



Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925, HOUSTON, TEXAS, 77002

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GAS INDUSTRY STANDARDS BOARD

Internet Look and Feel Task Force Meeting

9:00 p.m. to 5:00 p.m., February 23-25, 1998

FINAL MINUTES -- February 23, 1998

I. Introductory Items

Ms. Susan Croley welcomed the attendees and the host for the meeting, El Paso Energy, was thanked for providing the facilities. She then introduced Norm Walker, Co-Chair, Rae McQuade, Executive Director, and Jim Buccigross who would be giving the antitrust advice. The attendees then introduced themselves. The antitrust advice was given. The agenda was adopted with a modification to include a reading and explanation of the document, Gas Industry Standards Board Operating Practice Powers and Duties of Subcommittee and Task Force Chairs. Modifications were then made to the minutes of the January 20-21 meeting, but it was decided to wait until the second day of this meeting to adopt the modified minutes to give time to make corrections.

II. Review of Final Framework, Principles, Definitions and Standards To-date

Following the agenda Ms. Croley started a review of the standards that were worked on by the group.

III. Review of assignments (i.e. definition of Central site)

She then opened the floor for a motion on language that had been provided for the definition of "Central Site".

Motion:

"The term Central Address Repository (CAR) is used to describe: 1) the Internet Web site providing links to all Transportation Service Providers' Informational Postings, and 2) the entity administering and maintaining the above Web site and repository."

Action:

This definition was accepted with a vote of 39 in favor, 0 opposed, and 0 abstaining. Motion carried.

IV. Review of Draft from FTTF Recommending a Definition of Minimal and Optimal

Mr. Terry Lehn made a motion to accept:

The Minimal and Optimal Technical Characteristics and Guidelines for the Developer and User of the Non-Transactional Web Site as stated on the two page findings be submitted with the correction on page two to be placed in the implementation guide.

Discussion:

Mr. Lehn gave an explanation of the motion and the implications he saw in it and that this was what a typical user running a browser would incur for a minimum. Discussion as to the need to keep the



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information updated and whether there was a plan to keep the information current was heard. It was also pointed out that this was for non-transactional items. Discussion on the items listed as exclusions in the document under consideration ensued. It was decided that it would be best to have GISB counsel look at the paragraph with these exclusion items and make a determination as to the need to make a change in the wording.

The wording "Prior to each publication of the implementation guide, the Future Technology Task Force will review this information and make recommendations for revisions as appropriate".

was then added to the motion to address the concern of keeping the information updated.

Motion:

Accept the Minimal and Optimal Technical Characteristics and Guidelines for the Developer and User of the Non-Transactional Web Site as stated on the two page findings be submitted with the correction on page two(change MG to MB because of typo) to be placed in the implementation guide. "Prior to each publication of the implementation guide, the Future Technology Task Force will review this information and make recommendations for revisions as appropriate".

Action:

Voting for this motion resulted in the following: 33 votes in favor, 2 votes in opposition, 3 votes abstaining. Motion carried.

Ms. Croley opened the floor to further motions from the group and a motion to modify Standard 11 was made.

Proposed Modification to Standard 11:

The Transportation Service Provider's Informational Postings Web site should include the name, nickname or name abbreviation of the Transportation Service Provider so that it will appear first in the browser title bar.

Discussion:

The need for this information in the title bar was explained. After discussion of the appearance of the tariff on the Web site and the scrolling effects of various implementations a call for a vote was made.

Action:

Voting results were 33 in favor, 0 opposed, 3 abstained. Motion carried.

Moving on to the framework Mr. Whatley made a motion for II. C of the framework:

Motion for S12:

The Site Map should be provided as a content document. This document should include links to all levels of categories described in Standard 5, Standard 8. Each level of category and subcategory should be indented to show their relationship and will be presented in text form to best utilize space.

Discussion:

The motion was accepted with little opposition from the committee.



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Action:

Voting results were: 37 in favor, 0 opposed, 1 abstained. Motion carried.

The next motion placed on the floor was for Standard 13:

a) Transportation Service Providers should provide search for word or phrase within the text, headers, and footers of the entire tariff and within any of the following tariff subcategories: 1) Rate Schedules, 2) General Terms and Conditions, 3) Form of Service Agreement. The results of the search will provide a list of links to the pages containing the word or phrase. b) "Search" would appear as a link and labeled as such appearing immediately above the Site Map link.

Discussion:

Mr. Whatley asked that the word "be" be inserted between the words and and labeled. Maker of the motion agreed and it was added. Discussion as to the types of searches on the tariff and the manner in which they were conducted and what would be helpful ensued.

Motion:

Standard 13:

a) Transportation Service Providers should provide search for word or phrase within the text, headers, and footers of the entire tariff and within any of the following tariff subcategories: 1) Rate Schedules, 2) General Terms and Conditions, 3) Form of Service Agreement. The results of the search will provide a list of links to the pages containing the word or phrase. b) "Search" would appear as a link and be labeled as such, appearing immediately above the Site Map link.

Action:

Voting resulted in: 32 in favor, 2 opposed, 3 abstained. Motion carried.

Mr. Hartmann then made a motion for Standard 15:

The links to categories of Informational Postings should be displayed vertically on the left-hand side of the screen at all times.

Discussion:

Ms. Munson stated this motion would limit the capability of service providers to offer any other alternatives if it had to be place only on the left-hand side. Mr. Link agreed with Ms. Munson and asked if this would not be over standarizing. Mr. Ehinger gave testimony in favor of the motion as written stating there was need to be specific in the ways of moving through the information. Mr. Hartmann stated the committee was to address issues for the whole industry and this would make it easier for everyone if they did not have to try to figure out where things were.

