



Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas 77002
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Home Page: www.gisb.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 - September 4, 2001

DATE: September 7, 2001

**GAS INDUSTRY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Tuesday, September 4, 2001 9:00 a.m. – 11:00 a.m.
FINAL MEETING MINUTES**

1. Administrative

Mr. Novak gave the anti-trust advice, attendee roll call and chaired the meeting. Ms. Davis took the meeting notes. The agenda was adopted.

2. Task Force Goals and Scope

Mr. Novak reviewed the motion from the August 23, 2001 Executive Committee meeting as follows:

Create a publication process review task force charged with examining the existing publication process and suggesting improvements to the process. The task force will report its findings to the executive committee at the October 2001 EC meeting and conclude its work by no later than December 2001.

He reminded the group that we need to be realistic on what changes to the process can be accomplished in one year and pointed out that the recommendations out of the group might include changes that can be incorporated in future years. He pointed out that any suggestions that might require additional staffing in the GISB would have to go to the Board of Directors for budget approval purposes. He also pointed out that the existing publication process is part of the ANSI accreditation approval application and we should avoid changes that could jeopardize GISB's accreditation. Once that is obtained, GISB could submit an amendment to ANSI identifying process changes.

Mr. Novak also stated that Leigh Spangler has agreed to be a Co-Chair of this task force.

Mr. Whatley inquired if we were going to come up with a scope statement for the task force. Mr. Novak responded that he felt the motion from the EC provided that to us.

3. Review GISB Operating Practices concerning Publication

The discussion began with a review of the existing process. Ms. Van Pelt explained that when items get approved by the EC they go one of two ways. If it is a 'controversial' item, the proposed standard(s) comes to the EC and, if it is approved, it is sent to the IR and then the Technical Subcommittees for full staffing and then it comes back to the EC for final approval. If the recommendation is fully staffed when it comes to the EC, and is approved, it goes out for member ratification. Assuming it gets ratified, it is supposed to be posted (as approved by the EC and ratified) on the Final Actions page along with the vote count. If the original recommendation is modified by the EC, the approved version is also supposed to be posted in the Request for Standards / Clarification page.



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Ms. Hess pointed out that this task force is supposed to only be reviewing the period of time between ratification and the time when everyone gets the books in their hands. Nothing is published, even if it is ratified, until it is fully staffed. The way to prevent things from being published in pieces (i.e. the standards separately from the implementation) is to not ratify items until they are fully staffed. It was suggested that this might need to be included in the formal written process. Mr. Novak responded that the period between the 17/2 vote at the EC and ratification should also be reviewed because it sometimes has an impact on the publication schedule.

Mr. Novak expressed his desire to have some place on the GISB home page where anyone can see the status of items and where they are in the process (i.e. it was sent to IR for full staffing, that it is out for ratification, etc.). It was pointed out that in the workpaper (GISBOP) posted regarding the process for communications with FERC, the Standards and Clarifications Request Logs, if maintained, would provide some of that information. It was also suggested that part of this task force's recommendation could be to have the request logs updated and posted more frequently. Additionally, the type of content in the logs should be reviewed and possibly modified.

The group then reviewed the following specific language related to publications that is currently in the existing GISBOPS (complete version of the specific GISBOPS discussed were posted as workpapers for this meeting):

- **Procedures for Communications with the FERC dated August 18, 1997.**

4.0 PUBLICATION SCHEDULE FOR STANDARDS

- a. The standards manuals and standards booklets shall be updated and new versions published no more than twice per year.
- b. In the interim period between publication of standards manuals, it is recognized that, the following documents will be sent to the Secretary of the FERC no more than six times per year:
 - 1) Final Standards Actions and member ratified voting record
 - 2) Final Interpretations and member ratified voting record
 - 3) Standards Request Log
 - 4) Clarifications Log

It was pointed out that the most recent final actions posted were from January 2000. More recently, only the ratification voting record has been posted. The Request for Standards / Clarifications pages do not always have the recommendation as approved by the EC For example, R99033 was modified by the EC but the modifications were not posted in Final Actions. As a result, there is not one single place where the ratified items are available on the home page. To keep up with what the EC approved, someone would have to pull the minutes from each of the EC meetings.

It was determined that all members of the task force need to be fully knowledgeable of the steps necessary to produce a publication in order to develop recommended changes, if any, to the process. If any changes to process are recommended (and subsequently reviewed/ approved by the EC and Process Committee), then the GISB office should determine what resources are required do to fulfill the responsibility of compiling the publication within the approved process and time frame. If the GISB office determines that additional staffing is necessary, then the issue will need to be brought to the Board of Directors.

- **Procedures for Standards Development and Maintenance dated August 18, 1997.**

4.0 RESULTS – (last two sentences at the bottom of page 3)



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Member ratified actions will be posted on the Final Action page of the GISB Home Page. Two times per year these actions will be incorporated into the implementation manuals.

It was pointed out that the second sentence could be interpreted to mean publication should be twice a year or it could mean that the 'master set' of the manuals in the GISB office should be updated throughout the year (or at least twice a year). When it comes time for publication, theoretically there should be less work to be done in comparison to one big update that would include a year's worth of work.

