



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., April 6-7, 1998

REVISED DRAFT MINUTES -- APRIL 7, 1998

I. **Introductory Items**

Mr. Walker welcomed the attendees to the meeting. He introduced Ms. McQuade, GISB Executive Director. Ms. McQuade gave the antitrust advice. The attendees introduced themselves. The agenda was adopted with a modification requested by Mr. Walker to add request R97120 as an item for the April 7 meeting and a visual presentation to be made by Ms. Ford and discussion of a document "Discussion Draft" submitted by Ms. Eckels as items to be addressed after the adoption of the minutes of the last meeting. Modifications were made to the minutes of the March 9-10 meeting and adopted as final.

II. **Visual Presentation by Ms. Ford**

Ms. Ford demonstrated display differences between the Netscape browser (ILFTF recommended minimum requirement version) and the Internet Explorer browser (ILFTF recommended minimum requirement version) when viewing a Web pagethat closely follows standards proposed by this Committee.

III. **Review of Discussion Draft Submitted by Ms. Eckels**

Ms. Eckels made a motion for Proposed Standard 28 which was amended to remove Business Conditional and Mutually Agreeable from after the word "contain" and read::

Motion:

Columns that would contain data not supported by the Transportation Service Provider should be eliminated on display and left blank on download.

Discussion:

Discussion ensued and the motion was amended to address the concerns being expressed as is shown above.

Action:

Voting resulted in: 27 in favor, 7 opposed, 2 abstained. **Motion passed.**

IV. **Review of Recommendations Returned by the EC for Discussion**

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*)

Revised Draft Internet Task Force Minutes -- April 6-7, 1998

Attachment 1 - Principles, Definitions, and Standards

Attachment 2 - Threshold Questions

Attachment 3 - Minimal and Optimal Technical Characteristics and Guidelines



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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 Dekatherm, Gigajoules or MCF, Gigacalories.*

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:

The suggestion to change MMBTU to dekatherm and add gigacalories as a heading for measurement basis was agreed to and is shown above.

Action:

Voting resulted in: 9 in favor, 26 opposed, 1 abstained. **Motion failed.**

A segment check produced:

End Users	in favor 0	opposed 0	abstained 0
LDCs	in favor 0	opposed 0	abstained 0
Pipelines	in favor 1	opposed 19	abstained 0
Producer	in favor 3	opposed 0	abstained 0
Service	in favor 5	opposed 7	abstained 1

Threshold questions identified for proposed Standard 16:

1. Is there a level of viewing format that can be agreed to by the industry for Operationally Available Capacity?
2. Without Standard 16, how can Standard 24 be done?
3. Do we standardize the content area?
4. Does the EC want a standard display format for Operationally Available Capacity available on the internet?
5. Does the EC want a standard download format for Operationally Available Capacity available on the Internet?
6. Do we know enough about Internet technology to standardize the content area?

A suggestion was made to add at the end of the document being submitted to the EC all of the threshold questions and an indication of the number of people that thought this was a threshold question which needed to be sent to the EC. This suggestion was agreed to by the group.

Proposed Standard 17:

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>



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<i>Maximum Daily Quantity</i>	<i>MDQ</i>
<i>Maximum Storage Quantity</i>	<i>MSQ</i>

Discussion:

Discussion lead to amendment for **Standard 17:**

With regard to Informational Postings, when using abbreviations to display column and field names the following abbreviations should be used:

<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>

Action:

Voting resulted in: 19 in favor, 15 opposed, 0 abstained. **Motion passed.**

Threshold questions identified for proposed Standard 17:

1. Are GISB standards written solely for TSPs or are they written for all GISB players?

Proposed Standard 18

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:

Discussion resulted in the motion being amended:

Revised Proposed **Standard 18**

The column headings for the posting of the "Index of Customers" should be displayed as follows:

Header

Customer

Rate Schedule

Contract Effective Date

Contract Termination Date

Maximum Daily Quantity

Maximum Storage Quantity



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Footnotes (when applicable)

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

Action:

Voting resulted in: 12 in favor, 19 opposed, 2 abstained. **Motion failed.**

A segment check produced:

End Users	0 in favor	0 opposed	0 abstained
LDCs	0 in favor	0 opposed	0 abstained
Pipelines	5 in favor	17 opposed	0 abstained
Producers	2 in favor	0 opposed	0 abstained
Services	5 in favor	2 opposed	2 abstained

There were no threshold questions identified for proposed Standard 18.

