document which is published once per year. Every four years, the DISA approved pending changes are forwarded to ANSI for approval. User groups such as PIDX can forward proposed changes to X12, including those offered by GISB, or GISB can directly submit changes to the appropriate X12 group of ANSI.

In the GISB implementation guides, there are some mappings that do not conform with the X12 standards:

1. Leave the implementation guides alone and recognize that there are some non-conforming parts of the GISB X12 implementation.
2. Make the appropriate data maintenance requests to X12 to add only those required changes where codes do not exist, and fit into existing transactions as much as possible -- which would require that GISB move to a new release from the current version 3040 in use by GISB to version 4010 - the current X12 version, or a subsequent version when the changes are adopted by the X12 committee. To interact with the X12 groups could require significant time from the GISB staff and GISB members.
3. Set a plan and make the appropriate data maintenance requests to X12 to add required changes and new transactions where needed -- which would also require that GISB move to a new release from the current version 3040 in use by GISB to version 4010 - the current X12 version, or a subsequent version when the changes are adopted by the X12 committee. To interact with the X12 groups could require significant time from the GISB staff and GISB members.

Mr. Bray noted that DTSU -- Draft Standards for Trial Use, a practice currently used by the X12 committee could be employed by GISB. Mr. Caldwell asked if it would be more prudent to ask for new transactions, rather than changes to existing transactions. Ms. Harrison responded that for common sets such as invoicing, GISB should work within the existing structures, but for transactions which do not easily fit into existing transactions such as capacity release or nominations, GISB could ask for new transactions. The time required for new X12 transactions and changes to existing transactions would depend on the number of participants in the effort. Mr. Scheel asked if the plan is to ask for X12 changes and then develop new implementation guides would those activities hinder industry EDI implementation until the needed X12 changes are processed. Ms. Harrison said that companies should recognize that there will always be new releases and the earlier implementation occurs, the easier it is for companies to modify for new releases.

Mr. Hahn noted that this is a significant effort, but GISB has been and continues to be committed to X12 standards. Strategies for submitting changes was discussed by Mr. Love. Mr. Wallenhorst observed that implementing another version could require changes in that version that were not requested by GISB and are different than the version that GISB has endorsed in its current implementation guides.

Ms. Harrison gave her opinion option 3 is the best route for GISB in preparing for the future, albeit the one that requires the most effort. Mr. Holbrook noted that Ms. DeLogu has left ANSI, and Mr. Holbrook is now working with Mr. Jim Thompson of ANSI to obtain ANSI accreditation as a Standards Development Organization (SDO). A two-thirds vote is required of the Executive Standards Committee (XSC) of ANSI for acceptance as an SDO. The process by ANSI for consideration as GISB as an SDO is currently underway.

Several noted that option 3 is the only outcome, and the real consideration is timing for migration to a new release and the transition to that new release. Mr. Scheel noted his concern that a plan should be drafted before the EC determines which option should be selected. Mr. Walker made the motion that the Technical Subcommittee prepare a migration plan for option 3 to be ready for EC consideration in November. It was seconded and discussion was supportive of the action with suggestions made to the Technical Subcommittee. A procedural vote was called and the motion passed with 21 out of 21 votes in favor and none opposed.

III. Definitions Task Force

Mr. Kardas reviewed the issues and sensitivities regarding the efforts of the Definitions Task Force, (DTF). At the August 13 EC meeting, Mr. Wolgel made the motion that the mission of the DTF is: "Identify all defined terms in the GISB standards and provide a cross reference, and table any further responsibilities for the Definitions Task Force at this time." At the August 13 EC meeting, the motion was tabled for later consideration at the September 12 meeting. Mr. Wolgel's motion was placed on the table for consideration, and the procedural motion failed with eight votes in favor and eleven votes opposed.

There was discussion on the vote just taken. It was explained by Mr. Walker that the understanding was that all defined terms in the x.2.x standards would be cross-referenced to the x.3.x and x.4.x standards, and this would be the first step. Mr. Kardas, as chair of the DTF, noted that definitions are needed for clarity and his opinion was that step 1 as defined by Mr. Walker was not sufficient. Mr. Bray observed that there was concern that a list of over 500 terms for definitions was exceeding the expectations of the scope of the group and was a significant burden on the already scarce resources. Mr. Walker noted that the EC should see a plan for proceeding before a vote can be taken on the activities of the DTF.

Ms. Phillips joined the EC for Mike Bray. Mr. Hahn assumed the chair and asked that Mr. Holbrook chair the meeting as he would represent Texaco as an advocate in the discussion. Mr. Hahn made the motion which was seconded to define the mission of the DTF as: 'Identify terms in the GISB standards (and provide a cross reference) and craft recommendations for definitions where none exist or contradictory terms are identified.' Mr. Ehinger suggested an amendment to the motion that as new terms are used, the group responsible for the definition of the term is the group that first uses the term -- an example was given on the term "bump" for the Intra-Day Nominations Task Force. Mr. Hahn noted

that his motion did not preclude Mr. Ehinger's amendment as a procedure to be used. This procedure could be included in a plan from the DTF, including interaction with other groups.

After discussion, the motion was restated as:

"Identify terms in the GISB standards in existence now (and provide a cross reference) and craft recommendations for definitions for those existing terms and terms that are contradictory. For new terms used, the groups responsible for introducing the term should provide a definition to the DTF."

which was supported by Mr. Hahn and seconded. Mr. Kardas offered that as requests come in which ask for definitions, those requests would be forwarded to the Triage Group for consideration in determining the group responsible for crafting the definition. Mr. Love observed that there is a confusion on if the DTF is creating a glossary or a set of standards.

Another restatement of Mr. Hahn's motion was made:

"The mission of the DTF is to cross reference existing terms in the GISB documentation and provide uniform definitions where contradictory definitions of the same term are identified, including any new terms submitted to the DTF by other task forces or subcommittees."

Another suggestion was made that those existing terms for which no definitions exist, should be forwarded to the appropriate group for development of a definition to be forwarded to the DTF. There was concern stated that it may be difficult to identify contradictory terms.

The procedural vote was called for on the above restated motion:

"The mission of the DTF is to cross reference existing terms in the GISB documentation and provide uniform definitions where contradictory definitions of the same term are identified, including any new terms submitted to the DTF by other task forces or subcommittees."

with the resulting acceptance of fifteen in favor and six opposed.

