



Gas Industry Standards Board

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November 6, 1998

TO: Posting on the home page for interested industry participants

FROM: Rae McQuade, Executive Director

RE: **MEETING ANNOUNCEMENT FOR THE IMBALANCE SUBCOMMITTEE & REVISED AGENDA**

The next meeting for the development of imbalance standards will be held on:

✓ Date: November 9, 1998
✓ Time: 9:30 a.m. to 5:00 p.m.
✓ Place: Enron Offices 1400 Smith Street
Conference Room 49C1
Houston, Texas

You will need to check in with Security at the Lobby level. If you have any questions, please contact Tammy Hopkins, 713-853-5818. **Please RSVP to Veronica Thomason at the above number or email by November 4.**

The draft agenda for the meeting is:

1. Administrative:
 - ✓ Welcome
 - ✓ Antitrust Advice
 - ✓ Roll Call
 - ✓ Adoption of Agenda
 - ✓ Adoption of Minutes from October 22, 1998
2. Review of Four Trading Window Proposals and Vote (10/22/98 minutes)
3. Standards Language for Other Concepts Previously Agreed Upon
4. Data Set and Data Element Review
 - ✓ Request for Trade (modifications posted with 10/08/98 minutes)
 - ✓ Quick Response for Trade (work papers posted for 10/08/98 meeting)
 - ✓ Request for Confirmation of Trade (work papers posted for 10/08/98 meeting)
 - ✓ Trade Confirmation (title correction made on 10/08/98)
 - ✓ Trade Notification (work papers posted for 10/08/98 meeting)
 - ✓ Authorization for Posting Authorized Imbalances (work papers posted for 10/08/98 meeting)
 - ✓ Request for download of Authorized Imbalances (work papers posted for 10/08/98 meeting)
 - ✓ Authorized Imbalance Transmission (work papers posted for 10/08/98 meeting)
5. Discussion on next meeting and agenda
6. Adjourn

We look forward to your attendance at the meeting.