



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 a.m. to 5:15 p.m., August 27, 1997

FINAL MINUTES

I. Introductory Items

Rae McQuade welcomed the attendees. Housekeeping was addressed by Mark Scheel of Natural Gas Clearinghouse, host for the meeting. The antitrust advice was given by Dennis Holbrook. Randy Couch, chairman of the GISB Board of Directors, was in attendance, and was introduced. The members of the press were welcomed. The attendees introduced themselves. The agenda was adopted with no changes. The chairs, Norm Walker and Kirt Kleinman, were approved as chairs.

II. Statement of Objectives for the Meeting

After discussion, a motion was made by Kim Van Pelt, seconded by Jerry Hahn, and amended with approval by Walker Lowry to define the mission of the task force by the resolution adopted by the Board. The Board resolution adopted on May 13, 1997 is as follows:

Be it resolved that the GISB Board of Directors requests the GISB Executive Committee to further evaluate such standards as are necessary to ensure that the five postings in GISB Standard 4.3.6 version 1.1 are implemented by Transportation Service Providers in a consistent and user friendly manner including the development of common Web page structures, viewing formats, nomenclature, logon procedures, and download capabilities.

and GISB Standard 4.3.6 is as follows:

By August 1, 1997 Transportation Service Providers should establish a HTML page(s) accessible via the Internet's World Wide Web. The information that is currently provided should be posted as follows:

- 1) *Notices (critical notices, operation notices, system wide notices, etc.)*
- 2) *FERC Order No 566 affiliated marketer information. (affiliate allocation log, 24 hr. discount postings, etc.)*
- 3) *Operationally available and unsubscribed capacity*
- 4) *Index of customers*
- 5) *Transportation Service Provider's tariff (Terms, conditions and rates), or general terms and conditions.*

and

Transportation Service Providers should make all pertinent EBB functions and information available via the Internet or via the technology recommended by GISB within a reasonable amount of time after each such function or information has become standardized as appropriate by GISB.



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and

Within a reasonable amount of time, all EBB information, functions and transactions should be achieved via one mode of communications. Information and functions should remain available through existing systems until one mode of communication is available. Implementation timelines for this activity would be determined during the 1997 annual planning activities held in 1996.

In the discussion, there were three positions cited: (1) restrict activities to the five transactions cited in GISB Standard 4.3.6, (2) broaden the activities to the entire GISB Standard 4.3.6, including all EBB information, or (3) recognize that as the task force determines standards for the Internet, they should be applicable to future standardization efforts. The Board Chairman Randy Couch, General Counsel Dennis Holbrook, and Executive Director Rae McQuade described that it was the intent of the Board of Directors on May 13 that the term "evaluate such standards" meant "evaluate and develop such standards". After discussion regarding the non-transactional nature of the effort, a sense of the room was taken on the mission of the task force to be defined by the Board resolution adopted on May 13, 1997 as stated above with the results of forty six in favor and one opposed. As such the mission of the task force is: "to further evaluate such standards as are necessary to ensure that the five postings in GISB Standard 4.3.6 version 1.1 are implemented by Transportation Service Providers in a consistent and user friendly manner including the development of common Web page structures, viewing formats, nomenclature, logon procedures, and download capabilities".

III. Presentation of Strawmen

Presentations were made by Duke Energy, Latitude Technologies, Natural Gas Clearinghouse, NGPL, and PGT. The presentation material is covered in the strawmen submitted prior to the meeting and available for download from the GISB home page.

IV. Discussion on Presentation and Commonalities of Strawmen

Kurt Link noted that before the task force discusses the matrix of features for GISB and asks questions of the presenter, certain threshold issues should be addressed such as over-standardization issues and flexibility of design, (see attachment A - list of common features). Both Cynthia Johnson and Paul Bucharest agreed with Mr. Link's statements. Ms. Johnson further added that while some of the presenters may not have made specific points that were common across presentations, they may agree on common features. Susan Croley stated that the matrix was a working document to structure the discussion, so the columns are for informational purposes only. Mr. Hahn and Mr. Walker agreed that the discussions on the presentations and features should be brought back to the attendees companies for their views before votes are taken on specific features.

