



# Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925. HOUSTON, TEXAS, 77002  
PHONE - (713) 356-0060, FAX - (713) 356-0067, email gisb@aol.com  
HOME PAGE: www.gisb.org

January 26, 1999

**TO:** GISB Members, Posting on the Web Page for Interested Industry Participants  
**FROM:** Rae McQuade, Executive Director  
**RE:** Announcement of the EBB Internet Implementation (EII) Task Force Meeting & Agenda  
-- February 25, 1999

The EII Task Force plans to meeting on Thursday, February 25 to discuss remaining invoicing related standards and invoice requests. Participants will also discuss proposed standards and requests for capacity release, as well as other requests that have been transferred from the Business Practices Subcommittee. Issues left over from Internet "Common Look and Feel" task force related to capacity release such as operationally available and unsubscribed capacity and determination of the actions to be taken by EII regarding system-wide notices are also to be identified and addressed in this meeting. Should the number of work papers submitted require a meeting on February 26, the determination will be made by the chairs on February 15 and announced on February 18.

The meeting specifics are:

Date: Thursday, February 25, 1999  
Time: 8:30 a.m. to 5:00 p.m.  
Location: Duke Energy  
5400 Westheimer Court  
Houston, Texas

Members and industry participants are urged to join this task force to participate in the creation of standards for transactional web sites. The chairs of the task force are:

<u>NAME</u>	<u>COMPANY</u>	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL ADDRESS</u>
Carl Caldwell	Deloitte Consulting	713-868-5537	281-360-4902	cpcaldwe@aol.com
Mike Novak	Nat. Fuel Gas Dist.	716-857-7884	716-857-7415	novakm@natfuel.com
T. Hopkins	Enron Gas P/Ls	713-853-5818	713-853-6756	thopkins@enron.com
Dona Gussow	Florida P&L	561-625-7565	561-625-7567	dgussow@fpl.com
Paul Keeler	Burlington Resources	713-624-9268	713-624-9624	pkeeler@br-inc.com

and the GISB officers and office staff are:

<u>NAME</u>	<u>COMPANY</u>	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL ADDRESS</u>
Jim Buccigross	National Registry of CR	978-535-7500	978-535-7744	legaljb@tcapserv.com
Mike Novak	Nat. Fuel Gas Dist.	716-857-7884	716-857-7415	novakm@natfuel.com
Rae McQuade	GISB	713-356-0060	713-356-0067	gisb1@aol.com
V. Thomason	GISB	713-356-0060	713-356-0067	gisb@aol.com

A draft agenda is attached, along with assignments and meeting objectives. The chairs reserve the right to extend hours of the meeting to ensure that agenda items are addressed. They also reserve the right to hold to the times specified in the agenda for each agenda item. In order to adhere to the times noted in the agenda for each item, comments for the record should be stated early in the addressing of each agenda item.

**Rae McQuade**



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EBB INTERNET IMPLEMENTATION TASK FORCE  
REQUESTS FOR DEVELOPMENT OF WORK PAPERS  
TO SUPPORT THE MEETING ON FEBRUARY 25, 1999  
OFFICES OF DUKE ENERGY, 5400 WESTHEIMER COURT, HOUSTON, TEXAS

**NOTE:**

**THE CHAIRS RESERVE THE RIGHT TO ONLY DISCUSS SUBMITTED WORK PAPERS DURING THE MEETING.**

BY **FEBRUARY 15**, VOLUNTEERS SHOULD SUBMIT ELECTRONICALLY TO THE GISB OFFICE:

- All redlined changes to the draft minutes of January 20, 1999
- Remaining work papers describing related invoicing EII standards.
- Remaining requests related to invoicing EII standards.
- Requests transferred from the Business Practices Subcommittee to the EII Task Force.
- Work papers for Capacity Release Proposed Standards.
- Requests related to Capacity Release
- Work Papers regarding Capacity Release Issues Remaining from the Internet "Look and Feel" team
- Work papers regarding the determination of the need for data groupings for capacity release data sets
- Work papers regarding recommendations for whether EII Task Force should address critical notices or if such items will be addressed in the Notices Task Force.