Proposed Standard 21:

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.

Action:

Voting resulted in: 9 in favor, 21 opposed, 3 abstained. **Motion failed.**

A Segment Check produced:

End Users	0 in favor	0 opposed	0 abstained
LDCs	0 in favor	0 opposed	0 abstained
Pipelines	2 in favor	18 opposed	1 abstained
Producers	1 in favor	0 opposed	1 abstained
Services	6 in favor	3 opposed	1 abstained

Threshold questions identified for proposed Standard 21:

1. Is there a level of viewing that can be agreed to by the industry for the nomenclature (FERC) currently uses that would be acceptable for the affiliate discount information display.

Proposed Standard 22:

The column headings for the posting of the "Capacity Allocation Log" should be as follows:

- Shipper (Affiliated Marketer)*



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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:

Discussion amended the proposed standard to change the words to read "should be as follows" in the first sentence of the proposed standard as is shown above. This amendment was agreed to by the group.

Action:

Voting resulted in: 8 in favor, 20 opposed, 5 abstained. **Motion failed.**

A segment check resulted in:

End users	0 in favor	0 opposed	0 abstained
LDCs	0 in favor	0 opposed	0 abstained
Pipelines	1 in favor	17 opposed	3 abstained
Producers	2 in favor	0 opposed	0 abstained
Services	5 in favor	3 opposed	2 abstained

Proposed Standard 24a:

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

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

Revised Proposed Standard 24a:

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

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

Action:

Voting resulted in: 7 in favor, 21 opposed, 5 abstained. **Motion failed.**

A segment check produced:

End Users	0 in favor	0 opposed	0 abstained
LDCs	0 in favor	0 opposed	0 abstained
Pipelines	1 in favor	17 opposed	3 abstained
Producers	2 in favor	0 opposed	0 abstained
Services	4 in favor	4 opposed	2 abstained

Threshold questions identified for proposed standard 24a:

1. Does the EC want Look & Feel to revise standard 24a in its present form?
2. Does the EC want standard download format for Operationally Available Capacity, Affiliated Discount Offers, Unsubscribed Capacity, Index of Customers?

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A motion was made to revote Standard 24a

Action:

Voting resulted in: 8 in favor, 23 opposed, 3 abstained. **Motion failed.**

A segment check produced:

End Users	0 in favor	0 opposed	0 abstained
LDCs	0 in favor	0 opposed	0 abstained
Pipelines	1 in favor	19 opposed	2 abstained
Producers	2 in favor	0 opposed	0 abstained
Services	5 in favor	4 opposed	1 abstained

Proposed Standard 26:

The Operationally Available Capacity and Unsubscribed Capacity file for download should include the following columns in this order:

Point Common Code

Point Description

Segment Zone Name

Location Quantity Type

Available Quantity

Available Capacity Effective Date/Time

Available Capacity End Date/Time

Posting Date/Time

Action:

Voting resulted in: 8 in favor, 18 opposed, 5 abstained. **Motion failed .**

A segment check produced:

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

There were no threshold questions identified for proposed Standard 26.

Proposed Standard 27

The "Capacity Allocation Log" file for download should include the following columns in this order:

Shipper (Affiliated Marketer)

Contract Number

Relevant Date

Notes



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Discussion:

A motion to amend the proposed standard 27 to remove the last sentence "The data should be sorted by relevant date in chronological order" was accepted.

Action:

Voting resulted in: 9 in favor, 15 opposed, 7 abstained. **Motion failed.**

A segment check produced:

End Users	0 in favor	0 opposed	0 abstained
LDCs	0 in favor	0 opposed	0 abstained
Pipelines	1 in favor	13 opposed	7 abstained
Producers	2 in favor	0 opposed	0 abstained
Services	6 in favor	2 opposed	0 abstained

There were no threshold questions identified for proposed Standard 27

V. Adjournment

The agenda for the continuation of the meeting on April 7 would be the discussion of the documents to be sent out for comment for comment, sense of the room on Threshold Questions and review of R97120. The meeting adjourned at 5:00pm.