John Tsucalas noted that it may be preferable to discuss the "what should be done and whether it should be done" ("what") issues and not the "how it should be done -- implementation" ("how") issues until all of the "what" issues are defined. He then reviewed the list of features and defined each as either a "how" or a "what" issue. Ms. Croley added that some of the "how" issues could be brought to a higher level and reworded such that they become a "what" issue. Tommie Hartman made an observation that due to the confusion in labelling, the issues should be taken in order. Ms. Hess noted that when taken in order both the "how" and the related "what" issues would be addressed. It was decided by the group unanimously through a vote to discuss the features in order. The discussion of issues follows.



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A. Established a "most common" denominator for Browser level

For "how issues", two alternates were defined: (1) it should be market driven and not addressed by GISB, and (2) GISB should establish general technology standards keeping in mind what is commonly available in the industry through the World Wide Web Consortium. Alternative 2 should be addressed by the Future Technology Task Force should it be selected. Terry Lehn noted that recommended standards should be drafted where the content on the Internet would be available to the largest population possible.

For option 1, " a "most common" denominator for Browser level should be a market driven feature and not addressed by GISB", Ms. Johnson noted that as a market driven feature, providers and users can take advantage of the technology available that makes sense to their applications. In opposition to Ms. Johnson's point, Mr. Ehinger noted that he wants fewer choices, not each provider providing his own set of technology choices.

For option 2, establishing general technology standards keeping in mind what is commonly available in the industry through the World Wide Web Consortium, a definition of a "most common" denominator for Browser level is needed. Mr. Whatley explained the position in support of Mr. Ehinger's earlier comments. In opposition, Mr. Walker noted that since HTML 3.0 is already a standard, the question should be asked of how the access is working now and a standard level for Browser may not be needed.

For the "what issue", Mr Lehn offered he definition that (1) make the content on the Internet available to the largest population as is practicable. Mr. Lehn, in support of his position, observed that while improved wording would help, the alternatives stated did not address his point. In opposition to alternative 1, Leigh Spangler noted that the language is too broad. As an alternative or rewording, Jim Vander Noot offered an alternative (2) Adopt technology standards that accommodate all site layout and navigation requirements that this task force formulates. Mr. Whatley offered an alternative that (3) GISB would address Web technology guided by the World Wide Web Consortium. Mr. Link noted a fourth alternative: (4) adopt technology standards with the highest functionality to the largest group of users and providers.

Language was offered as alternative by Duke Energy and authors of the other four alternatives: (5) "Minimum technical requirements should be developed which will make content available to the majority of potential users in the industry." Alternatives 1 through 4 were withdrawn by the authors in support of alternative 5. Another alternative was offered by Mr. Tsucalas, (6) "Technical requirements should be developed which will make content available to the majority of potential users in the industry." Alternative 5 was withdrawn. Alternative 7 was defined by Ms. Hess as "none of the above" which was restated by Mr. Walker as "No 'what' issue needs to be defined". A sense of the room was taken with 18 votes registered for alternative 6 and 12 votes registered for alternative 7 "no what is needed."

As such, the "what" issue for the feature "Established a "most common" denominator for Browser level" is "Technical requirements should be developed which will make content available to the majority of potential users in the industry".

B. Common site layout for transportation service provider (TSP) Web Pages



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Mr. Vander Noot offered a definition of the "what" issue: (1) Establish a standard page layout for web pages. Brian White offered an alternative: (2) The five required postings of GISB Standard 4.3.6 should be laid out in a standard format. There were two procedural issues placed on the floor -- (1) reordering the features to address features C and D before features B, or (2) eliminate feature B as it is addressed in other features (issues j, k, l, m, and n) defined on the matrix. The motion was made to eliminate feature B. In a sense of the room, 18 votes were registered in favor of eliminating feature B and 15 votes were registered in favor of addressing feature B. A segment check was called. The results were:

	Pipelines	Services	End Users	Producers	LDCs	Total
Eliminate Feature B	11	3	0	0	1	15
Address Feature B:	7	3	0	4	0	14

