

North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002
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Home Page: www.naesb.org

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 5, 2002
DATE: February 5, 2002

NORTH AMERICAN ENERGY STANDARDS BOARD PUBLICATION PROCESS REVIEW TASK FORCE

Tuesday February 5, 2002

9:00 a.m. – 12:00 p.m.

DRAFT AGENDA

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

Date & Time: Tuesday February 5, 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 February 1, 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 posted for this 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 posted for this 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 workpaper posted for this 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

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"Reviewed as of 1/18/02" posted for the 1/25/02 meeting.)

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 8, 2002 – 9:00 AM to 12:00 PM

9. Adjourn