Action:

Voting for this motion resulted in: 25 in favor, 10 opposed, 2 abstained. Motion carried

A call for a segment check was as follows:

Pipelines	in favor 16	opposed 3	abstained 1
Services	in favor 4	opposed 5	abstained 1
Producer	in favor 4	opposed 0	abstained 0
LDCs	in favor 1	opposed 2	abstained 0
End Users	in favor 0	opposed 0	abstained 0

A this point Mr. Buccigross addressed the language that had been questioned earlier in the day in the FTTF recommendation, Minimal and Optimal Technical Characteristics and Guidelines for the Developer and User of the Non-Transactional Web Site, regarding the exclusions which were a part of this document. He stated GISB standards had never excluded exceeding the standards. That the standards are a floor not a ceiling and that he and the chairs of the committee would get together and



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have alternative wording by 9:00am tomorrow morning. If there was anyone else interested in helping with the crafting of this language they would be welcome. Mr. Walker stated he would put the item on the agenda for tomorrow's meeting.

Mr. Keisler then offered a motion for III. D. of the framework.

Motion Principle 5:

Display space for content on Web sites should be maximized.

Discussion:

There was discussion of the amount of control and space that was available. It was stated that perhaps another principle would be needed to say that scrolling should be kept to a minimum.

Action:

Voting resulted in: 37 in favor, 0 opposed, 0 abstained. Motion carried.

Mr. Ehinger made a motion for Principle 6:

On the Web sites, the use of scrolling especially left to right, should be minimized.

Discussion:

Mr. Whatley offered a modification to: Scrolling within the content area of a web page should be held to a minimum, but this modification was not accepted by the maker of the motion.

Action:

Voting results for the motion were: 36 in favor, 1 opposed, 1 abstained. Motion carried

Motion for Standard 14:

The "Notices" category (as shown on the left) should expand to a list of subcategories, (on the left) when clicked; there is no display requirement on the right. Each subsequent level of subcategory would expand to display (also on the left) the associated sub-subcategories. When clicked, each of these subcategories and the sub-subcategories within them should display a list of notices for that category (sub or sub-sub) on the right. Within this standard the left refers to the navigational area and the right refers to the content area. The first four column headings for any list of notices are Subcategory, Posted Date/Time, Notice Identifier ("optional"), Subject. The "Subject" description must be meaningful, for example include effective date when applicable. Notices should be listed in reverse chronological order by Posted Date/Time.

Discussion:

Mr. Whatley suggested that there were two thoughts being conveyed and made a motion to separate the motion into an a and b part. It was explained that the intent was to expand a lower level and to also populate the content area This modification was accepted.

Standard 14a:

The "Notices" category (as shown on the left) should expand to a list of subcategories (on the left) when clicked; there is no display requirement on the right. Each subsequent level of subcategory would expand to display (also on the left) the associated sub-subcategories. When clicked, each of these subcategories and the sub-subcategories within them should display a list of notices for that category (sub or sub-sub) on the right. Within this standard, the left refers to the navigational area and the right refers to the content area.



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Action:

Voting on Standard 14a resulted in: 23 in favor, 2 opposed, 8 abstained. Motion Carried.

Discussion:

Being short of time, discussion for Standard 14b was left for the agenda of the meeting of February 24.

Standard 14b:

The first four column headings for any list of notices are Subcategory, Posted Date/Time, Notice Identifier ("optional"), Subject. The "Subject" description must be meaningful, for example include effective date when applicable. Notices should be listed in reverse chronological order by Posted Date/Time.

V. Adjournment

The agenda for the continuation of the meeting on February 24 would be the continuation of a move towards standards language . The meeting adjourned at 5:10pm.



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V. Attendees - Chairs, Board Members, GISB Office, Hosts

		<u>Company</u>	<u>Members</u>	
Chair :	1.	Susan Croley	Duke Energy	✓
Co-Chair	2.	Norm Walker	El Paso Energy	✓
GISB:	3.	Rae McQuade	GISB, Executive Director	✓
	4.	Jane Copeland	Ak/Ret Reporting	✓
	5.	Jim Buccigross	TransCapacity	✓
	6.	JoAnn Garcia	GISB Staff	✓
Hosts:	7.	El Paso Energy		

VI. Attendees -- By Segment

		<u>Company</u>	<u>Members</u>	
Producers:	1.	Tom Ehinger	Amoco	✓
	2.	Tommie Hartmann	Exxon	✓
	3.	Jerry Hahn	Texaco	✓
	4.	Terry McRae	Pennzoil	✓
Services:	5.	John Tsucalas	EDS/A. T. Kearney	✗
	6.	Sylvia Munson	Altra Energy	✓
	7.	Andy Sicignano	Enron Capital & Trade	✓
	8.	John Cohron	Altra Energy	✓
	9.	Gary Payne	Houston Pipeline	✓
	10.	Donna Scott	Enron Admin Services	✓
	11.	Kathy Benson	SABRE Technology Solutions	✓
	12.	Dick Brooks	Group 8760	✓
	13.	Jean Ford	Andersen Consulting	✓
	14.	George Heal	IBM Canada	✗
	15.	Mike Granberry	IBM US	✓
	16.	Pete Whatley	Natural Gas Clearinghouse	✓
	17.	Terry Lehn	EDS	✓
	18.	Bob Wallenhorst	Enco Gas Gathering	✓
LDCs:	19.	Mike Shahan	CNG	✓
	20.	Rick Ishikawa	Southern California Gas Co.	✓
	21.	Chris Maturio	NIPSCO Industries, Inc.	✓
Pipelines:	22.	Sandra Barnett	Koch Gateway	✓
	23.	Theresa Hess	Enron - NNG	✓
	24.	Carol Gaas	MGT	✗
	25.	Coralie Sculley	Panhandle Eastern	✓
	26.	Pat Finley	TGP	✗
	27.	Joe Kardas	NFGSC	✗
	28.	Kim Van Pelt	Trunkline Gas Company	✗
	29.	Fred Norwood	EPNG	✓
	30.	Kurt Link	Williston Basin Interstate	✓
	31.	Anjie Hoppe	KN Westex	✓
	32.	Stephanie LeCureaux	ANRPL	✗
	33.	Julie Unruh	Mobile Bay Pipeline	✓
	34.	Jim Keisler	Transco	✓
	35.	Toby Kuehl	Transwestern Pipeline	✓
	36.	Danielle Kappus	Algonquin Gas Company	✓
	37.	Michael Stender	Mojave Pipeline	✗
	38.	Clancy Aschbrenner	Colorado Interstate Gas	✓



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FINAL MINUTES -- February 24, 1998

I. Introductory Items

Ms. Susan Croley welcomed the attendees to the second day of the Internet Team meeting and the host for the meeting, El Paso Energy, was thanked for providing the facilities. The antitrust advice was given by Jim Buccigross. Introduction of the GISB office and participants was made. Modifications were made to the minutes of the January 20-21 meeting and they were adopted as final.

