



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: Draft Agenda for the Publication Process Review Task Force - March 1, 2002
DATE: February 27, 2002

NORTH AMERICAN ENERGY STANDARDS BOARD PUBLICATION PROCESS REVIEW TASK FORCE

**Friday March 1, 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 March 1, 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 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.**
(NOTE: See workpaper dated as of 2/26/02 posted for this meeting.)
- 3. 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.)
- 4. 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.)
- 5. Further develop a proposed Publication Timeline (Table and Schedule) for Versions after Version 1.6**
(NOTE: See revised workpaper entitled 'Schedule Spreadsheet for Historical Publication' posted for the 2/11/02 meeting. Also see workpaper "Proposed Timeline Version 1.6 – Clean posted for the 2/26/02 meeting)
- 6. Discussion on potential Publication Process (from Final Actions to Version Issuance)**



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- 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 2/26/02 posted for this meeting.)

7. Discussion on Minor Clarifications and Corrections

- Review of revised workpapers reflecting the Proposed Recommendation Processing (Flow-chart and accompanying notes)
[NOTE: See workpapers dated 2/26/02 posted for this meeting]

8. Upcoming Meetings

- Upcoming meetings.

9. Adjourn