C. Common nomenclature for hyperlinks

Only one alternative was offered for the definition of the "what" issue: We should have common nomenclature for hyperlinks. It was endorsed unanimously. For the 'how' issues, Mr. Whatley offered alternative (1) Transfer this issue to the Future Technology Task Force. Mr. Tsucalas offered alternative (2) Use words derived from GISB Standard 4.3.6 version 1.1, with short and long names for the five documents. Ms. Croley offered alternative (3): Transfer this issue to the Business Practices Subcommittee. Mr. Lehn clarified that nomenclature should mean what a user sees on the screen, not the tree structure and file naming that is addressed internally. As such alternative 1 was withdrawn. Ms. Croley offered an alternative as a combination of alternatives 2 and 3: (4) Transfer this issue to the Business Practices Subcommittee with the following instructions: Use words derived from GISB Standard 4.3.6 version 1.1, with short and long names for the five documents. Mr. Spangler offered alternative (5) Use the names in described in the Latitude Model. Mr. Tsucalas offered alternative (6) Transfer this issue jointly to the Business Practices Subcommittee and the Future Technology Task Force with the following instructions: Use words derived from GISB Standard 4.3.6 version 1.1, with short and long names for the five documents. Decisions on these alternatives will be made at the next meeting.

A procedural issue was raised by Ms. Croley that all features should have the "what" defined and leave the implementation issues ("how") for discussion after all "what" issues are defined. There were no disagreements.

D. Common order/format/position for hyperlinks

Several alternatives for the "what" issue were defined for common order/format/position for hyperlinks:

- (1) Define a common order, format, and position for postings defined in GISB Standard 4.3.6 - WITHDRAWN
- (2) Define common order and position for the hyperlinks -- WITHDRAWN
- (3) Where a common nomenclature for hyperlinks has been established, there should also be a common order and position.
- (4) Where a common nomenclature for hyperlinks has been established, there should also be a common order
- (5) Establish common order and position for the categories of postings that have been standardized. -- WITHDRAWN



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In a sense of the room, there were 13 votes registered in favor of alternative 3 and 12 votes registered in favor of alternative 4. As such, the "what" is alternative 3.

As such, the "what" issue for the feature "defined common order/format/position for hyperlinks" is "Where a common nomenclature for hyperlinks has been established, there should also be a common order and position".

V. Next Steps

The next meeting will be determined by the chairs and posted with an agenda in sufficient time for attendees to prepare for the meeting. The remaining items of the agenda, including the continuation of the definition of "what" and "how" issues for each feature will be addressed at that meeting.

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

		<u>Company</u>	<u>Members</u>
Chairmen:	1.	Kirt Kleinman Southwest Gas	✓
	2.	Norm Walker El Paso Natural Gas	✓
Board:	3.	Randy Couch Amoco	✓
GISB:	4.	Rae McQuade GISB, Executive Director	✓
	5.	Jane Copeland Ak/Ret Reporting	✓
	6.	Dennis Holbrook GISB, General Counsel	✓
Hosts:	7.	JoAnn Garcia GISB Staff	✓
	8.	Mark Scheel NGC Corp.	✓
	9.	Pete Whatley Natural Gas Clearinghouse	✓

VII. Attendees -- By Segment

		<u>Company</u>	<u>Members</u>
Producers:	1.	Tom Ehinger Amoco	✓
	2.	Randy Couch Amoco	✓
	3.	Tommie Hartmann Exxon	✓
	4.	Terry McCrae Pennzoil	✓
	5.	Jay Counts Texaco	✓
	6.	Jerry Hahn Texaco	✓
Services:	7.	John Tsucalas A. T. Kearney	✗
	8.	Dennis Hernandez Altra Energy	✓
	9.	Sylvia Munson Altra Energy	✓
	10.	Terry Lehn EDS	✓
	11.	Mike Braithwaite EMA	✗
	12.	Andy Sicignano Enron Capital and Trade	✓
	13.	Rachel Steffens Gas Daily	✗
	14.	Steven Poruban Gas Daily	✗
	15.	Leigh Spangler Latitude Technologies	✓
	16.	Pete Whatley Natural Gas Clearinghouse	✓
	17.	Mark Scheel NGC Corp.	✓



