



# 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., October 7, 1997**

**FINAL MINUTES**

**I. Introductory Items**

Mr. Kirt Kleinman welcomed the attendees. Housekeeping was addressed and the host for the meeting, Duke Energy, was thanked for providing the facilities, breakfast and lunch. The antitrust advice was given by Dennis Holbrook. Jim Templeton a member of the Board of Directors was in attendance, and was introduced. The attendees introduced themselves. The agenda was adopted with no changes. The minutes of August 27, 1997 were adopted with modifications.

Mr. Jim Vander Noot reviewed the progress to-date on the development of an informal on-line discussion group. The Future Technology Task Force is currently pilot testing the group. A specific web browser is not required to participate in the pilot. Mr. Vander Noot offered the Internet Task Force (ITF) members the opportunity of participating in the pilot. Those wishing to participate should contact the GISB office. There is a limit of 12 participants in the pilot test. Registration in the pilot test for the discussion group is required even if the participant chooses to read only. There are five participants currently.

**II. Internet Task Force Development Process**

After much discussion on the need to split standards development into visual content, function and technical, several options were identified: 1) Address the business needs first (visual content and functions) then address technical issues; 2) Address technical issues which would resolve any visual content and function issues; 3) Allow third parties to develop the needed solutions for the Internet web pages and 4) Focus on both visual content and technical issues at the same time. A vote was taken and it was determined that the task force should proceed along option 1. The voting results were 16 votes for option 1, 1 vote for option 2, and 9 votes for option 4. Option 3 which was discussed was not considered in the vote. Mr. Templeton stated that as a member of the Board he had voted for the Board of Director's admonition of the charge to the team to get an answer to common look and feel. He said that there were two things to keep in mind: 1) that standarization would be more efficient and would therefore gain additional market share for the members and 2) that GISB was using up a lot of member resources that the team should be asking the question of whether a common look and feel was really needed. That the answer to the Board should be that it was not needed if that was how it came out. If there were alternatives with outside sources for software was it necessary to spend money for common look and feel?

**III. Review the Internet "Look and Feel" Task Force Mission Statement**

Mr. Kleinman explained that the Executive Committee had expanded the scope of the task force to include full development of Standard 4.3.6 with a procedural vote by the Executive Committee of 20



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out of 20 in favor of the resolution. Ms. McQuade then read the resolution of the Executive Committee to the attendees. The resolution read:

*"Be it resolved that the "Internet Look and Feel" Group is directed to include completion of the development of standards to address all of GISB Standard 4.3.6 after completing their current scope."*

#### **IV. Process for Reviewing and Recommending Matrix Items**

Mr. Kleinman opened the agenda item discussion with the expected outcome of a common understanding on the process hereafter to be followed. Two options were: 1) send a report to the Executive Committee for consideration before the technical work is done, and 2) Send a report to the Executive Committee once all the work is completed. The report would include proposed standards and follow GISB procedures of drafting recommendations followed by industry comment, concluding with Executive Committee vote. The two options were discussed and brought to vote with option 2 carrying unanimously with 25 votes.

#### **V. Review the New Matrix Drafted for Discussion.**

For a complete record on the discussions held, a transcript may be ordered from Ms. Jane Copeland at Ak/Ret Reporting, (512) 882-9037. Unless otherwise noted, by each item, the minutes will include the options discussed and the resulting votes taken as a sense of the room. Only one representative per company voted.

Item D2: Establish a descriptive term for the non-transactional documents for which these standards will apply to be used as a qualifier when wordsmithing the "what to standardize". The options and resulting votes were: option a) public operational information, notices and tariff, received 7 votes in favor; option b) required information received no votes in favor; option c) the five points received no votes in favor, option d) required postings received 18 votes in favor and option e) postings received 2 votes in favor. As such, option d) "required postings" carried with 18 votes.

Item E: Establish a common and consistent initial set of hyperlinks to appear for drill-down of mandated navigation links. The options offered were: a) language as written in the matrix, option b) not to establish a term, and option c) establish a site map. The vote resulted in the following: Option a) received 20 votes in favor and option b) received 2 votes in favor and option c) was determined to be a way to implement option a). Option a) establish a common and consistent initial set of hyperlinks to appear for drill-down of mandated navigation links, carried with 20 votes.

Item F: Establish a common and consistent number of levels for drill-down for the mandated hyperlinks. Discussion of this Item resulted in option a) language as written in the matrix, option b) no standard and option c) process when applicable. The voting results were: option a) process Item F as in the matrix received 4 votes; option b) no standard received 4 votes and option c) process Item F when applicable received 10 votes. Option c) process Item F when applicable, carried with 10 votes.

Item G: Establish a standard method of segregating mandated hyperlinks from non-mandated hyperlinks on the TSP Web page. The following options were offered for vote: a) Item G as written in the matrix, received no votes; option b) Item G is covered by Item D no extra action required, received 3 votes in favor; option c) common order and position of hyperlinks includes the position of optional hyperlinks relative to mandated postings, received 1 vote in favor; option d) do not process Item G at all,



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received 11 votes in favor and option e) mandatory hyperlinks will be segregated from optional, received 7 votes in favor. Option d) do not process Item G at all, carried with 11 votes.