Mr. Walker made a complementary motion which was seconded that:

"The first course of action of the DTF is to construct the cross-reference and provide to the subcommittees and EC. The subcommittees and EC will then communicate back to the DTF those terms that will be defined. The DTF will wait until the subcommittees and EC will communicate back those terms and definitions, before the DTF constructs the definition."

As a response to a clarifying questions, Mr. Walker noted that it is implied that after a reasonable amount of time, if no response is received from the subcommittees and EC, the DTF is empowered to create the definition. There were concerns raised on whether the DTF could accept requests for definitions, whether contradictory definitions for terms should be forwarded to the Interpretations Subcommittee, whether the EC is over-engineering the process, and whether the EC is creating a process of inefficiency by having several groups defining the same term.

The procedural vote was called for on the above motion:

"The first course of action of the DTF is to construct the cross-reference and provide the cross-reference to the subcommittees and EC. The subcommittees and EC will then communicate back to the DTF those terms that will be defined and the definitions. The DTF will wait until the subcommittees and EC will communicate back those terms and definitions, before the DTF constructs the definition."

with the resulting acceptance of twelve votes in favor and nine votes opposed.

IV. Internet Resolution

Mr. Hahn resumed chair for the meeting. Mr. Lowry described the resolution and made a motion which was amended and that was seconded to:

"Be it resolved that the "Internet Look and Feel" Group is directed to include completion of the development of standards to address all of GISB Standard 4.3.6 after completing their current scope."

The procedural vote was taken with unanimous support of 20 out of 20 votes.

V. Proposed Standards and Interpretations

Mr. Bray resumed the chair and Ms. Phillips stepped down from the EC.

C97010

For C97010, the request was:

Does the language of Standards 2.3.14, 2.3.26, 3.3.15, and 4.3.4 mean that contractual audit rights are excluded from the six-month time limitation and that no statement adjustments can be made after the six-month period? In addition, is GISB recommending that audit rights be excluded from contracts or otherwise limited in contracts to a six-month period?

and the interpretation offered was:

Audit rights, to the extent they exist in a contract are contractual rights within the meaning of Standards 2.3.14, 2.3.26, 3.3.15, and 4.3.4. Further, the GISB standards make no finding or recommendation with respect to the advisability of including or excluding audit rights, specifying audit timing or specifying the timing of subsequent audit corrections in a contract.

The resulting vote was unanimous with 19 votes in favor.

C97011

For request C97011, the request was:

Prior period adjustments are limited to six (6) months from the date of the initial transportation invoice. Can a pipeline which became GISB compliant on April 1, 1997 include in its September 1997 transportation invoice a prior period adjustment for May 1996 production?

and was restated to :

From what date does the six-month period limitation on prior period adjustments begin? Is it from the date of adoption of GISB Standards? or is it with the Transportation invoice which is issued during the sixth month prior to adoption of the GISB Standards? Can a pipeline which became GISB compliant on April 1, 1997, include in its September 1997 transportation invoice a prior period adjustment for May 1996 production? What is the effect of the three month rebuttal period on the six-month limit on prior period adjustments?

with the resulting interpretation including the commentary as part of the interpretation:

"GISB Standard 3.3.16 refers to the prior period adjustments being reported by production date. Prior to the date of adoption of the GISB Standards by the subject party(ies), whatever convention they followed previously would be and would continue to be in effect for the invoices related to production and transportation related transactions occurring up through the day prior to adoption of the GISB Standards."

"For example, a Transportation Service Provider adopting the GISB Standards effective April 1, 1997, a March 31st, 1997 (or earlier) transaction would not be governed by the GISB Standards 3.3.15 or 3.3.16; and a transaction occurring on or after April 1, 1997 would be governed by the GISB standards. Thus, a September 1997 invoice could have prior period adjustments for any production month (pursuant to the previously effective convention for those transactions occurring prior to or on March 31, 1997). Likewise, the latest date (six months from the initial transportation invoice) that an April, 1997 production month (invoiced in May, 1997) would be subject to a prior period adjustment, (consistent with the relevant standards and [interpretation C97010 -- replace with applicable designation when known]), would be the last business day of November, 1997."

"With respect to the three month rebuttal period, this rebuttal period attaches to the reporting of the prior period adjustment. A rebuttal period is the time during which the rebuttal should be submitted, and unless submitted within this period, (consistent with the relevant standards and [interpretation C97010 -- replace with applicable designation when known]), the prior period adjustment would be deemed accepted. The rebuttal period does not itself extend the reporting period of the prior period adjustment, it may however extend the ultimate resolution. For example, if a prior period adjustment for May 1997 production was posted in October 1997, the

three month rebuttal period (the period during which the rebuttal should be submitted and after which (consistent with the relevant standards and [interpretation C97010 -- replace with applicable designation when known]), the prior period adjustment would be deemed accepted) would end on the last business day of January, 1998. For example, if a prior period adjustment for May 1997 production month was posted in November 1997, its rebuttal period (again the period during which the rebuttal should be submitted and after which (consistent with the relevant standards and [interpretation C97010 -- replace with applicable designation when known]), the prior period adjustment would be deemed accepted) would extend through the last business day of February, 1998.

"With respect to the prior period adjustment time frame, the purpose for choosing the last business day of the sixth month following the initial transportation invoice is to account for differences in the actual date that an invoice may be rendered, and making it clear that the timing of holidays, weekends, and delays to invoices in one or another month would not engender disputes as to whether the six month period was a period of exact days, (182 or 183 depending on the year) or the coincidence of a weekend with the expiration of a particular date, or the tardiness of the sixth-month's invoice relative to the original invoice, etc.

"Likewise, with respect to the rebuttal period time frame, the purpose for choosing the last business day of the third month following the submittal of the prior period adjustment is to account for differences in the actual date that a prior period adjustment may be submitted, and making it clear that the timing of holidays, weekends, and delays to prior period adjustments (contained in invoices) in one or another month would not engender disputes as to whether the three month period was a period of exact days, (90, 91 or 92 days depending on the initial month) or the coincidence of a weekend with the expiration of a particular date."

with the resulting vote of 19 total in favor and none opposed.

