



Gas Industry Standards Board

1100 Louisiana, Suite 3625, 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 - October 16, 2001**

DATE: October 19, 2001

**GAS INDUSTRY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Tuesday, October 16, 2001 9:00 a.m. – 11:00 a.m.
FINAL MEETING MINUTES**

1. Administrative

Ms. Davis chaired the meeting, gave the anti-trust advice, reviewed the attendee roll and took the meeting notes. The agenda was adopted as amended to modify item 2 by splitting it as follows:

2. Review of Existing Procedures (from 17/2 EC Vote to publication) and applicable notes for the flow chart
3. 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.

The draft meeting minutes for October 2, 2001 were adopted as final as posted.

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

The task force reviewed the posted revised workpaper which outlines, in flow-chart format, the existing process as modified at the October 2, 2001 meeting. In addition, the posted workpaper setting forth the accompanying notes explaining the processes for the flow-chart was discussed. Modifications made during the meeting will be posted as workpapers for the subsequent meeting.

It was noted that in the existing process, the ratification ballot is accompanied by a summary of the recommendation as approved by the EC and / or the actual recommendation as approved by the EC and /or a reference to where the approved recommendation can be found on the GISB Web site. It was suggested that it be noted that one potential improvement to the process would be for the recommendation as approved by the EC always accompany the ratification ballot.

It was determined that the workpaper and the accompanying notes for the existing recommendation processing will not reflect how the manuals get updated. It was suggested to instead focus on a proposed process description / flow chart for the updating of the standards manual. Participants are requested to prepare such a work paper for consideration and submit it to the GISB office for posting.



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3. Discussion of potential improvements to the process:

- **Review of workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log**

Ms. Davis reviewed the workpaper reflecting a proposed format for the request for standards and / or clarification log. Modifications made during the meeting will be posted as workpapers for the subsequent meeting. A suggestion was made that the log should include a tracking of the status of the publication process once a recommendation has been member ratified. This suggestion will be discussed further at a subsequent meeting.

- **Review of the format of the Final Actions**

Due to a lack of time, this item was not addressed.

4. Upcoming Meetings

- Agenda for October 19, 2001:
 1. Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda, Adoption of Draft Meeting Minutes for October 16, 2001
 2. Review of Existing Procedures (from 17/2 EC Vote to publication) and applicable notes for the flow chart
 3. Discussion of potential improvements to the process
 - Review of revised workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log
 - Review of the format of the Final Actions.
 - Review of Standards Action Bulletin and the corresponding GISBOP
 4. Upcoming Meetings
 - Wednesday Phone Conference, from 9:00 a.m. to 12:00 p.m. Central
 5. Adjourn

5. Adjourn

The meeting was adjourned at 11:05 a.m.



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Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
Pipelines		
Theresa Hess	Enron – Transwestern	Y
Dale Davis	Williams Gas Pipeline	Y
Randy Young	Gulfsouth Pipeline Co. LP	Y
Kathryn Burch	Duke -Texas Eastern	Y
Services		
Leigh Spangler	Latitude Technologies	Y
Producers		
End Users		
LDCs		
Delores Chezar	Keyspan	Y
Associations		

Bold signifies a PPRTF Chair