



# Gas Industry Standards Board

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August 13 , 1998

**TO:** GISB Members, Posting on the Web Page for Interested Industry Participants  
**FROM:** Rae McQuade, Executive Director  
**RE:** Final EBB Internet Implementation Task Force Meeting Minutes - August 13 & 14, 1998

## AUGUST 13, 1998

Ms. McQuade opened the meeting, welcomed the attendees, and introduced and thanked the chairs. She turned the meeting over to Mr. Caldwell to facilitate the meeting. Mr. Buccigross provided the antitrust advice. The agenda was adopted. These minutes will reflect the decisions made. For a full accounting of the discussion, the transcripts can be ordered from Ms. Copeland of Ak/Ret Reporting at (512) 882-9037.

### REPORT BY THE CHAIRS

The EII task force considered and adopted the following general concepts:

1. Start with the Camel model as the beginning to guide development per direction of the Executive Committee, and include the minority issues.

Vote: The general concept was adopted unanimously.

Segment	For	Balanced For	Against	Balanced Against
End User	1	1	0	0
LDCs	4	2	0	0
Services	13	2	0	0
Producers	4	2	0	0
Pipelines	21	2	0	0
	43	9	0	0

2. 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 the new transactions.

Vote:

The above concept was endorsed by the EII task force through a unanimous vote.

3. Do the EDI, flat file and web site development concurrently, as appropriate.

Vote:

The above concept was endorsed by the EII task force through a unanimous vote.



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4. Develop the standards initially following the business function order of Nominations, Flowing Gas, Invoicing, Capacity Release and Contracts.

Vote:

The above concept was endorsed by the EII task force through a unanimous vote.

5. Recognize that the dates mentioned in the Camel model are aggressive and should be followed to the maximum extent possible. The EII Task Force will recommend adjustments to the dates as work progresses, as necessary.

Vote:

The above concept was endorsed by the EII task force through a unanimous vote.

6. EII will follow recognized practices, EDI or otherwise, in developing standards for natural gas electronic communications to the maximum extent possible.

Vote:

The above concept was endorsed by the EII task force through a unanimous vote.

7. The business result of a transaction should be the same regardless of the communication method or technology used.

Vote:

The above concept was endorsed by the EII task force through a unanimous vote.

8. Cost and cost recovery will not be discussed by this group.

Vote:

The above concept was endorsed by the EII task force through a unanimous vote.

9. The same business result should occur regardless of the electronic delivery mechanism: this principle should guide the definition of the business process, data content of the transaction, and the timing of the transaction.

Vote:

The above concept was endorsed by the EII task force through a following vote:

Segment	For	Balanced For	Against	Balanced Against
End User	0	0	0	0
LDCs	3	1.5	1	0.5
Services	11	1.83	1	0.17
Producers	4	2	0	0
Pipelines	13	1.73	2	0.27
TOTAL	31	7.07	4	0.93



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The EII task force considered and adopted the following efforts as EII responsibility:

1. Development of standards for navigation are within the scope of the EII task force's responsibility.  
Vote:  
The above responsibility was endorsed by the EII task force through a unanimous vote.
  
2. Development of standards for general screen design are within the scope of the EII task force's responsibility.  
Vote:  
The above responsibility was endorsed by the EII task force through a unanimous vote.
  
3. Determination of information that is applicable to on-line transactions versus information that is applicable to EDI data set processing or flat file processing are within the scope of the EII task force's responsibility.  
Vote:  
The above responsibility was endorsed by the EII task force through a unanimous vote.
  
6. The EII task force will determine when to transfer standards development to other groups. For example, data element definitions could be developed by Information Requirements Subcommittee, X12 mapping efforts could be performed by the Technical Subcommittee, and the Future Technology Task Force could address security and redundancy. These efforts are within the scope of the EII task force's responsibility.  
Vote:  
The above responsibility was endorsed by the EII task force through a unanimous vote.
  
4. Any business practice standards needed as the survey items are addressed are within the scope of the EII task force's responsibility.  
Vote:  
The above responsibility was endorsed by the EII task force through a unanimous vote.
  
5. The detailed plan to address the categories of survey items will be developed as each business function's work is initiated.  
Vote:  
The above responsibility was endorsed by the EII task force through a unanimous vote.
  
