

North American Energy Standards Board

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TO: PPRTF Chairs (Mike Novak and Leigh Spangler)
Posting for Interested Industry Participants
FROM: Rae McQuade, Executive Director
RE: Draft Agenda for the Publication Process Review Task Force - January 11, 2002
DATE: January 9, 2002

**NORTH AMERICAN ENERGY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Friday, January 11, 2002 9:00 a.m. – 11:00 a.m.**

DRAFT AGENDA

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

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

Phone Number: Please call the NAESB 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 January 8, 2002 and Review Final Meeting Minutes for December 17, 2001.**

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

(NOTE: See revised workpapers posted for this 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: See revised workpapers posted for this 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.)

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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 (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

- Dates and duration of upcoming meetings.

7. Adjourn