

# 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 18, 2002

**DATE:** January 25, 2002

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**NORTH AMERICAN ENERGY STANDARDS BOARD  
PUBLICATION PROCESS REVIEW TASK FORCE  
Friday, January 18, 2002 9:00 a.m. – 12:00 p.m.  
FINAL MEETING MINUTES**

## **1. Administrative**

Mr. Spangler 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 15, 2002 were reviewed and adopted as final as posted.

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

The revised workpaper reflecting the proposed publication timeline for Version 1.6 that was posted for this meeting was reviewed.

There was discussion on whether Step 4 (Changes made to baseline documents and proofing) can be starting prior to the completion of the ratification by the membership. It was pointed out that if there was concern that an item was so controversial that it might not get ratified by the membership, then Step 4 could be held until such time as the outcome of the membership voting was known.

It was identified that Steps 7 and 8 need to be re-visited once the timing of the efforts to prepare the summary books (Book 1 of 2 and Book 2 of 2) are better understood.

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 the January 15, 2002 meeting were reviewed. The flow-chart reflecting the changes made at the January 8, 2002 posted for this meeting were reviewed. No modifications were made to either during this meeting, however the documents will be posted as a workpaper for the next meeting with an updated "Last Reviewed" Date to reflect 1/18/02.

## **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. No modifications were made during this meeting, however the documents will be posted as a workpaper for the next meeting with an updated "Last Reviewed" Date to reflect 1/18/02.

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The flow-chart reflecting the changes made at the January 11, 2002 meeting posted for this meeting were reviewed. One non-substantive correction was made and will be posted as a workpaper for the next meeting.

- **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. No modifications were made during this meeting. It was pointed out that upon the completion of the agenda item related to Minor Clarifications and Corrections, the Example 3 on the proposed log will need to be reviewed.

## 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 implementation manuals and the summary books was discussed. No changes were made, however, there was discussion on how best to tie the details of the "how to do what needs to be done" from this document with the "what has to be done and when" shown in the proposed timeline. For example, item 2 in the list of steps identifies the specific documents that are referred to on the timeline as "baseline documents". This will be further discussed at the next meeting.

## 7. Upcoming Meetings

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

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 25, 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 18, 2002
2. Further develop a proposed Publication Timeline for Version 1.6.
3. Discussion on potential Publication Process (from Final Actions to Version Issuance)
  - Review of revised workpaper reflecting the steps for creation of the standards manual
4. Discussion on Minor Clarifications and Corrections
  - Review of workpaper reflecting the Proposed Recommendation Processing (flow chart) and development of 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.

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6. Review of revised workpapers reflecting the Existing Procedures (from 17/2 EC Vote to publication) flow chart and accompanying notes.
7. Review of revised workpapers reflecting the Proposed Recommendation Processing (from 17/2 EC Vote to publication) flow chart and accompanying notes.
8. Upcoming Meetings
9. Adjourn

### **8. Adjourn**

The meeting was adjourned at 11:50 a.m.

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## Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
<b>Pipelines</b>		
Dale Davis	Williams Gas Pipeline	Y
Randy Young	Gulf South Pipeline Co LP	Y
Kathryn Burch	Duke Energy	Y
Theresa Hess	Enron - Transwestern	Y
<b>Services</b>		
<b>Leigh Spangler</b>	Latitude Technologies	Y
Camille Kraft	BTUWatch	Y
<b>Producers</b>		
<b>End Users</b>		
<b>LDCs</b>		
<b>Associations</b>		

**Bold signifies a PPRTF Chair**