

Notices Task Force Proposed Agenda
Columbia Gulf Transmission Offices, 2603 Augusta, Houston Texas
February 24, 1999 – 09:00 a.m. CT to Noon

Final Minutes

1. Administrative:

Michael Hansen welcomed the group to Columbia Gulf's offices. Shelley Corman provided the antitrust guidelines. The agenda was modified to include the discussion and vote of a NrG proposed definition and for discussion and vote of proposed standards from additional workpapers submitted for the meeting.

2. Review and approve minutes from the February 11 meeting – adopted with the following changes:

- On the indented paragraph of page 1, Capitalize Notice Types, OFO, Intraday Bump, Other Critical Notices

3. Discussed and voted on the proposed Definition from NrG's work paper as amended by the group. The following definition was passed unanimously. Lynn Mercer was the motion maker and Donna Scott the second.

- (D1) "Electronic Notice Delivery" is the term used to describe the delivery of notices via Internet E-mail and/or EDI/EDM.

4. Discussion and Vote of General Standards from the January 25th Meeting

- The following standards were passed unanimously.
 - (S1) Transportation Service Providers should provide affected parties with notification of intraday bumps, operational flow orders and other critical notices through the affected party's choice of Electronic Notice Delivery mechanism(s). [Proposed replacement for the first proposed standard from R98086. Motion maker -- Kim Van Pelt, second -- Randy Young]
 - (S2) Unless the affected party and the Transportation Service Provider (TSP) have agreed to exclusive notification via EDI/EDM, the affected party should provide the TSP with at least one Internet E-mail address to be used for Electronic Notice Delivery of intraday bumps, operational flow orders and other critical notices. The obligation of the TSP to provide notification is waived until the above requirement has been met. [Proposed replacement for the first sentence of the second proposed standard from R98086. Motion Maker – Joe Bianchi, second – Kim Van Pelt]
 - (S3) Transportation Service Providers should support the concurrent sending of electronic notification of intraday bumps, operational flow orders and other critical notices to two Internet E-mail addresses for each affected party. [Proposed replacement for the second sentence of the second proposed standard from R98086. Motion maker -- Randy Young, Second -- Sandra Barnett– second)
 - (S4) Affected parties should manage internal distribution of notices received by Electronic Notice Delivery. [This is the same as the third proposed standard from R98086. Motion Maker – Randy Young, Second – Sandra Barnett]

5. Discussion and Vote of Business Practice and Detail E-mail Standards

- Koch Proposed #6: When sending Internet E-mail notifications for intraday bumps, operational flow orders and other critical notices, the subject line of the E-mail should include the following information separated by commas in the following order: (1) "Critical", (2) Notice Type ("Bump", "OFO", "Critical Notice"), (3) the Notice Effective Date in YYYYMMDD format, (4) the name or abbreviation of the Transportation Service Provider (excluding commas), and (5) the Transportation Service Provider's DUNS number. [Motion Maker -- Randy Young, Second -- Donna Scott] Discussion concluded and meeting was adjourned prior to vote.

Notices Task Force
Log of Motions Passed To Date
(As of February 11, 1999)

Instructions to Information Requirements:

- Instruct Information Requirements to modify the EDI data set 5.4.16 System-Wide Notices to accommodate the notice types of OFO, intraday bump and other critical notices individually and to modify the TIBP for this data set to reflect these changes or to create a new data set to accommodate this business practice as they deem necessary.

Principles, Definitions and Standards:

- (D1) "Electronic Notice Delivery" is the term used to describe the delivery of notices via Internet E-mail and/or EDI/EDM.
- (S1) Transportation Service Providers should provide affected parties with notification of intraday bumps, operational flow orders and other critical notices through the affected party's choice of Electronic Notice Delivery mechanism(s).
- (S2) Unless the affected party and the Transportation Service Provider (TSP) have agreed to exclusive notification via EDI/EDM, the affected party should provide the TSP with at least one Internet E-mail address to be used for Electronic Notice Delivery of intraday bumps, operational flow orders and other critical notices. The obligation of the TSP to provide notification is waived until the above requirement has been met.
- (S3) Transportation Service Providers should support the concurrent sending of electronic notification of intraday bumps, operational flow orders and other critical notices to two Internet E-mail addresses for each affected party.
- (S4) Affected parties should manage internal distribution of notices received by Electronic Notice Delivery.