



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

TO: GISB EDM Subcommittee Participants & Posting for Interested Industry Participants

FROM: Jo Ann, Director
Dick Brooks, Co-Chairman, GISB EDM Subcommittee
Leigh Spangler, Co-Chairman, GISB EDM Subcommittee

RE: Final Minutes from the GISB EDM Subcommittee Meeting

DATE: February 28, 2001

**GAS INDUSTRY STANDARDS BOARD
GISB EDM SUBCOMMITTEE MEETING**

Conference Call: 9:00 p.m. to 12:00 p.m., February 28, 2001

FINAL MINUTES

I. Administrative

Mr. Spangler welcomed participants. Ms. Garcia read the roll call. Ms. Garcia read the antitrust statement. The agenda was adopted with a modification to add item 2A, Discuss recent question of cost of PGP software by NAI. The draft minutes of February 14 were adopted with modifications.

II. Sandia Report Action Plan

The group started the meeting with the reports from those assignments of the last meeting.

<u>Items</u>	<u>To be Addressed By</u>
7.1.3	Dick Brooks
7.1.5	Richard Hamilton
7.1.6	Terry Lehn
7.1.7	Richard Hamilton
7.1.9	Terry Lehn
7.1.12	Leigh Spangler
7.4.5	Leigh Spangler

Mr. Spangler stated he had been unable to complete his assignment but would report at the next meeting. Mr. Lehn was not present. Mr. Hamilton would not be able to join the call until later. Mr. Brooks presented his assignment:

In response to item 7.1.3

Current wording for standard 4.3.15 regarding PGP keys:

Standard 4.3.15 Trading partners should implement all security features (secure authentication, integrity, privacy, and non-repudiation) using a file-based approach via a commercially available implementation of PGP 2.6 or greater (or compatible with PGP 2.6). Trading partners should also implement basic authentication. This should be regarded as an interim solution since this technology is not an open standard. This technology supports all of the above security features while providing independence of choice of Web servers and browsers. Encryption keys should be self-certified and the means of exchange should be specified in the trading partner agreement.

Proposed rewording to support key expiration was supported:



Standard 4.3.15: Trading partners should implement all security features (secure authentication, integrity, privacy, and non-repudiation) using a file-based approach via a commercially available implementation of PGP 2.6 or greater (or compatible with PGP 2.6). Trading partners should also implement basic authentication. This should be regarded as an interim solution since this technology is not an open standard. This technology supports all of the above security features while providing independence of choice of Web servers and browsers. Encryption keys should be self-certified and the means of exchange should be specified in the trading partner agreement. **Encryption keys should have a limited lifetime whose duration is determined by the key's owner. A key's end of life is expressed in the expiration date field contained in each PGP public key. A lifetime of one year or less is recommended.**

The group resumed the discussion of the Sandia Action Plan with the items identified with a low priority.

Collect metrics for analysis of security and reliability measures.

This item was delayed until Mike Shahan could be contacted and determine if the information acquired from the survey FTTF performed could be of help.

7.1.1 Trading Partners should protect the TPA as a proprietary document.

After discussion of the interpretation being used by Sandia in making this recommendation, it was decided that wording added to the TPA on how to treat confidential documents would suffice. Mr. Keisler stated he would bring a suggestion for wording to the Trading Partner Agreement to the next meeting.

7.1.4 Protect the Central Address Repository (CAR) using SSL and basic authentication.

This item was identified as being included in the work Mr. Lehn was doing on 7.1.9.

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."

The group agreed that the removal of the last sentence "Those companies who wish to conduct business across the Internet in an unsecure fashion may do so by mutual agreement" from the EDM Implementation Guide Section of Security Requirements would be acceptable. This will be included in the list of recommendations for vote.

7.2.1 Change the grouping of principles from chronologically in tab 4 to categories.

After discussion Mr. Spangler suggested the words: "The chronology of the organization of Tab 4 is consistent with the organization of all GISB standards" as it was determined that the grouping of principles should not be changed. This will be the recommendation for vote.

7.2.3 Reword GISB Standard No. 4.1.2 to clarify its meaning.

The group accepted the suggestion that this standard be left without change. Mr. Brooks will provide wording to add to the list of recommendations.

7.2.4 Reword GISB Standard No. 4.1.6 to clarify its meaning.

The group accepted the suggestion that this standard be left without change. Mr. Brooks will provide wording to add to the list of recommendations.

7.2.5 Move GISB Standard No. 4.1.8 within the governance principles.

The group accepted the suggestion that this standard be left without change. Mr. Brooks will provide wording to add to the list of recommendations.



-
- 7.2.6 Revise GISB Standard No. 4.1.15 to include concepts in GISB Standard No. 4.3.15.

A revision to 4.3.15 was made by the group resulting in the following:

Standard 4.3.15: Trading Partners **utilizing GISB EDM** should implement all security features (secure authentication, integrity, privacy, and non-repudiation) using a file-based approach via a commercially available implementation of PGP 2.6 or greater (or compatible with PGP 2.6). Trading partners should also implement basic authentication. This should be regarded as an interim solution since this technology is not an open standard. This technology supports all of the above security features while providing independence of choice of Web servers and browsers. Encryption keys should be self-certified and the means of exchange should be specified in the trading partner agreement. **Encryption keys should have a limited lifetime whose duration is determined by the key's owner. A key's end of life is expressed in the expiration date field contained in each PGP public key. A lifetime of one year or less is recommended.**

- 7.2.7 Consolidate GISB Standard Nos. 4.1.16, 4.1.17 and 4.1.19 with clarifying language.

The group accepted the suggestion that this be left without change. Mr. Brooks will provide wording to add to the list of recommendations.