7. Timing of EBB transition to the Internet is within the scope of the EII task force's responsibility.  
Vote:  
The above responsibility was endorsed by the EII task force through a unanimous vote.



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## TREATMENT OF THE SURVEY RESPONSES

The EII task force considered and adopted the following plan of action regarding the treatment of the survey responses:

1. Accept the E&Y analysis as an informational document to be considered as the EII task force reviews each business function.

Vote:

The above item was endorsed by the EII task force as a course of action regarding the survey responses through a unanimous vote.

2. The EII task force will discuss nominations on August 21 and survey respondents will be notified as such.

Vote:

The above item was endorsed by the EII task force as a course of action regarding the survey responses through a unanimous vote.

Several courses of action were considered and deferred to later meetings:

- 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].
- Form parallel groups to develop standardized web sites and process the survey responses to determine additional standards.

A work paper was provided by Duke Energy describing work flow between task forces and subcommittees. While it was discussed, no motions were made to accept the document and it may be reviewed and considered at a later meeting.

## TIMELINES FOR DEVELOPMENT OF STANDARDS

The following four sets of timelines for development of standards was considered and endorsed by the EII task force:

1. 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.
2. 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



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- recommendations on December 17. Membership ratification would occur in January 1999. Implementation by industry would be expected by November 1999.
3. 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.
  4. 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.

#### Vote:

The EII task force adopted the above four timelines for standards development through the following vote:

Segment	For	Balanced For	Against	Balanced Against
End User	1	1	0	0
LDCs	3	2	0	0
Services	15	1.87	1	0.13
Producers	4	2	0	0
Pipelines	11	2	0	0
TOTAL	34	8.87	1	0.13

#### REQUEST FROM FUTURE TECHNOLOGY TASK FORCE

Regarding Camel Model item nos. 9 and 10, which the EII task force referred to the Future Technology Task Force (FTTF), the EII task force determined that the FTTF should address both EBB and EDM in their recommendations.

#### ADJOURN

The first day of the meeting adjourned at 5:00 p.m.



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**AUGUST 14, 1998**

Mr. Caldwell welcomed attendees and gave the antitrust guidelines. The activities of August 13 were reviewed. The EII task force will send the plan developed in the meetings August 13 and 14 to the Executive Committee for its consideration on August 20.

## **IDENTIFICATION, DISCUSSION AND VOTE ON RECOMMENDED STANDARDS FOR ACCESS.**

The following proposed standards were discussed, amended and either adopted, deleted or deferred. For a full accounting of the discussion of the items, please access the transcripts of the meeting. The transcripts can be ordered from Ms. Copeland of Ak/Ret Reporting at (512) 882-9037.

1. Internet protocols should be used for accessing all industry business functions.  
Notes:
  - EDI/EDM includes flat file communication methods.Vote:  
All supported the above language as a standard (4.3.x).
2. Web browser interface should use Internet compatible common browser software.  
Vote:  
All supported the above language as a standard (4.3.x).
3. Web site should be accessible via the public Internet using common browser software.  
Vote:  
All supported the above language as a standard (4.3.x).
4. 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.  
Vote:  
All supported the above language as a principle (4.1.x).
5. Web site standards should not dictate or limit back-end development technology or systems. Web sites should be accessible by a standard client configuration. [PRINCIPLE]
- 5.A. "Standard" client configuration is one that allows simultaneous access to multiple industry Web sites. [DEFINITION]  
Note:
  - Issues on add-ins would be forwarded to the Future Technology Task Force (FTTF) as needed.
  - GISB standards cannot require the use of a specific commercial product that is not publicly available at no cost.
  - The FTTF should further define the term "standard" client configuration.



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Vote:

All supported the above language for both the principle (4.1.x) and definition (4.2.x).

6. 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 Web site. The business function categories are defined as Nominations related standards, Flowing Gas related standards, Invoicing related standards, Capacity Release related standards and Contracts related standards.

Note:

- The above proposed standard does not imply that EDI standards will discontinue.
- This proposed standard does not preclude TSPs from moving their EBBs today to the Internet and then changing the proprietary business functions on the Internet as the standards become available.

Vote:

All supported the above language as a standard (4.3.x).