II. Review of Draft Language for the FTF Recommendation

Mr. Lehn read the language which had been drafted to replace the language in the original document, Minimal and Optimal Technical Characteristics and Guidelines for The Developer and User of The Non-Transactional Web Site and made a motion for its acceptance.

Motion:

User's environment supporting the above minimum characteristics should be able to access all GISB standard features of Informational Postings Web sites.

Any other Web technologies may be considered for use by the developer as long as they can be used by the client without requiring special actions, including firewall rule changes, use of a specific browser, logons and downloads of special helper applications, such as plug-ins, viewers or readers.

Discussion:

The wording was derived using the list of exclusions in the original recommendation. It was stated the wording would be placed under non-transactional with a heading of developer technical characteristics at the bottom of the page of examples.

Action:

Voting for this motion resulted in the following:

34 in favor, 0 opposed, 0 abstained. Motion passed.

III. Standards Language for Items under Framework

A motion was made for Standard 14b where the committee was working at the end of the previous day.

Motion:

The first four column headings for any list of notices are Subcategory, Posted Date/Time, Notice Identifier (optional), Subject. The "Subject" description must be meaningful, for example, include effective date when applicable. Notices should be listed in reverse chronological order by Posted Date/Time.*

**when used as a reference, the Notice Identifier must be displayed.*

Discussion



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Mr. Ehinger asked that the word "sub-category" be changed to be "sub-subcategory" and the word "must" should be changed to "should" in the places where it was used. This change was accepted by the group.

Modified Motion:

The first four column headings for any list of notices are Sub-subcategory, Posted Date/Time, Notice Identifier (optional), Subject. The "Subject" description should be meaningful, for example, include effective date when applicable. Notices should be listed in reverse chronological order by Posted Date/Time.*

**When used as a reference, the Notice Identifier should be displayed.*

Action:

Voting results were:

33 In favor, 2 opposed, 2 abstained. Motion carried.

Continuing with the framework items Mr. Tsucalas made a motion:

Motion Proposed Standard 16:

The column headings for the "Operationally Available Capacity" document and "Unsubscribed Capacity" document should be displayed as follows:

Super Header

Header

Gas Transaction Point

Point Common Code

Gas Transaction Point

Point Description

Gas Transaction Point

Segment/Zone Name

Details

Location/Quantity Type

Details

Quantity Available (Measurement Basis)*

Details

Available Capacity Effective Date/Time

Details

Available Capacity End Date/Time

Details

Posting Date/Time

**Measurement Basis should be shown in the heading as MMBTU, GJ or MCF.*

The column headings should appear in this order, from left to right. The population of data in these columns should be consistent with the corresponding data element usage in Standard 5.4.13. The data should be sorted by the "Gas Transaction Point". Where Gas Transaction Point 2 is used, it is grouped with the associated Gas Transaction Point 1.

Discussion:

Mr. Whatley offered that other headings were allowed but should appear to the right in order to be consistent. Ms. Hess stated the pieces of information had an EDI usage attached to them in Standard 5.4.16. Mr. Tsucalas explained these were the required headings but the content was consistent. Mr. Ehinger offered it would be helpful if the standard recognized an optional column which would be added under the super-headings and called optional. Ms. Hess suggested that this issue was best given to another group for guidance and perhaps should be put on hold.

Action:



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As discussion continued Mr. Tsucalas withdrew the motion on the floor to be brought back at a later time.

After the lunch break, Mr. Tsucalas offer a motion for Standard 19:

Motion:

Each line of the tariff "Table of Contents" should provide a link to a corresponding sheet by clicking on the sheet number shown. Other subcategories (V.E. through H.) should provide either the table of contents or a similar breakdown, when applicable, and a link function to a corresponding sheet. For example, if "General Terms and Conditions" has a separate table of contents, it should provide corresponding links.

Discussion:

It was explained that the intent was that the user would provide a breakdown of the table of contents, and if it already had enough detail then there would not be a need for anything further. But if there was a sub-category and the detailed needed was not there then a further breakdown would be added to include more detail.

Action:

Voting results were:

30 in favor, 8 opposed, 1 abstained. Motion passed.

Continuing with the framework, Mr. Hartmann moved the following be accepted for Standard 20:

For tariff documents, "previous" and "next" links should be displayed at the top of each HTML document.

Discussion:

After discussion of the effects of scrolling of the document and how the display would appear, the wording of this standard was changed to add "If the "previous" and "next" links may scroll off the display they should also be provided at the bottom of the HTML document".

Motion:

For tariff documents, "previous" and "next" links should be displayed at the top of each HTML document. If the "previous" and "next" links may scroll off the display they should also be provided at the bottom of the HTML document.

Action:

Voting results were:

27 in favor, 9 opposed, 2 abstained. Motion passed.

Ms. Munson then offered the following motion for Standard 23:

Motion:

There should be no standards that effect the display format or appearance of the content area of a Web page.

Discussion:

Discussion led to Ms. Munson stating she was willing to accept modifications, she did not intend to modify those things that had already been accepted and passed. Mr. Walker pointed out that this was addressing Standards 5.16, 5.17, 5.18, 5.21, and 5.22. Ms. Hess suggested that these issues were best given to another group for guidance and perhaps should be put on hold.

