



## Gas Industry Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002  
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Home Page: www.gisb.org

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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 9, 2001

**DATE:** November 16, 2001

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**GAS INDUSTRY STANDARDS BOARD  
PUBLICATION PROCESS REVIEW TASK FORCE  
Friday, November 09, 2001 9:30 a.m. – 11:30 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 corrected draft meeting minutes for November 1, 2001 were reviewed and adopted as final as posted. The draft meeting minutes for November 6, 2001 were reviewed and adopted as final as posted.

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

The flow-chart posted as a workpaper for today's meeting (dated November 6, 2001) the accompanying notes posted as a workpaper for the October 24, 2001 meeting (dated 10/19/01) were reviewed. The flow-chart reflecting the discussion during this meeting will be submitted as a workpaper for the next meeting. No changes were made to the accompanying notes.

**3 Discussion of potential improvements to the process (from 17/2 EC Vote to publication)**

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

The flow-chart and the accompanying notes reflecting the proposed process that were posted as workpapers for today's meeting were reviewed. On the flow-chart, the boxes enumerated as 2(a) and (10) indicates "No further action by GISB". There was discussion on ensuring that this is reflected in the Request for Standards and / or Clarifications Log. It is believed that this is taken care of when the status codes on the Request for Standards and / or Clarifications Log are updated to indicate the results of the EC 17/2 or member ratification votes. The status codes will be reviewed at a subsequent meeting to capture this concept. 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 the November 6, 2001 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**



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Due to lack of time, this item was not discussed. The workpapers posted for the November 6, 2001 meeting that reflect examples of ways in which Final Actions are posted 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 the November 6, 2001 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)

Due to lack of time, this item was not discussed. The workpapers posted for the November 9, 2001 meeting that reflect a list of items that need to be accomplished in order to publish the standards manuals and the summary books will be used as workpapers for the next meeting.

#### 5. Upcoming Meetings

- The following dates and times are set for additional conference call 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.

- Agenda for November 16, 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 November 9, 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 (from 17/2 EC Vote to publication)
  - 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 11:40 a.m.



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## Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
<b>Pipelines</b>		
Dale Davis	Williams Gas Pipeline	Y
Theresa Hess	Enron – Transwestern	Y
<b>Services</b>		
<b>Leigh Spangler</b>	Latitude Technologies	Y
Gina McMahon	BTUWatch	Y
Camille Kraft	BTUWatch	Y
Liz Gooch	BTUWatch	Y
<b>Producers</b>		
<b>End Users</b>		
<b>LDCs</b>		
<b>Mike Novak</b>	National Fuel Distribution	Y
<b>Associations</b>		

**Bold signifies a PPRTF Chair**