

# North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: gisb@aol.com

Home Page: www.gisb.org

---

**TO:** PPRTF Chairs (Mike Novak and Leigh Spangler)  
Posting for Interested Industry Participants

**FROM:** Rae McQuade, Executive Director

**RE:** Final Minutes for the Publication Process Review Task Force - January 8, 2002

**DATE:** January 11, 2002

---

**NORTH AMERICAN ENERGY STANDARDS BOARD  
PUBLICATION PROCESS REVIEW TASK FORCE  
Tuesday, January 8, 2002 9:00 a.m. – 11:00 a.m.  
FINAL MEETING MINUTES**

## 1. Administrative

Mr. Novak chaired the meeting and gave the anti-trust advice. Ms. Davis reviewed the attendee roll and took the meeting notes. The revised agenda was adopted as posted. The draft meeting minutes for December 17, 2001 were reviewed and adopted as final as posted. The final meeting minutes for December 5, 2001 were reviewed and adopted as revised.

## 2. Review of Existing Procedures for Recommendation Processing (from 17/2 EC Vote to publication) and applicable notes for the flow chart

The flow-chart for the existing procedures posted as a workpaper for today's meeting and the accompanying notes that were posted as a workpaper for the December 5, 2001 meeting were reviewed. The flow-chart and the accompanying notes were modified to change the reference from 'GISB' to 'NAESB', where appropriate. The modifications made during this meeting will be submitted as workpapers for the next meeting.

## 3 Discussion of potential improvements to the process (from 17/2 EC Vote to publication)

- **Enhancements to Recommendation Processing (flow chart and accompanying notes)**

The flow-chart for the proposed procedures that was posted as a workpaper for today's meeting and the accompanying notes that were posted as a workpaper for the December 5, 2001 meeting were reviewed. The flow-chart and the accompanying notes were modified to change the reference from 'GISB' to 'NAESB', where appropriate. The proposed process flow chart was further modified to reflect that all documents that result from any EC vote (pass or fail) are subject to the same labeling (ECD, ECF, ECA), voting (at subsequent EC meeting via minute approval) and logging requirements. Due to lack of time, corresponding changes were not made on the accompanying notes. The modifications made during this meeting will be submitted as workpapers for the next meeting.

- **Review of revised workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log**

The review of the workpaper posted for today's meeting that reflects the proposed Request for Standards and / or Clarifications Log was deferred due to lack of time.

## 4. Discussion on Minor Clarifications and Corrections

# North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: gisb@aol.com

Home Page: www.gisb.org

---

The review of the flow chart for the proposed procedures for Minor Clarifications and Corrections posted as a workpaper for today's meeting was deferred due to lack of time.

## 5. Discussion on potential Publication Process (from Final Actions to Version Issuance)

The review of the revised workpaper posted for today's meeting that reflects a list of steps that need to be accomplished in order to publish the standards manuals and the summary books was deferred due to lack of time.

## 6. Upcoming Meetings

- The following dates and times are set for additional conference call meetings:

Friday January 11, 2002 9:00 a.m. – 11:00 a.m.

Tuesday January 15, 2002 9:00 a.m. – 11:00 a.m.

Friday January 18, 2002 9:00 a.m. – 11:00 a.m.

Friday January 25, 2002 9:00 a.m. – 11:00 a.m.

(Note: A meeting will not be held on Tuesday January 22 due to a conflict with the Information Requirements Subcommittee Meeting)

- Agenda for January 11, 2002 conference call – 9:00 a.m. - 11:00 a.m.:
  1. Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda and Adoption of Draft Meeting Minutes for January 8, 2002
  2. Review of revised workpapers reflecting the Existing Procedures (from 17/2 EC Vote to publication), flow chart and applicable notes.
  3. Discussion of potential improvements to the process (from 17/2 EC Vote to publication)
    - Review of revised workpaper reflecting the Proposed Recommendation Processing (flow chart and accompanying notes)
    - Review of revised workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log and / or Minor Clarifications and Corrections
  4. Discussion on Minor Clarifications and Corrections
  5. Discussion on potential Publication Process (from Final Actions to Version Issuance)
    - Review of revised workpaper reflecting the steps for creation of the standards manual
  6. Upcoming Meetings
  7. Adjourn

## 7. Adjourn

The meeting was adjourned at 11:00 a.m.

# North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: gisb@aol.com

Home Page: www.gisb.org

---

## Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
<b>Pipelines</b>		
Dale Davis	Williams Gas Pipeline	Y
Christopher Burden	Williams Gas Pipeline	Y
Kathryn Burch	Duke -Texas Eastern	Y
Kim Van Pelt	CMS Energy	Y
Randy Young	Gulf South Pipeline Co. LP	Y
Theresa Hess	Enron - Transwestern	Y
<b>Services</b>		
<b>Leigh Spangler</b>	Latitude Technologies	Y
Camille Kraft	BTUWatch	Y
<b>Producers</b>		
<b>End Users</b>		
<b>LDCs</b>		
<b>Mike Novak</b>	National Fuel Distribution	Y
<b>Associations</b>		

**Bold signifies a PPRTF Chair**