Action:



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HOME PAGE www.gisb.org

Ms. Munson withdrew her motion in favor of letting each item to be brought up individually.

Mr. Wallenhorst made a motion for Standard 17:

Motion:

The following abbreviations may be used when displaying columns and field names:

<i>Available</i>	<i>Avail</i>	
<i>Capacity</i>	<i>Cap</i>	
<i>Date/Time</i>	<i>D/T</i>	
<i>Description</i>	<i>Desc</i>	
<i>Effective</i>	<i>Eff</i>	
<i>Location</i>	<i>Loc</i>	
<i>Quantity</i>	<i>Qty</i>	
<i>Maximum Daily Quantity</i>		<i>MDQ</i>
<i>Maximum Storage Quantity</i>	<i>MSQ</i>	

Discussion:

Ms. Munson moved to table this motion until after the Internet Transition Team meeting.

Action:

Voting resulted in:

21 in favor, 9 opposed, 3 abstained. Motion was tabled.

Segment Check resulted in:

Pipelines	in favor 15	opposed 2	abstained 2
Producers	in favor 0	opposed 3*	abstained 0
LDCs	in favor 1*	opposed 0	abstained 0
Services	in favor 6	opposed 5	abstained 1
End Users	in favor 0	opposed 0	abstained 0

*out of the room when the first vote was taken so the segment check does not equal original vote count

Ms. McQuade reminded the group that while the EBB Transition Team would be meeting that these items were not on the present agenda and therefore would have to be sent to the group and asked if they would put them on a subsequent agenda.

A motion to modify Standard 8 was made:

Motion:

Add "Sheet Index" as one of the subcategories under Tariff to provide for the selection of a specific tariff sheet.

Discussion:

An explanation that it was only the addition of "Sheet Index" which was being voted on was made. It was also stated that it was considered that the tariff which would be showing was the current tariff and therefore there was not a need for further specification. "Sheet Index" will be added as V. J. to the subcategory strawman.

Action:

Voting resulted in 19 in favor, 18 opposed, 1 abstained. Motion carried

A motion was made by Mr. Whatley to remove "tariff documents" from Standard 20 and replace with Informational Postings".

Discussion:



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HOME PAGE www.gisb.org

It was explained that there was a need to move from document to document within the tariff. Ms. Van Pelt asked that the motion be withdrawn.

Action:

Mr. Whatley withdrew his motion.

Mr. Hartmann offered a motion for Standard 18:

Motion:

The required column headings for the "Index of Customers" list are:

Header

Customer

Rate Schedule

Contract Effective Date

Contract Termination Date

Maximum Daily Quantity

Maximum Storage Quantity

Footnotes (when applicable)

These columns will appear in this order, from left to right. The data will be sorted in ascending order by customer name.

Discussion:

Ms. Scott reminded the group that it should be in the same format as that of the FERC. Ms. Davis also reminded the group that request R97120 talked about the download format and was related but not as this motion. Ms. McQuade agreed that R97120 submitted by TransCapacity was in regard to the download format. Ms. Ford moved that the motion on the floor be tabled.

Action:

Voting results were:

21 in favor, 11 opposed, 4 abstained. Motion carried.

A segment check showed the following results:

Pipelines	in favor 13	opposed 3	abstained 3
Producers	in favor 0	opposed 3	abstained 0
Services	in favor 7	opposed 4	abstained 1
LDCs	in favor 1	opposed 1	abstained 0
End Users	in favor 0	opposed 0	abstained 0

Mr. Whatley made a motion to adopt Standard 16 as previously amended:

Motion:

The column headings for the "Operationally Available Capacity" document and "Unsubscribed Capacity" document should be displayed as follows:

Super Header

Gas Transaction Point

Gas Transaction Point

Gas Transaction Point

Details

Details

Details

Details

Details

Header

Point Common Code

Point Description

Segment/Zone Name

Location/Quantity Type

Quantity Available (Measurement Basis)*

Available Capacity Effective Date/Time

Available Capacity End Date/Time

Posting Date/Time



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**Measurement Basis should be shown in the heading as MMBTU, GJ or MCF.*

The column headings should appear in this order, from left to right. The population of data in these columns should be consistent with the corresponding data element usage in Standard 5.4.13. The data should be sorted by the "Gas Transaction Point". Where Gas Transaction Point 2 is used, it is grouped with the associated Gas Transaction Point 1.

Discussion:

Mr. Heal moved to table this motion.

Action:

Voting results were:

24 in favor, 11 opposed, 1 abstained. Motion carried

A segment check produced the following voting:

Pipelines	in favor 15	opposed 3	abstained 1
Producers	in favor 0	opposed 3	abstained 0
Services	in favor 8	opposed 4	abstained 0
LDCs	in favor 1	opposed 1	abstained 0
End Users	in favor 0	opposed 0	abstained 0

Mr. Hartmann moved to adopt as Standard 21:

Motion:

The column headings for the posting of Affiliate Discount Information should be displayed as follows:

Shipper (Affiliated Marketer)

Posting Date

Delivery Point

Quantity

Discount Rate

Maximum Rate

Effective Begin Date

Effective End Date

Notes

The columns should appear in this order, from left to right. The data should be sorted by Posting Date in reverse chronological order.

Discussion:

Mr. Cohron moved to table the motion.

Action:

Voting results were:

24 in favor, 11 opposed, 1 abstained. Motion carried

A segment check resulted in:

Pipelines	in favor 15	opposed 3	abstained 1
Producers	in favor 0	opposed 3	abstained 0
Services	in favor 8	opposed 4	abstained 0
LDCs	in favor 1	opposed 1	abstained 0



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End Users in favor 0 opposed 0 abstained 0

Mr. Hartmann then moved to adopt for Standard 22:

Motion:

The column headings for the posting of the "Capacity Allocation Log" are:

Shipper (Affiliated Marketer)

Contract Number

Relevant Date

Notes

The columns should appear in this order, from left to right. The data should be sorted by Relevant Date in chronological order.

