

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 15, 2002
DATE: January 11, 2002

NORTH AMERICAN ENERGY INDUSTRY STANDARDS BOARD PUBLICATION PROCESS REVIEW TASK FORCE

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

PLEASE NOTE CHANGE IN ENDING TIME

DRAFT AGENDA

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

Date & Time: Tuesday January 15, 2002
9:00 a.m. - 12:00 p.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 11, 2002.**
2. **Further development of a Publication Timeline for Version 1.6.**
(NOTE: See minutes of 12/17/01 for general discussion on the publication timeline.)
3. **Review of Existing Procedures (from 17/2 EC Vote to publication) and applicable notes for the flow chart**
(NOTE: For accompanying notes – see workpaper dated as of 1/8/02 posted for 1/11/02 meeting. For the flow chart see workpapers dated as of 1/8/02 posted for this meeting.)
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)
(NOTE: See revised workpapers dated as of 1/11/02 posted for this meeting.)
 - Review of revised workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log
(NOTE: See revised workpaper dated as of 1/11/02 posted for this meeting.)
5. **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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- 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
(NOTE: See workpaper 7 dated 11/16/01 posted for 11/26/01 meeting.)

- 7. Upcoming Meetings**
 - Upcoming meetings.

- 8. Adjourn**