C96024

For request C96024, the request was:

Which location code should be sent in a request for confirmation and confirmation response? Sender's Code or Recipient's Code?

and the resulting proposed standard amended by Mr. Hahn to add the last sentence was:

"In the confirmation process, where a party requesting confirmation (a Confirmation Requester) is not itself a Transportation Service Provider, the location code to be used when sending a Request to Confirm should be the location code associated with the location where gas will be scheduled by the Transportation Service Provider; and, where a Confirmation Requester is also a Transportation Service Provider; then, as between these confirming parties (the Confirmation Requester and the Confirming Party), and absent their mutual agreement to the contrary, the location code to be used when sending a Request for Confirmation should be the location code used by the Transportation Service Provider sending the Request for Confirmation. The Confirming Party is responsible to return the same location code in the confirmation response."

In discussion, Mr. Lander provided several examples. Ms. Munson noted that previously adopted interpretations 7.3.6 and 7.3.16 respond to the interpretation request and another interpretation is not needed. Mr. Lander disagreed that the interpretations 7.3.6 and 7.3.16 were sufficient as the interpretations were addressing Transportation Service Provider (TSP) to TSP communications, and the above interpretation addresses Confirmation Requester to Confirming Party communications. Mr. Young from Koch Gateway suggested and a member of the EC made a motion that this item be postponed until the October EC meeting. The request was postponed to October with the resulting vote of 14 in favor and three opposed.

R96120

For request R96120, "Add 4 new code values to Charge Type on the Transportation/Sales Invoice", the motion was made and seconded to adopt the recommended modification. The request was made by ANR and the proposed recommendation was supported by ANR. The recommended standard modification with no changes was adopted unanimously with 22 votes in favor.

R96125B

For request R96125B, 'Add a data element to the PDA, PDA Quick Response and Allocation Statement data sets to identify the level of allocation', after discussion a vote was called on the recommendation with unanimous acceptance of twenty-one votes in favor and no votes in opposition.

R97006

Dale Davis joined the EC for Norm Walker. For request R97006, 'Modify the PDA dataset to indicate the swing contract', after discussion a vote was called on the recommendation with unanimous acceptance of twenty votes in favor, no votes in opposition, and one abstention.

R97009A

For request R97009A, 'Add a comment segment to the Withdrawal Upload and Withdrawal Download datasets', after discussion a vote was called on the recommendation with unanimous acceptance of twenty-one votes in favor, no votes in opposition, and one abstention.

R97009B

For request R97009B, 'Add a comment segment to the Withdrawal Upload and Withdrawal Download datasets', after discussion a vote was called on the recommendation with unanimous acceptance of twenty-two votes in favor and no votes in opposition.

R97010

For request R97010, 'Add Rate Identification Code and Surcharge Identification Code to the UPPD Validation' after discussion a vote was called on the recommendation with unanimous acceptance of twenty-one votes in favor and no votes in opposition. This standard modification is a response to only a portion of request R97010 and the remainder of the request is still active.

R97016

For request R97016, 'Modify the mapping of the rate segment in capacity release', after discussion, a vote was called on the recommendation with unanimous acceptance of nineteen votes in favor, one abstention and no votes in opposition.

R97029

For request R97029, "Add transaction type to the invoice as a mandatory data element including a description the technical implementation and the addition of three codes for the data element -- gathering, unauthorized overrun, and capacity release', during discussion, Ms. Hess of Enron offered that the transaction type be added as sender's option to the invoice which was accepted as an amendment to the recommendation. There was considerable discussion on the benefits and costs of the mandatory, sender's option, or business conditional usage code for transaction type in the invoice transactions. A vote was called on the amended recommendation which failed with five votes in favor, one abstention and sixteen votes in opposition. A vote was then called on the original recommendation which passed with nineteen votes in favor, two abstentions and one vote in opposition.

R97039

Mark Gracey joined the EC for Paul Love. For request R97039, "Add two codes to the data element capacity type indicator in the nominations and the scheduled quantity data sets. -- tertiary to primary, tertiary to secondary', after discussion a vote was called on the recommendation which passed with twenty votes in favor, and one vote in opposition.

R97044

For request R97044, "Modify the reduction reason codes of the Confirmation Response and Scheduled Quantity for consistency', after discussion a vote was called on the recommendation with unanimous acceptance of twenty-two votes in favor and no votes in opposition.

R97050

For request R97050, "Add all data elements in the Nominations transaction key to the data dictionary for the Invoice Data Set', there was discussion on the need for the data elements to be

mutually agreeable or mandatory. A vote was called on the original recommendation of adding five data elements to the invoice transaction with usage codes of mutually agreeable. The resulting vote was in favor of the original recommendation with acceptance of twenty-one votes in favor and one vote in opposition.

R97051

For request R97051, 'Remove the data element "Service Provider's Activity Code" from the transaction key defined in GISB Standard 1.3.27', after discussion a vote was called on the recommendation with unanimous acceptance of twenty-two votes in favor and no votes in opposition.

R97054

For request R97054, 'Add a new data element "Detail Code" to the Request for Confirmation and Confirmation Response transactions', after discussion this was supported and accepted at the last meeting and no vote was needed.

R97055

For request R97055, 'Rename the data element "Nominator's Tracking Number" to "Nominator's Tracking ID" for the Nomination, Nomination Quick Response and Scheduled Quantity transactions and clarify that the data element value contains alpha-numeric data', after discussion a vote was called on the recommendation with unanimous acceptance of twenty-two votes in favor and no votes in opposition.

Mr. Walker returned to the EC and Mr. Gracey stepped down.

R97056

For request R97056, 'Rename the data element "confirmation requester's tracking number" to "confirmation requester's tracking number" in the Request For Confirmation and Confirmation Response Transactions and clarify that the data element contains alphanumeric data', after discussion a vote was called on the recommendation with unanimous acceptance of twenty-two votes in favor and no votes in opposition.

R97057A

For request R97057A, 'Add a data element, Validation Code, to the Confirmation Response', after discussion a vote was called on the recommendation with unanimous acceptance of twenty-one votes in favor and no votes in opposition.