Discussion:

Ms. Munson moved to table the motion.

Action:

Voting resulted in:

24 in favor, 11 opposed 11, 1 abstained. Motion carried.

A segment check resulted in:

Pipelines	in favor 15	opposed 3	abstained 1
Producers	in favor 0	opposed 3	abstained 0
Services	in favor 8	opposed 4	abstained 0
LDCs	in favor 1	opposed 1	abstained 0
End Users	in favor 0	opposed 0	abstained 0

III. Adjournment

The next meeting of the Look and Feel Task Force will be February 25 at 9:00am. Meeting adjourned at 5:00pm.



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IV. Attendees - Chairs, Board Members, GISB Office, Hosts

		<u>Company</u>	<u>Members</u>	
Chair :	1.	Susan Croley	Duke Energy	✓
Co-Chair	2.	Norm Walker	El Paso Energy	✓
GISB:	3.	Rae McQuade	GISB, Executive Director	✓
	4.	Jane Copeland	Ak/Ret Reporting	✓
	5.	Jim Buccigross	TransCapacity	✓
	6.	JoAnn Garcia	GISB Staff	✓
	Hosts:	7.	El Paso Energy	

VI. Attendees -- By Segment

		<u>Company</u>	<u>Members</u>	
Producers:	1.	Tom Ehinger	Amoco	✓
	2.	Tommie Hartmann	Exxon	✓
	3.	Jerry Hahn	Texaco	✓
	4.	Terry McRae	Pennzoil	✓
Services:	5.	John Tsucalas	EDS/A. T. Kearney	✗
	6.	Sylvia Munson	Altra Energy	✓
	7.	Andy Sicignano	Enron Capital & Trade	✓
	8.	John Cohron	Altra Energy	✓
	9.	Gary Payne	Houston Pipeline	✓
	10.	Donna Scott	Enron Admin Services	✓
	11.	Kathy Benson	SABRE Technology Solutions	✓
	12.	Dick Brooks	Group 8760	✓
	13.	Jean Ford	Andersen Consulting	✓
	14.	George Heal	IBM Canada	✗
	15.	Mike Granberry	IBM US	✓
	16.	Pete Whatley	Natural Gas Clearinghouse	✓
	17.	Terry Lehn	EDS	✓
	18.	Bob Wallenhorst	Enco Gas Gathering	✓
LDCs:	19.	Mike Shahan	CNG	✓
	20.	Rick Ishikawa	Southern California Gas Co.	✓
	21.	Chris Maturio	NIPSCO Industries, Inc.	✓
Pipelines:	22.	Sandra Barnett	Koch Gateway	✓
	23.	Theresa Hess	Enron - NNG	✓
	24.	Carol Gaas	MGT	✗
	25.	Coralie Sculley	Panhandle Eastern	✓
	26.	Pat Finley	TGP	✗
	27.	Joe Kardas	NFGSC	✗
	28.	Kim Van Pelt	Trunkline Gas Company	✗
	29.	Fred Norwood	EPNG	✓
	30.	Kurt Link	Williston Basin Interstate	✓
	31.	Anjie Hoppe	KN Westex	✓
	32.	Stephanie LeCureaux	ANRPL	✗
	33.	Julie Unruh	Mobile Bay Pipeline	✓
	34.	Jim Keisler	Transco	✓
	35.	Toby Kuehl	Transwestern Pipeline	✓
	36.	Danielle Kappus	Algonquin Gas Company	✓
	37.	Michael Stender	Mojave Pipeline	✗
	38.	Mark Gracey	Tennessee Gas Pipeline	✓



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39.	Dale Davis	WGP	✓
40.	Alan Burns	Columbia Gas Transmission	✓
41.	Diane Eckels	Enron	✓
42.	John Summers	Duke Energy	✓
43.	Patrick Darish	Great Lakes Gas Transmission	✓
43.	Clancy Aschbrenner	Colorado Interstate Gas	✓



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FINAL MINUTES -- February 25, 1998

I. Introductory Items

Ms. Susan Croley welcomed the attendees to the third day of the Internet Team meeting and the host for the meeting, El Paso Energy, was thanked for providing the facilities. The antitrust advice was given by Jim Buccigross. Introduction of the GISB office and participants was made.

II. Review of Anticipated EBB Transition Team Meeting

Mr. Hahn explained that the EBB Transition Team would be taking a look at standardization from a very high level. He stated he did not anticipate in anyway that the group would be getting into content at all. He noted that it would be the Look & Feel Task Force that would be the group to handle the content areas. Ms. McQuade stated there were 10 members of the EBB Transition Team with two members from each segment and the names of these members could be gotten from the GISB office. Mr. Hahn noted this group was empowered by the EC and that observers were welcome.

III. Continuation of Proposed Standards

Mr. Whatley made a motion to adopt Standard 24:

Motion:

The following categories and subcategories should be downloadable in tab-delimited ASCII format:

*Capacity Allocation Log
Discount Offers
Operationally Available Capacity
Unsubscribed Capacity
Index of Customers*

Discussion:

Mr. Lehn stated that Discount Offers does not have a standard X12 formation which would present a problem. Ms. McQuade agreed it does not, it is in the FERC format. Mr. Tsucalas stated it was hard to picture this information in a tab-delimited format. Mr. Lehn offered there were issues with this motion. For example, would the data to be downloaded to include the headers? Mr. Link stated that Standard 5.3.5 stated we must provide this information and asked if this was a modification of that standard or an additional standard. Mr. Whatley answered this would be an additional standard and was not related to the other standards. Discussion continued on the issues of downloadable formats and x12 formats available at the present time.

Action:

Voting resulted in:

13 in favor, 23 opposed, 1 abstained. Motion failed.

