

# 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 - February 8, 2002**

**DATE:** February 11, 2002

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**NORTH AMERICAN ENERGY STANDARDS BOARD  
PUBLICATION PROCESS REVIEW TASK FORCE  
Friday, February 8, 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 February 1, 2002 were reviewed and adopted as final as modified.

**2. Further develop of a Publication Timeline for Version 1.6.**

The revised workpapers reflecting the proposed publication timeline table and spreadsheet for Version 1.6 that were posted for the February 1, 2002 were reviewed. Based on an e-mail dated 2/5/02 from Jay Costan to Mike Novak (posted as a workpaper for today's meeting), it was determined that both the table and the spreadsheet workpapers should only reflect the publication in all forms of media on the publication date. The modifications made to the workpapers will be posted as workpapers for the next meeting.

**3. Discussion on potential Publication Process (from Final Actions to Version Issuance)**

The workpaper that was posted for this meeting reflecting a proposed flowchart corresponding to the List of Steps for Creation of Standards Manuals (workpaper 7 posted for the 11/26/01 meeting) was reviewed. Additionally the above referenced workpaper reflecting the steps of what needs to be accomplished in order to publish the implementation manuals and the summary books was modified to become the accompanying notes for the flow chart. 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 workpaper reflecting the accompanying notes for the proposed procedures for Minor Clarifications and Corrections posted as a workpaper for the 2/5/02 meeting was reviewed and modified. The modifications made to the workpaper during this meeting will be submitted as a workpaper for the next meeting.

The revised workpaper (posted for the 1/8/02 meeting) reflecting the corresponding flow chart was deferred.

**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.

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## 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

Monday February 11, 2002 1:00 p.m. – 4:00 p.m.

Thursday February 14, 2002 9:00 a.m. – 12:00 p.m.

- Agenda for February 11, 2002 conference call – 1:00 p.m. – 4:00 p.m.
  1. Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda and Adoption of Draft Meeting Minutes for February 8, 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
  9. Adjourn

## 9. Adjourn

The meeting was adjourned at 12:00 p.m.

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## Meeting Attendees and Voting Record

<b>Attendee</b>	<b>Organization</b>	<b>GISB Member?</b>
<b>Pipelines</b>		
Dale Davis	Williams Gas Pipeline	Y
Kim Van Pelt	CMS Energy	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**