

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 25, 2002

DATE: February 2, 2002

**NORTH AMERICAN ENERGY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Friday, January 25, 2002 9:00 a.m. – 12:00 p.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 18, 2002 were reviewed and adopted as final as posted.

2. Further develop of a Publication Timeline for Version 1.6. and 3. Discussion on potential Publication Process (from Final Actions to Version Issuance)

(The revised workpaper reflecting the steps for creation of the standards manual)

The revised workpaper reflecting the proposed publication timeline table and the workpaper reflecting the proposed publication timeline schedule (the spreadsheet) for Version 1.6 that were posted for this meeting were reviewed. Additionally the revised workpaper reflecting the steps of what needs to be accomplished in order to publish the implementation manuals and the summary books that was posted for the 11/26/02 meeting was reviewed and incorporated, in part, into the proposed Version 1.6 timeline table.

There has not been a decision on the forms of media to be completed and available on the date of publication. The decision is pending input from the NAESB General Council. For purposes of today's discussion it is assumed that all forms of media need to be available on the publication date.

The following questions are being directed to Ms. Munson regarding the process. The finalization of the timeline table and schedule will be dependent on the answers received.

- Please review Steps 4 through 7 to check the process. Specifically, are these correct in relation to converting the baseline documents into pdf and compiling and bookmarking the books (Book 1 of 2, Book 2 of 2 and the Implementation Manuals)? Please refer to footnote 1 in the timeline table for the list of documents.

- What files make up the EDM Implementation Manual?

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

4. Discussion on Minor Clarifications and Corrections

The flow chart for the proposed procedures for Minor Clarifications and Corrections posted as a workpaper for the 1/8/02 meeting was deferred.

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5. Review of revised workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log and / or Minor Clarifications and Corrections, including applicable notes.

The review of the workpaper posted for the 1/18/02 meeting reflecting the proposed Request for Standards and / or Clarifications Log, including the accompanying notes, was deferred.

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

The review of the accompanying notes and the flow-chart posted as a workpaper for today's meeting ('Last Reviewed 1/18/02') was deferred.

7. Review of revised workpapers reflecting the Proposed Recommendation Processing (flow 17/2 EC Vote to publication) flow chart and accompanying notes.

The review of the accompanying notes and the flow-chart posted as a workpaper for today's meeting ('Last Reviewed 1/18/02') was deferred.

8. Upcoming Meetings

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

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 February 1, 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 25, 2002
2. Further develop a proposed Publication Timeline (Table and Schedule) for Version 1.6.
3. Discussion on potential Publication Process (from Final Actions to Version Issuance)
 - Review of revised workpaper reflecting the List of Steps for Creation of Standards Manuals
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.
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

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9. Adjourn

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

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Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
Pipelines		
Dale Davis	Williams Gas Pipeline	Y
Randy Young	Gulf South Pipeline Co LP	Y
Theresa Hess	Enron – Transwestern	Y
Christopher Burden	Williams Gas Pipeline	Y
Kim Van Pelt	CMS Energy	Y
Services		
Leigh Spangler	Latitude Technologies	Y
Producers		
End Users		
LDCs		
Mike Novak	National Fuel Distribution	Y
Associations		

Bold signifies a PPRTF Chair