



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 24, 2001**

DATE: November 1, 2001

**GAS INDUSTRY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Wednesday, October 24, 2001 9:00 a.m. – 12:00 p.m.
FINAL MEETING MINUTES**

1. Administrative

Mr. Novak chaired the meeting, gave the anti-trust advice and reviewed the attendee roll. Ms. Davis took the meeting notes. The draft meeting minutes for October 19, 2001 were adopted as final as modified. The agenda was adopted as posted.

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

The modifications to the flow chart from the October 16, 2001 meeting were reviewed and minor modifications were made. They will be posted as a workpaper for the subsequent meeting. (Note: no changes were made at the October 19, 2001 meeting.) The task force reviewed the posted revised workpaper setting forth the accompanying notes explaining the processes for the flow-chart as of the October 19, 2001 meeting. No modifications were made to this workpaper.

Mr. Novak requested that we put together a list of the items that need to be done to complete the manuals publication process, starting after the Final Actions being posted. Ms. Van Pelt said she would put something together for the next meeting.

2. Discussion of potential improvements to the process:

- **Enhancements to Recommendation Processing (flow chart and accompanying notes)**

Ms. Burch suggested that there be some process for notifying parties if the EC does not adopt the recommendation. It was pointed out that this is only one type of EC action and/or possible type of notification that could be sent throughout the entire request processing. It was further pointed out that the scope of this task force is to look at the process from the time the request is addressed by the EC to the publication of manuals. Accordingly, any notifications that might occur prior to the EC voting on a recommendation would not be reflected. It was determined that it is up to the requesters to monitor the status of their requests by use of the log, as it is being proposed.

As a side note regarding notifying participants of EC action, Ms. Hess pointed out that in the GISBOP for Adopting Standards, it provides for notification of comments rejected by the EC.



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Specifically,

3.1 Executive Committee Consideration of Standards:

'... Submitters of comments rejected by the Executive Committee shall be advised in writing of the reasons for the rejection and that they may seek a reconsideration of the action of the Executive Committee.'

It was noted that this requirement, as outlined in the GISBOP, could be accomplished through the use of the log.

The discussion then focused on potential improvements to the ratification process. The recommendations as approved at the EC meeting should be attached to the minutes and approved as a part of the process of adopting the textual minutes. In order to expedite the minute / attachments review and approval process, participants should be encouraged to review the draft minutes and attachments as soon as they are made available and provide input to the GISB office such that revisions could be distributed to the EC prior to their final approval. This does not preclude corrections being brought forth at the EC meeting. It was noted that to the extent any corrections needed to be made and subsequently approved by the EC, that an EC Conference Call could be set up, particularly as the publication date neared. In other cases, additional time to process changes might be necessary but would not have an impact on the publication date. In any event, the intent is to catch any errors/omissions as soon as possible so that a publication delay or error could be avoided.

Within one week of the final meeting minutes and modified recommendations being approved, the GISB office should send out the ratification ballot. At the same time, the GISB office should:

- Post the ratification ballot in a secure area on the GISB Website including links to the corresponding approved recommendations.
- Reflect the ratification due date on the posted GISB calendar.

It was suggested that within seven to ten days after the EC meeting minutes and attachment(s) are approved as final, the ratification process described above should begin.

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

Ms. Davis reviewed the revised workpaper reflecting the changes discussed at the October 19 meeting on the 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.

In light of the discussion on the ratification process, it was suggested that the column on the log reflecting the ratification would contain two entries. One entry would be the due date for the ballots, including a link to the posted ballot, and the other to say whether it passed or failed the membership vote, including a second link to the posted voting results.

It was also suggested that a 'Frequently Asked Questions' type of document for the request log could be made available that provide instructions to users of the log.

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



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Due to lack of time, this item was not discussed. The workpapers posted for this meeting that reflect examples of ways in which Final Actions will be re-posted as workpapers for the next meeting.

- **Review of Standards Action Bulletin and the corresponding GISBOP**

Due to lack of time, this item was not discussed beyond identifying that the GISBOPS for Adopting Standards and Communication with FERC will be posted for the next meeting.

4. Discussion of potential Publication Process (from Final Actions to Version Issuance)

Due to lack of time, this item was not discussed.

5. Upcoming Meetings

- The following dates and times were set for additional conference call meetings:

Thursday	November 1, 2001	9:00 a.m. - 12:00 p.m.
Tuesday	November 6, 2001	9:00 a.m. - 11:00 a.m.
Friday	November 9, 2001	9:30 a.m. - 11:30 a.m.
Friday	November 16, 2001	9:00 a.m. - 12:00 p.m.

- Agenda for November 1, 2001 conference call – 9:00 a.m. – 12:00 p.m.:
 1. Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda and Adoption of Draft Meeting Minutes for October 24, 2001
 2. Review of Existing Procedures for Recommendation Processing (from 17/2 EC Vote to publication) and applicable notes for the flow chart
 3. Discussion of potential improvements to the process
 - Enhancements to Recommendation Processing (flow chart and accompanying notes)
 - 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 GISBOPs
 4. Discussion of potential Publication Process (from Final Actions to Version Issuance)
 5. Upcoming Meetings
 6. Adjourn

6. Adjourn

The meeting was adjourned at 12:00 p.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
Kim Van Pelt	CMS Energy	Y
Services		
Producers		
End Users		
LDCs		
Mike Novak	National Fuel Distribution	Y
Associations		

Bold signifies a PPRTF Chair