

North American Energy 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: **Final Minutes for the Publication Process Review Task Force - January 11, 2002**

DATE: January 15, 2002

**NORTH AMERICAN ENERGY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Friday, January 11, 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 agenda was adopted as posted. The draft meeting minutes for January 8, 2002 were reviewed and adopted as final as posted. The final meeting minutes for December 17, 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 accompanying notes posted as a workpaper for today's meeting were reviewed. No modifications were made during this meeting. The flow-chart reflecting the changes made at the January 8, 2002 were not available for this meeting but will be posted as a workpaper for the next meeting and reviewed at that time.

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 and the accompanying notes for the proposed procedures posted as a workpaper for today's meeting were reviewed and modified. 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 proposed Request for Standards and / or Clarifications Log posted as a workpaper for the 1/8/02 meeting was reviewed and modified. The modifications made during this meeting will be submitted as workpapers for the next meeting.

4. Discussion on Minor Clarifications and Corrections

The review of the flow chart for the proposed procedures for Minor Clarifications and Corrections posted as a workpaper for the January 8, 2002 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 the January 8, 2002 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.

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6. Upcoming Meetings

- The following dates and times are set for additional conference call meetings (NOTE CHANGE IN END TIME):

Tuesday January 15, 2002 9:00 a.m. – 12:00 p.m.

Friday January 18, 2002 9:00 a.m. – 12:00 p.m.

Friday January 25, 2002 9:00 a.m. – 12:00 p.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 15, 2002 conference call – 9:00 a.m. - 12:00 p.m.
 1. Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda and Adoption of Draft Meeting Minutes for January 11, 2002
 2. Further develop of a Publication Timeline for Version 1.6.
 3. Review of revised workpapers reflecting the Existing Procedures (from 17/2 EC Vote to publication), flow chart and applicable notes.
 4. 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
 5. Discussion on Minor Clarifications and Corrections
 6. Discussion on potential Publication Process (from Final Actions to Version Issuance)
 - Review of revised workpaper reflecting the steps for creation of the standards manual
 7. Upcoming Meetings
 8. Adjourn

7. Adjourn

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

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Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
Pipelines		
Dale Davis	Williams Gas Pipeline	Y
Christopher Burden	Williams Gas Pipeline	Y
Kim Van Pelt	CMS Energy	Y
Theresa Hess	Enron - Transwestern	Y
Services		
Leigh Spangler	Latitude Technologies	Y
Camille Kraft	BTUWatch	Y
Producers		
End Users		
LDCs		
Mike Novak	National Fuel Distribution	Y
Associations		

Bold signifies a PPRTF Chair