A segment check resulted in:

Pipelines	in favor 3	opposed 17	abstained 0
Producers	in favor 4	opposed 0	abstained 0
Services	in favor 6	opposed 5	abstained 0
LDCs	in favor 0	opposed 1	abstained 1
End Users	in favor 0	opposed 0	abstained 0



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Mr. Walker asked for an explanation of Order 581 and if request R97120 was a result of Order 581 or in answer to the Notice of Proposed Rule Making presently out by the FERC. Mr. Aschbrenner explained that in Order 581 there were some reports which the FERC said were not to be filed in paper form. The Index of Customers was one which must be filed electronically with the Commission on a quarterly basis. He explained that the NOPR also had some FERC specified formats. Mr. Walker noted then this was part of the NOPR and a decision was yet to be made.

Ms. McQuade then explained the rules for the tabled motions saying the issues that had been tabled would either have to be brought back to the table by the makers of the motion or by a majority of the committee. Otherwise they would remain as tabled until the committee dissolved.

IV. Review of Recommendation from Information Requirements (IR)

Ms. Hess explained the recommendation of the IR for the subcategories:

Notices Critical (Non)		Sub categories
Date	Desc	
10/1	begin effective date	Maint.
10/8	and end	F. M.
10/14		O.F.O.
10/17		F.M.

Recommendation/Suggestion from IR:

In lieu of the three subcategories (Critical, Operational and System-wide), that Notices be categorized as follows:

Under the Notice category, identify Critical and Non-critical as subcategories, each of which contains the following types of notices:

- Capacity Constraint
- Capacity Discount
- Curtailement
- Force Majeure
- Maintenance
- Operational Flow Order
- Press release, Company News or Phone List
- Other

Ms. Munson made a motion:

Motion:

Posting of the Notice Type subcategories within critical and noncritical categories should include notice effective date, notice effective time, notice end date (as applicable), notice end time, (as applicable)

Discussion:

Discussion as to how this would work with both Critical and Non-Critical information ensued. Mr. Lehn also asked for a modification to read that Notice be sorted by effective date by chronological order and then within that in reverse chronological order. Ms. Munson stated that would be in conflict with



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Standard 14 b and did not accept the modification. After a lunch break, Ms. Munson withdrew the motion and offered a motion to replace Standard 14b:

Motion:

For the subcategories of Notices, the first five column headings should be Notice Type, Posted Date/Time, Notice Effective Date/Time (and Notice End Date/Time, where applicable), Notice Identifier (optional) and Subject, with the list sorted in reverse chronological order by Posted Date/Time.*

**When used as a reference the Notice Identifier should be displayed.*

Discussion:

Mr. Whatley offered a modification to the language to read: sort this list by posted date/time. Ms. Munson stated the language had been put together by many participants and did not accept the modification. Discussion ensued as to the need to see only the latest information first. Ms. Munson then modified the language to take out effective date/time.

Action:

Voting results were:

29 in favor, 0 opposed, 0 abstained. Motion carried.

A motion was then made for modification of proposed Standard S8.

Motion:

Keep IV.A - Critical, Replace IV.B with Non-Critical and Delete IV.C.

Discussion:

Ms. Munson stated this motion was to try to satisfy what the clients needs were. Discussion as to the needs of the shippers and the usability of the different kinds of notices followed.

Action:

Voting results were:

24 in favor, 0 opposed, 3 abstained. Motion carried.

Ms. Hess then demonstrated an example from the IR recommendations:

notice Type	Notice Eff D/T	Notice End D/T	Notice D/T	Notice I.D.	Subject
Critical					
Non-critical					

Ms. Barnett asked if there would then be a need to modify Standard 14a. Ms. Hess stated IR did not deal with sub-subcategories and it would be for this group to determine what they would be. Mr. Hartmann suggested that Discount Offers should be removed from the failed Standard 24 motion and made the following motion:

Motion:

The following categories and subcategories should be downloadable in tab-delimited ASCII format:

*Capacity Allocation Log
Operationally Available Capacity
Unsubscribed Capacity
Index of Customers*

Discussion:

Mr. Lehn asked if this could include headings. Mr. Hartmann did not modify the motion to include headings.

Action:



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Voting resulted in:

14 in favor, 13 opposed, 2 abstained. Motion carried.

V. Adjournment

Because of the possibility of inclement weather a motion was made to adjourn the meeting early. Mr. Walker stated there were some assignments that needed to be made and Ms. Croley asked for volunteers for a cleanup of the standards language by a group to be headed up by Ms. Van Pelt. Ms. Croley also stated she was going to ask Mr. Tsucalas to put some issues into a visual presentation and if anyone wanted to help with this effort they would be welcome. The agenda for the next meeting would include modifications to Standard 14a, continuation of the IR recommendations, and R97120. The date of the next meeting was suggested as March 9-10 and the place would be posted on the homepage as soon as possible. Meeting adjourned at 2:15pm.



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V. Attendees - Chairs, Board Members, GISB Office, Hosts

		<u>Company</u>	<u>Members</u>	
Chair :	1.	Susan Croley	Duke Energy	✓
Co-Chair	2.	Norm Walker	El Paso Energy	✓
GISB:	3.	Rae McQuade	GISB, Executive Director	✓
	4.	Jane Copeland	Ak/Ret Reporting	✓
	5.	Jim Buccigross	TransCapacity	✓
	6.	JoAnn Garcia	GISB Staff	✓
	Hosts:	7.	El Paso Energy	