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	18.	Walker Lowry	NrG information Services	✓
	19.	Tom Castleman	NrG Information Services	✓
	20.	Mark Hooper	NrG Information Services	✓
LDCs:	21.	Brian White	A.G.A.	¹
	22.	Kirt Kleinman	Southwest Gas	✓
Pipelines:	23.	Ken Skweres	Algonquin	✗
	24.	Susan Croley	Algonquin	✗
	25.	Stephanie LeCureaux	ANR	✓
	26.	Clancy Aschbrenner	Colorado Interstate Gas	✓
	27.	Christopher Phillips	Columbia Gas	✓
	28.	Mike Shahan	CNG	✓
	29.	Mike Stender	El Paso Energy	✓
	30.	Fred Norwood	El Paso Energy	✓
	31.	Jim Vander Noot	El Paso Natural Gas	✓
	32.	Norm Walker	El Paso Natural Gas	✓
	33.	Tammy Hopkins	Florida Gas Transmission	✓
	34.	JoEllen Krane	Koch Gateway	✓
	35.	Sandra Barnett	Koch Gateway	✓
	36.	Joe Kardas	National Fuel Gas Supply	✓
	37.	Paul Love	NGPL	✓
	38.	Cynthia Johnson	NGPL	✓
	39.	Shelley Corman	Northern Border	✓
	40.	Theresa Hess	Northern Natural Gas	✓
	41.	Melissa Jernigan	Ozark	✗
	42.	Jay Story	Pacific Gas Transmission	✓
	43.	Paul Bucharest	Pacific Gas Transmission	✓
	44.	Coralie Sculley	Panhandle Eastern	✓
	45.	Mark Gracey	Tennessee Gas Pipeline	✓
	46.	Joyce Phillips	Texas Eastern	✓
	47.	Dale Davis	Transco	✓
	48.	Toby Kuehl	Transwestern Pipeline	✓
	49.	Kim Van Pelt	Trunkline Gas Company	✗
	50.	Robert Mitchell	Sabine	✓
	51.	Jennifer Edris	Sabine	✓
	52.	Kurt Link	Williston Basin	✓

¹ American Gas Association is a formal trade liaison with GISB.



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Attachment A

FEATURES FOR STANDARDIZATION

- A. Established a "most common" denominator of Browser level

"what" issue: Develop technical requirements which will make content available to the majority of potential users in the industry
- B. Common site layout for transportation service provider (TSP) Web pages

Feature eliminated
- C. Common nomenclature for hyperlinks

"what" issue: Establish common nomenclature for hyperlinks.
- D. Common order/format/position for hyperlinks

"what" issue: Where a common nomenclature for hyperlinks has been established, establish a common order and position".
- E. Establish a beginning level of groupings for drill down of standard navigation links
- F. Establish a standard number of levels for drill down of the standard navigation links
- G. Establish a method to segregate mandated links from TSP optional links
- H. Links to affiliated transportation service providers (TSP)
- I. Links to non-affiliated interconnected TSPs
- J. Page navigation for posted documents should be displayed in a consistent location
- K. Company name or logo should be displayed in a consistent location
- L. Hyperlink to the TSP home page path through the company logo
- M. Common format of headers for documents being displayed
- N. Login password not required for access to non-transactional data
- O. Access to the required non-transactional posting shall not be denied to the public
- P. Ability provided to download entire tariff as well as specific sections
- Q. Download format for individual documents will be provided in ASCII
- R. Download format for tabular lists of documents will be provided in tab-delimited ASCII
- S. Provide ability for user to specify target file on client for file download
- T. Ability provided to do keyword searches on tariffs
- U. Restriction on applets or plugins that run on client to achieve functionality
- V. GISB home page should maintain: (1) a Web page with all TSP URLs hyperlinked, (2) a "link builder" page whereby users can specify the TSP and a group of documents, (3) Allow for selection of downloading format in "link builder" specification
- W. Text shall be provided as a alternative for graphic images when viewing in text format
- X. Allow the Browser settings to establish font style and size instead of coding those in the HTML tags
- Y. Establish standard for background color and text color of tabular lists of documents and individual documents displayed