

# North American Energy Standards Board

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Home Page: www.naesb.org

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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 8, 2002  
**DATE:** February 5, 2002

## NORTH AMERICAN ENERGY STANDARDS BOARD PUBLICATION PROCESS REVIEW TASK FORCE

Friday February 8, 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 8, 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 & workpaper 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 2/5/02 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 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 workpaper posted for 2/5/02 meeting.)
6. **Review of revised workpapers reflecting the Existing Process (from 17/2 EC Vote to publication) flow chart and accompanying notes**

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(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.)

**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.

**9. Adjourn**