

Notices Task Force Final Minutes
Columbia Gulf Transmission Offices, 2603 Augusta, Houston Texas
March 22, 1999 – 09:00 a.m. CT to 4:30

1. Administrative:

Michael Hansen welcomed the group to Columbia Gulf's offices. Shelley Corman provided the antitrust guidelines. The agenda was adopted as posted.

2. The minutes from the February 24 meeting were approved as posted.

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

- (S5) 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 label (per GISB standard 4.3.29), (3) the Notice Effective Date in YYYYMMDD format, (4) the name or abbreviation of the Transportation Service Provider (TSP)(excluding commas), and (5) the TSP's DUNS ® number. [Motion Maker -- Randy Young, Second – Andy Sicignano. Passed unanimously.]

- Modify standard 4.3.29 as follows: [Motion Maker -- Mark Sheel, Second -- Joe Bianchi. Passed unanimously.]

- The words or labels that should appear in the "Notice Type" column in Standard 4.3.28 should be:

<u>Words</u>	<u>Labels</u>
Capacity Constraint	Cap Constraint
Capacity Discount	Cap. Discount
Curtailment	Curtailment
Force Majeure	Force Majeure
<u>Intraday Bump</u>	<u>Bump</u>
Maintenance	Maintenance
Operational Flow Order	OFO
Press Release, Company News	News, Phone List
—or Phone List	
<u>Phone List</u>	<u>Phone List</u>
<u>Press Release, Company News</u>	<u>News</u>
Other	Other

- Instruction to IR: Modify the TIBP for 5.4.16 to clearly state that when sending Internet E-mail notifications for intraday bumps, operational flow orders and other critical notices, the Notice Type label should be the complete text label that corresponds to the Notice Type per standard 4.3.29. [Motion Maker -- Pete Whately and Second – Kim Van Pelt. Passed unanimously.]
- Modify the previously adopted instruction to IR as follows: Instruct Information Requirements to modify the EDI data set 5.4.16 System-Wide Notices to accommodate the modifications to standard 4.3.29 and to modify the TIBP for this data set to reflect these changes or to create a new data set to accommodate the business practice of sending

notifications for intraday bumps, operational flow orders and other critical notices as they deem necessary. [Motion Maker -- Kim Van Pelt and Second – Pete Whately. Passed unanimously.]

- (S6) Transportation Service Providers should include at least the same level of information for notification of an intraday bump, operational flow order or other critical notice regardless of the method of notification chosen by the affected party (EDI/EDM, EBB/EDM, E-mail or FF/EDM). [Motion Maker – Sandra Barnett, Second – Pete Whately. Passed unanimously.]

1. Discussion and Vote of Business Practice and Detail EDI Standards

- Discussed the following as an instruction to Information Requirements: The EDI data set 5.4.16 (System-Wide Notices) should be expanded to include a Sender’s Option data element for Notice Recipient that identifies the business party to whom the notice is directed. For intraday bump notices, this data element would be mandatory and populated with the Service Requester that is being bumped. The Sender’s Option usage is needed since the data element may or may not be applicable depending on the type of notice and the intended audience. If IR deems it necessary to create a new data set instead of modify 5.4.16, then the newly created data set should accommodate this data element. [This is similar to NrG’s proposed 2nd standard in the workpaper for the February 24 meeting.] Failed due to lack of second.

2. Discussion of additional work papers and vote proposed standards

- (S7) Intraday bump notices should indicate whether daily penalties will apply for the gas day quantities are reduced. [Motion Maker – Mark Sheel, Second – Pete Whately Passed unanimously.]
- (S8) On the Scheduled Quantity Web page, a mechanism should exist to allow the display of those line items that result in nomination reductions due to intraday bumps before all other line items are displayed, or to allow the selection of only those line items that have been reduced due to intraday bumps. [Motion Maker – Mark Sheel, Second – Pete Whately Passed unanimously.]
 - It is noted for the minutes that if a TSP displays multiple reduction reason codes per line item and if one of the reduction reasons is an intraday bump, then the line item would be subject to S8 but that all reduction reasons could be displayed together with the single line item.
- (S9) Intraday bump notices should contain at least the affected Service Requester Contract, Receipt and/or Delivery Location, and Receipt and/or Delivery Point Quantity from the Scheduled Quantity (GISB standard 1.4.5). [Motion maker – Mark Sheel, Second – Pete Whately.]

Balanced Vote:

Segment	For	Against	Total	Bal. For	Bal. Against
End User	0	0	0	0	0
LDC	0	0	0	0	0
Pipeline	0	7	7	0	2
Producer	1	0	1	1	0
Services	4	0	4	2	0
Total	5	7	12	3	2

3. The request number R97119 has been fully addressed by the work of the task force. [Motion maker – Kim Van Pelt, Second – Julie Unruh. Passed unanimously.]
4. It was determined that the proposed definitions and standards are ready for industry comment and Executive Committee vote and that the instructions are ready to be forwarded to Information Requirements.
5. The next meeting will be a conference call on April 5 to approve the minutes. The task force has completed its work and will reconvene only to address specific business standards questions concerning Notices raised by either Information Requirements or Technical sub-committees.

**Notices Task Force
Log of Motions Passed To Date
(As of March 22, 1999)**

Instructions to Information Requirements:

- Instruct Information Requirements to modify the EDI data set 5.4.16 System-Wide Notices to accommodate the modifications to standard 4.3.29 and to modify the TIBP for this data set to reflect these changes or to create a new data set to accommodate the business practice of sending notifications for intraday bumps, operational flow orders and other critical notices as they deem necessary.
- Instruction to IR: Modify the TIBP for 5.4.16 to clearly state that when sending Internet E-mail notifications for intraday bumps, operational flow orders and other critical notices, the Notice Type label should be the complete text label that corresponds to the Notice Type per standard 4.3.29.

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.
- (S5) 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 label (per GISB standard 4.3.29), (3) the Notice Effective Date in YYYYMMDD format, (4) the name or abbreviation of the Transportation Service Provider (TSP)(excluding commas), and (5) the TSP’s DUNS ® number.
- (S6) Transportation Service Providers should include at least the same level of information for notification of an intraday bump, operational flow order or other critical notice regardless of the method of notification chosen by the affected party (EDI/EDM, EBB/EDM, E-mail or FF/EDM).

- (S7) Intraday bump notices should indicate whether daily penalties will apply for the gas day quantities are reduced.
- (S8) On the Scheduled Quantity Web page, a mechanism should exist to allow the display of those line items that result in nomination reductions due to intraday bumps before all other line items are displayed, or to allow the selection of only those line items that have been reduced due to intraday bumps.
- (S9) Intraday bump notices should contain at least the affected Service Requester Contract, Receipt and/or Delivery Location, and Receipt and/or Delivery Point Quantity from the Scheduled Quantity (GISB standard 1.4.5).
- Modify standard 4.3.29 as follows:

- The words or labels that should appear in the “Notice Type” column in Standard 4.3.28 should be:

Words

Capacity Constraint
 Capacity Discount
 Curtailment
 Force Majeure
Intraday Bump
 Maintenance
 Operational Flow Order
~~Press Release, Company News~~
~~— or Phone List~~
Phone List
Press Release, Company News
 Other

Labels

Cap Constraint
 Cap. Discount
 Curtailment
 Force Majeure
Bump
 Maintenance
 OFO
~~News, Phone List~~

Phone List
News
 Other