



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 - November 6, 2001

DATE: November 9, 2001

**GAS INDUSTRY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Tuesday, November 06, 2001 9:00 a.m. – 11:00 a.m.
FINAL MEETING MINUTES**

1. Administrative

Mr. Spangler chaired the meeting and gave the anti-trust advice. Ms. Davis reviewed the attendee roll and took the meeting notes. The agenda was adopted as posted. The review of the draft meeting minutes for November 1, 2001 was postponed until the next meeting.

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

The modifications to the flow-chart that were made during the October 24, 2001 meeting were reviewed. Later in the meeting during the discussion in item number 3 below, it was pointed out that the flow chart and the accompanying notes for the existing process state that the member ratification ballot is posted (Process 6). The accuracy of this statement will be discussed at the next meeting.

3 Discussion of potential improvements to the process

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

Ms. Davis provided a summary of the discussion from the October 24, 2001 meeting. The discussion began with the need to create a process between the EC approval of a fully staffed recommendation and the member ratification wherein the recommendations, as approved by the EC, are administratively reviewed and approved as part of the review process of the corresponding EC minutes. Mr. Spangler suggested that once the EC approves a recommendation (either as originally presented to it or with modifications) through a 17/2 vote, it is re-labeled to include a moniker at the end of the request number to show that it is EC approved (ECA) and the date of the EC Action. For example, if a recommendation for request R97001 is brought before the EC, modified and approved by a 17/2 vote on 11/5/01, then the as approved recommendation is annotated as R97001-ECA110501. This document would be an attachment to the EC minutes subject to procedural approval at a subsequent EC meeting. It is also posted on the Request for Standards Page. The moniker ECA was chosen to correspond to the status code on the Proposed Request Log.

Similarly, once the ECA recommendation has been member ratified, the moniker would be modified to reflect such and the date of the ratification. In the above example, if R97001-ECA-110501 is subsequently member ratified on 1/15/02, it would then be referred to as R97001-MR-011502. This document would be posted under the Final Actions page and used as the basis for the updating of the manuals.



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The task force, using the existing process flow-chart as the basis for modifications for the proposed process, discussed the changes that would need to be made to reflect the proposed process. In addition, the posted workpaper setting forth the accompanying notes explaining the proposed processes for the flow-chart was discussed. The review of the flow-chart was completed and the review of the accompanying notes document was suspended after Process 6 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.

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

Due to lack of time, this item was not discussed. The workpapers posted for this meeting that reflect the proposed Request for Standards and / or Clarifications Log will be used as workpapers for the next meeting.

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

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 used as workpapers for the next meeting.

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

Due to lack of time, this item was not discussed. The workpapers posted for this meeting that reflect an example of a Standards Action Bulletin and the corresponding GISBOPs will be used as workpapers for the next meeting.

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

Ms. Van Pelt introduced the workpaper that lists the steps necessary to create the Standards Manuals and the summary books of standards and data dictionaries (AKA Book 1 of 2 and Book 2 of 2). The workpaper will be updated to reflect the discussion during this meeting and will be submitted as a workpaper for the next meeting.

5. Upcoming Meetings

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

Friday	November 9, 2001	9:30 a.m. - 11:30 a.m.
Friday	November 16, 2001	9:00 a.m. - 12:00 p.m.
Tuesday	November 20, 2001	9:00 a.m. - 11:00 a.m.
Monday	November 26, 2001	9:00 a.m. - 12:00 p.m.

- Agenda for November 9, 2001 conference call – 9:30 a.m. - 11:30 a.m.:
 1. Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda and Adoption of Draft Meeting Minutes for November 6, 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



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- 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 11:15 a.m.



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Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
Pipelines		
Dale Davis	Williams Gas Pipeline	Y
Randy Young	GulfSouth Pipeline Co. LP	Y
Kim Van Pelt	CMS Energy	Y
Services		
Leigh Spangler	Latitude Technologies	Y
Gina McMahon	BTUWatch	Y
Producers		
End Users		
LDCs		
Mike Novak	National Fuel Distribution	Y
Associations		

Bold signifies a PPRTF Chair