VI. Triage Actions -- New Requests

For request **R97111**, 'Modify the Capacity Release UPPD and Bidder Confirmation datasets to enable Releasing Shippers (without pre-arranged bidders) and bidders (in addition to pre-arranged bidders) to employ the EDI datasets to effectuate capacity release transactions other than through on-line EBBs' submitted by TransCapacity Limited Partnership, the Executive Committee found the request within scope unanimously with nineteen votes in favor and no opposition. The Executive Committee also approved unanimously by twenty-two votes and no opposition, the priority and direction proposed by the Triage Group: send to Business Practices Subcommittee (BPS) to be addressed with the Capacity Release requests.

Mr. Buccigross stepped in as the interim general counsel for the remainder of the meeting replacing Mr. Holbrook. Mr. Love returned to the EC and Ms. Davis stepped down.

For request **R97112**, 'Create a new business practice standard for storage, make-up and pooling nominations to be regarded as stand-alone nominations', submitted by TransCapacity Limited Partnership, the Executive Committee found the request within scope unanimously with twenty-two votes in favor and no opposition. The request was modified by Mr. Lander, the requester, to remove references to the non-pathed model. There was considerable discussion on the priority. Mr. Lander agreed to resubmit the request for consideration with the wording changes, which will be considered at the next EC meeting.

For request **R97113**, 'Reclassify the standards 2.3.14, 2.3.26 and 3.3.15 which are categorized as business practice standards to standards which are categorized as principles', submitted by Exxon, the EC found the request within scope unanimously through a vote of twenty in favor and no opposing votes. The Triage Group recommended that the request be addressed and resolved by the EC during the October meeting, through the drafting a recommendation by the EC in this September meeting. The recommendation could be considered with request R96022 and placed on a subsequent EC agenda. The motion was made and seconded to send the request to the BPS to be considered with request R96022, along with definitions for what is a business practice standard, principle, and definition. The motion passed with nineteen affirmative votes and no opposing votes.

VII. Intra-Day Nominations Task Force

The Intra-day Nominations Task Force, on September 11, modified the model such that if a TSP is a bumping pipeline, it has the choice of making the bump effective at 9:00 am or at 5:00 pm. On October 17 and October 18, the Intra-day Nominations Task Force will meet in Niagara Falls. Mr. Hahn noted that interested parties and the EC members should participate in the meetings or requests for comments or work papers, or they should follow the progress through monitoring the GISB home page if they cannot participate.

VIII. Adjourn

The next meeting will be held in October 16 in Houston. There was a motion to adjourn which was seconded and passed. The meeting was adjourned at 4:30 p.m.

Mark Gracey	Tennessee Gas Pipeline	✓
Joel Greene	Salt River Project	✓
Lisa Harrison	Conoco	✓
Wade Hopper	Texaco	✓
Joe Kardas	National Fuel Gas Supply	✓
Greg Lander	TransCapacity	✓
Kurt Link	Williston Basin	✓
Walker Lowry	NrG Information Services	✓
Laura Moseley	FTG/Enron	✓
Sylvia Munson	Altra Energy Technologies	✓
Catherine O'Harra	Panhandle Field Services	✓
Gary Payne	Enron Capital & Trade	✓
Joyce Phillips	Algonquin	✗
Anne Roland	INGAA	⁵
Leigh Spangler	Latitude Technologies	✓
Laverne Tillson	Defense Fuel Supply Center	✓
Kim Van Pelt	Trunkline Gas	✗
Randall Young	Koch Gateway	✓

⁵ INGAA is a formal trade liaison of GISB.



September 12, 1997

EXECUTIVE COMMITTEE VOTING RECORD

	C97 011	R96 120	R96 125 B	R97 006	R97 009- 1	R97 009- 2	R97 010	R97 016	R97 029 ¹	R97 029 ²	R97 039	R97 044	R97 050	R97 051	R97 055	R97 056	R97 057 A	C97 010
1 Kelly Daly (alternate)	✓	✓	✓	✓	✓	✓	✓		✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
2 Dona Gussow	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✗	✓	✓	✓	✓	✓
3 Lee Smith	✓	✓	✓	✓	✓	✓	✓		✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
4 Kristine Mespelli	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
5 Diane McVicar	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
6 Max Feldman	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7 Theresa Hess (alternate)	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓
8 Norm Walker	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9 Paul Love (alternate)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10 Mike Bray	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓
11 Carl Caldwell	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
12 Mark Scheel	✓	✓	✓	✓	✓	✓	✓	✓	✗	A	✗	✓	✓	✓	✓	✓	✓	✓
13 Keith Sappenfield		✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
14 Walker Lowry	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓
15 Paul Keeler (alternate)	A	✓	✓	A	A	✓	✓	A	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
16 Bob Wallenhorst	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
17 Tom Ehinger	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
18 Jerry Hahn	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
19 Mike Novak	✓	✓			✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
20 Kirt Kleinman		✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
21 Gary Beland	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
22 Dolores Chezar (alternate)	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓

¹ Amended

² Original Language from the recommendation



GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
OCTOBER 16, 1997

2. PROPOSED STANDARDS AND INTERPRETATIONS

- Nineteen proposed standards, modifications to standards, and interpretations are presented 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 requests, recommended standards, recommended interpretations and comments can be accessed from the GISB home page.
- A ballot is attached which can be faxed into the GISB office if you are unable to attend the meeting on October 16. If you send in a ballot, you are voting on the recommendations from the task forces regarding the original requests, not the original requests themselves.
- **The Executive Committee is asked to consider the requests, proposed standard and interpretations (subcommittee and task force recommendations), and comments filed for each of the above requests and vote on them at a "17 and 2" level²**
- **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 October 14.**

²The "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

1100 LOUISIANA, SUITE 4925, HOUSTON, TEXAS, 77002
PHONE - (713) 757-4175, FAX - (713) 757-2491, EMAIL - gisb@aol.com
HOME PAGE www.gisb.org

September 7, 1997

TO: GISB Members, Interested Industry Participants, Posting on the GISB Home Page

FROM: Rae McQuade, Gas Industry Standards Board Executive Director

RE: Request for Industry Comment on Proposed Standards and Interpretations

The industry comment period for the proposed standards, modifications to standards and interpretations will begin today and conclude on October 3. All comments received by the GISB office by October 3 will be posted on the home page and forwarded to the Executive Committee members for their consideration. The Executive Committee members will consider all comments before voting on each of the recommended actions, planned for October 16 in Houston.

