

**Gas Industry Standards Board
Future Technology Task Force
Transco Tower, Houston, Texas
January 26-27, 1999
Draft Minutes**

Susan Croley read the anti-trust guidelines.
The meeting agenda was approved unanimously.
Chetan Shah volunteered to take minutes.

Attendees:

Name	Company	Segment	E-Mail	Telephone	Fax	26-Jan	27-Jan
Mike Shahan	CNG	P/L	mshahan@cngt.cng.com	(304)623-8523	(304)623-8938	X	X
Jim Keisler	Transco	P/L	jim.e.keisler@wgp.twc.com	(713)215-4322	(713)215-4770	X	X
Terry Lehn	Enron/EDS	Services	tlehr@enron.com	(713)853-7178		X	X
Joe Kardas	National Fuel Gas	P/L	kardasj@natfuel.com	(716)857-7984	(716)857-7823	X	X
Susan Croley	Texas Eastern	P/L	spcroley@duke-energy.com	(713)627-6021	(713)627-4066	X	X
Andy Sicignano	Enron Capital and Trade Resources	Services	asicign@ect.enron.com	(713)853-3142		X	X
Richard Hamilton	The Williams Companies	P/L	rhamilton@wis.twc.com	(918)573-4329	(918)573-4980	X	X
John Tsucalas	A.T. Kearny	Services	jtsucala@enron.com	(713)853-5341		X	
Chetan Shah	Proxicom	Services	cshah@proxicom.com	(713)513-7002		X	X
Christopher Phillips*	Columbia Gas Transmission	P/L	cphillips@columbiaenergygroup.com	(304)357-2731	(304)357-2304	X	X
Steve Hinton*	Transcapacity	Services	operations@tcapserv.com	(978)535-7500		X	X

* attended by phone

NOTE: EDM Related Standards manual and the term implementation guide are used interchangeably.

Started reviewing the format of the EDM Related Standards manual.

Andy gave an update from the Notices meeting he attended on Jan 25 at Columbia Gulf, Houston. The main goal of this committee is to determine the best possible way to communicate critical notices and bump notices and determine the reliability of Internet e-mail and possibly suggest better methods to make the notification process more reliable. Couple of options of sending notices – Send notices to Shipper’s URL or send email to Shipper.

Mike Hensson, Shelly Corman, Dell from Transco, Kim and Betty from Duke, ANR, Andy and Donna from ECT and Pete from

Dynergy.

A couple of work papers were submitted by ECT, Columbia Gulf, Williston Basin Interstate Pipeline. These work papers described posting notices on the shipper's URL as an option in addition to sending an email through Internet.

Andy was concerned about the reliability of the Internet email and wanted some feedback from FTTF.

Advantages of posting notices on web site (as an EDI notice) are security, acknowledgement of the receipt.

Advantages of Internet email - supports SMTP, used universally, capability of sending an email to pager.

Subject line of the email should be include acronym of Pipeline and notice

Jim was concerned about having the customer to check both their emails and URL on a regular basis – duplicate effort. It would make sense to check the notices on the alternate instrument only if the customer was made aware of the fact that the notice was indeed sent by the Shipper but due to some internal problem at the customer site, they were unable to receive it.

It would be beneficial to send an Email to a group of contacts' email addresses which may include their pager email address.

EDI/EDM dataset already exist for Notices and the new subcommittee is going to take that as a starting point.

Jim agreed with putting responsibility on the shipper to provide the correct list of contact e-mail addresses.

Susan suggested limiting the length of the message in the email to expedite those messages going to pagers.

Andy thinks most customers would prefer email as opposed to the EDI/EDM posting of a notice.

Things to consider for sending via email are ordering and timing.

Revision of the last meeting minutes...

a) Susan Croley represents Texas Eastern Transmission Corp.

b) Jim will review related standards

c) Bill will review Reference Guide URL links

Batch Flat File/EDM is same as EDI/EDM and we should highlight special consideration for Batch FF.

Steve was concerned about having Interactive FF/EDM contained in the EDM Related Standards manual since the business practices were not very well fleshed out.

