



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: Draft Agenda for the Publication Process Review Task Force - November 9, 2001

DATE: November 6, 2001

**GAS INDUSTRY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Friday, November 9, 2001 9:30 a.m. – 11:30 a.m.**

DRAFT AGENDA

Please plan to participate in a conference call meeting scheduled for:

Date & Time: Friday November 9, 2001
9:30 a.m. - 11:30 a.m. (Central Time)

Phone Number: Please call the GISB office (713-356-0060) for the phone number, conference leader and pass code

Agenda for the meeting is:

1. **Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda and Adoption of Draft Meeting Minutes for November 1, 2001 and November 6, 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**
 - 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 – (Workpaper 3 posted for 11/6/01 meeting)
 - Review of the format of the Final Actions (Workpapers 4 and 5 posted for 11/6/01 meeting)
 - Review of Standards Action Bulletin and the corresponding GISBOPs (Workpapers 6 – 10 posted for 11/6/01 meeting)
4. **Discussion of potential Publication Process (from Final Actions to Version Issuance)**
5. **Upcoming Meetings**
 - Future Dates for November meetings.

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.
6. **Adjourn**