- **Procedures for Adopting Standards dated August 18, 1997.**

4.0 PUBLICATION OF STANDARDS

Following approval of a standards proposal by GISB Members, the Executive Director shall publish and issue it as either a new standard, an amendment to an existing standard or a new edition of an existing standard, as appropriate.

Mr. Novak pointed out that though this does not specifically talk about the publication, it does appear to put the responsibility on the Executive Director to post the standards as ratified. Mr. Shahan questioned whether "publication", in this case, had a different meaning than what this task force presumes; perhaps notification or publicity.

4. Identify Potential Deliverables; 5. Develop Workplan for Task Force; and 6. Adopt Workplan (simple majority vote)

Discussion ensued on the deliverables from this task force. It was suggested that flow charts of the current and proposed processes would be helpful. There was discussion on the timing of how updates to the manuals could be accomplished through the year. It was pointed out that one idea that had come forward after the publication of Version 1.3 was that after each ratification the chairs of the subcommittees wanted to update the standards book and make it available for those chairs as they worked through their monthly subcommittee work. In this proposal every section of the book would have a subcommittee to update the books and then at the end of the year, the GISB office could hire someone (e.g. a technical writer or other suitable personnel) to do the final compilation of all the material that had been kept up to date throughout the year. The proposed process also included audit procedures for interim changes. Before this proposal could be incorporated, the Executive Director had wanted to run it past the attorneys for their approval. Such approval was obtained but not in sufficient time to implement it for the preparation of Version 1.4. Since this proposal has already received legal approval, it was suggested that it could be considered as part of the development of a recommendation from this task force. It was pointed out that this could be the basis for the formation of a publication editorial review subcommittee.

There was discussion on whether it was necessary to have the compilation done by a technical writer, given the fact that the specific words in the manuals, except for the table of contents, the notes and the cross reference, are all subject to a 17/2 vote and can not be modified without EC approval. Some felt that the use of a technical writer provided a degree of independence to the publication process. It was pointed out that the use of a technical writer might be a requirement of ANSI. It was requested that any information on what was provided on GISB's publication process to ANSI also be made available to this task force so any recommendation forthcoming would not conflict with the ANSI requirements or interfere with the certification process.

There was also discussion about the need to make the manuals more user friendly. The general consensus was that the scope of this task force was to look at the process for publication and that



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any efforts to change the structure of the manuals would need to be the subject of a separate subcommittee or task force.

Motion: (made by Kim Van Pelt and seconded by Dolores Chezar)

Begin the process of reviewing the existing documentation and determine what changes, if any, need to be modified as a result of working through the following potential deliverables:

1. Review existing process from 17/2 vote at the EC to publication (where it goes).
 - a. Flow-chart and notes describing this process.
2. Suggest workflow changes within the existing GISBOPS.
(Example – resurrecting the standards and clarification request logs)
 - a. Flow-chart and notes describing the changes to the process.
3. Suggest changes to process / GISBOPS concerning publication.
(Note: Need to go back and find the EC action where we voted to do publications every 7/31 and forward a recommendation to the Process Committee to incorporate that in to the GISBOPS).
 - a. Flow-chart and notes describing the proposed process
 - b. Make a recommendation on whether there should be a firm publication date and if so, under what circumstances, if any, it will be modified.
4. Recommendation on the possible formation of a Publication Editorial Review Board / Subcommittee.
5. Recommendation on whether the next version should be Version 1.6 or 2.0.
 - a. Develop guidelines on when we move to a new volume (i.e. Version 2.0) versus an update from the previous version (i.e. Version 1.6).

Procedural Vote: Passed with no opposition

7. Upcoming Meetings

- September 7, 2001 Phone Conferences, from 9:00 a.m. to 11:00 a.m. Central

Agenda: Begin working through the deliverables starting with a review of the flow chart on existing process (Kim Van Pelt to prepare and post as workpaper for the next meeting).

The current schedule for the PPRTF meetings is:

Friday	September 11, 2001
Tuesday	September 13, 2001
Monday	September 24, 2001
Thursday	September 27, 2001
Tuesday	October 2, 2001
Thursday	October 4, 2001

Each meeting will be conducted by teleconference, from 9:00 a.m. to 11:00 a.m. Central Time.

8. Adjourn

The meeting was adjourned at about 11:10 a.m.



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Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
Pipelines		
Kim Van Pelt	CMS Panhandle Eastern	Y
Theresa Hess	Enron – Transwestern	Y
Dale Davis	Williams Gas Pipeline	Y
Services		
Pete Whatley	Dynegy Marketing and Trade	Y
Suzanne Calcagno	Enron North America	Y
Sylvia Munson	PanCanadian Energy Services	Y
Producers		
End Users		
Tina Patton	Boeing	Y
LDCs		
Mike Novak	National Fuel Gas Distribution	Y
Dolores Chezar	Keyspan Energy	Y
Michael Shahan	Dominion Peoples	Y
Associations		

Bold signifies a PPRTF Chair