Terry reviewed Interactive FF/EDM document.

Richard Hamilton did not think the suggested format would fit Batch FF/EDM.

John – one of the biggest problems with the EDM Related Standards manual is that new users cannot differentiate between standards and examples.

Steve - thinks we need more detail from technical point of view.

Mike - brought up a point discussed in technical subcommittee that FF flow could bi-directional.

Jim, Steve and Chetan proposed coming up with a standard of what information needs to go in the response.

Mike - After uploading the flat file, it should be allowed that the response could be verified on the EBB.

Susan confirmed – We agreed in October not to require maintaining the connection to allow the viewing of the response from the back-end application on-line.

Need an HTTP response (for minimum) much like what we have for EDI/EDM.

John - What is an interactive flat file? How is it pertinent to data set?

Richard Hamilton - Concerned about non-persistent communication mechanism – Interactive FF/EDM.

It was decided that the assumptions and the file layout/content are same for Batch Flat File/EDM and Interactive FF/EDM. These standards pertaining to contents of the flat file being transmitted were established by the Technical Subcommittee and approved by EII.

FTTF's new layout for EDI/EDM Manual

(includes placeholders for sources of content such as Terry's evolution of EDM)

Table of Contents

All EDM Introduction

Include Old EDM Manual introduction and

Terry's evolution of EDM

Executive Summary

Related Standards (Common Codes, IETF Standards)

Log of Standards (ALL EDM Standards)

Error Codes

General EDM Specifications

 Programming Considerations (for batch EDM - make it non-platform specific, online
 browser versions that support multipart, interactive client desktop configurations)

 Security

 Time Synchronization

 Reliability

Batch (Machine to Machine) Forms of EDM

EDI/EDM

Introduction

- Get business practice from EDM

Take contents of EDM Exec. Summary

Industry Goals/Purpose

Outline of arrangement

Related Processes

Related Standards for EDI/EDM

Flow Diagram

Specification

Sending Transaction; Example

Receiving Transaction; Example

Error Processing; Error codes table; Example, Sending Error Notification Transactions

Security; Example (if applicable)

 Repudiation and Validation Examples

Data Dictionary

Index of Examples

Scenarios

Batch FF/EDM

Introduction

Business practice

Exec. Summary

Industry Goals/Purpose

Outline of arrangement

Related Processes

Related Standards (refer to EDI/EDM, refer to Impl. Guide for FF format)

Flow Diagram

Specification (refer to EDI/EDM)

Error Processing; Error codes table; Example, Sending Error Notification Transactions

Security; Example (if applicable)

Repudiation issues specific to Flat File

Data Dictionary

Index of Examples

Scenarios

Interactive (human to machine) Forms of EDM

Informational Postings/EDM

Introduction

Business practice

Exec. Summary

Industry Goals/Purpose

Outline of arrangement

Related Processes

Related Standards (refer to EDI/EDM, refer to Impl. Guide for FF format)

Flow Diagram

Specification (refer to EDI/EDM)

The parts of the page

Navigation

Page functions

Page Format

Examples

Security

Data dictionary

Scenarios

EBB/EDM

John Tsucalas presented an outline for EBB/EDM.

EBB/EDM draft outline from John Tsucalas

Introduction

Industry Goal/Purpose

- ◆ Easier for those who use multiple pipelines.

Outline of arrangement

What is Covered in GISB Standards?

- Common Terminology
- Order of Data Elements
- Placement of Navigation and Processing Functions
- User Workstation Technical Standards
- Nominations covers Nominations, Confirmations and Scheduled Quantity Screens
- Flowing Gas covers Allocations, Shipper Imbalances, PDA and Measurement Screens
- Compliance Date Nominations – Sept. 1, 1999, Flowing Gas Nov. 1, 1999

What is NOT Covered in GISB Standards?

- The exact format of the screens
- The level of interactivity
- The technology of back office systems
- Reports

Related processes

Related standards

Internet Related Standards

GISB Standards Map

Flow Diagram

Specification

The parts of the page

Navigation

Page functions

Page Format

Examples

Security

Data dictionary

Appendix

Reference Guide

Terms/Glossary

Interactive FF/EDM

Terry Lehn will work on this.