The full requests and recommended standards can be downloaded from the home page in the "Request for Standards" area, and for interpretations, from the "Clarifications Requests" area. The recommendations on the requests can be accessed from the same area. In addition, recommended standards and interpretations excerpted from the Executive Committee, Business Practices Subcommittee and Interpretations Subcommittee are attached. If you have difficulty retrieving any supporting documents, please call the GISB office at (713) 757-4175.

The 21 proposed standards, modifications to standards and interpretations for which comments are due by October 3 are:

1. C96027 How is the Ending Date/Time relevant in the nomination - confirmation process?
2. C97002 Does this standard mean that a new scheduled quantity will be sent at the end of every gas day? Will the information contained in "End of Gas Day Scheduled Quantity" include only those transactions scheduled the previous day including intra-day nominations and scheduling changes regardless of when they were nominated and confirmed? Will an "end of gas day scheduled quantity" be sent when the only change is the date?
3. C97011 From what date does the six-month period limitation on prior period adjustments begin? Is it from the date of adoption of GISB Standards? or is it with the Transportation invoice which is issued during the sixth month prior to adoption of the GISB Standards? Can a pipeline which became GISB compliant on April 1, 1997, include in its September 1997 transportation invoice a prior period adjustment for May 1996 production?
4. C97014 Can a transportation service provider (TSP1) require that a service requester provide to that TSP1 a DRN belonging to a different TSP (TSP2) in a nomination to TSP1? In other words, in a nomination from a shipper to TSP1, can TSP1 require that shipper to provide DRNs for locations that belong to TSP2?
5. R96130 Add transaction type indicators to delineate receipt deficiency and tender deficiency nominations.
6. R97015 Add additional Rate Identification Codes and Surcharge Identification Codes to 5 Capacity Release datasets
7. R97018A Add error codes to the Nominations Quick Response dataset
8. R97018B Add error codes to the Nominations Quick Response dataset
9. R97025 Modify the language of standard 3.3.5
10. R97026 Add language in the Technical Implementation of Business Process for the GISB Transportation/Sales Invoice regarding charge type



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|-----|---------|--|
| 11. | R97038 | Add additional reduction reason codes to the Scheduled Quantity Data Set -- no delivery nomination, no supply |
| 12. | R97040 | Add a new final disposition response code "U6" -- Contract Validation Error to be used during the capacity release award process |
| 13. | R97052 | Modify GISB Standard 5.3.27 for more specificity in minimum/maximum rates specified by the releasing shipper |
| 14. | R97053 | Add a new business practice standard for capacity release: "All Capacity Release business practices with respect to rates, charges and surcharges, should be accommodated through one or more of the following manners: 1) total reservation charge/unit of reserved service, 2) total usage charge/unit of provided (or minimum commitment quantity of) service, 3) total surcharge/contract (unrelated to units of service reserved or provided), 4) total demand surcharges/unit of reserved service, or 5) total of usage surcharges/unit of provided (or minimum commitment quantity of) service. |
| 15. | R97058A | Add ability to use a transportation service provider's proprietary identifier when a trading partner's D-U-N-S number as not yet been issued or may not exist |
| 16. | R97065 | Revise the usage of Rate Identification Code in the Capacity Release - Firm Transportation and Storage - Offer from Mandatory to Conditional |
| 17. | R97066 | Revise the SAC Segment in Capacity Release - Firm Transportation and Storage - Offer X12 transaction from Mandatory to Conditional, required when the lesser rate indicator is "Y" |
| 18. | R97069 | Standardize the dekatherm abbreviation to Dth in all GISB standards |
| 19. | R97092 | Add a mandatory data element "Accounting Period" to the Measurement Information transaction. |
| 20. | R97095 | Add a data element, Payment Method Code, to the Data Dictionary for the Payment Remittance (Standard 3.4.2) dataset. |
| 21. | R97109 | Change the field length of contract numbers associated with Standards No. 1.4.x, 2.4.x, 3.4.x and 5.4.x and their related implementation guides and change the remittance numbers associated with Standard No. 3.4.2 and related implementation guide items to utilize a field length of 12 characters instead of the current 30-character field length. |

Please call the GISB office (713-757-4175) if you need further information on this request for comments.

Rae McQuade

- attachments:
1. Recommendation on request R97109
 2. Recommendation on request C96027
 3. Recommendation on Request C96027
 4. Recommendation on request C97011
 5. Recommendation on request C97014
 6. Recommendation on Request R97058A
 7. Recommendation on Request C97002

cc: Dennis Holbrook
Laurie Paulson



GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
OCTOBER 16, 1997

2. PROPOSED STANDARD AND INTERPRETATION BALLOT

- **The following ballot is to be used by those Executive Committee members who cannot attend the October 16 Executive Committee meeting** in Houston, and who do not have an alternate who has been given the responsibility to vote for them. Please note either "in favor" with a check mark, "opposed" with an "X", or "abstain" with an "A" by each request number for each proposed standard or interpretation, referred to by request number. You are voting on the subcommittee/task force recommended proposed standard or interpretation, not the original request.

- **The ballot should be returned to the office by October 14. The Fax number of the office is 713-757-2491.**



**GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
OCTOBER 16, 1997**

Executive Committee Ballot for the October 16, 1997 Meeting

<u>VOTE</u>	<u>REQ. #</u>	<u>VOTE</u>	<u>REQ. #</u>
<input type="checkbox"/>	C96027	<input type="checkbox"/>	R97040
<input type="checkbox"/>	C97002	<input type="checkbox"/>	R97052
<input type="checkbox"/>	C96024 ¹	<input type="checkbox"/>	R97053
<input type="checkbox"/>	C97014	<input type="checkbox"/>	R97058A
<input type="checkbox"/>	R96130	<input type="checkbox"/>	R97065
<input type="checkbox"/>	R97015	<input type="checkbox"/>	R97066
<input type="checkbox"/>	R97018A	<input type="checkbox"/>	R97069
<input type="checkbox"/>	R97018B	<input type="checkbox"/>	R97092
<input type="checkbox"/>	R97025	<input type="checkbox"/>	R97095
<input type="checkbox"/>	R97026	<input type="checkbox"/>	R97109
<input type="checkbox"/>	R97038		

¹ Request C97011 was inadvertently included in the request for comment. It was addressed during the September 12 Executive Committee meeting. Request C96024 was postponed from the September EC meeting to consideration and vote at the October EC meeting.

