

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: **Final Minutes for the Publication Process Review Task Force - January 15, 2002**

DATE: January 18, 2002

**NORTH AMERICAN ENERGY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Tuesday, January 15, 2002 9:00 a.m. – 12:00 p.m.
FINAL MEETING MINUTES**

1. Administrative

Mr. Novak chaired the meeting and Mr. Spangler 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 11, 2002 were reviewed and adopted as final as posted.

2. Further develop of a Publication Timeline for Version 1.6.

Mr. Novak reviewed the workpaper posted for this meeting that sets forth the steps necessary to complete the publication. The task force developed an initial timeline (duration periods) associated with the tasks. Assignment of the corresponding dates for publication of Version 1.6 will be accomplished at the next meeting.

There was discussion on what a "publication date" means. Currently the NAESB Office does not mail out hard copies of the implementation manuals. Instead, they provide CDs for those parties requesting them. The standards manuals are available for download by NAESB members from the NAESB Web site. Most participants in the meeting did not want to hold up the availability of the standards for the members in order to provide additional time for the CDs to be mass produced and available for non-members. Mr. Novak will consult the NAESB Office regarding this issue and report back at the next meeting.

The modifications made to the workpaper during this meeting will be submitted as workpapers for the next meeting.

3. 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 this 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.

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

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

The accompanying notes posted as a workpaper for this meeting were reviewed. The modifications made during this meeting will be submitted as workpapers for the next meeting.

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The flow-chart reflecting the changes made at the January 11, 2002 meeting were not available for this meeting but will be posted as a workpaper for the next meeting and reviewed at that time.

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

The workpaper posted for today's meeting reflecting the proposed Request for Standards and / or Clarifications Log, including the accompanying notes, was reviewed and modified. The modifications made during this meeting will be submitted as a workpaper for the next meeting.

5. Discussion on Minor Clarifications and Corrections

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

6. 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 reviewed. No changes were made. It was pointed out that the list does not describe the steps in the process that occur after the manuals are put in to pdf format. This will be addressed at the next meeting.

7. Upcoming Meetings

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

Friday	January 18, 2002	9:00 a.m. – 12:00 p.m.
Friday	January 25, 2002	9:00 a.m. – 12:00 p.m.
Friday	February 1, 2002	9:00 a.m. – 12:00 p.m.
Tuesday	February 5, 2002	9:00 a.m. – 12:00 p.m.
Friday	February 8, 2002	9:00 a.m. – 12:00 p.m.

- Agenda for January 18, 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 15, 2002
2. Further develop a proposed 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 accompanying notes.
4. Review of revised workpapers reflecting the Proposed Recommendation Processing (from 17/2 EC Vote to publication) flow chart and accompanying notes.
5. Review of revised workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log and / or Minor Clarifications and Corrections, including the applicable notes.
6. Discussion on Minor Clarifications and Corrections
7. Discussion on potential Publication Process (from Final Actions to Version Issuance)
 - Review of revised workpaper reflecting the steps for creation of the standards manual

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8. Upcoming Meetings

9. Adjourn

8. Adjourn

The meeting was adjourned at 12:00 p.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
Randy Young	Gulf South Pipeline Co LP	Y
Theresa Hess	Enron - Transwestern	Y
Services		
Leigh Spangler	Latitude Technologies	Y
Camille Kraft	BTUWatch	Y
Sylvia Munson	PanCanadian Energy	Y
Producers		
End Users		
LDCs		
Mike Novak	National Fuel Distribution	Y
Associations		

Bold signifies a PPRTF Chair