Appendix

- A) Checklist of Testing Steps for EDI/EDM
- B) Checklist of Testing Steps for Batch FF/EDM
- C) Reference Guide
- D) Client Technical Requirements for Informational Postings
- E) Client Technical Requirements for EBB/EDM
- F) Terms/Glossary

Assignments:

Andy will assist Chris completing the General EDM Introduction section. Susan C. will be filling in initially before forwarding to Chris.

Terry L. will complete Interactive FF/EDM section.

Richard will complete Batch FF/EDM section along with EDI/EDM.

John C. will complete EBB/EDM.

Feedback process - It was decided that after each owner is finished with their respective section, they will email to the FTTF members for further review. Any feedback should be sent to the owner and all the other FTTF members should be copied.

Terry was concerned that a lot of critical information (such as Implementation guidelines) is not being used and he also showed concerned that come Sept. 99 there is going to be a lot of confusion. FTTF was unclear about the definition of backup plan described in FERC regulation.

Joe suggested that GISB should offer Implementation class to the general public.

Terry was also concerned about the Print feature provided in the proprietary EBB system. GISB should provide more training and information. Susan is going to check with Ray on how the information about GISB compliance, especially to small pipeline companies, end-users, LDCs, will be communicated. The main concern was to reduce commotion and chaos in Sept. 99, and ensure the entire industry including, TSPs, end-users, LDCs, etc. are ready to communicate to send nominations on the internet and continue to run their business with little or less difficulties during the transition.

Terry also wanted to make sure that all the technologies described in the Standards manual are still the best and guaranteed good implementation. Performance problem is responsibility of the TSP.

Topic of next meeting....

Teleconference in Feb. 12 to review draft of implementation guide and vote in April meeting along with version check.

Participants in FTTF would like to get GISB members participation to confirm Implementation guide.

Terry would like to (from GISB) have a distribution list of TSPs.

Susan and Terry were concerned about not having more representation in FTTF meetings.

Decided to have one Table of Contents for the entire EDM manual – it's much less confusing.

April meeting will be held for two days –

first day to review minimum versions and finalize implementation guidelines

second day to assess digital signature status with vendors, review PGP and RSA, review XML, review standards and latest updates from related standards bodies.

The meeting was adjourned at 3:00 PM CDT.

From John Tsucalas' notes on what would might pertain to EBB/EDM:

General

4.3.2 2-Nov-98

On time stamping, data leaves control of the originator by the same time (deadline), regardless of mechanism (3rd party service provider time stamp is acceptable) and 15 minutes of communication time should be available to allow accumulation of all transactions to the pipeline. A standard network protocol (TCP/IP) should be in service for direct connect to the pipeline designated site by 4/1/97.

4.3.8 2-Nov-98

The minimum acceptable protocol should be HTTP. All sending and receiving parties should be capable of sending and receiving using HTTP.

4.3.9 2-Nov-98

For GISB EDI/EDM and FF/EDM, there is a time stamp (HTTP Timestamp) that designates the time that a file is received at the designated site. The receiving party should generate a timestamp upon successful receipt of the complete file and send as an immediate response to the sending party. The timestamp should be generated by Common Gateway Interface (CGI) of the receiving party, prior to further processing by the CGI.

4.3.34 1-Oct-98

Columns and data fields that would contain data not supported by the Transportation Service Provider should be eliminated on display and/or entry, and left empty on download.

DEFINITIONS

d 2 14-Aug-98

"Customer Activities" is the term used to refer to the business function categories relating to Nominations, Flowing Gas, Invoicing, Capacity Release, Contracts and other business functions on industry Web sites.

d 1 14-Aug-98

"Standard Client Configuration" is the term used to describe the configuration that allows simultaneous access to multiple industry Web sites.

d 5 20-Aug-98

'GISB EBB/EDM' is the term used to describe the GISB standardized electronic interchange of information for Customer Activities Web site presentations. GISB EBB/EDM is communicated between trading partners over the Internet using the GISB Electronic Delivery Mechanism for GISB EBB/EDM.

