



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., December 17-18, 1997

FINAL MINUTES -- DECEMBER 17, 1997

I. Introductory Items

Ms. Susan Croley welcomed the attendees and the host for the meeting, Duke Energy, was thanked for providing the facilities. She then introduced Norm Walker, Co-Chair and Kirt Kleinman, Co-Chair, Rae McQuade, and Jo Ann Garcia of the GISB office. The attendees then introduced themselves. The antitrust advice was given by Dennis Holbrook, General Counsel. The agenda was adopted. Modifications were then made to the minutes.

I. Review of NOPR Items Related to Non-Transactional Postings

Ms. Croley stated that there were items related to non-transactional postings which were touched on in the recently issued NOPR and that perhaps they may or may not impact the groups work but were things that should be kept in mind as they worked through the concepts which would be developed into standards. She noted that at the present time they were still talking about the high level concepts and not as yet the standards. Ms. Croley went through the old matrix item by item and identified where in the new framework these items had already been addressed. Ms. Dale Davis asked if to the extent that any of these items already had been addressed would they now be re-addressed. Ms. Croley stated she saw this procedure as a means to bring closure to the items in the old matrix and see if in the current language those items which were voted down were now seen from a different perspective and were now acceptable. After much discussion, it was thought that the group should take the framework and pull items from the old matrix if needed. A motion was made to proceed with the framework and passed with the following vote: 28 in favor, 0 opposed, 0 abstained.

II. Review of New Framework

Mr. Mark Scheel began the discussion of the items asking that items P and T be added to the framework. 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 to be added as IV. After discussion and rewording, a motion was made: "Ability to easily download information from the TSP's Web site" and passed with no opposition. The following wording was also offered and added as IV. 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". Discussion as to the definition of the term "sheet" as it relates to the tariff download ensued and the various ways this download of tariff sheets was used. Wording for this motion received the following votes: in favor 21 votes, opposed 4, and abstained 4. The motion passed for the addition of IV. A.

For item T: Establish standard that requires the TSP to provide keyword search capability on tariff documents posted on Web site, the following wording resulted after discussion and modification, as II. D.: "Provide word search capability on posted tariff documents". Discussion as to whether the search



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was a keyword search or a word search capability, followed as well as use of this search on the Web site. Voting for this motion resulted in: 28 in favor, 2 opposed and 2 abstained. Motion passed.

Discussion of item Q: Establish standard file format in which the individual documents could be downloaded, lead to the withdrawal of the item as it was felt it was already covered.

A motion was then made: "Previously noted on the Matrix Item A is covered by III. C., Item C is covered by II. A. and Item D is covered by several items in II. and we recognize that as such " to indicate the recognition of the coverage of those items. Discussion of whether there was a need to continue to work on the items in the old matrix followed. It was decided after a vote of 27 in favor, 0 opposed and 2 abstained, that the group should continue to work off the new framework and add items as were needed. Motion passed.

Mr. Scheel proposed language for the addition of II. E. which was modified to read: "Provide common and consistent subcategories for the categories of information listed in II. A..". After deliberation of the specifics of this motion, a vote of 27 in favor, 0 opposed and 2 abstained resulted. Motion passed.

Discussion of where items H & I of the old matrix were needed followed and the group was reminded that they were working off of the new framework and should be discussing I. B. Provide access to current URLs for TSPs above mentioned Web sites from one Web site (URL). Various modification to this item were offered and withdrawn.

A motion to add wording For III. E. and modifications resulted in final wording of: "III. E. Establish a common and consistent location of content navigation controls for certain categories of postings". Voting was as follows: in favor 27, opposed 0, abstained 0. Motion passed.

Wording for III. F. quickly followed to read: "III. F.. For certain categories of content provide common and consistent column and element label nomenclature". Discussion followed and whether or not the group was concerned only with the five Informational Postings that would be required and the look that would be included in those documents and where the FERC was already giving direction for this information. A vote resulted in: 8 in favor, 19 opposed, 2 abstained. There was a call for a segment check. This check resulted in: Producers - in favor 2, opposed 0, abstained 0; LDC - in favor 0, opposed 1, abstained 1; Pipelines - in favor 1, opposed 16, abstained 1; End Users - in favor 0, opposed 0, abstained 0; Services - in favor 5, opposed 2, abstained 0.

