



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

July 28, 1998

TO: Internet Implementation Task Force Chairs: Mike Novak, Tammy Hopkins, Carl Caldwell, Paul Keeler, Dona Gussow
EC Officers: Mike Bray (Cynthia Corcoran), Jerry Hahn

FROM: Rae McQuade, Executive Director

RE: Chairs' Meeting Notes -- FINAL

1. Administrative: Welcome, Antitrust, Identification of Attendees, Agenda Adoption by the Chairs

Ms. McQuade thanked the chairs for volunteering to lead this effort, welcomed the attendees to the meeting and thanked Ms. Corcoran for providing the facilities for those attendees which were meeting in person. The attendees identified themselves. Ms. Corcoran gave the antitrust advice. The agenda was adopted with two additions - (1) How work will be transferred to other groups, and (2) development of the agenda for the first meeting. The meeting was turned over to Mr. Caldwell for the running of the meeting.

2. Identification of any general concepts to be applied to the EII task force

Several general concepts were discussed and supported by the chairs with no opposition voiced from the attendees :

- ✓ Start with the Camel model as the beginning to guide development per direction of the Executive Committee.
- ✓ Slot the survey items into the Camel model as the items are determined to be needed. Specifically, the EII task force should identify data elements for new transactions.
- ✓ Do the EDI development and the transactional web site development concurrently.
- ✓ Develop the standards, both for web site development and for EDI development, following the business function order of nominations, flowing gas, invoicing, and capacity release¹, (as stated in the Camel model, item 31, page 28 of the June 1 report to the Board of Directors).
- ✓ Recognize that the dates mentioned in the Camel model² are aggressive and should be followed to the extent possible, but also recognize that the dates are "cast in stone."
- ✓ Follow recognized industry practices as the determination of what should be developed in EDI data sets is made. For example: do not restate duplicative information (i.e. totals, combinations to data sets), and do not develop data sets which would only be used by a few trading partners. Ernst & Young will provide us with industry accepted EDI development practices for our review before the next meeting, and will also provide a preliminary analysis of the survey items against the recognized industry practices for applicability to EDI development. Other industry practices may be developed for development of transactional web pages.
- ✓ Information should be provided in a comparable manner. Some of the practices may address this issue -- such as raw data streams should be comparable.
- ✓ Cost and cost recovery will not be discussed by this group.

¹ As stated in the Camel model, item 31, page no. 28 of the June 1 report to the Board of Directors

² As stated in the Camel model, page no. 32 of the June 1 report to the Board of Directors



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- ✓ The methods used for EDI and flat files, should be comparable -- both in access, in timing and in processing.

3. **Organization of the dual technical responsibilities of Interactive Web Site Standards Development & EDI Development (ANSI X12 data sets and flat file development)**

The development of flat files is included in the EDI development effort. Concern was raised that the methods, specifically EDI versus flat files, should be comparable -- in access, in timing and in processing. This concern is restated as a general concept.

The EII task force is responsible for the development of the following standards:

- ✓ Standards for navigation
- ✓ Standards for general screen design
- ✓ Determination of information that is applicable to on-line transactions versus information that is applicable to EDI data set processing or flat file processing.
- ✓ Any business practices needed as the survey items are addressed or the transactional web sites are developed.
- ✓ Plan development including addressing survey items will be the responsibility of the EII task force. The plan will be developed in phases. The first phase will concentrate on all global development needed for transactional web sites and from a business function perspective, all nominations related standards for EDI data sets and transactional web sites. Other business functions will be included as needed. The plan should be brought to EC for approval at its August 20 meeting. When the meeting is announced, there will be a call for participation in the task force to ensure that company business processes are addressed. The survey responses will be categorized by business function and then identified as feasible for EDI or not, based on industry accepted practices. This preliminary analysis will be forwarded to the task force for its review.
- ✓ The EII task force will determine when to transfer development to other groups. For example, data element definitions would be developed by Information Requirements Subcommittee, X12 mapping efforts would be performed by the Technical Subcommittee, and the Future Technology Task Force would address security and redundancy.

4. **Overall Goals that the chairs expect should be achieved by each group (3a and 3b above) and target completion dates, if feasible**

The following timeline was supported by the chairs for development of standards:

- ✓ Recommendations from task forces on existing nominations related standards for transactional web sites and modifications to EDI data sets as a result of the survey responses would be completed by October 15. The Executive Committee would consider and vote on the recommendations on November 19. Membership ratification would occur in December. Implementation by industry would be expected by June 1999.
- ✓ Recommendations from task forces on existing flowing gas related standards for transactional web sites and modifications to EDI data sets as a result of the survey responses would be completed by November 12. The Executive Committee would consider and vote on the recommendations on December 17. Membership ratification would occur in January 1999. Implementation by industry would be expected by November 1999.