4.2.7 16-Oct-98

"Navigational Area" is the term used to describe the area on the left side of the browser display providing links to the Content Area and other navigational links. Navigational Area is not required to be displayed on Customer Activities Web pages where data entry, reporting or inquiry are displayed.

4.2.8 3-Sep-98, 16-Oct-98

"Content Area" is the term used to describe the area directly to the right of the Navigational Area of the browser display. When the Navigational Area is not displayed the entire browser display is content area.

d 7 17-Sep-98

"Header" is the term used to describe the area at the top of the Content Area of the browser display.

d 8 17-Sep-98

"Detail" is the term used to describe the area directly below the Header in the Content Area of the browser display.

d 9 1-Oct-98, 20-Nov-98, 1-Dec-98, 18-Dec-98

"Form" is the term used to describe the portion of the Content Area of the browser display on Customer Activities Web sites used for single transaction entry or display as well as, optionally, data selection. The Form should be either in the upper portion of the Content Area or, alternatively, a single page linked to the Matrix.

d 10 1-Oct-98, 20-Nov-98

"Matrix" is the term used to describe the portion of the Content Area of the browser display on the Customer Activities Web sites used to display selected data entered on the Form and, when appropriate, for data entry. The Matrix should be either the lower portion of the Content Area (that area below the Form) or, alternatively, a single page linked to the Form.

NEW PRINCIPLES

p 15 17-Sep-98 Redundant Connections

Trading partners should maintain redundant connections to the public Internet for GISB EDM Web sites. These redundant connections should be topographically diverse (duality of) paths to minimize the probability of a single point of failure.

p 16 2-Nov-98

Transportation Service Provider EDM implementations should minimize the number of outbound ports required to be opened on the client-side firewall.

p 1 14-Aug-98

Web site standards should not preclude various levels of user response and inter-activity. Minimum levels of user response or inter-activity should be developed.

p 2 14-Aug-98

Web site standards should not dictate or limit back-end development technology or systems. Industry Web sites should be accessible by a Standard Client Configuration.

p 3 14-Aug-98

A standardized Web site navigational structure should be developed to provide access to business functions. The hierarchical relationship, structure and order for navigation on the Web site should be established in a standardized manner.

p 4 14-Aug-98

Additional Informational Postings under Standard No. 4.3.6 which are not yet standardized for Web sites should be communicated over the Internet via a "common look and feel" standardized Web page.

p 5 14-Aug-98

Customer Activities Web sites should be designed for ease of user interaction.

p 6 14-Aug-98

There should generally be a one-to-one relationship between data elements used for EDI and/or flat files and the data displayed on Customer Activities Web pages.

p 7 14-Aug-98

Standard field name descriptors or abbreviations, and navigation and functional screen layouts should be used on all Customer Activities Web pages. There should be no standards for font size, colors, etc. Functional screen layouts should be developed as standards which would divide each transactional screen into separate areas and define which data elements belong in each specific area.

p 8 20-Aug-98

Information that is constant for the displayed Content Area may be placed in the page Header.

p 9 20-Aug-98

Data elements that have default values may be placed last to minimize scrolling.

p 10 20-Aug-98

As a general guideline, the initial phase of each business function category (of a multiple phase implementation) of "common look and feel" for Internet transactions that are not currently standardized should begin subsequent to the implementation of the currently standardized data sets to the Web. This does not preclude the implementation of new standardized data sets as they become available.

p 11 20-Aug-98

There is displayed information on Customer Activities Web sites which does not have a comparable data element in EDI; however, the data (e.g. totals, reports, calculations) is derived from other EDI data elements. Provision of such information does not require the development of an EDI data set to accomplish a one-to-one match. However, any Customer Activities Web function should be derivable from information available in EDI data sets.