III. Adjournment

The agenda for the continuation of the meeting on December 18 would include a review of the proposal from Altra Energy and a continuation of a move towards standards language as listed on Item 6 of the Agenda. Mr. Norm Walker asked the committee to keep in mind the work before them was to come up with definitions, principles and standards. The 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	✓
Co-Chair	3.	Kirt Kleinman		✓
GISB:	2.	Rae McQuade	GISB, Executive Director	✓
	3.	Jane Copeland	Ak/Ret Reporting	✓
	4.	Dennis Holbrook	GISB, General Counsel	✓
	5.	JoAnn Garcia	GISB Staff	✓
Hosts:	6.	Duke Energy		

VII. Attendees -- By Segment

			<u>Company</u>	<u>Members</u>
Producers:	1.	Tom Ehinger	Amoco	✓
	2.	Tommie Hartmann	Exxon	✓
Services:	3.	John Tsucalas	A. T. Kearney	✗
	4.	Sylvia Munson	Altra Energy	✓
	5.	Andy Sicignano	Enron Capital & Trade	✓
	6.	Terry Lehn	EDS	✓
	7.	Gary Payne	Enron Admin. Services	✓
	8.	George Heal	IBM (Natural Gas Solutions)	✓
	9.	Mike Granberry	IBM (Natural Gas solutions)	✓
	10.	Dick Brooks	Group 8760	✓
	11.	Henry Nix	Group 8760	✓
	12.	Mark Scheel	NGC Corp	✓
	13.	Mark Hooper	NRG Information Services	✓
LDCs:	14.	Joseph Kardas	National Fuel Supply	✓
Pipelines:	15.	Sandra Barnett	Koch Gateway	✓
	16.	Theresa Hess	Enron - NNG	✓
	17.	Coralie Sculley	Panhandle Eastern	✓
	18.	Chris Colburn	Texas Gas	✓
	19.	Bret Babcock	Williams	✓
	20.	Stephanie LeCureaux	ANR	✓
	21.	Kim Van Pelt	Trunkline Gas Company	✗
	22.	Betty Barnum	TETCO	✓
	23.	Lanyard Sledge	Tennessee Gas Pipeline	✓
	24.	Anjie Hoppe	KN Westex	✓
	25.	Dale Davis	WNG (Williams)	✓
	26.	Julie Dennis	Mobile Bay Pipeline	✓
	27.	Ron Szuba	ANR	✓
	28.	Jim Keisler	Transco	✓
	29.	Mike Shahan	CNG	✓
	30.	Patrick Darish	Great Lakes Gas Transmission	✓
	31..	Cynthia Johnson	NGPL	✓
	32.	Toby Kuehl	Enron/Transwestern Pipeline	✓
	33.	Marty Paden	KN Interstate	✓



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FINAL MINUTES -- DECEMBER 18, 1997

I. Introductory Items

Ms. Susan Croley welcomed the attendees to the second day of the Internet Team meeting and the host for the meeting, Duke Energy, was thanked for providing the facilities. The antitrust advice was given by Dennis Holbrook, General Counsel.

Ms. Croley reviewed the work of the committee from the previous day. She then introduced Ms. Sylvia Munson of Altra Energy. Ms. Munson explained the proposal which had been submitted at the October 7, 1997 meeting of the committee. She stated that this proposal had been prepared prior to the committee starting work on the new framework and would try to make a transition to this new framework approach. She explained the proposal and its examples and then made the following motion as an addition to IV. B. Informational Postings and their subcategories should be directly accessible using a common standard naming convention. Modifications to this wording were: "Informational Postings and their subcategories should be directly accessible using a standard naming convention without having to navigate via Web pages a TSP's site". A call for a vote on the modified language resulted in: 6 in favor, 17 opposed, 2 abstained. Motion failed.

A motion for the bullet point under I. B. 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 was made. This wording was modified after discussion to: "I. B. A downloadable list of URL's for the document categories should also be maintained at the central site". Discussion on the meaning of a downloadable list and whether this was a cross-reference followed. The committee vote for this motion was: 24 in favor, 0 opposed, 4 abstained. Motion passed.

