

PROPOSED TIMELINE TABLE FOR PUBLICATION OF NAESB STANDARDS

Last Modified: 03/01/02

Last Reviewed: 03/01/02

Step	Duration	Cumulative Days	Event	Notes
1	1	1	Last EC Approved Recommendation Voted	This is the last date an EC meeting can be held during which a vote on fully staffed recommendations (standards and clarifications) that effect the next version.
2	10	11	EC Minutes prepared and adopted	This is the last date an EC meeting can be held to adopt minutes from the EC meeting in Step 1. It may be held by conference call.
3	23	34	Member Ratification	Can be shortened by EC if necessary. A 30-calendar day ratification period incorporates 20 working days.
4	30	64	Changes made to baseline ² documents and proofing	This step can begin after Step 2. If Step 3 (ratification) fails changes are omitted. This is an iterative process which may involve "volunteers" and others knowledgeable about specific content revisions. It includes proofing of content and format.
5	3	67	Prepare Standards Manuals in PDF format containing the documents from Step 4	This includes the compilation and bookmarking of the Standards Manuals.
6	2	69	Prepare Book 1 of 2 and Book 2 of 2 in PDF format containing the documents from Step 4	This includes the compilation and bookmarking of Book 1 of 2 and Book 2 of 2 (Summary Books).
7	3	72	Final Proofing	No content proofing takes place; this is a review of the print layout and is the last review of media preparation input materials.
8	20	92	Media Preparation	The preparation of the printed materials and CDs is an iterative exchange of materials between the NAESB office and the publication vendor(s) for quality control purposes.
9	July 31	July 31	Publication Date	Revised Standards Manuals and Summary Books are available to members and non-members in all media (e.g., print, CDs, and PDF files posted on the NAESB web site).

General Notes:

- Date refers to a duration of time with the exception of Step 8, which is a deadline. Each step presumes completion of the previous step, except where noted.
- All days, unless otherwise noted, are business/working days.
- Within each step above, specific timelines may be established for coordination of work.

Footnotes:

1. Assumes 3 days to prepare document for member ratification.
2. Baseline documents consist of the following:
 - Standards Manuals: One file contained in all Books:
 - Related Standards
 - Standards Manuals: One file contained in Nominations, Flowing Gas, Invoicing, and Capacity Release:
 - Introduction
 - Standards Manuals: Nominations, Flowing Gas, Invoicing, and Capacity Release: Each of the listed manuals has its own unique version of the following files:
 - Table of Contents
 - Version Notes
 - Executive Summary
 - Business Process and Practices
 - Standards Manuals: Nominations, Flowing Gas, Invoicing, and Capacity Release: Each data set contained within each of the listed manuals includes its own unique version of the following files:
 - Technical Implementation of the Business Process
 - Sample Paper Transaction
 - Data Dictionary
 - Code Values Dictionary
 - Data Element Cross Reference to ASC X12
 - Sample ASC X12 Transaction
 - EDI Implementation Guide (EDISM)
 - Transaction Set Tables
 - Standards Manual: Electronic Delivery Mechanism (EDM)
 - [note: File names to be verified]*
 - Table of Contents
 - Version Notes
 - Introduction
 - Executive Summary
 - Business Process and Practices
 - Technical Implementation – Internet EDI/EDM and Batch FF/EDM
 - Technical Implementation – Informational Postings Web Site
 - Technical Implementation –EBB/EDM
 - Technical Implementation –FF/EDM

Appendices

- Standards Manual: Contracts
 - Table of Contents
 - Version Notes
 - Introduction
 - Executive Summary
 - Business Process and Practices
 - Standard Contracts:
 - Base Contract for Short-Term Sale and Purchase of Natural Gas
 - Day Trade Interruptible
 - Trading Partner Agreement
 - Model Contracts:
 - Model Funds Transfer Agreement
 - Model Operational Balancing Agreement
 - Sample Contracts
- Summary Book 1 of 2 and Book 2 of 2
 - Version Cross Reference and Interpretation Cross Reference
- Summary Book 1 of 2
 - Table of Contents
- Summary Book 2 of 2
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