



## Gas Industry Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

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

**FROM:** Rae McQuade, Executive Director

**RE:** Revised Draft Agenda for the Publication Process Review Task Force - January 8, 2002

**DATE:** December 18, 2001

**GAS INDUSTRY STANDARDS BOARD  
PUBLICATION PROCESS REVIEW TASK FORCE  
Tuesday, January 8, 2002 9:00 a.m. – 11:00 a.m.**

**REVISED DRAFT AGENDA**

Please plan to participate in a conference call meeting scheduled for:

**Date & Time:** Tuesday January 8, 2002  
9:00 a.m. - 11:00 a.m. (Central Time)

**Phone Number:** Please call the GISB office (713-356-0060) for the phone number, conference leader and pass code

**Agenda for the meeting is:**

1. **Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda and Adoption of Draft Meeting Minutes for December 17, 2001, Minor Correction to Final Meeting Minutes for December 5, 2001**
2. **Review of Existing Procedures (from 17/2 EC Vote to publication) and applicable notes for the flow chart**  
(NOTE: For flow chart – see workpaper dated as of 12/3/01 posted for 1/8/02 meeting. For applicable notes see workpapers dated as of 12/3/01 posted for 12/5/01 meeting.)
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)  
(NOTE: For flow chart – see workpaper dated as of 12/3/01 posted for 1/8/02 meeting. For applicable notes see workpapers dated as of 12/3/01 posted for 12/5/01 meeting.)
  - Review of revised workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log  
(NOTE: See workpaper dated as of 11/26/01 posted for 12/3/01 meeting.)
4. **Discussion on Minor Clarifications and Corrections**
  - Review of workpaper reflecting the Proposed Recommendation Processing (flow chart)  
(NOTE: See workpaper dated 11/30/01 posted for 1/8/02 meeting.)
5. **Discussion on potential Publication Process (from Final Actions to Version**



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### **Issuance)**

- Review of revised workpaper reflecting the steps for creation of the standards manual (NOTE: See workpaper 7 dated 11/16/01 posted for 11/26/01 meeting.)
- Review proposed Publication Timeline reflected in the minutes of 12/17/01

### **6. Upcoming Meetings**

- Upcoming meetings.

### **7. Adjourn**