VI. Attendees -- By Segment

		<u>Company</u>	<u>Members</u>		
Producers:	1.	Tom Ehinger	Amoco	✓	
	2.	Tommie Hartmann	Exxon	✓	
	3.	Jerry Hahn	Texaco	✓	
	4.	Terry McRae	Pennzoil	✓	
	5.	Jay Counts	Texaco	✓	
Services:	6.	John Tsucalas	EDS/A. T. Kearney	✗	
	7.	Sylvia Munson	Altra Energy	✓	
	8.	Andy Sicignano	Enron Capital & Trade	✓	
	9.	John Cohron	Altra Energy	✓	
	10.	Gary Payne	Houston Pipeline	✓	
	11.	Donna Scott	Enron Admin Services	✓	
	12.	Bob Wallenhorst	Enco Gas Gathering	✓	
	13.	Henry Nix	Group 8760	✓	
	14.	Kathy Benson	SABRE Technology Solutions	✓	
	15.	Dick Brooks	Group 8760	✓	
	16.	Jean Ford	Andersen Consulting	✓	
	17.	George Heal	IBM Canada	✗	
	18.	Pete Whatley	Natural Gas Clearinghouse	✓	
LDCs:	19.	Leigh Spangler	Latitude Technologies	✗	
	20.	Terry Lehn	EDS	✓	
	21.	Mike Shahan	CNG	✓	
	Pipelines:	22.	Rick Ishikawa	Southern California Gas Co.	✓
		23.	Sandra Barnett	Koch Gateway	✓
		24.	Theresa Hess	Enron - NNG	✓
		25.	Joe Kardas	NFGSC	✗
		26.	Kim Van Pelt	Trunkline Gas Company	✗
		27.	Fred Norwood	EPNG	✓
		28.	Kurt Link	Williston Basin Interstate	✓
29.		Anjie Hoppe	KN Westex	✓	
30.	Stephanie LeCureaux	ANRPL	✗		
	31.	Julie Unruh	Mobile Bay Pipeline	✓	
	32.	Jim Keisler	Transco	✓	
	33.	Toby Kuehl	Transwestern Pipeline	✓	
	34.	Cynthia Corcoran	Duke Energy, Corp	✗	
	35.	Michael Stender	Mojave Pipeline	✗	
	36.	Dale Davis	WGP	✓	
	37.	Alan Burns	Columbia Gas Transmission	✓	
	38.	Clancy Aschbrenner	Colorado Interstate Gas	✓	



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Attachment 1

FRAMEWORK FOR INTERNET "LOOK AND FEEL" STANDARDIZATION

Last Revised 12/18/97

- I. Ability to Easily Locate TSP's "informational Web site"
 - A. Use same term for common information which would include the five required postings under Standard 4.3.6
 - Informational Postings will be used as the term for common information which would include the five required postings under Standard 4.3.6
 - B. Provide access to current URLs for TSPs above-mentioned Web sites from one Web site (URL).
 - Access current URLs for TSP's above-mentioned Web sites from one Web site (URL). This site would also link to each document category within each TSP. This site would further include links for TSP site maps.
 - A downloadable list of URLs for the document categories would also be maintained at the central site.
 - C. A userid or password prompt should not be required to access the TSP's informational postings.
- II. Ability to Easily Locate Information Within TSP's Web site
 - A. Use common terms and common order for categories of information, e.g., notices, capacity, affiliate information, index of customers, and tariff
 - Use the following five terms alphabetized for categories of information: affiliated marketer info, capacity, index of customers, notices, tariff.
 - B. Visually group together the common terms for the categories of common information
 - Visually group together the common terms for the categories of common information ahead of the other categories displayed.
 - C. Provide a "site map" (table of contents) section using above common terms and categories
 - Topics for discussion on site map at next Internet "Look and Feel" Team meeting: site map definition, site map location, site map content, site map visual presentation format, site map navigation, subcategories.
 - D. Provide word search capability on posted tariff documents
 - E. Provide common and consistent subcategories for the categories of information listed in IIA
 - F. Establish standard nomenclature for titles and column headings displayed above tabular lists of documents within categories and subcategories.



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III. Ability to Easily Read Information Across TSP's Web site

- A. Display name of the applicable TSP clearly
 - Ask the Future Technology Task Force to come up with guidelines for implementation of displaying the name of the applicable TSP clearly in the upper one third.
- B. Whenever links to categories to information are displayed on the monitor they should appear in the same general area of the display.
 - The links to categories of common information should be displayed vertically on the left-hand side of the screen.
- C. Define both the minimum and the optimum technical characteristics and guidelines for the developer and user of the site.
 - Ask the Future Technology Task Force to define both the minimum and the optimum technical characteristics and guidelines for the developer and user of the site.
- D. Maximize display space for content
- E. Establish a common and consistent location of content navigation controls for certain categories of postings.

IV. Ability to easily download information from the TSP's web site

- A. The TSP's web site should provide the ability to download for storage, for viewing, and for printing the official tariff in whole and by individual sheet.



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Attachment 2

PRINCIPLES, DEFINITIONS, AND STANDARDS APPROVED BY THE INTERNET "LOOK AND FEEL" TEAM as of February 25, 1998

The Internet "Look and Feel" framework is an outline used by the team to guide standards development.

Principles approved by the team based on the roman numeral items of the framework:

Principle 1 -

Informational Postings Web sites should be easy to locate.

Principle 2 -

Information within an Informational Postings Web site should be easy to locate.

Principle 3 -

Information across Informational Postings Web sites should be consistently displayed.

Principle 4 -

Information across Informational Postings Web sites should be easy to download.

Principle 5 -

Display space for content on Web sites should be maximized.

Principle 6 -

On the Web sites, the use of scrolling especially left to right, should be minimized.

Definitions approved by the team based on items under the framework:

Definition 1 -

"Informational Postings" is the term that identifies common information, which would include the five required postings under standard 4.3.6.

Definition 2 -

Download is the term used to describe the retrieval of information from a Web site in a format suitable for storage.

Definition 3 -

Display is the term used to describe the typical visual presentation derived by a browser as a result of retrieval of information from a given URL.

Definition 4 -

Printing is the term used to describe the typical printed layout derived when a document is printed from a display tool (browser, word processor, etc.).

Definition 5 -

Site Map is the term used to describe a Web page of URL links which resembles a table of contents or directory tree structure of categories and subcategories of information.