A motion to add: "II. F. Establish standard nomenclature for titles and column headings displayed above tabular lists of documents within categories and subcategories" was made. An explanation that this item referred to the document list and how it looks was given so that the committee would understand the difference from the previous day's item which referred to the content. Voting resulted in: 17 in favor, 0 opposed, 8 abstained. Motion passed.

A motion for the addition of "I. C.. A userid or password prompt should not be required to access the TSP's Informational Postings" was then made and discussed. Voting resulted in: 26 votes in favor, 0 opposed, 0 abstained. Motion passed.

II. Standards Language for Items under Framework

The committee then reviewed the definitions of principles, definitions and standards and a motion was made to take the four items of the new framework and reword them to make them into principles or standards as was needed and then vote on them. The first item was reworded to: "Informational Web sites should be easy to locate" as a principle. The second item was reworded to: "Information within an information Web site should be easy to locate" as a principle. The third item was worded as "Information across Informational Web site's should be consistently displayed". Rewording for the four item was:



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"Information across Informational Web site's should be easy to download" as a principle. The vote for these four principles was: 26 in favor, 0 opposed, 0 abstained. Motion passed.

As the committee continued with the next layer of the framework, the bullet point under I. A. was reworded to: "Informational Postings is the term that identifies common information which would include the five required postings under Standard 4.3.6". A definition was then given "Informational Postings is the term that identifies common information which would include the five required postings under Standard 4.3.6". As a standard, "Informational Postings should be labeled and displayed as such on the Informational Web site" was offered and voting for both resulted in 24 votes in favor, 0 opposed, 0 abstained. As a definition, "Download is the term used to describe the retrieval of information from a web site in a format suitable for storage" was given and voted on as follows: 24 votes in favor, 1 opposed, 0 abstained. The next definition offered was, "Display is the term used to describe the retrieval of information from a Web site in a format suitable for viewing". The following voting results: votes in favor 24, opposed 0, abstained 0 were recorded.

III. Adjournment

The next meeting of the Look and Feel Task Force will be set after checking with the GISB office for available dates. The agenda will be posted as well as any working papers. Meeting adjourned at 3:00pm.



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GISB:	2.	Rae McQuade	GISB, Executive Director	✓
	3.	Jane Copeland	Ak/Ret Reporting	✓
	4.	Dennis Holbrook	GISB, General Counsel	✓
	5.	JoAnn Garcia	GISB Staff	✓
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	2.	Tommie Hartmann	Exxon	✓
Services:	3.	John Tsucalas	EDS/A. T. Kearney	✗
	4.	Sylvia Munson	Altra Energy	✓
	5.	Leigh Spangler	Latitude Technologies	✓
	6.	Andy Sicignano	Enron Capital & Trade	✓
	7.	Terry Lehn	EDS	✓
	8.	Gary Payne	Enron Admin. Services	✓
	9.	Julie Dennis	Mobile Bay Pipeline	✓
LDCs:	10.	George Heal	IBM (Natural Gas Solutions)	✓
	11.	Mike Granberry	IBM (Natural Gas Solutions)	✓
	12.	Mark Scheel	NGC Corp	✓
Pipelines:	13.	Joseph Kardas	National Fuel Supply	✓
	14.	Sandra Barnett	Koch Gateway	✓
	15.	Theresa Hess	Enron - NNG	✓
	16.	Toby Kuehl	Enron/Transwestern Pipeline	✓
	17.	Coralie Sculley	Panhandle Eastern	✓
	18.	Bret Babcock	Williams	✓
	19.	Mike Shahan	CNG	✓
	20.	Jim Keisler	Transco	✓
	21.	Chris Colburn	Texas Gas	✓
	22.	Stephanie LeCureaux	ANR	✓
	23.	Ron Szuba	ANR	✓
	24.	Kim Van Pelt	Trunkline Gas Company	✗
	25.	Betty Barnum	TETCO	✓
	26.	Lanyard Sledge	Tennessee Gas Pipeline	✓
	27.	Anjie Hoppe	KN Westex	✓
	28.	Diane Eckels	Enron	✓