## **IDENTIFICATION, DISCUSSION AND VOTE ON RECOMMENDED STANDARDS FOR NAVIGATION**

The following proposed standards were discussed, amended and either adopted, deleted or deferred. For a full accounting of the discussion of the items, please access the transcripts of the meeting. The transcripts can be ordered from Jane Copeland of Ak/Ret Reporting at (512) 882-9037.

11. "Navigational Area" is the term used to describe the left side of the browser display providing links to the content area and other navigational links.

Vote:

No vote was needed as the current GISB Standard No. 4.2.7 addresses the issue.

12. 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.

Vote:

All supported the above language as a principle (4.1.x).



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13. 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.

Vote:

The above language was adopted as a principle (4.1.x).

Segment	For	Balanced For	Against	Balanced Against
End User	1	1	0	0
LDCs	2	2	0	0
Services	12	2	0	0
Producers	4	2	0	0
Pipelines	11	1.69	2	0.31
TOTAL	30	8.69	2	0.31

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

Vote:

All supported the above language as a standard (4.3.x).

15. All transactions should be included in the site map.

Note:

Deferred

16. Navigation through the menus should be consistent for location and technique.

Vote:

All supported the above language as a standard (4.3.x).

17. "Customer Activities" should be 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.

Vote:

The above language was supported as a definition (4.2.x).

Segment	For	Balanced For	Against	Balanced Against
End User	1	1	0	0
LDCs	1	1	0	0
Services	9	1.38	4	0.62
Producers	2	2	0	0
Pipelines	6	1.71	1	0.29
TOTAL	19	7.1	5	0.9



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18. The "Customer Activities" navigational link should appear and be labeled as such immediately above Site Map on the Informational Postings Web site. The FTTF should review this standard to determine if secure Web pages (transactional functions) should be available from public Web pages (Informational Postings).
- Vote:  
Deferred until FTTF provides input on options and security issues.
19. The categories and the labels for Customer Activities should appear, if applicable, in the Navigational Area as follows:
- Nominations
  - Flowing Gas
  - Invoicing
  - Capacity Release
  - Contracts
- Links supporting Mutually Agreeable categories will follow these links. This does not preclude a further breakdown of sub-categories within each category from being listed in the Navigational Area.
- Vote:  
All supported the above language as a standard (4.3.x) as part of the vote to support item nos. 19 to 24. [The proposed standard 19 was replaced later in the meeting by 19.A]
20. The sub-categories and the labels for the category of Nominations should appear, if applicable, in the Navigational Area as follows:
- Nomination
  - Nomination Quick Response
  - Request for Confirmation
  - Confirmation Response
  - Confirmation Response Quick Response
  - Scheduled Quantity
  - Scheduled Quantity for Operator
- Links supporting Mutually Agreeable sub-categories will follow these links. This does not preclude a further breakdown of sub-subcategories within each sub-category from being listed in the Navigational Area.
- Vote:  
All supported the above language as a standard (4.3.x) as part of the vote to support item nos. 19 to 24.
21. 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
  - Pre-determined Allocation Quick Response
  - Allocation
  - Shipper Imbalance



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- 
- Measurement Information
  - Measured Volume Audit Statement

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

Vote:

All supported the above language as a standard (4.3.x) as part of the vote to support item nos. 19 to 24.

22. The sub-subcategories and the labels for the sub-category of Measurement should appear, if applicable, in the Navigational Area as follows:

- Measurement Information
- Measured Volume Audit Statement

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

Vote:

This item was deleted in the vote to adopt item nos. 19 to 24.

23. 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-subcategories within each sub-category from being listed in the Navigational Area.

Vote:

All supported the above language as a standard (4.3.x) as part of the vote to support item nos. 19 to 24.

24. 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-subcategories within each sub-category from being listed in the Navigational Area.

Vote:

All supported the above language as a standard (4.3.x) as part of the vote to support item nos. 19 to 24.



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24.A 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-subcategories within each sub-category from being listed in the Navigational Area.

Vote:

All supported the above language as a standard (4.3.x) as part of the vote to support item nos. 19 to 24. This item no. will be revisited and re-voted after the sub-categories are defined, so that the sub-categories can be added in place of the "to be determined" phrase.

19.A 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.

Note:

After the vote was taken on item nos. 19 to 24, the above item no. 19a was drafted which replaces item no. 19.