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- ✓ Recommendations from task forces on existing invoicing related standards for transactional web sites and modifications to EDI data sets as a result of the survey responses would be completed by mid-March 1999. The Executive Committee would consider and vote on the recommendations in mid-April 1999. Membership ratification would occur in mid-June. Implementation by industry would be expected by April 2000.
- ✓ Recommendations from task forces on existing capacity release related standards for transactional web sites and modifications to EDI data sets as a result of the survey responses would be completed by mid-May 1999. The Executive Committee would consider and vote on the recommendations in mid-June 1999. Membership ratification would occur in mid-July. Implementation by industry would be expected by June 2000.
- ✓ To ensure cohesive development, the task force chairs meetings will be re-instituted, to discuss specifically the efforts undertaken in each group that may require some coordination. This coordination is important to avoid duplicative effort or effort that may require rework because of the order in which it is undertaken. The Business Practice Subcommittee, Allocation Grid Data Team, Information Requirements Subcommittee, Technical Subcommittee, Future Technology Task Force, Technical Subcommittee and EII task force chairs will be invited to participate coordination calls. It was recognized that there may be development efforts that do not slot into one of the four development business functions defined above, and they will be addressed for inclusion in the plan as they are identified.

5. Meeting Schedules and Locations

The first meeting will be transcribed. The chairs will determine if further transcription services are needed. The first meeting will be held on August 13 and 14 in Houston, hosted by Duke Energy. The second meeting will be scheduled for August 21 in Houston, also hosted by Duke Energy. Teleconference calls will also be used in between face-to-face meetings as needed. Some of the meetings will be held in conjunction with EC meetings to reduce the travel needed. The GISB office will work with the chairs of the Information Requirements Subcommittee to ensure that adequate days around the EC meetings are available to the EII task force.

Meetings may be held on Saturdays if needed, and will be determined by the chairs. Meetings may also be held in Pittsburgh, Washington in addition to Houston. For meetings other than those in conjunction with EC meetings, the dates should be other than on Fridays. The September dates will be determined by the chairs in conjunction with the GISB office.

6. Transfer of Items to Other Committees and Task Forces

Item nos. 7, 8, 9 and 10³ should be transferred to the Future Technology Task Force immediately. The GISB office will draft a letter to EC members asking their concurrence that these items be immediately transferred to the Future Technology Task Force, since that group is meeting prior to the first meeting of the EII task force. All chairs concurred with this decision and none of the attendees opposed the direction.

7. Agenda

The meetings will be run by Mr. Caldwell, with one of the other chairs to serve as an active assistant. The chairs will limit the amount of time any person has the floor. The chairs will call votes as needed to forward the process. Hosts will be asked to cater lunch in unless chairs determine otherwise to support the need for caucusing. The meetings will start at 8:30 a.m. promptly. Teleconferencing will

³ As stated in the Camel model, page nos. 23 and 24 of the June 1 report to the Board of Directors



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be made available as is reasonable. Teleconferencing is not effective in conjunction with more than ten or fifteen attendees meeting face-to-face. For administration of the minutes, all changes to the minutes must be submitted in writing three days in advance of the following meeting. A red-lined set of minutes will be prepared. Only the red-lined changes will be discussed. It is advised that participants not change statements made by others. When transcripts are available, only the decisions made by the groups will be recorded, not the discussions leading up to the decisions.

The proposed agenda is attached. The meeting adjourned at 12:30 p.m.

8. Attendee List

Chairs & EC Officers & GISB

<u>Name</u>	<u>Company</u>	<u>Phone</u>	<u>Fax</u>	<u>E-mail Address</u>
Rae McQuade	GISB	713-757-2283	713-757-2491	gisb1@aol.com
V. Thomason	GISB	713-757-4175	713-757-2491	gisb@aol.com
Mike Bray ⁴	Duke Energy	713-627-5301	713-989-3166	mdbray@duke-energy.com
Jerry Hahn ⁵	Texaco	713-752-7769	713-752-4026	hahnge@texaco.com
Carl Caldwell	Deloitte	713-868-5537	281-360-4902	cpcaldwe@aol.com
Mike Novak	Nat. Gas Fuel Dist.	716-857-7884	716-857-7415	novakm@natfuel.com
Tammy Hopkins	Enron Gas P/Ls	713-853-5818	713-853-6756	thopkins@enron.com
Dona Gussow	Florida Power & Light	561-625-7565	561-625-7567	dgussow@fpl.com
Paul Keeler	Burlington Resources	713-624-9268	713-624-9624	pkeeler@br-inc.com

