



Gas Industry Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002
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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 - October 2, 2001

DATE: October 16, 2001

**GAS INDUSTRY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Tuesday, October 2, 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 amended to reverse the order of the discussion of items 2 and 3. The draft meeting minutes for September 27, 2001 were modified and adopted as final.

2. Discussion of potential improvements to the process:

Mr. Novak began the discussion by going through the first few columns on the workpaper posted that reflects a proposed modified format for the Standards Request Log. The concept is that the spreadsheet could be posted by the GISB office as the Master Request Log and then certain columns could be pulled out to satisfy the requirements for posting of data pursuant to various GISBOPs. (Note: We need to locate a copy of an old Standards Action Bulletin to determine what information was contained in it to satisfy the requirements for the posting of information as set forth in the GISBOPs.)

It was suggested that the third column (Description / Status) be split in to two columns. The status column could be used to reflect the current status or subcommittee where the request resides to ease in sortability and provide the subcommittee chairs a place to easily determine what is in their subcommittee. In addition, the type of request (nominations / capacity release / flowing gas, etc) could be identified.

Mr. Novak explained that the 'Triage / Date' column would be used to reflect the date on which the Triage Subcommittee discussed the request and their recommended action (subcommittee / task force assignment) and priority (BPS hi; BPS normal, Tech normal, etc.). We could also have a link to the Triage meeting minutes.

Another concept that was suggested was that in addition to the status column discussed above, we could have a single column that shows, in chronological order, when each subcommittee / task force worked on it and the corresponding date(s). There could also be a link from those dates to the minutes for each of the meetings. By having one column reflecting the chronological history through the subcommittees / task forces, a number of the columns on the posted workpaper could be combined.

At this point, it was determined that a few of the participants will work together offline to combine the concepts discussed (the workpaper presented by Mr. Novak and the alternate concept) and prepare a workpaper for the group to use at the next meeting.



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3. 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 as modified at the September 27, 2001 meeting. In addition, the posted workpaper setting forth the accompanying notes explaining the processes for the flow-chart were discussed. The review of these documents was suspended after page 1 of the flow chart / Process 4 of the accompanying notes due to lack of time. The flow-chart and the accompanying notes reflecting the discussion during this meeting will be submitted as workpapers for the next meeting.

4. Upcoming Meetings

- The previously announce meeting for October 5, 2001 is cancelled.
- The next two meetings will be via phone conference on October 16 and October 19, 2001 from 9:00 a.m. to 11:00 a.m. Central
- Agenda for October 16, 2001:
 - Review Draft Minutes for October 2, 2001 meeting.
 - Review revised workpaper (flow-chart of existing process)
 - Review revised workpaper (applicable notes for the flow-chart)
 - Discussion of potential improvements to the process
 - Review of workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log
 - Review of the format of the Final Actions.

5. Adjourn

The meeting was adjourned at 11:00 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
Randy Young	GulfSouth Pipeline Co. LP	Y
Iris King	Dominion Transmission	Y
Kathryn Burch	Duke -Texas Eastern	Y
Services		
Sylvia Munson	PanCanadian Energy	Y
Suzanne Calcagno	Enron North America	Y
Producers		
End Users		
		Y
LDCs		
Mike Novak	National Fuel Gas Distribution	Y
Delores Chezar	Keyspan	Y
Associations		

Bold signifies a PPRTF Chair