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Definition 6 -

"The term Central Address Repository (CAR) is used to describe: 1) the Internet Web site providing links to all Transportation Service Providers' Informational Postings, and 2) the entity administering and maintaining the above Web site and repository."

Standards approved by the team based on items under the framework:

Standard 1 -

"Informational Postings" should be the label used for navigation to or within the Web site.

Standard 2 -

Transportation Service Providers should provide and keep current the addresses (URLs) for the following to the Central Address Repository (CAR) in a CAR specified format

- Informational Postings
- Site Map
- Affiliated Marketer Info.
- Capacity
- Index of Customers, Notices, Tariff.

Standard 3 -

The Central Address Repository should make available a consolidated repository of the TSPs' current URLs in two ways:

- 1) a vehicle to link to sites and categories
- 2) a downloadable list.

Standard 4 -

A user ID or password should not be required to access the central site or the TSP's Informational Postings.

Standard 5 -

The categories and the labels for Informational Postings required under Standard 4.3.6 should be as follows: Affiliated Marketer Info., Capacity, Index of Customers, Notices, Tariff. These categories and labels should appear in the order specified above and before any others.

Standard 6 -

The Site Map should be the last category of Informational Postings and should be labeled "Site Map".

Standard 7 (withdrawn)

Standard 8 -

The subcategories and labels for the categories of Informational Postings should be as follows:

- Affiliated Marketer
 - Capacity Allocation Log (when applicable)
 - Discount Offers
- Capacity
 - Operationally Available



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- Unsubscribed
- Index of Customers
- Notices
 - Critical
 - Non-Critical
- Tariff
 - Title Page
 - Table of Contents
 - Preliminary Statement
 - Map
 - Currently Effective Rates
 - Rate Schedules
 - General Terms and Conditions
 - Form of Service Agreement,
 - Entire Tariff
 - Sheet Index.

Standard 9 -

Where a General Terms and Conditions Table of Contents exists, the categories within the subcategory General Terms and Conditions should be the items listed in the General Terms and Conditions table of contents.

Standard 10 (failed)

Standard 11 -

The Transportation Service Provider's Informational Postings Web Site should include the name, nickname, or name abbreviation of the Transportation Service Provider so that it will appear first in the browser title bar.

Standard 12 -

The Site Map should be provided in the content area and should include links to all levels of categories described in Standard 5, and Standard 8. Each level of category and subcategory should be indented to show it's relationship and should be presented in text form to best utilize space.

Standard 13 -

Transportation Service Providers should provide search for a word or phrase within the text, headers, and footers of the entire tariff and within any of the following tariff subcategories: 1) Rate Schedules, 2) General Terms and Conditions, and 3) Form of Service Agreement. The results of the search should provide a list of links to the pages containing the word or phrase. "Search" should appear as a link and be labeled as such, appearing immediately above the Site Map link.

Standard 14a -

The "Notices" category (as shown on the left*) should expand to a list of subcategories (on the left) when clicked; there is no display requirement on the right. Each subsequent level of subcategory should expand to display (also on the left) the associated sub-subcategories. When clicked, each of these subcategories and any sub-subcategories within them should display a list of notices for that category (sub or sub-sub) on the right*.



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*Within this standard, the left refers to the navigational area and the right refers to the content area.

Standard 14b -

For the subcategories of Notices, the first five column headings should be Notice Type, Posted Date/Time, Notice Effective Date/Time (and Notice End Date/Time, where applicable), Notice Identifier (optional*) and Subject, with the list sorted in reverse chronological order by Posted Date/Time.

*When used as a reference the Notice Identifier should be displayed.

Standard 15 -

The links to categories of Informational Postings should be displayed vertically on the left-hand side of the screen at all times.

Standard 16 - (tabled)

Standard 17 - (tabled)

Standard 18 - (tabled)

Standard 19 -

Each line of the tariff "Table of Contents" should provide a link to a corresponding sheet by clicking on the sheet number shown. Other subcategories (V.E. through H.) should provide either the table of contents or a similar breakdown, when applicable, and a link function to a corresponding sheet. For example, if "General Terms and Conditions" has a separate table of contents, it should provide corresponding links.

Standard 20 -

For tariff documents, "previous" and "next" links should be displayed at the top of each HTML document. If the "previous" and "next" links may scroll off the display they should also be provided at the bottom of the HTML document.

Standard 21 - (tabled)

Standard 22 - (tabled)

Standard 23 - (withdrawn)

Standard 24 -

The following categories and subcategories should be downloadable in tab-delimited ASCII format: Capacity Allocation Log, Operationally Available Capacity, Unsubscribed Capacity, Index of Customers

Request to Information Requirements Subcommittee

The Internet Look and Feel Team request the Information Requirements Subcommittee to define each of the nine groupings and assign each of these nine groupings to one or more of the Notice subcategories



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recognizing that the nine groupings as identified for the Data Element Notice Type in Standard 5.4.16 may change as definitions are formulated.

Request for insertion in the Explanatory Comment in the Implementation Guide

For purposes of GISB standards, Uniform Resource Locator (URL) is as defined by the Internet Engineering Task Force (IETF).



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Attachment 3

CATEGORIES AND SUBCATEGORIES OF INFORMATION
DECIDED ON UNDER FRAMEWORK ITEM II.A. FOR
INTERNET "LOOK AND FEEL" STANDARDIZATION
02/25/98

- I. Affiliated Marketer Info.
 - A. Capacity Allocation Log (when applicable)
 - B. Discount Offers

- II. Capacity
 - A. Operationally Available
 - B. Unsubscribed

- III. Index of Customers

- IV. Notices
 - A. Critical
 - B. Non-Critical

- V. Tariff
 - A. Title Page
 - B. Table of Contents
 - C. Preliminary Statement
 - D. Map
 - E. Currently Effective Rates
 - F. Rate Schedule
 - G. General Terms and Conditions
 - H. Form of Service Agreement
 - I. Entire Tariff
 - J. Sheet Index