



North American Energy Standards Board

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via email and posting

TO: NAESB Members and Interested Parties

FROM: Rae McQuade, Executive Director

RE: NAESB Parliamentary Committee Redrafting of NAESBOps 1 through 4; Conference Call Notes - February 12, 2003

DATE: February 12, 2003

**NORTH AMERICAN ENERGY STANDARDS BOARD
PARLIAMENTARY COMMITTEE CONFERENCE CALL
February 12, 2003, 5:00 p.m. to 6:00 p.m. CST**

1. Administrative

Ms. Corcoran welcomed the meeting participants, who then introduced themselves. Mr. Oncken gave the antitrust advice. Ms. Corcoran reviewed the draft minutes and attachments from the February 7 conference call. Ms. Corcoran noted the work paper for today's call varies from the work papers that resulted from the February 7 call. Absent objection, the draft minutes and attachments from February 7 were adopted as written.

Please see the attached redlined work paper for proposed language changes.

2. Review and discussion of NAESBOps 1 through 4

Ms. Corcoran initiated discussion of the work paper posted for today's call. Ms. Corcoran explained she had been contacted by a group working on the re-drafting effort for NAESBOps 7, 8 and 10, NAESBOps which detail the standards development and clarification process. The drafting group stated there was significant overlap between their work and the NAESBOps being re-drafted here, particularly the Interpretations and EC Actions on Standards. Accordingly, Ms. Corcoran informed participants today's work paper incorporates the non-duplicative information into the Procedures for NAESB Executive Committee Subcommittees.

Discussion focused on Ms. Corcoran's proposed insertions regarding subcommittee mission statements, subcommittee task forces, and working groups. Ms. Corcoran briefly reviewed her insertions. For the benefit of participants on the call who did not participate on February 7, Ms. Corcoran explained the difference between a subcommittee task force and a working group. Ms. Corcoran summarized that subcommittee working groups address ad hoc issues within a short timeframe, while a subcommittee task force will be part of the subcommittee structure designed to address particular issues throughout the lifespan of the subcommittee. Ms. Corcoran noted this change was needed to conform to changes on the NAESB Bylaws. Additionally, it was clarified that a subcommittee does not have the authority to establish a task force, and a task force does not have the authority to establish a working group. Both a working group and a subcommittee task force will report on their efforts to the subcommittee, with the subcommittee then reporting to the EC. However, it was noted that the EC or Quadrant EC should have as much latitude as possible regarding the structure and functioning of its working groups and subcommittee task forces.



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Participants proposed grammatical changes to produce a more understandable document.

Ms Corcoran proposed to attach, as an appendix to the NAESB Op, all approved mission statements as of March 1, 2003, including a table of contents. To aid in the process, Ms. Corcoran suggested an inventory of the mission statements for existing NAESB subcommittees noting whether a mission statement exists, is being developed, or needs to be developed.

3. Next Steps

Thursday, February 13, 2003, 4:30 p.m. to 6:00 p.m. CST – conference call

Ms. Corcoran proposed the work of this working group will be concluded in the February 13 meeting, noting the final steps include review and adoption of the February 12 minutes and resultant work paper.

4. Adjourn

Ms. Corcoran adjourned the meeting at 5:40 p.m. CST.

5. Meeting Attendees:

Name	Company	Notes
Cynthia Corcoran	Enbridge Pipeline, Inc.	Call Leader
Dale Davis	Williams Gas Pipelines	
Rae McQuade	NAESB Executive Director	Administrative
Todd Oncken	NAESB	Administrative
Marjorie Perlman	Energy East	