NEW STANDARDS regarding EBB/EDM

s 1 14-Aug-98

Internet protocols should be used for accessing all industry business functions.

s 2 14-Aug-98

Web browser interface should use Internet compatible common browser software.

s 3 14-Aug-98

Industry Web sites should be accessible via the public Internet using common browser software.

s 4 14-Aug-98

Each implementation of a current proprietary business function category on EBBs should remain available until such time as that business function category is tested and implemented via a Customer Activities Web site.

s 5 14-Aug-98

Standard navigation should be used to access all business functions on industry Web sites.

s 6 14-Aug-98

Navigation through the industry Web site menus should be consistent for location and technique.

s 7 14-Aug-98

The categories and the labels for Customer Activities Web sites should appear, if applicable, in the Navigational Area as follows:

Nominations

Flowing Gas

Invoicing

Capacity Release

Contracts

Informational Postings

Site Map

Links supporting Mutually Agreeable categories should precede Informational Postings.

s 8 14-Aug-98, 2-Nov-98

The sub-categories and the labels for the category of Nominations should appear, if applicable, in the Navigational Area as follows:

Nomination

Confirmation

Scheduled Quantity

Links supporting additional sub-categories will follow these links. This does not preclude a further breakdown within each sub-category from being listed in the Navigational Area.

s 9 14-Aug-98, 1-Dec-98

The sub-categories and the labels for the category of Flowing Gas should appear, if applicable, in the Navigational Area as follows:

Pre-determined Allocation

Allocation

Imbalance

Measurement

Links supporting additional sub-categories will follow these links. This does not preclude a further breakdown within each sub-category from being listed in the Navigational Area.

s 10 14-Aug-98

The sub-categories and the labels for the category of Invoicing should appear, if applicable, in the Navigational Area as follows:

Transportation/Sales Invoice

Service Requester Level Charge/Allowance

Invoice

Payment Remittance

Statement of Account

Links supporting Mutually Agreeable sub-categories will follow these links. This does not preclude a further breakdown of sub-sub-categories within each sub-category from being listed in the Navigational Area.

s 11 14-Aug-98

The sub-categories and the labels for the category of Capacity Release should appear, if applicable, in the Navigational Area as follows:

Offers

Bids

Awards

Links supporting Mutually Agreeable sub-categories will follow these links. This does not preclude a further breakdown of sub-sub-categories within each sub-category from being listed in the Navigational Area.

s 12 14-Aug-98

The sub-categories and the labels for the category of Contracts should appear, if applicable, in the Navigational Area as follows:

To be Determined

Links supporting Mutually Agreeable sub-categories will follow these links. This does not preclude a further breakdown of sub-sub-categories within each sub-category from being listed in the Navigational Area.

s 13 14-Aug-98

A Customer Activities Web page may display information (data elements and code values) from multiple functionally related EDI data sets (i.e. nominated quantities and scheduled quantities may appear on the same Web screen).

s 14 14-Aug-98

GISB standard code value descriptions should be displayed for code values where appropriate.

s 15 20-Aug-98

The Customer Activities Web Site should include the name, nickname, or name abbreviation of the Transportation Service Provider in the browser title bar. The name of the business function should be displayed in the Header.

s 16 20-Aug-98

Where they exist for the same business function, flat files and EDI should use the same nomenclature for data set names, data element names, code values and/or code value descriptions, abbreviations and message text. Corresponding Web pages should use data set names, data element names, code value descriptions, abbreviations and message text that correspond to those used in flat files and EDI, where they exist.

s 17 20-Aug-98

Totals, when appropriate, should be displayed within the Content Area of the Web page in a manner which distinguishes them from the data.

s 18 20-Aug-98

Where navigation and/or processing functions exist for a Customer Activity, the Content Area should contain navigation in the Header on the left and processing functions in the Header on the right.

s 19 20-Aug-98

Navigation for input data lookups, if provided, should be placed near the field being looked up. Navigation for informational lookups, if provided, should be included in the Header.

s 20 20-Aug-98

GISB Common Codes for entity and location should be available for data validation or selection (viewing) on a Customer Activities Web site and in a standardized downloadable format for use by customers and third party service providers. Cross-references to proprietary codes may be provided on a mutually agreeable basis.