Committee Member Signature: _____
Date: _____



GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
OCTOBER 16, 1997

3. RECOMMENDED ACTIONS ON NEW REQUESTS

- No new requests have been received at the time the meeting materials book was completed. Should any requests be received and the Triage Group meeting to determine any recommendations, they will be sent out prior to the October 16 meeting.
- The scheduled completion date for all active requests are attached, with the supporting logs provided for further information.
- The Triage Group is composed of the Business Practice Subcommittee chairs -- Greg Lander, Bob Wallenhorst, Norm Walker, Kirt Kleinman and Kristine Mespelli, and is responsible for assigning the request to a subcommittee or task force for development of a proposed standard with a corresponding recommended priority, or recommending to the Executive Committee that action on the request be postponed, or that the Executive Committee has threshold issues to resolve before proceeding.



**GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
OCTOBER 16, 1997**

4. UPDATE ON BOARD OF DIRECTORS MEETING

- Rae McQuade, Jerry Hahn, Mike Bray and Dennis Holbrook will review the meeting results.



GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING
MEETING MATERIALS
OCTOBER 16, 1997

5. 1998 ANNUAL PLAN

- The 1998 Annual Plan will be drafted and presented to the Board of Directors for approval in December.
- Comments were made at the Board meeting that the Board wishes to use the Annual Plan as a mechanism for coordination and communication between the Board and the Executive Committee. Some members have asked that the action items be less detailed.



Gas Industry Standards Board 1997 Annual Plan

Vision:

GISB will serve as an industry forum for the development and promotion of standards which will lead to a seamless marketplace for natural gas.

Mission Statement:

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.

Strategic Intent:

- ✓ GISB will play a leadership role in developing, reviewing, adopting, setting, and maintaining standards for electronic data interchange and electronic transactions as well as other operating practices needed for the development of a seamless natural gas marketplace.
- ✓ GISB will develop and promote voluntary standards which help improve the ease with which parties can enter into gas business transactions. GISB will support the development of tools, such as Internet, EDI, dataset formats, which ease the implementation of its standards.
- ✓ GISB will serve an educational function to promote both the expansion of electronic commerce and the use of voluntary GISB standards.
- ✓ GISB will cooperate and coordinate with other standards organizations to establish common standards and protocols. GISB will seek to coordinate with North American energy organizations, reflecting the continental nature of the energy market, as they relate to GISB activities.



GISB Strategic Objectives:

GISB has identified nine strategic objectives for the 1997 time frame. In achieving these objectives, GISB will be guided by the mission statement and strategic intents defined above.

1. Implementation of the Standards Approved by GISB in 1996

GISB will make it a priority to support industry implementation of the GISB standards approved in 1996.

2. Development of Standards to Meet the Demands of the Marketplace Including Streamlined Critical Business Practices

GISB will identify and develop standards for business processes critical to the development of a seamless natural gas marketplace. This should create the opportunity for the marketplace to develop solutions to ease the operation of electronic delivery mechanisms (EDM).

3. Evaluate GISB Organizational Structure and Processes

GISB will review its internal processes and organizational structure on an ongoing basis to verify that it is meeting the needs of its membership and the marketplace.

4. Large Broadly Based Membership

GISB will continue to undertake tasks to develop to have broad based industry-wide support, participation and membership. A large and broadly based membership fulfills the need for financial stability of the organization as well as ensuring that adopted standards have met the needs of a large portion of the industry.

5. Successful Promotion and Implementation of Electronic Commerce

GISB will continue to streamline and enhance the efficiency of gas industry business processes by developing and promoting electronic commerce solutions and tools, which complement business transactions between trading partners.

6. Publication and Distribution of Standards and Work Products

GISB will produce documents such as standards publications, newsletters, and discussion papers. Publications will support GISB's goal of industry-wide acceptance and knowledge of GISB activities.



Gas Industry Standards Board

1997 Annual Plan

7. Increased Public Awareness of GISB and Education Regarding its Products

GISB will increase its visibility by improved communications with regulators, members, potential members, Advisory Committee, and other voluntary standards organizations. Conferences and training sessions will be supported to promote the understanding and acceptance of GISB products in our industry and broaden the use of GISB standards.

8. Responsiveness to Industry Directions

GISB will utilize feedback from industry wide meetings, guidance from the Advisory Committee, and various information gathering tools to ensure that it produces the types of voluntary standards that are being used by all segments of the industry.

9. Funding Mechanisms

GISB will develop funding mechanisms to ensure the financial stability of the organization in pursuing its objectives.



Gas Industry Standards Board 1997 Annual Plan

GISB 1997 Strategic Objective 1

Implementation of the Standards Approved by GISB in 1996

GISB will make it a priority to support industry implementation of the GISB standards approved in 1996.

Success Factors

- ✓ Recognized GISB standards, as referred to by individuals, companies, organizations and publications
- ✓ Market penetration of the use of the standards

Performance Measures

- ✓ Published documentation on each identified standard from the standards approved in 1996 by March 31, 1997.
- ✓ Improved rankings on the Dwight's survey regarding use of standards for the standards approved in 1996 by November 1997.
- ✓ Increased EDI and Internet usage as demonstrated on the Electronic Commerce Matrices as reported between April 1997 and December 1997.

Action Items

Req#	Action Item Description	Due Date ¹	Accountable	Status
1	Develop a mechanism for timely responses to requests for interpretation and clarification	3/97	EC,ISC,PSC	Completed Jan 97
2	Review existing interpretation process for streamlining opportunities	3/97	EC,ISC,PSC	Completed Aug 97
3	Define and implement standards regarding common codes (gas transaction points, entity codes)	3/97	CCSC, EC	Completed Jan 97
4	Review data elements with the usage codes of "business conditional" - and "mutually agreeable" for possible evolution of the usage into another category	6/97	EC, STF	Ongoing
5	Develop meaningful error messages	Ongoing	STF	In Progress
6	Maintain and enhance existing GISB standards pursuant to industry requests	Ongoing	STF, EC	In Progress



Gas Industry Standards Board 1997 Annual Plan

Req#	Action Item Description	Due Date ¹	Accountable	Status
7	Define data elements and changes to standards manuals for incorporation of September 27 standards (43) , and any others before year-end 1996	3/97	STF,GS, EC, PSC, GC, BPSC	Complete Version 1.2 2/97

¹ Due dates are "on or before" dates. In many cases the action items with due dates of March 1997 are already in progress and needed for implementation of the standards for April, May and June 1997. This footnote applies to all due dates in the 1997 Annual Plan.