Attendees in Person

<u>Name</u>	<u>Company</u>	<u>Phone/Fax</u>	<u>E-mail Address</u>
Debbie Tupper	Texas Eastern	713-627-4312/4699	dstupper@duke-energy.com
Brent Phelps	Panhandle Eastern	713-627-5608/5769	bwphelps@duke-energy.com
Mark Scheel	Dynegy Inc.	713-507-6787/6834	masc@dynegy.com
Chuck Hanebuth	Enform Technology	713-622-3676	chanebuth@enform.tech.com
Doug Wendler	Enform Technology	713-709-4895	dwendler@enform.tech.com
Marc Wink	Enform Technology	713-709-1398	mwink@enform.tech.com
Theresa Hess	Enron Gas P/Ls	713-853-4895	thess@enron.com
Magan Yarbrough	Algonquin	713-627-6067/4066	msyarbrough@duke-energy.com

Attendees Via Phone

<u>Name</u>	<u>Company</u>
Stephanie LeCureaux	ANR
Julie Reames	Burlington Resources
Clancy Aschbrenner	CIG
Joe Kardas	Nat. Fuel Gas Supply
Steve Elmer	PG&E Gas Transmission
Kelly Wachter	Williston Basin
Kurt Link	Williston Basin
Jeff Swope	Williston Basin

⁴ Mr. Mike Bray was unable to attend the meeting. He was represented by Ms. Cynthia Corcoran.

⁵ Mr. Hahn was unable to attend the meeting.



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EBB INTERNET IMPLEMENTATION TASK FORCE
HOSTED BY DUKE ENERGY, 5400 WESTHEIMER COURT, HOUSTON, TEXAS
PROPOSED AGENDA

AUGUST 13 & 14, 1998 -- 8:30 A.M. TO 5:00 P.M.

AUGUST 13, 1998

- 8:30 a.m. 1. Administrative
- Welcome
 - Antitrust
 - Attendee Roll Call
 - Adoption of Agenda
 - Notification of Future Meetings
 - Review of Meeting Guidelines
 - Balanced Voting
 - Powers and Duties of the Chairs
 - Adherence to time limits for topics of discussion and time limits for speakers
 - Minutes, minutes revisions
 - Future Meetings Announcement
- 9:30 a.m. 2. Report by the Chairs.
- Discussion by task force and vote of support on each item -- general concepts:
 - Start with the Camel model as the beginning to guide development per direction of the Executive Committee.
 - Slot the survey items into the Camel model as the items are determined to be needed. Specifically, the EII task force should identify data elements for new transactions.
 - Do the EDI development and the transactional web site development concurrently.
 - Develop the standards, both for web site development and for EDI development, following the business function order of nominations, flowing gas, invoicing, and capacity release⁶, (as stated in the Camel model, item 31, page 28 of the June 1 report to the Board of Directors).
 - Recognize that the dates mentioned in the Camel model⁷ are aggressive and should be followed to the extent possible, but also recognize that the dates are "cast in stone."

⁶ As stated in the Camel model, item 31, page no. 28 of the June 1 report to the Board of Directors

⁷ As stated in the Camel model, page no. 32 of the June 1 report to the Board of Directors



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- Follow recognized industry practices as the determination of what should be developed in EDI data sets is made. For example: do not restate duplicative information (i.e. totals, combinations to data sets), and do not develop data sets which would only be used by a few trading partners. Ernst & Young will provide us with industry accepted EDI development practices for our review before the next meeting, and will also provide a preliminary analysis of the survey items against the recognized industry practices for applicability to EDI development. Other industry practices may be developed for development of transactional web pages.
- Information should be provided in a comparable manner. Some of the practices may address this issue -- such as raw data streams should be comparable.
- Cost and cost recovery will not be discussed by this group.
- The methods used for EDI and flat files, should be comparable -- both in access, in timing and in processing.
- Any other general concepts to be followed by the EII task force in development of standards.

11:30 a.m. WORKING LUNCH PROVIDED

- NOON . 2. Report by the Chairs. (Continued)
- Discussion by task force and vote of support on each item of EII responsibility
- Standards for navigation
 - Standards for general screen design
 - Determination of information that is applicable to on-line transactions versus information that is applicable to EDI data set processing or flat file processing.
 - Any business practices needed as the survey items are addressed or the transactional web sites are developed.
 - Plan development including addressing survey items will be the responsibility of the EII task force. The plan will be developed in phases. The first phase will concentrate on all global development needed for transactional web sites and from a business function perspective, all nominations related standards for EDI data sets and transactional web sites. Other business functions will be included as needed. The plan should be brought to EC for approval at its August 20 meeting. When the meeting is announced, there will be a call for participation in the task force to ensure that company business processes are addressed. The survey responses will be categorized by business function and then identified as feasible for EDI or not, based on industry accepted practices. This preliminary analysis will be forwarded to the task force for its review.
 - The EII task force will determine when to transfer development to other groups. For example, data element definitions would be developed by Information Requirements Subcommittee, X12 mapping efforts would be performed by the Technical Subcommittee, and the Future Technology Task Force would address security and redundancy.



