



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

March 9, 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
-- April 6, 1999

The EII Task Force plans to meeting on Tuesday, April 6 to discuss operationally available and unsubscribed capacity work papers submitted by Enron Administrative Corp. and data groupings and related standards for capacity release transactions.

The meeting specifics are:

Date: Tuesday, April 6, 1999
Time: 8:30 a.m. to 5:00 p.m.
Host: El Paso Energy
Location: Travis Place
1010 Travis
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
JoAnn Garcia	GISB	713-356-0060	713-356-0067	gisb4@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 APRIL 6, 1999
HOSTED BY EL PASO ENERGY, TRAVIS PLACE, 1010 TRAVIS, HOUSTON, TEXAS

NOTE:

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

BY **APRIL 1**, VOLUNTEERS SHOULD SUBMIT ELECTRONICALLY TO THE GISB OFFICE:

- All redlined changes to the draft minutes of February 25 and March 9, 1999
- Requests related to Operationally Available and Unsubscribed Capacity
- Remaining Work Papers regarding Capacity Release Issues Remaining from the Internet "Look and Feel" team
- Work papers for data groupings for capacity release data sets and logical data groups for capacity release data sets

If submitters are unable to meet the above deadlines, they are asked to bring enough copies to the meeting on April 6 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 capacity release excluding critical notices.
- Completion of EII standards for capacity release issues remaining from the Internet "Look and Feel" team



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EBB INTERNET IMPLEMENTATION TASK FORCE PROPOSED AGENDA
HOSTED BY EL PASO ENERGY, TRAVIS PLACE, 1010 TRAVIS, HOUSTON, TEXAS
APRIL 6, 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 February 25 and March 9, 1999 Minutes
- 9:00 a.m. 2. DATA GROUPINGS AND LOGICAL DATA GROUPS AND RELATED STANDARDS FOR:
- | | | |
|------------|--------|---|
| 9:00 a.m. | 5.4.1 | Capacity Release-Offer Download |
| 10:00 a.m. | 5.4.2 | Capacity Release-Bid Download |
| 11:00 a.m. | 5.4.3 | Capacity Release-Award Download |
| | | |
| Noon | | Lunch for one hour |
| | | |
| 1:00 p.m. | 5.4.7 | Capacity Release-Offer Upload |
| 2:00 p.m. | 5.4.10 | Capacity Release-Offer Upload Bidder Confirmation |
| 3:00 p.m. | 5.4.18 | Capacity Release-Bid Upload |
- 4:00 p.m. 3. OUTSTANDING CAPACITY RELEASE ISSUES
- Internet "Common Look & Feel" team -- Operationally Available and Unsubscribed Capacity (Enron Administrative Corp.)
- 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 provide 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.