Gas Industry Standards Board 1997 Annual Plan

GISB 1997 Strategic Objective 2

Development of Standards to Meet the Demands of the Marketplace Including Streamlined Critical Business Practices

GISB will identify and develop standards for business processes critical to the development of a seamless natural gas marketplace. This should create the opportunity for the marketplace to develop solutions to ease the operations of electronic delivery mechanisms (EDM).

Success Factors

- ✓ Recognized GISB standards, as referred to by individuals, companies, organizations and publications
- ✓ Market penetration of the use of the standards

Performance Measures

- ✓ Published documentation on each identified standard by December 1997.
- ✓ Increased standards usage and user satisfaction as demonstrated on the Dwight's survey and as demonstrated on the Electronic Commerce Matrices as reported between April 1997 and December 1997.

Action Items

Req #	Action Item Description	Due Date	Accountable	Status
8	Develop methods for categorization of requests and tracking status of requests	3/97	PSC, ED	COMPLETE Logs, Triage
9	Respond to regulatory requests that affect GISB Standards	Ongoing	EC, ED, GC, BOD, PSC	Ongoing
10	Review plan for suggested changes in light of regulatory and industry requests that can affect this plan	6/97	EC, BOD	COMPLETE Ad. Comm mtg 1/29/97
11	Respond to requests for the development of new standards from the industry	Ongoing	EC, STF, PSC	Ongoing, stats prepared each two weeks
12	Develop and maintain a glossary of terms	6/97	STF, GS	In Progress, draft being prepared by DTF



Gas Industry Standards Board 1997 Annual Plan

Req #	Action Item Description	Due Date	Accountable	Status
13	Evaluate, test and recommend standards for title transfer tracking	9/97	TTTTPTTF	In progress, TF meets monthly
14	Refine criteria for evaluation of requests for data elements	3/97	PSC, EC	COMPLETE Triage group formed 12-96
15	Develop MTPA Exhibits for each standard (generic requirements if possible)	Ongoing	Contracts SC	COMPLETE



Gas Industry Standards Board 1997 Annual Plan

GISB 1997 Strategic Objective 3

Evaluate GISB Organizational Structure and Processes

GISB will review its internal processes and organizational structure on an ongoing basis to verify that it is meeting the needs of its membership and the marketplace.

Success Factors

- ✓ More effective organization
- ✓ Quicker turnaround for requests

Performance Measures

- ✓ Fifty percent of all requests reviewed with a disposition, (initial determination of the status of the request by the Executive Committee), made within 30 days of receipt of the request.

Action Items

Req #	Action Item Description	Due Date	Accountable	Status
16	Develop a think tank to consider cohesiveness strategies for standards development that will foster a seamless marketplace	12/97	EC, ED, BOD	Not Started
17	Re-examine existing committee and task force structure	6/97	EC	Complete Mar 97
18	Review voting roles of Chair and Vice Chair of the Executive Committee	6/97	GC, ED, EC, BOD, PSC	Not Started
19	Determine any changes to procedures, or protocols for the EC and BPSC as a result of procedures used to adopted the 140 and 43 business practice standards	6/97	EC, GC,PSC	Complete Subcommittee Missions
20	Determine if procedures are needed to institutionalize a regular annual review and update of existing GISB standards, and if so develop the procedures as GISB Operating Practices	9/97	EC,GC, PSC	Not Started
21	Determine if GISB's classification policy should be modified, specifically as it relates to principles.	6/97	EC,GC,PSC	Two requests received to change status - assigned to BPS



Gas Industry Standards Board 1997 Annual Plan

GISB 1997 Strategic Objective 4

Large Broadly Based Membership

GISB will continue to undertake tasks to develop to have broad based industry-wide support, participation and membership. A large and broadly based membership fulfills the need for financial stability of the organization as well as ensuring that adopted standards have met the needs of a large portion of the industry.

Success Factors

- ✓ Membership growth in all segments
- ✓ Financial stability in 1997

Performance Measures

- ✓ 10% growth overall in membership
- ✓ Membership dues and other revenues meet operating requirements

Action Items

Req#	Action Item Description	Timetable	Accountable	Status
22	Identify key members of associations and the industry at large that are not members of GISB, and reach out to them for membership.	6/97	MSC, BOD	In Progress
23	Develop and implement structured plan for new member identification targeting and recruiting	6/97	MSC, BOD	Not Started
24	Gain visible strong support from regulatory agencies and other organizations that will give GISB additional credibility.	Ongoing	ED, Officers	FERC Orders, Advisory Committee mtg



Gas Industry Standards Board 1997 Annual Plan

GISB 1997 Strategic Objective 5

Successful Promotion and Implementation of Electronic Commerce

GISB will continue to streamline and enhance the efficiency of gas industry business processes by developing and promoting electronic commerce solutions and tools, which complement business transactions between trading partners.

Success Factors

- ✓ Recognized GISB standards
- ✓ Market acceptance of the use of the standards
- ✓ Products which support electronic commerce consistent with GISB standards

Performance Measures

- ✓ Improved rankings on the Dwight's survey regarding use of standards by December 1997 - Member input that GISB's standards were useful.
- ✓ Increased electronic usage with GISB standards as demonstrated on Dwight's survey the Electronic Commerce matrices for GISB published electronic and business standards, and through monitoring of company usage, (through the Electronic Commerce matrices).
- ✓ Improved rankings on the Dwight's survey regarding the relevance of GISB standards to the marketplace - Member input that GISB's standards addressed the most important needs.

Action Items

Req#	Action Item Description	Due Date	Accountable	Status
25	Develop and maintain Electronic Commerce Matrices for testing and implementation	6/97	EC, STF	In Progress
26	Investigate potential methods for providing technical assistance	Ongoing	EC, STF	Ongoing - home page improvements
27	Investigate potential for certification of products and services	12/97	EC, BOD	Postponed
28	Attend at least two Electronic Commerce trade shows, publicizing GISB's products.	12/97	GS, ED	Complete
29	Determine need for and if so, implement form entry, discussion groups, registration at entry, and automatic payments features in the GISB home page	6/97	GS, ED	In Testing

GISB 1997 Strategic Objective 6



Gas Industry Standards Board 1997 Annual Plan

Publication and Distribution of Standards and Work Products

GISB will produce documents such as standards publications, newsletters, and discussion papers. Publications will support GISB's goal of industry-wide acceptance and knowledge of GISB activities.

