

Notices Task Force Proposed Agenda
Columbia Gulf Transmission Offices, 2603 Augusta, Houston Texas
April 5, 1999 – 09:00 a.m. CT to 9:30

1. Administrative
 - Welcome
 - Antitrust
 - Attendee Roll Call
 - Adoption of Agenda
2. Review and approve minutes for the March 22 meeting

Conference Call participants should use the following instructions:

- Dial 800.832.3242 (Direct Dial number is 304.357.3242)
- Select Option 3 for Meeting Place
- Select Option 1 to attend the meeting
- Record your name and company name so you can be announced as you join
- Enter the meeting number of GISB (4472)
- You will then be connected to the meeting.
- Note: please refrain from putting the call on hold if your phone system plays music to on-hold parties.

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
Curtailement
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
Curtailement
Force Majeure
Bump
Maintenance
OFO
~~News, Phone List~~
Phone List
News
Other