- 7.3.1 Change the grouping of standards from chronologically in tab 4 to categories.

It was agreed the same wording to be used for 7.2.1 was appropriate for this recommendation.

- 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.

Standard 4.3.4 current wording:

Transactional data should be retained for at least 24 months for audit purposes.

This data retention requirement only applies to the ability to recover or regenerate electronic records for a period of two years and does not otherwise modify statutory, regulatory, or contractual-record retention requirements.

A change to the first sentence of the standard was proposed and accepted by the group. The modified standard would read:

4.3.4: **Trading partners should retain** transactional data ~~should be retained~~ for at least 24 months for audit purposes.

This data retention requirement only applies to the ability to recover or regenerate electronic records for a period of two years and does not otherwise modify statutory, regulatory, or contractual record retention requirements.

- 7.3.3 GISB Standard 4.3.6 should be more specific – particularly the phrase “within a reasonable amount of time.”

After discussion the group decided to remove the words By August 1, 1997 from the first sentence of the standard and delete the last two paragraphs resulting in the following recommendation for Standard 4.3.6:

Transportation Service Providers should establish a HTML page(s) accessible via the Internet's World Wide Web. The information that is currently provided should be posted as follows:

- 1) Notices critical notices, operation notices, system wide notices, etc.)



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

-
- 2) FERC Order No. 566 affiliated marketer information. (affiliate allocation log, 24 hr. discount posting, etc.)
 - 3) Notices (critical notices, operation notices, system wide notices, etc.)
 - 4) FERC Order No 566 affiliated marketer information. (affiliate allocation log, 24 hr. discount postings, etc.)
 - 3) Operationally available and unsubscribed capacity
 - 4) Index of customers
 - 5) Transportation Service Provider's tariff (Terms, conditions and rates), or general terms and conditions.

7.3.4 State which version of HTTP should be used in GISB Standard No. 4.3.8.

Discussion of the various sections of the EDM manual with reference to HTTP version ensued and the group decided rewording of the section on HTTP in the related sections of the manuals to refer back to the EDM Appendix A for specific details was needed. Mr. Brooks will provide wording for the next meeting.

7.3.6 Break GISB Standard No. 4.3.15 into parts addressing server authentication, SSL encryption and PGP 2.6 or compatible.

The group accepted the suggestion that this be left without change. Mr. Brooks will provide wording to add to the list of recommendations.

7.3.7 Consolidate GISB Standard Nos. 4.3.36, 4.3.37 and 4.3.38 as they all address similar Internet concerns.

The group accepted the suggestion that this be left without change. Mr. Brooks will provide wording to add to the list of recommendations.

7.3.8 Correct the reference of GISB Standard No. 4.3.70 from appendix to tab 4.

Mr. Brooks will create wording for a single reference for all references to the use of ports for Appendix A.

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.

The group accepted the suggestion that this be left without change. Mr. Brooks will provide wording to add to the list of recommendations.

7.4.2 Reorder the materials in the EDM manual so that the definitions are presented first.

The group accepted the suggestion that this be left without change. Mr. Brooks will provide wording to add to the list of recommendations.

7.4.3 Develop a sample or model web site including the layouts and concepts presented in Tab 8 of the EDM manual.

The group asked the GISB office to see if anything could be found on a pilot which was performed in Jun-Dec 1996 so that information can be used in this instance.

7.4.4 Add Guideline Adoption Procedure and X12.58 encryption standard to the Reference Guide section (Appendix A, Tab 10) of the manual.

Clarification of the use or support of X12.58 was deemed necessary. Mr. Brooks will provide wording to add to the list of recommendations.

The following are the items assigned and addressed as of February 28, 2001:



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

Date Assigned	Items	To be Addressed By	Addressed
02/14	7.1.3	Dick Brooks	Yes
02/14	7.1.5	Richard Hamilton	No
02/14	7.1.6	Terry Lehn	No
02/14	7.1.7	Richard Hamilton	No
02/14	7.1.9	Terry Lehn	No
02/14	7.1.12	Leigh Spangler	No
02/14	7.4.5	Leigh Spangler	No
02/28	7.1.1	Jim Keisler	No
02/28	7.1.4	Terry Lehn	No
02/28	7.1.8		Yes
02/28	7.2.1	Leigh Spangler	No
02/28	7.2.3	Dick Brooks	No
02/28	7.2.4	Dick Brooks	No
02/28	7.2.5	Dick Brooks	No
02/28	7.2.6	Dick Brooks	Yes
02/28	7.2.7	Dick Brooks	No
02/28	7.3.1	Dick Brooks	No
02/28	7.3.2		Yes
02/28	7.3.3		Yes
02/28	7.3.4	Dick Brooks	No
02/28	7.3.6	Dick Brooks	No
02/28	7.3.7	Dick Brooks	No
02/28	7.3.8	Dick Brooks	No
02/28	7.4.1	Dick Brooks	No
02/28	7.4.2	Dick Brooks	No
02/28	7.4.3	GISB Office	No
02/28	7.4.4	Richard Hamilton	No

III. Next Agenda

The next meeting will be a conference call to continue work on the action plan. The next conference call is scheduled for March 16 from 9:00 a.m. to noon central time. A face-to-face meeting was also scheduled for March 30, 8:30am to 2:00pm in Houston.

IV. Adjournment

The meeting adjourned at 12:15 p.m.

V. Attendees

Name	Company
SERVICES SEGMENT:	
Dick Brooks	Group 8760
Leigh Spangler	Latitude Technologies
PIPELINE SEGMENT:	
Jim Keisler	Williams Gas Pipeline
Richard Hamilton	Williams Gas Pipeline
Mike Shahan	Dominion



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

ADMINISTRATIVE:

Jo Ann Garcia

GISB