

# North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

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Home Page: www.gisb.org

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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 14, 2002**

**DATE:** February 26, 2002

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**NORTH AMERICAN ENERGY STANDARDS BOARD  
PUBLICATION PROCESS REVIEW TASK FORCE  
Thursday, February 14, 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 11, 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 this meeting were reviewed. It was noted that subsequent to the February 11, 2002 meeting, a few minor edits were made to the posted table so it could be submitted to the NAESB for inclusion in the upcoming EC book. These changes were reviewed during this meeting and will be reflected as changes made in this meeting. Additional modifications were made to the table during this meeting and will be posted as a workpaper for the next meeting. This workpaper will also be submitted to the NAESB Office for distribution to the EC prior to the February 21, 2002.

During the discussion, it was noted that the proposed new Standards Manuals for Contracts would contain all of the standard and model contracts whereas the Contracts section of the Summary Book 1 of 2 would merely list the names of the model and standards contracts.

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

The workpapers that were posted for this meeting reflecting the revised proposed flowchart and the accompanying notes reflecting the steps of what needs to be accomplished in order to publish the implementation manuals and the summary books were reviewed. 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 for this meeting and the revised workpaper (posted for the 1/8/02 meeting) reflecting the corresponding flow chart were reviewed. The modifications made to the workpapers during this meeting will be submitted as workpapers for the next 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 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

|         |                   |                        |
|---------|-------------------|------------------------|
| Tuesday | February 26, 2002 | 9:00 a.m. – 12:00 p.m. |
| Friday  | March 1, 2002     | 9:00 a.m. – 12:00 p.m. |

- Agenda for February 26, 2002 conference call – 9:00 a.m. – 12:00 p.m.

1. Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda and Adoption of Draft Meeting Minutes for February 14, 2002
2. 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
3. Discussion on Minor Clarifications and Corrections
  - Review of workpaper reflecting the Proposed Recommendation Processing (flow chart) and development of accompanying notes.
4. 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.
5. Review of revised workpapers reflecting the Existing Procedures (from 17/2 EC Vote to publication) flow chart and accompanying notes.
6. Review of revised workpapers reflecting the Proposed Recommendation Processing (from 17/2 EC Vote to publication) flow chart and accompanying notes.
7. Further develop a proposed Publication Timeline (Table and Schedule) for Versions after Version 1.6 (NOTE: Based on revised workpapers entitled 'Schedule Spreadsheet for Historical Publication' posted for the 2/11/02 meeting.)
8. Upcoming Meetings
9. Adjourn

## 9. Adjourn

The meeting was adjourned at 11:55 a.m.

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## Meeting Attendees and Voting Record

| Attendee              | Organization               | GISB Member? |
|-----------------------|----------------------------|--------------|
| <b>Pipelines</b>      |                            |              |
| Dale Davis            | Williams Gas Pipeline      | Y            |
| Kim Van Pelt          | CMS Energy                 | Y            |
| Theresa Hess          | Enron – Transwestern       | Y            |
| Randy Young           | Gulf South Pipeline LLP    | Y            |
|                       |                            |              |
|                       |                            |              |
| <b>Services</b>       |                            |              |
| <b>Leigh Spangler</b> | Latitude Technologies      | Y            |
|                       |                            |              |
|                       |                            |              |
| <b>Producers</b>      |                            |              |
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|                       |                            |              |
| <b>End Users</b>      |                            |              |
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|                       |                            |              |
|                       |                            |              |
| <b>LDCs</b>           |                            |              |
| <b>Mike Novak</b>     | National Fuel Distribution | Y            |
|                       |                            |              |
|                       |                            |              |
| <b>Associations</b>   |                            |              |
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|                       |                            |              |

**Bold signifies a PPRTF Chair**