



## 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

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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 - March 15, 2002

**DATE:** March 15, 2002

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**NORTH AMERICAN ENERGY STANDARDS BOARD  
PUBLICATION PROCESS REVIEW TASK FORCE  
Friday, March 15, 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 March 12, 2002 were reviewed and adopted as final.

### 2. Review of Updated “Final” Documents (Flow Charts and Accompanying Notes)

The flow charts and accompanying notes for the Existing Recommendation Process, Proposed Recommendation Process, the Proposed Publication Process and the Proposed Process for Minor Clarifications and Corrections, along with the Proposed NAESB Request Log and accompanying notes posted for this meeting were reviewed. With the correction of a few typos, all the documents were determined to be final. “Final” versions of these documents will be posted as workpapers for the next meeting.

### 3. Further develop a proposed Publication Timeline (Table and Schedule) for Future Versions

The workpapers posted for this meeting reflecting the timeline table and schedule for the publication of future versions were reviewed. With the correction of a few typos, both documents were determined to be final. “Final” versions of these documents will be posted as workpapers for the next meeting.

### 4. Development of Report to Executive Committee

The task force identified the items to be included in the following sections of the report:

- Recommendations from the PPRTF
- Open Issues to be resolved in the next year
- Appendix documents order.

Based on this information, Mr. Novak will post an initial draft report as a workpaper for the next meeting.

### 5. Upcoming Meetings

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

Friday	March 22, 2002	10:00 a.m. – 1:00 p.m.
Tuesday	March 26, 2002	9:00 a.m. – 12:00 p.m.

- Agenda for March 22, 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 15, 2002



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2. Development of report to Executive Committee.
3. Upcoming Meetings
4. Adjourn

### 6. Adjourn

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



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### Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
<b>Pipelines</b>		
Dale Davis	Williams Gas Pipeline	Y
Theresa Hess	Enron – Transwestern	Y
<b>Services</b>		
<b>Producers</b>		
<b>End Users</b>		
<b>LDCs</b>		
<b>Mike Novak</b>	National Fuel Distribution	Y
<b>Associations</b>		

**Bold signifies a PPRTF Chair**