Item G2: Establish a common and consistent location to Transportation Service Provider (TSP) TSP Web page for tabular lists of mandated posted documents and the mandated individual documents (content area). The grouping of Items G2 and G3 was suggested. With the discussion that followed it was decided to review Items G2 and G3 separately. For Item G2 the following options were offered: option a) process Item G2 as written in the matrix, received no votes; option b) Do not process Item G2 at all, received 16 votes in favor; option c) clear and common location of content in relation to navigation on a page, received no votes; and option d) discuss in conjunction with Items J, K, L, and M on the matrix, received 8 votes in favor. Option b) do not process Item G2 at all, carried with 16 votes.

Item G3: Establish a standard method of segregating the major sections. The resulting vote on options a) process Item G3 as written in the matrix, receiving 2 votes in favor and option b) not process Item G3, receiving 22 votes in favor. Option b) not process Item G3, carried with 22 votes.

Item H: Establish a common and consistent location on the TSP Web page for hyperlink(s) leading to affiliated service providers' mandated Web pages. As the discussion continued the following options were suggested for vote: option a) if a hyperlink(s) to affiliated TSPs exists establish a common location, received 6 votes in favor; option b) no standard, received 19 votes in favor. Option b) no standard, carried with 19 votes. Language which was offered as an option "If a hyperlink leading to an affiliated service providers mandated web page(s) is provided, establish a common and consistent location on the TSP(s) web page(s) for such hyperlink(s)" was not included in the vote.

Item I: Establish a common and consistent location on the TSP Web site for hyperlink(s) leading to non-affiliated interconnected mandated Web pages. Offered for vote were: option a) as written in the matrix, received no votes, option b) if a link to other interconnected TSPs is provided establish a common location on the page, received 8 votes in favor; and option c) no standard, received 16 votes in favor. Option c) no standard, carried with 16 votes.

There was a concern by Mr. Stan Thomas, Midcon Corporation, that publishing interconnect information on the Internet was anti-competitive. The discussion was halted at this point by Ms. McQuade so that Mr. Dennis Holbrook, GISB General Counsel, could be consulted. When the meeting was again resumed Mr. Thomas stated he now understood that the wording did not imply a mandate. Mr. Holbrook explained the antitrust concern was whether GISB was mandating or otherwise requiring that a TSP provide interconnect information. Mr. Holbrook further stated that GISB cannot mandate or require these standards and that the language did not imply such. The question at this point had been satisfied and discussion resumed.

Item J: Establish a common and consistent location on the TSP Web page for navigation within the content area. The following options were offered: option a) as written in the matrix; option b) establish a common and consistent location on the TSPs web site that would provide links to all required postings. A modification to option a) was suggested: establish a common and consistent location for navigation within the content area that once you get to that area that would be consistent across pages. Option c) no standard. Option b) was withdrawn. The vote resulted in the following: option a) Item J as modified received 6 votes in favor; option c) no standard, received 16 votes favor. Option c) no standard, carried with 16 votes.

The grouping of Items K through M2 was suggested. It was further suggested that all four would have an a) and b) option and would be voted on in opposition, unless otherwise noted.



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Item K: Establish a common and consistent location on the TSP Web page for the TSP company name or identifying logo to appear. This item was voted on as follows: option a) process as written in the matrix, received 7 votes in favor; option b) no standard, received 15 votes in favor. Option b) no standard, carried with 15 votes.

Item L: Establish that the TSP company logo or identifier will have a hyperlink leading to the TSP's mandated Web pages. Option a) as written in the matrix, received 4 votes in favor; option b) no standard, received 15 votes in favor. Option b) no standard, carried with 15 votes.

Item M: Establish a standard nomenclature for titles displayed above the tabular lists of documents displayed in the TSP's mandated Web pages. Option a) as written in the matrix, received 2 votes in favor; option b) no standard, received 18 votes in favor. Option b) no standard, carried with 18 votes.

Item M2: Establish a standard nomenclature for column headers appearing in the tabular lists of documents displayed in the TSP's mandated Web pages. Option a) as written in the matrix, received 3 votes in favor; option b) no standard, received 16 votes in favor. Option b) no standard, carried with 16 votes.

Item N: Establish standard whereby a TSP may not use a userid and password prompt for their mandated Web pages, and Item O: Establish standard whereby a TSP may use a userid and password prompt for their mandated Web pages but must supply a valid userid and password if requested by anyone appeared to be alternatives to each other and were voted on as such. The discussion lead to the following votes: option a) to continue working on Item N, received 2 votes in favor; option b) to accept Item O, received 19 votes in favor. Option b) to accept Item O, carried with 19 votes.

Item P: Establish standard to require TSP site to provide ability to download the tariff in whole and provide the ability to download the tariff by section. It was decided to vote on this item at a later date when the sponsor can be present.

Item Q: Establish standard file format in which the individual documents could be downloaded. This item was withdrawn by Ms. Croley along with Item R: Establish standard file format in which the tabular lists of posted documents could be downloaded.