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

			<u>Company</u>	<u>Members</u>
Co-Chair	1.	Bob Wallenhorst	Exxon	✓
GISB:	2.	Rae McQuade	GISB, Executive Director	✓
	3.	Jane Copeland	Ak/Ret Reporting	✓
	4.	JoAnn Garcia	GISB Staff	✓

VII. Attendees -- By Segment

			<u>Company</u>	<u>Members</u>	
Producers:	1.	Tom Ehinger	Amoco	✓	
	2.	Tommie Hartmann	Exxon	✓	
	3.	Jerry Hahn	Texaco	✓	
	4.	Marc Wink	Tennessee Gas PipeLine	✓	
Services:	5.	John Tsucalas	EDS/A. T. Kearney	✗	
	6.	Jim Buccigross	National Registry	✓	
	7.	Andy Sicignano	Enron Capital & Trade	✓	
	8.	Leigh Spangler	Latitude Technologies	✓	
	9.	Donna Scott	Enron Admin Services	✓	
	10.	Jean Ford	Andersen Consulting	✓	
	11.	Chuck Beaver	Transenergy Mgt	✓	
	12.	Mark Scheel	NGC Corporation	✓	
	13.	Slyvia Munson	Altra Streamline	✓	
	14.	John Cohron	Altra Energy Tech.	✓	
	15.	Paul Love	NGPL	✓	
	16.	Pete Whatley	Natural Gas Clearinghouse	✓	
	Pipelines:	17.	Sandra Barnett	Koch Gateway	✓
		18.	Mike Bray	Duke Energy	✓
		19.	Cynthia Corcaran	Duke Energy	✓
20.		Coralie Sculley	Panhandle Eastern	✓	
21.		B.J. Pratter	NGPL	✓	
22.		Joe Kardas	NFGSC	✗	
23.		Kim Van Pelt	Trunkline Gas Company	✗	
24.		Randall Young	Koch Midstream Services	✓	
25.		Ron Payne	Southern Natural	✓	
26.		Anjie Hoppe	KN Westex	✓	
27.		Julie Unruh	Mobile Bay Pipeline	✓	
28.		Jim Keisler	Transco	✓	
29.		Toby Kuehl	Transwestern Pipeline	✓	
30.		Danielle Kappus	Algonquin Gas Company	✓	
31.		Michael Stender	Mojave Pipeline	✗	
32.		Mark Gracey	Tennessee Gas Pipeline	✓	
33.		Dale Davis	WGP	✓	
34.		Clancy Aschbrenner	Colorado Interstate Gas Co.	✓	
35.		Stephanie LeCureaux	ANRPL	✓	
36.		Jon Keeler	Great Lakes Gas Transmission	✓	
37.		Dale Smith	EDS	✓	
38.		Gary Payne	Houston Pipeline	✗	
39.		Diane Eckels	Enron	✓	

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Draft MINUTES -- April 7, 1998

I. Introductory Items

Mr. Wallenhorst welcomed the attendees to the second day of the meeting. He introduced Mr. Buccigross who gave the antitrust advice.

II. Discussion of Documents to be Sent Out for Comment

The group reviewed the documents and voted on the threshold questions indicating support for each of the questions identified at the previous meeting. The vote for this support is shown on Attachment 2. Question 9 as regards Standard 24a was withdrawn by Mr. Bray the submitter, but reinstated by Mr. Ehinger.

III. Review of Request R97120

Mr. Wallenhorst explained that request R97120 was sent for consideration to the Internet Look & Feel Task Force by the Executive Committee at their meeting of February 12. Mr. Buccigross, the requester of R97120 gave the reasons for the request and made a motion for its adoption:

Motion:

The documents identified in GISB Standard 4.3.6 should be made available in HTML or RTF format except with respect to the Index of Customers document which may be displayed in HTML or RTF and which should be downloadable in a defined, tab delimited ASCII text file, with provisions for title information and footnote capability, as set forth in Code of Federal Regulations, Part 284, Section 223. (Reference Order Number 581, Docket No. RM 95-4-000 issued February 29, 1996) Appendix A, Instruction Manual for Electronic Filing of the Index of Customers" issued with the above referenced order.

