

# Publication Process Review Task Force Report to the Executive Committee

Last reviewed: 3/15/2002  
Last modified: 3/15/2002

## · **Executive Summary**

*Will follow along lines of prior PPRTF presentation to EC*

## · **Recommendations from the PPRTF**

Publication should occur every year.

The best date to publish each year is July 31.

Development and maintenance of Expanded Logs to track requests through the NAESB process through Publication.

Minor Clarifications and Corrections should be handled similarly to Request for Standards and Interpretations (i.e., forms & logs)

Enhancements to Request Numbering system to identify status of a given Request within the standards development process.

Appending the 'As Approved' Recommendation Forms to the EC meeting minutes.

Expedited Preparation of Meeting Minutes

Starting with the July 31, 2002 publication, the format and availability of Contracts Standards manual more consistent with other Standards Manuals

Creation of printed Standards Manuals and CDs should be a post-publication process.

The next set of Standards Manuals should be published as NAESB - Wholesale Gas Quadrant Version 1.6

All Clarifications & Interpretations (e.g., Requests & Recommendations) should only be referred to as 'Interpretations'.

## · **Open Issues to be resolved in the next year**

Should there be a universal request numbering system?

Should there be a universal standards/model business practices numbering system?  
If so, how are quadrant(s) specific standards indicated?

Should there be a separate standards/model business practices publication for each quadrant?  
If so, should all quadrant publications be issued on the same date?

Development of criteria for versioning of NAESB Standards Manuals

· **Narrative containing support for each of the specific recommendations**

Publication should occur every year.

The best date to publish each year is July 31.

*July 31:ANSI*

Development and maintenance of Expanded Logs to track requests through the NAESB process through Publication.

*Log should include on existing open requests; no need to recast completed requests; annual organization of logs*

Minor Clarifications and Corrections should be handled similarly to Request for Standards and Interpretations (i.e., forms & logs)

*MCC should have a request form*

Enhancements to Request Numbering system to identify status of a given Request within the standards development process.

Appending the 'As Approved' Recommendation Forms to the EC meeting minutes.

Expedited Preparation of Meeting Minutes

*Eliminate time delays especially towards publication deadline*

Starting with the July 31, 2002 publication, the format and availability of Contracts Standards manual more consistent with other Standards Manuals

Creation of printed Standards Manuals and CDs should be a post-publication process.

*20 days time saving*

The next set of Standards Manuals should be published as NAESB - Wholesale Gas Quadrant Version 1.6

*Since other quadrants will not have had a chance to ratify standards or model business practices, this is still essentially a GISB publication. While the PPRTF has discussed whether a change in format or a significant event should be the catalyst for moving to a new version, it has not reached any conclusions. At this point, the general consensus is that the versioning questioned should be deferred until other Quadrants have ratified Standards and/or Model Business Practices.*

All Clarifications & Interpretations (e.g., Requests & Recommendations) should only be referred to as 'Interpretations'.

*To alleviate confusion, All Clarifications & Interpretations (e.g., Requests & Recommendations) should only be referred to as 'Interpretations'; already used this way in Standards Manuals*

· **Appendix**

- A) Existing Recommendation Processing  
Flowchart and Accompanying Notes
- B) NAESB Request Logs  
Examples and Accompanying Notes
- C) Minor Clarifications and Corrections Processing  
Flowchart and Accompanying Notes
- D) Proposed Recommendation Processing  
Flowchart and Accompanying Notes
- E) Proposed Publication Process  
Flowchart and Accompanying Notes  
Timeline & Schedule