Item S : Establish a standard that when the user is downloading information from the mandated Web pages he/she will be prompted for the target directory path and filename in which to save the downloaded information on the client. The following option was offered as an amendment of the matrix language: Establish a standard that when the user is downloading information from the mandated Web pages he/she will maintain the ability to select target directory path and filename in which to save the downloaded information on the client. A vote was taken as follows: Option a) amended language, received 4 votes in favor; Option b) no standard, received 18 votes in favor. Option b) no standard, carried with 18 votes.

Item T: Establish standard that requires the TSP to provide keyword search capability on tariff documents posted on Web site. This item will be voted on at a later date when the sponsor can be present.

Item U: Establish restriction on code required to download to the client from the TSP Web site necessary to view the mandated Web pages. The following rewording was offered: Establish standards



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regarding the use of applets, plug-ins, scripting, and controls that run on the client to achieve functionality. It was then suggested that this item be included with item A on the matrix and be postponed. There were no other options offered.

Item V: Establish a common Web site with all TSP mandated Web site URLs listed with hyperlinks leading to those sites, and, Item V 2: Establish a Web page at the common Web site whereby users may build document selection criteria for accessing mandated documents at any TSP Web site for downloading were postponed for discussion until the next meeting.

Item W: Voting on this item was delayed until after Items X and Y were discussed and voted on.

Item X: Allow the browser settings to establish font style and size instead of coding those in the HTML tags. Voting result were: option a) as written in the matrix, received 2 votes in favor; option b) to override the browser, received 16 votes in favor. Option b) to override the browser, carried with 16 votes.

Item Y: Establish standards for background and test color in the TSP Web content area. The following vote was taken: option a) as written in the matrix, received 5 votes in favor; option b) to not establish backgrounds, text and color 14 votes in favor. Option b) to not establish backgrounds, text and color, carried with 14 votes.

## VI. Adjournment

The agenda for the next meeting will include the what issues described in matrix items P, T, W, V, and Z. The date of the next meeting will be Tuesday, November 4, 1997 from 2:00pm to 5:00pm and Wednesday, November 5, 1997 from 9:00am to 5:00pm. Meeting was adjourned at 5:00pm.

## VII. Attendees - Chairs, Board Members, GISB Office, Hosts

		<u>Company</u>	<u>Members</u>	
Chairman:	1.	Kirt Kleinman	Southwest Gas	✓
Board	2.	Jim Templeton	Comprehensive Energy	✓
GISB:	3.	Rae McQuade	GISB, Executive Director	✓
	4.	Jane Copeland	Ak/Ret Reporting	✓
	5.	Dennis Holbrook	GISB, General Counsel	✓
	6.	JoAnn Garcia	GISB Staff	✓
Hosts:		Duke Energy		



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## VII. Attendees -- By Segment

		<b>Company</b>	<b>Members</b>	
Producers:	1.	Tom Ehinger	Amoco	✓
	2.	Tommie Hartmann	Exxon	✓
Services:	3.	John Tsucalas	A. T. Kearney	✗
	4.	Sylvia Munson	Altra Energy	✓
	5.	Leigh Spangler	Latitude Technologies	✓
	6.	Mark Hooper	NrG/Nformation	✓
	7.	Andy Sicignano	Enron Capital & Trade	✓
	8.	Terry Lehn	EDS	✓
LDCs:	9.	Kirt Kleinman	Southwest Gas	✓
Pipelines:	10.	Ken Skweres	Algonquin	✗
	11.	Susan Croley	Algonquin	✗
	12.	Clancy Aschbrenner	Colorado Interstate Gas	✓
	13.	Jim Vander Noot	El Paso Natural Gas	✓
	14.	Sandra Barnett	Koch Gateway	✓
	15.	Theresa Hess	Northern Border	✓
	16.	Coralie Sculley	Panhandle Eastern	✓
	17.	Joyce Phillips	Texas Eastern	✓
	18.	Dale Davis	WINGS	✓
	19.	Chris Colburn	Transco	✓
	20.	Brent Leafgreen	Texas Gas	✓
	21.	Kim Van Pelt	Trunkline Gas Company	✗
	22.	Jennifer Edris	Sabine	✓
	23.	Betty Barum	AGT	✓
	24.	Richard Hamilton	William Natural Gas	✓
	25.	Clancy Aschbrenner	Colorado Intrerstate Gas Co.	✓
	26.	Julie Dennis	Mobile Bay	✗
	27.	Steve Elmer	PGT	✓
	28.	Stan Thomas	Midcon Corp. NGPL	✓
	29.	Patrick Darish	Great Lakes Gas Transmission	✓
	30.	Toby Kuehl	NNG/Enron	✗
	31.	Keith Higginbotham	Transwestern/Enron	✗
	32.	Dan Burns	PG&E Gas Transmission	✓
	33.	Anjie Hoppe	KN energy	✓
	34.	Diane Eckels	Enron	✓



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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
- Z. Establish a common means by which users of the mandated Web pages may find the mandated Web pages