

North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002
Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com
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 26, 2002
DATE: February 14, 2002

NORTH AMERICAN ENERGY STANDARDS BOARD PUBLICATION PROCESS REVIEW TASK FORCE

Tuesday February 26, 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 26, 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 14, 2002.**
2. **Discussion on potential Publication Process (from Final Actions to Version Issuance)**
 - Review of revised workpapers (flow-chart and accompanying notes) reflecting the List of Steps for Creation of Standards Manuals
(NOTE: See workpapers dated as of 2/14/02 posted for this meeting.)
3. **Discussion on Minor Clarifications and Corrections**
 - Review of revised workpapers reflecting the Proposed Recommendation Processing (Flow-chart and accompanying notes)
[NOTE: See workpapers dated 2/14/02 posted for this meeting]
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.**
(NOTE: See workpaper posted for 2/5/02 meeting.)
5. **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 "Reviewed as of 1/18/02" posted for the 1/25/02 meeting.)
6. **Review of revised workpapers reflecting the Proposed Recommendation Processing (from 17/2 EC Vote to publication) flow chart and applicable notes.**

North American Energy Standards Board

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

(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.)

7. Further develop a proposed Publication Timeline (Table and Schedule) for Versions after Version 1.6

(NOTE: See revised workpapers entitled 'Schedule Spreadsheet for Historical Publication' posted for the 2/11/02 meeting.)

8. Upcoming Meetings

- Upcoming meetings.

9. Adjourn