Vote:

All supported the above language as a standard (4.3.x).

## **IDENTIFICATION, DISCUSSION AND VOTE ON RECOMMENDED STANDARDS FOR CONTENT AND FORMAT**

The following proposed standards were discussed, amended and either adopted, deleted or deferred. For a full accounting of the discussion of the items, please access the transcripts of the meeting. The transcripts can be ordered from Jane Copeland of Ak/Ret Reporting at (512) 882-9037.

25. For Customer Activities Web sites, "Content Area" is the term used to describe the area where transactional information is displayed. The Content Area includes: page header, content, page footer.

Vote:

Dropped, and GISB Standard No. 4.2.8 will be redrafted for consideration before the next EII task force.

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

Vote:

All supported the above language as a principle (4.1.x).



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27. A Web page may display information (data elements and code values) from multiple functionally related EDI datasets (i.e. nominated volume and scheduled volume may appear on the same Web screen).  
Vote:  
All supported the above language as a standard (4.3.x).
28. There will generally be a one-to-one relationship between data elements used for EDI and/or flat files and the data displayed on Web pages.  
Vote:  
All supported the above language as a principle (4.1.x).
29. GISB standard code value descriptions should be displayed for code values where appropriate.  
Vote:  
All supported the above language as a standard (4.3.x).
30. Standard field name descriptors or abbreviations, and navigation and functional screen layouts should be used on all Customer Activities Web pages. [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 that specific area.  
Vote:  
All supported the above language as a principle (4.1.x).

## **ADJOURN**

The following agenda items were not addressed and will be addressed on August 21.

5. Identification, Discussion and Vote on Recommended Standards for content/format.
  - Content/format (item nos. 31-35 of the Camel Model)<sup>1</sup>
  - Other Content/Format Items
6. Identification, Discussion and Vote on Recommended Standards for upload/download.
  - Upload/download (item nos. 36-39 of the Camel Model)<sup>2</sup>
  - Other Upload/Download Items
7. Identification, Discussion and Vote on Recommended Standards for other items.
  - Item nos. 41, 47 and 48 of the Camel Model<sup>3</sup>
  - Other Items

The meeting adjourned at 5:00 p.m.

Appendix A: Items transferred to the Future Technology Task Force on August 10.

Appendix B: Scanned Sign in Sheets for the EII Task force meeting on August 13 & 14, 1998

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<sup>1</sup> As stated in the Camel model, page no. 29 of the June 1 report to the Board of Directors

<sup>2</sup> As stated in the Camel model, page no. 29 of the June 1 report to the Board of Directors

<sup>3</sup> As stated in the Camel model, page nos. 30-31 of the June 1 report to the Board of Directors



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## Appendix A

### The following items have been transferred to the Future Technology Task Force

7. Minimum technical requirements for access to the transactional Web site are suggested below. These suggestions should be forwarded to FTTF for further development.
- Connection Device 28.8 K or above
  - Operating System Multi-threaded & Pre-emptive
  - RAM 32Mb or more
  - Display Capabilities 800 x 600, 256 colors
  - Monitor >
    - > 12' Laptop
    - > 15" Desktop
  - Browser Capabilities Support cookies, frames and nested frames, tables and nested tables.
  - Examples of User Workstations meeting this criteria:
    - Hardware
      - P 200MHz or greater
      - Communication Device
        - Direct Connect
        - ISDN
        - Satellite
    - Operating System
      - 56KB modem
      - Windows 95 or greater
      - NT 4.0 or greater
      - Solaris 2.6
      - System 8
    - Browser
      - Microsoft IE 4.0
      - Netscape Communicator 4.04 or Netscape Navigator 4.04
8. FTTF should define security for the transactional Web site after the Business Process Subcommittee has defined the security requirements for access, privacy, integrity and non-repudiation. Security requirements are suggested below that should be forwarded to FTTF for further development.
- At a minimum, the transactional Web page data communications from the browser to the Internet server should be capable of encryption and occur in a protected session.
  - Client-side certificates should not be required.
  - Userid/password authentication is required.
  - The authentication process should be in an encrypted session.
9. FTTF should define any necessary standards for connecting with third party communication networks.
10. FTTF should define redundancy recommendations for Internet connections which allow the TSP to choose the options that are most cost effective for meeting its customer's requirements.