



North American Energy Standards Board

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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 26, 2002

DATE: March 1, 2002

**NORTH AMERICAN ENERGY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Tuesday, February 26, 2002 2:00 p.m. – 4:00 p.m.
FINAL MEETING MINUTES**

1. Administrative

Mr. Spangler 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 with the time of the meeting being modified to 2:00 – 4:00 p.m. The draft meeting minutes for February 14, 2002 were reviewed and adopted as final.

2. 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.

3. Discussion on Minor Clarifications and Corrections

The workpaper reflecting the flow chart and the accompanying notes for the proposed procedures for Minor Clarifications and Corrections posted for this meeting were reviewed. The modifications made to the workpapers during this meeting will be submitted as workpapers for the next 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 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 reviewed. The modifications made to the workpapers during this meeting will be submitted as workpapers for the next meeting.

5. 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.

6. 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.



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

- The review of the workpapers was deferred.

8. Upcoming Meetings

- The following dates and times are set for additional conference call meetings
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 26, 2002
 2. 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.
 3. Review of revised workpapers reflecting the Existing Procedures (from 17/2 EC Vote to publication) flow chart and accompanying notes.
 4. Review of revised workpapers reflecting the Proposed Recommendation Processing (from 17/2 EC Vote to publication) flow chart and accompanying notes.
 5. Further develop a proposed Publication Timeline (Table and Schedule) for Versions after Version 1.6
 6. 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
 7. Discussion on Minor Clarifications and Corrections
 - Review of workpaper reflecting the Proposed Recommendation Processing (flow chart) and development of accompanying notes.
 8. Upcoming Meetings
 9. Adjourn

9. Adjourn

The meeting was adjourned at 4:05 p.m.



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Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
Pipelines		
Dale Davis	Williams Gas Pipeline	Y
Kim Van Pelt	CMS Energy	Y
Theresa Hess	Enron – Transwestern	Y
Services		
Leigh Spangler	Latitude Technologies	Y
Producers		
End Users		
LDCs		
Mike Novak	National Fuel Distribution	Y
Associations		

Bold signifies a PPRTF Chair