

# North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002  
Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: gisb@aol.com  
Home Page: www.gisb.org

---

**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 - February 01, 2002

**DATE:** February 08, 2002

---

**NORTH AMERICAN ENERGY STANDARDS BOARD  
PUBLICATION PROCESS REVIEW TASK FORCE  
Friday, February 01, 2002 9:00 a.m. – 11:20 a.m.  
FINAL MEETING MINUTES**

## **Agenda Item 1 - Administrative**

- Mike called the meeting to order at 9:20am and read the antitrust statement.
- Leigh graciously agreed to take minutes.
- The agenda was adopted without changes.
- The minutes of the January 25<sup>th</sup>, 2002 meeting were approved without modification.

## **Agenda Item 2 - Version 1.6 timeline**

The Version 1.6 Timeline Table and Schedule were reviewed. No changes were made.

## **Agenda Item 3 - List of Steps for Creation of Standards Manuals**

Workpaper 7 dated 11/16/02 posted for the 11/26/01 meeting was reviewed.

It was suggested that the 11/16 document be used as the "Language" for a flowchart tracing the steps from end of the Proposed Recommendation Processing flowchart to Publication.

Steps for the flowchart (the flowchart itself is forthcoming, pending Kim's assistance or Mike's pencil sharpener):

1. Compile all publication input documents (MRs, Technical Change Log, Errata)
2. Modify baseline documents
3. Check modified baseline documents publication input documents
4. Modifications Correct? [loop to step 2 if errors]
5. Update Version Cross Reference
6. Update Interpretations Cross Reference
7. Updates Correct? [loop to step 5 if errors]
8. Create Version Notes

## **North American Energy Standards Board**

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: gisb@aol.com

Home Page: www.gisb.org

---

9. Notes Correct? [loop to step 8 if errors]
10. Convert modified baseline documents into PDF.
11. PDF format correct? [loop to step 10 if errors]
12. Create PDF bookmarks
13. PDF Bookmarks functioning? [loop to step 12 if errors]
14. Create Book 1 of 2
15. Create Book 2 of 2
16. Convert Books to PDF
17. PDF format correct? [loop to step 16 if errors]
18. Create PDF Bookmarks
19. PDF Bookmark functioning? [loop to step 18 if errors]

### **Agenda Item 4 - Minor Clarifications and Corrections**

Language for the MCC flowchart was created by modifying the Language for the Proposed Recommendation Processing. The new Language will be posted as a workpaper for the next meeting. It was noted that current MCC flowchart should be updated to match the new Language.

### **Agenda Items 5, 6, & 7**

No actions were taken.

### **Agenda Item 8 - Upcoming Meetings**

Next meeting is February 5, 2002 at 9 am.

The meeting was adjourned at 11: 25

# North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: gisb@aol.com

Home Page: www.gisb.org

---

## Meeting Attendees and Voting Record

<b>Attendee</b>	<b>Organization</b>	<b>GISB Member</b>
<b>Pipelines</b>		
Christopher Burden	Williams Gas Pipeline	Y
Theresa Hess	Enron - Transwestern	Y
<b>Services</b>		
<b>Leigh Spangler</b>	Latitude Technologies	Y
<b>Producers</b>		
<b>End Users</b>		
<b>LDCs</b>		
<b>Mike Novak</b>	National Fuel Distribution	Y
<b>Associations</b>		

**Bold signifies a PPRTF Chair**