Success Factors

- ✓ GISB standards and work products published in a form usable to the industry
- ✓ GISB standards and work products accessible to the industry with reasonable cost structures
- ✓ GISB standards and work products available in a timely manner once they have been adopted

Performance Measures

- ✓ Standards Action Bulletin published twice per month
- ✓ Published standards available within one week from the GISB membership vote in electronic form, within one month in paper form.
- ✓ Newsletter published quarterly.

Action Items

Req#	Action Item Description	Due Date	Accountable	Status
30	Timely publishing of standards updates	Ongoing	GS	Complete - Jan and Jul releases
31	Publicize the availability of standards for electronic commerce with members, regulators, agencies, associations through newsletters and other printed materials	Ongoing	GS, CSC, PR	Complete Standards Action Bulletin pub. twice per month
32	Publish fee structure	3/97	GS	Complete Published in Standards Action Bulletin twice per month, dues letter went out with invoices
33	Publish a quarterly newsletter	Quarterly	GS, PR	In progress, Hoffman Paulson PR firm used
34	Publish reference book on business practice standards and data elements - version 1.1	3/97	GS	Complete Version 1.1 published in Jan. Version 1.2 published in July



Gas Industry Standards Board 1997 Annual Plan

Req#	Action Item Description	Due Date	Accountable	Status
35	Publish governance documents in Rules of Procedure	6/97	GS	In Progress, once changes have been made to certificate and bylaws -- will publish. All materials ordered.



Gas Industry Standards Board 1997 Annual Plan

GISB 1997 Strategic Objective 7

Increased Public Awareness of GISB and Education Regarding its Products

GISB will increase its visibility by improved communications with regulators, members, potential members, Advisory Committee, and other voluntary standards organizations. Conferences and training sessions will be supported to promote the understanding and acceptance of GISB products in our industry and broaden the use of GISB standards.

Success Factors

- ✓ GISB standards and work products published in a form usable to the industry
- ✓ GISB standards and work products available in a timely manner once they have been adopted
- ✓ Widespread review and notice of GISB efforts and activities
- ✓ Recognition of GISB by influential organizations

Performance Measures

- ✓ Quarterly newsletter
- ✓ Semi-monthly Standards Action Bulletin
- ✓ Twelve visits to agencies/associations regarding GISB and its work products
- ✓ Eight articles on GISB in trade journals
- ✓ Aggressive PR plan
- ✓ Conduct six training classes per year
- ✓ Provide 30 presentations on GISB per year

Action Items

Req #	Action Item Description	Due Date	Account.	Status
36	Examine effectiveness of home page in membership communications	12/97	EC	Complete Dwight's Survey
37	Set schedule for periodic visits to related agencies and trade associations	12/97	ED, Officers	Complete Advisory Committee - 1/97 FERC call with Chm Moler, 12/96
38	Produce an aggressive PR plan to publicize GISB	6/97	ED, BOD, PR	Not Started
39	Hold training sessions as needed for new standards.	Ongoing	ED, GS	Complete



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Req #	Action Item Description	Due Date	Account.	Status
40	Conduct a 1997 annual meeting of the membership.	11/97	AMTF, ED	Complete



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GISB 1997 Strategic Objective 8

Responsiveness to Industry Directions

GISB will utilize feedback from industry wide meetings, guidance from the Advisory Committee, and various information gathering tools to ensure that it produces the types of voluntary standards that are being used by all segments of the industry.

Success Factors

- ✓ Demonstrated confidence from the industry that GISB is addressing the correct issues

Performance Measures

- ✓ Dwight survey responses that indicate that GISB priorities are correct, and GISB work products are useful

Action Items

Req#	Action Item Description	Due Date	Account.	Status
41	Establish an OASIS/GISB liaison to explore coordination of business and electronic standards for the overall energy market	3/97	EC	In progress NERC & EPRI formal liaisons Discussions on joint conference
42	Advisory Committee review and comment on the GISB's Annual Plan for 1997	3/97	ED, AC, EC	In progress -- Mtg on Jan 97 held.
43	Conduct and report on Dwight's survey	12/97	DDE, ED, BOD	Complete
44	Advisory Committee review and comment on the GISB's Annual Plan for 1998	12/97	ED, AC, EC	Not started
45	Attendance at related regulatory meetings, and industry meetings	Ongoing	ED, Officers	Ongoing



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GISB 1997 Strategic Objective 9

Funding Mechanisms

GISB will develop funding mechanisms to ensure the financial stability of the organization in pursuing its objectives.

Success Factors

- ✓ Funding adequate to support approved 1997 budget

Performance Measures

- ✓ Income at least 10% higher than expenses

Action Items

Req#	Action Item Description	Due Date	Accountable	Status
46	Develop alternative funding mechanisms	9/97	FSC, BOD	Complete
47	Review Budget and Dues Structure for recommended changes for 1998	9/97	FSC, BOD	In Progress Fee Structure Determined Budget approval by 12/97



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ABBREVIATIONS USED IN THE 1997 ANNUAL PLAN

AC	Advisory Committee
AMTF	Annual Meeting Task Force
APSC	Annual Plan Subcommittee
BOD	Board of Directors
BPSC	Business Practices Subcommittee
CCSC	Common Codes Subcommittee
CSC	Communications Subcommittee
DDS	Dwight's DataEnergy Service
DTF	Defintions Task Force
EC	Executive Committee
ED	Executive Director
FSC	Funding Subcommittee
GC	General Counsel
GS	GISB Staff
ISC	Interpretation Subcommittee
PR	Public Relations
MSC	Membership Subcommittee
PSC	Process Subcommittee
STF	Standards Subcommittees and Task Forces as applicable (includes the Business Practices Subcommittee and task forces, Technical Task Force, Market * Task Forces, Future Technology Task Force and Implementation Team).
TTTTPTTF	Title Transfer Tracking Pilot Test Task Force