If submitters are unable to meet the above deadlines, they are asked to bring enough copies to the meeting on February 25 for all participants **AND PROVIDE AN ELECTRONIC COPY TO GISB STAFF AT THE MEETING.**

**AT CONCLUSION OF THE MEETING, THE TASK FORCE SHOULD HAVE:**

- Completion of EII standards for invoicing.
- Completion of EII request disposition for invoicing.
- Determination of if Information Requirements Subcommittee will be asked to provided data groupings for the Capacity Release data sets.
- EII standards for capacity release.
- EII request disposition for capacity release.
- Completion of EII standards for capacity release issues remaining from the Internet "Look and Feel" team
- Completion of EII request disposition for requests transferred from the Business Practices Subcommittee.
- Determination of who should resolve EII related critical notices issues.



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EBB INTERNET IMPLEMENTATION TASK FORCE PROPOSED AGENDA  
OFFICES OF DUKE ENERGY, 5400 WESTHEIMER COURT, HOUSTON, TEXAS  
FEBRUARY 25, 1999 -- 8:30 A.M. TO 5:00 P.M.

- |            |     |  |
|------------|-----|--|
| 8:30 a.m.  | 1.  | ADMINISTRATIVE   |
|            |     | • Welcome  |
|            |     | • Antitrust  |
|            |     | • Attendee Roll Call   |
|            |     | • Adoption of Agenda   |
|            |     | • Review and Adoption of January 20, 1999 Minutes  |
| 9:00 a.m.  | 2.  | REQUESTS -- TRANSFERRED FROM THE BUSINESS PRACTICES SUBCOMMITTEE   |
| 10:00 a.m. | 3.  | REMAINING REQUESTS FOR INVOICING   |
| 10:30 a.m. | 4.  | REMAINING WORK PAPERS FOR PROPOSED STANDARDS FOR INVOICING   |
| 11:00 a.m. | 5.  | WORK PAPERS FOR PROPOSED STANDARDS FOR CAPACITY RELEASE  |
| NOON       |     | LUNCH  |
| 1:00 p.m.  | 6.  | REQUESTS RELATED TO CAPACITY RELEASE   |
| 2:00 p.m.  | 7.  | DETERMINATION OF IF INFORMATION REQUIREMENTS SUBCOMMITTEE WILL BE ASKED TO DEVELOP DATA GROUPINGS FOR CAPACITY RELEASE DATA SETS   |
| 2:30 p.m.  | 8.  | OUTSTANDING CAPACITY RELEASE ISSUES FROM THE INTERNET "COMMON LOOK & FEEL" TEAM -- OPERATIONALLY AVAILABLE AND UNSUBSCRIBED CAPACITY                                     |
| 4:00 p.m.  | 9.  | SYSTEM-WIDE NOTICES  |
| 4:30 p.m.  | 10. | IDENTIFICATION OF STANDARDS TO SEND OUT FOR COMMENT & REVIEW OF MEETING DATES, ADDRESSING WITHDRAWN REQUESTS TO BE SCHEDULED BY THE CHAIRS AND ANNOUNCED AT THIS MEETING |
| 5:00 p.m.  |     | ADJOURN  |

**AT CONCLUSION OF THE MEETING, THE TASK FORCE SHOULD HAVE:**

- **COMPLETION** of EII standards for invoicing.
- **COMPLETION** of EII request disposition for invoicing.
- Determination of if Information Requirements Subcommittee will be asked to provided data groupings for the Capacity Release data sets.
- EII standards for capacity release.
- EII request disposition for capacity release.
- **COMPLETION** of EII standards for capacity release issues remaining from the Internet "Look and Feel" team
- **COMPLETION** of EII request disposition for requests transferred from the Business Practices Subcommittee.
- Determination of who should resolve EII related critical notices issues.