Discussion:

A suggestion was made to the motion maker to add: "for download" between the words "available" and "in", but rejected by the maker of the motion.

Action:

Voting resulted in: 24 in favor, 2 opposed, 3 abstained. **Motion passed**

A segment check produced:

End Users	0 in favor	0 opposed	0 abstained
LDCs	0 in favor	0 opposed	0 abstained
Pipelines	18 in favor	1 opposed	0 abstained
Producers	0 in favor	0 opposed	2 abstained
Services	6 in favor	1 opposed	1 abstained

A motion was made to modify 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:

Discussion lead to **Standard 11** being modified:

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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. Content area documents should have a similar name when printed.

Action:

Voting resulted in: 24 in favor, 5 opposed, 1 abstained. **Motion passed.**

Review of the visual examples resulted in an agreement that changes would be made only if there was an error or addition to be made to the information being presented.

Motion to amend **Standard 6** of the visual examples:

The following navigational links should appear last in the navigational area and be labeled as follows:

Downloads

Search

Site Map

Other

Action:

Voting resulted in: 27 in favor, 0 opposed, 0 abstained. **Motion passed.**

IV. Adjournment

Mr. Wallenhorst stated that all the Threshold Questions would be sent to the EC whether they applied to one or more than one proposed standard along with the sense of the room for each question. He thanked the participants and stated the documents would be posted for comments and submitted to the Executive Committee at the May meeting. Meeting adjourned at 12:00pm.



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Co-Chair	1.	Bob Wallenhorst	Exxon	✓
GISB:	2.	Rae McQuade	GISB, Executive Director	✓
	3.	Jane Copeland	Ak/Ret Reporting	✓
	4.	JoAnn Garcia	GISB Staff	✓
	5.	El Paso Energy		
Hosts:				

VI. Attendees -- By Segment

		<u>Company</u>	<u>Members</u>		
Producers:	1.	Tom Ehinger	Amoco	✓	
	2.	Tommie Hartmann	Exxon	✓	
	3.	Jerry Hahn	Texaco	✓	
	4.	Marc Wink	Tennessee Gas PipeLine	✓	
Services:	5.	John Tsucalas	EDS/A. T. Kearney	✗	
	6.	Jim Buccigross	National Registry	✓	
	7.	Andy Sicignano	Enron Capital & Trade	✓	
	8.	Leigh Spangler	Latitude Technologies	✓	
	9.	Donna Scott	Enron Admin Services	✓	
	10.	Jean Ford	Andersen Consulting	✓	
	11.	Pete Whatley	Natural Gas Clearinghouse	✓	
	Pipelines:	12.	Sandra Barnett	Koch Gateway	✓
		13.	Mike Bray	Duke Energy	✓
14.		Cynthia Corcaran	Duke Energy	✓	
15.		Coralie Sculley	Panhandle Eastern	✓	
16.		B.J. Pratter	NGPL	✓	
17.		Joe Kardas	NFGSC	✗	
18.		Kim Van Pelt	Trunkline Gas Company	✗	
19.		Randall Young	Koch Midstream Services	✓	
20.		Ron Payne	Southern Natural	✓	
21.		Anjie Hoppe	KN Westex	✓	
22.		Julie Unruh	Mobile Bay Pipeline	✓	
23.		Jim Keisler	Transco	✓	
24.	Toby Kuehl	Transwestern Pipeline	✓		
25.	Danielle Kappus	Algonquin Gas Company	✓		
26.	Michael Stender	Mojave Pipeline	✗		
27.	Mark Gracey	Tennessee Gas Pipeline	✓		
28.	Dale Davis	WGP	✓		
29.	Clancy Aschbrenner	Colorado Interstate Gas Co.	✓		
30.	Stephanie LeCureaux	ANRPL	✓		
31.	Jon Keeler	Great Lakes Gas Transmission	✓		
32.	Diane Eckels	Enron	✓		



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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).