



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: Final Minutes for the Publication Process Review Task Force - March 1, 2002

DATE: March 12, 2002

**NORTH AMERICAN ENERGY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Friday, March 1, 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 26, 2002 were reviewed and adopted as final as modified.

2. 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 this meeting reflecting the proposed Request for Standards and / or Clarifications Log, including the accompanying notes, was reviewed. The modifications made to the workpaper during this meeting will be submitted as workpapers for the next meeting.

It was determined that in the report from the PPRTF to the Executive Committee it should be noted that for Minor Clarifications and Corrections the NAESB Office will need to develop and maintain a third web page, similar to the Request for Standards and the Requests for Clarifications.

3. Review of Existing Procedures for Recommendation Processing (from 17/2 EC Vote to publication) and applicable notes for the flow chart

The accompanying notes and the flow-chart posted as a workpaper for the meeting of 1/25/02 ('Last Reviewed 1/18/02') were reviewed and determined to be final.

4. Review of revised workpapers reflecting the Proposed Recommendation Processing (from 17/2 EC Vote to Final Actions) flow chart and accompanying notes.

The flow-chart posted as a workpaper for today's meeting and the accompanying notes posted for the 1/25/02 meeting ('Last Reviewed 1/18/02') were reviewed and determined to be final.

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

A timeline table and schedule for the publication of future versions were developed utilizing the same concepts reflected in the revised workpapers entitled 'Proposed Timeline for Publication of Standards Version 1.6' posted for the 2/26/02 meeting and 'Schedules Spreadsheets for Version 1.6' posted for the 2/14/02 meeting, respectively. The resulting table and schedule will be posted as workpapers for the next meeting.

It was determined that the existing contracts documentation provided with the Standards Manuals CD for Version 1.5 can be used in the creation of the proposed Contracts Standards Manual. The PPRTF will recommend that the Contracts Subcommittee be charged with the responsibility of developing the



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applicable documentation necessary to create the proposed Contracts Standards Manual consistent with the other standards manuals.

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

The workpapers 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 and determined to be final.

7. Discussion on Minor Clarifications and Corrections

The review of the workpaper reflecting the flow chart and the accompanying notes for the proposed procedures for Minor Clarifications and Corrections was deferred.

8. Upcoming Meetings

- The following dates and times are set for additional conference call meetings

Tuesday	March 12, 2002	9:00 a.m. – 12:00 p.m.
Friday	March 15, 2002	9:00 a.m. – 12:00 p.m.

- Agenda for March 12, 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 March 1, 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. Further develop a proposed Publication Timeline (Table and Schedule) for Future Versions
 4. Discussion on Minor Clarifications and Corrections
 - Review of workpapers reflecting the Proposed Recommendation Processing (flow chart and accompanying notes).
 5. Development of report to Executive Committee.
 6. Upcoming Meetings
 7. Adjourn

9. Adjourn

The meeting was adjourned at 11:45 a.m.



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Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
Pipelines		
Dale Davis	Williams Gas Pipeline	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