

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: Draft Agenda for the Publication Process Review Task Force - February 1, 2002
DATE: January 25, 2002

NORTH AMERICAN ENERGY STANDARDS BOARD PUBLICATION PROCESS REVIEW TASK FORCE Friday February 1, 2002 9:00 a.m. – 12:00 p.m.

DRAFT AGENDA

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

Date & Time: Friday February 1, 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 25, 2002.**
- 2. Further develop a proposed Publication Timeline (Table and Schedule) for Version 1.6.**
(NOTE: See revised workpapers dated as of 1/25/02 posted for this meeting.)
- 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
(NOTE: See workpaper 7 dated 11/16/01 posted for 11/26/01 meeting.)
- 4. Discussion on Minor Clarifications and Corrections**
 - Review of workpaper reflecting the Proposed Recommendation Processing (flow chart) and development of accompanying notes.
(NOTE: See workpaper dated 11/30/01 posted for 1/8/02 meeting.)
- 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.**
(NOTE: See revised workpaper dated as of 1/15/02 posted for the 1/18/02 meeting.)
- 6. Review of revised workpapers reflecting the Existing Process (from 17/2 EC Vote to publication) flow chart and accompanying notes**
(NOTE: For the accompanying notes and the flow chart see the workpapers dated "Reviewed as of 1/18/02" posted for the 1/25/02 meeting.)

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

(NOTE: For the accompanying notes and the flow chart see the workpapers dated as "Reviewed as of 1/18/02" posted for the 1/25/02 meeting.)

8. Upcoming Meetings

- Upcoming meetings:
February 5, 2002 – 9:00 AM to 12:00 PM CCT
February 8, 2002 – 9:00 AM to 12:00 PM CCT

9. Adjourn