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- Any other responsibilities of EII task force.

2:00 pm.

3. Discussion and motions related to the treatment of the survey responses and acceptance by the group and how they will be addressed -- plan and detailed plan related to nominations, including the timeline.

- Review, discussion and vote of support of Ernst and Young (E&Y) industry practices to be followed in determination of EDI development, and identification of any other general industry practices to be followed for EDI development.
- Review, discussion and support of E&Y recommendation regarding nominations related survey responses *[This assumes that the general concept of developing standard for the business function of nominations is addressed first.]*
- Draft of plan and how the nominations related survey items are folded into the plan.
- Identification of items to be transferred to appropriate subcommittees or task forces. *[The actual transfer of items cannot occur before August 20, at which time the plan will be presented to the Executive Committee for its approval -- including scope determination and priority].*
- Other items related to the EDI development portion of the plan.

4:30 p.m.

4. Discussion and review of timelines defined by the EII Chairs:

- Recommendations from task forces on existing nominations related standards for transactional web sites and modifications to EDI data sets as a result of the survey responses would be completed by October 15. The Executive Committee would consider and vote on the recommendations on November 19. Membership ratification would occur in December. Implementation by industry would be expected by June 1999.
- Recommendations from task forces on existing flowing gas related standards for transactional web sites and modifications to EDI data sets as a result of the survey responses would be completed by November 12. The Executive Committee would consider and vote on the recommendations on December 17. Membership ratification would occur in January 1999. Implementation by industry would be expected by November 1999.
- Recommendations from task forces on existing invoicing related standards for transactional web sites and modifications to EDI data sets as a result of the survey responses would be completed by mid-March 1999. The Executive Committee would consider and vote on the recommendations in mid-April 1999. Membership ratification would occur in mid-June. Implementation by industry would be expected by April 2000.
- Recommendations from task forces on existing capacity release related standards for transactional web sites and modifications to EDI data sets as a result of the survey responses would be completed by mid-May 1999. The Executive Committee would consider and vote on the recommendations in mid-June 1999. Membership ratification would occur in mid-July. Implementation by industry would be expected by June 2000.

5:00 p.m.

5. Conclusion of meeting for the first day.



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AT CONCLUSION OF THE FIRST DAY, THE TASK FORCE SHOULD HAVE:

- Agreement on general concepts to which the task force would adhere when developing standards.
- Agreement on responsibilities of the EII Task force.
- Agreement on timeline for development of standards by business function.
- Agreement on draft plan for review by the Executive Committee on August 20 -- if not in specific language, then in concepts to be covered in the plan.

AUGUST 14, 1998

- 8:30 a.m. 1. Administrative
- Welcome
 - Antitrust
 - Attendee Roll Call
- 8:45 a.m. 2. Finalization of Plan to be presented to the Executive Committee on August 20.
- Discussion and Vote
- 9:15 a.m. 3. Identification, Discussion and Vote on Recommended Standards for access.
- Access (item nos. 1-6 of the Camel Model)⁸
 - Other Access Items
- 10:30 a.m. 4. Identification, Discussion and Vote on Recommended Standards for navigation.
- Navigation (item nos. 11-24 of the Camel Model)⁹
 - Other Navigation Items
- 11:30 a.m. LUNCH BREAK
- NOON Continuation of Navigation Items.
- 2:00 p.m. 5. Identification, Discussion and Vote on Recommended Standards for content/format.
- Content/Format (item nos. 25-35 of the Camel Model)¹⁰
 - Other Content/Format Items

⁸ As stated in the Camel model, page no. 23 of the June 1 report to the Board of Directors

⁹ As stated in the Camel model, page nos. 24 - 27 of the June 1 report to the Board of Directors

¹⁰ As stated in the Camel model, page nos. 27 - 29 of the June 1 report to the Board of Directors



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- 3:30 p.m. 6. Identification, Discussion and Vote on Recommended Standards for upload/download.
- Upload/download (item nos. 36-39 of the Camel Model)¹¹
 - Other Upload/Download Items
- 4:00 p.m. 7. Identification, Discussion and Vote on Recommended Standards for other items.
- Item nos. 41, 47 and 48 of the Camel Model¹²
 - Other Items
- 5:00 p.m. 8. Meeting Adjournment.
- [the agenda for the meeting on August 21 will be determined through a chairs' conference call on August 17. The proposed agenda will include any items not completed on August 13 & 14]*

AT CONCLUSION OF THE SECOND DAY, THE TASK FORCE SHOULD HAVE:

- A body of recommended global standards which would apply to all business functions including nominations. The global standards may be incomplete.

¹¹ As stated in the Camel model, page no. 29 of the June 1 report to the Board of Directors

¹² As stated in the Camel model, page nos. 30-31 of the June 1 report to the Board of Directors