s 21 17-Sep-98

A Transportation Service Provider (TSP) which determines to provide new features utilizing existing transaction sets via GISB EBB/EDM, for each transaction upon inception of support for such service, should:

- If GISB EDI/EDM or FF/EDM standards exist for the transaction set, provide the service via EDI/EDM, or FF/EDM or both, utilizing modifications defined by the TSP to the existing file structures; and,
- Submit a request for modification or enhancement of the transaction set to GISB including details of the interim EBB/EDM, EDI/EDM and/or FF/EDM implementation.

s 22 3-Sep-98

Where a Transportation Service Provider (TSP) utilizes a subset of available GISB code values for specific data elements for inbound documents to the TSP, the TSP should make available a list of the supported code values in a download utilizing a GISB electronic format.

s 23 3-Sep-98

With regard to navigational links on Customer Activities Web sites, when using abbreviations, the following should be used:

Customer Activities	Customer Activities
Nominations	Nominations

Flowing Gas	Flowing Gas
Invoicing	Invoicing
Capacity Release	Capacity Release
Contracts	Contracts
Informational Postings	Info Postings
Site Maps	Site Maps
Nomination Area	Nominations
Nomination	Nom
Nomination Quick Response	Nom QR
Request for Confirmation	Req for Conf
Confirmation Response	Conf Resp
Confirmation Response Quick Response	Conf Resp QR
Scheduled Quantity	Sched Qty
Scheduled Quantity for Operators	Sched Qty Oper
Flowing Gas Area	Flowing Gas
Pre-determined Allocation	PDA
Pre-determined Allocation Quick Response	PDA QR
Allocation	Allocation
Shipper Imbalance	Shipper Imbal
Measurement Information	Meas Info
Measured Volume Audit Statement	Meas Vol Audit
Invoicing Area	Invoicing
Invoice	Invoice
Service Requester Level Charge/Allowance Invoice	Svc Req Invc
Payment Remittance	Pmt Remit
Statement of Account	Stmt of Acct
Capacity Release Area	Capacity Release
Offers	Offers
Bids	Bids
Awards	Awards
Contracts Area	Contracts

s 24 3-Sep-98, 10-16-98

On the Nominations Web page, data should be organized in the Form in logical groupings. The logical groupings of data are specified in the Nominations Data Dictionary.

s 25 3-Sep-98

GISB FF/EDM flat files should be ASCII comma separated value (.csv) format.

s 26 3-Sep-98

Provisions to provide 'comment' rows within GISB FF/EDM flat files should be made. These rows should be ignored for processing purposes.

s 27 3-Sep-98

The order of elements within GISB FF/EDM flat files should be that identified within the standards.

s 28 3-Sep-98

Each transaction (e.g. nomination) within a GISB FF/EDM flat file should be represented by a single row layout.

s 29 3-Sep-98

Where display information on a Customer Activities Web site is derivable from data provided in a previous upload or download, the information should not be included in the EDI/EDM standards [or FF/EDM standard, for later consideration] that directly correspond to the EBB/EDM Web page being displayed.

s 30 17-Sep-98

The industry should use common codes for location points and legal entities when communicating via EDI/EDM, EBB/EDM and/or FF/EDM. The corresponding common code name should also be used in EBB/EDM.

s 31 17-Sep-98

Customer Activities Web pages should support entry of the maximum length for valid data, however, display can be done in a manner to minimize left to right scrolling.

s 32 17-Sep-98

On Customer Activities Web pages, informational display fields can be displayed with related data.

s 33 17-Sep-98

Providers of Customer Activities Web sites should ensure that the site operates within the guidelines of the "Technical Characteristics of the Client Workstation" described in the Appendix of the Electronic Delivery Mechanism Related Standards Manual. This appendix, listing examples of hardware and software configurations that providers should meet, should be reviewed and updated by the Future Technology Task Force, at a minimum, by the spring of each year and presented to the GISB Executive Committee for adoption by the June meeting of that committee.