



Gas Industry Standards Board

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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 - September 24, 2001**

DATE: September 27, 2001

**GAS INDUSTRY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Monday, September 24, 2001 9:00 a.m. – 11:00 a.m.
FINAL MEETING MINUTES**

1. Administrative

Mr. Novak gave the anti-trust advice and chaired the meeting. Ms. Davis reviewed the attendee roll and took the meeting notes. The agenda was adopted as posted. The draft meeting minutes for September 7, 2001 were adopted as final as posted.

2. Review of Existing Procedures (from 17/2 EC vote to publication) and Development of any applicable notes for the flow-chart

Ms. Van Pelt reviewed the posted revised workpaper which outlines, in flow-chart format, the existing process. The revised flow-chart reflecting the discussion during this meeting will be submitted as a workpaper along with an initial draft of accompanying notes for the flow-chart for the next meeting. Additionally, Ms Van Pelt will provide a flow-chart (and narrative) outlining a possible process for updating the standards manual.

3. Discussion of previous EC actions concerning publication dates

Mr. Novak reviewed the workpaper reflecting the references in the Final Minutes from previous EC meeting (July 10, 1997 forward) related to publication dates. There was no specific reference to a vote taken by the EC to have the publication date as July 31 every year. There is also no reference to the July 31 publication in the GISBOPs. At this point, the task force plans to move forward and not continue the research to find a vote on the July 31 publication date. The task force will review the need for a recommendation to the EC to establish a date and if so, what that date should be.

Ms. Van Pelt explained the timing of when changes from DISA are available. In December each year, DISA finalizes its changes and publishes them by the end of January. Foresight then makes updates to the EDISM product, which GISB uses to create the EDI implementation guides. Therefore, the earliest the standards could be published is March 31, however that creates a very tight time frame to work within. Various possible dates for publication were discussed. At this point, it appears that July 31 may be the best date. It was identified that there needs to be a cut-off date for items approved by the EC to provide adequate time for member ratification and the GISB office to be able to include those changes in the GISB publication. The dates discussed are:

June 15 Final date for EC vote on items to be included in the next publication
July 15 Final date for member ratification for items to be included in the next publication
July 31 Publication (and 'as available') date

4. Discussion of potential improvements to the process:



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Mr. Novak described a concept of a matrix that would essentially re-format the existing requests log. The concept is that there would be columns for each of the traditional subcommittees that work on a request and in the space for each provide the date(s) in which it was discussed or an action was taken. A 'Notes' column could be used to provide commentary when necessary.

Mr. Spangler proposed an alternative approach where the status would be reflected as a 'stage' in the process. For example, 'Stage 1' could be used to describe that it is in a subcommittee; 'Stage 2' indicates that it is out for industry comment and pending EC approval; 'Stage 3' indicates that the EC approved the recommendation and it is pending ratification, etc.

It was also discussed that the two concepts could be combined which shows the overall stage with the details of the subcommittees underneath including the dates it is discussed. Additionally there would be a separate column which provides a clear indication of the subcommittee in which the request currently resides, thus providing the ability for the GISB office to quickly sort and determine which requests are pending in the various subcommittees or step in the process.

Mr. Novak indicated that he would provide a workpaper for the next meeting that sets forth the ideas discussed on the re-formatted request log. Anybody with ideas of for a reformatted request log should also submit them as workpapers for the next meeting.

Ms. Van Pelt proposed that the chairs of the various subcommittees, at the conclusion of each of its meetings along with the draft minutes, would send the GISB office a status report form This form could then be used by the GISB office to update the request log. The PPRTF began the discussion of what would be contained in the subcommittee chairs' status report form. It was determined that the task force needs to decide what information needs to be included in a re-formatted request log before it can develop a recommendation on the form to be used by the subcommittee chairs.

There was also discussion on how to monitor the updating of the request log. One idea was that subcommittee chairs would submit the status form along with the draft minutes, the GISB office would update the request log and provide such in the EC book, prior to the EC meeting the subcommittee chairs would review the logs provided and determine if the updates had been included. Review of the request log would be an agenda item for each EC meeting. Any updates that had not been included in the request log could be identified at the EC meeting.

Upcoming Meetings

- September 27, 2001 Phone Conferences, from 9:00 a.m. to 11:00 a.m. Central
Agenda:
 - Review Draft Minutes for September 24, 2001 meeting.
 - Review revised workpaper (flow-chart of existing process)
 - Develop any applicable notes for the flow-chart
 - Discussion of potential improvements to the process

5. Adjourn

The meeting was adjourned at 10:40 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
Kathryn Burch	Duke – Texas Eastern	Y
Randy Young	GulfSouth Pipeline Co. LP	Y
Services		
Leigh Spangler	Latitude Technologies	Y
Producers		
End Users		
Tina Patton	Boeing	Y
LDCs		
Mike Novak	National Fuel Gas Distribution	Y
Associations		

Bold signifies a PPRTF Chair