



Gas Industry Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: gisb@aol.com

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 - November 16, 2001

DATE: November 26, 2001

**GAS INDUSTRY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Friday, November 16, 2001 9:00 a.m. – 12:00 p.m.
FINAL MEETING MINUTES**

1. Administrative

Mr. Novak 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 modified to insert Item 1a. to address the e-mail message from BTUWatch. The draft meeting minutes for November 9, 2001 were reviewed and adopted as final as posted.

1a. Issue from BTUWatch

A representative from BTUWatch had sent an e-mail dated 11/8/01 to the co-chairs of the task force. In that e-mail, they requested changes to the proposed process to ensure that when an item reached the status of failed (either at the EC or through member ratification) and no further action was necessary by GISB, that the proposed logs be updated to reflect such. After discussion, it was determined that the updated flow chart for the proposed process and the proposed log addresses the issue.

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 and the accompanying notes posted workpaper 11 for the November 9, 2001 meeting was reviewed. The flow-chart reflecting the discussion at the November 9, 2001 meeting will be submitted as a workpaper for the next meeting. No additional changes to the flow chart were made at today's meeting. No changes were made to the accompanying notes for the existing process.

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 (dated November 9, 2001) were reviewed.

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**



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The workpapers posted for the November 6, 2001 meeting (dated 'Revised as of 10/24/01') that reflect the proposed Request for Standards and / or Clarifications Log were reviewed.

The revised proposed Request for Standards and / or Clarifications Log reflecting the discussion during this meeting will be submitted as workpapers for the next meeting.

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

The workpapers posted for the November 6, 2001 meeting that reflect examples of ways in which Final Actions have been posted in the past were reviewed. It was determined that once the GISB members ratify the 'ECA' Recommendation, it will become referred to as the 'MR' Recommendation and will be used in the Final Actions. Please refer to the work papers that set forth the flow-chart and the accompanying notes for the details of the proposed process.

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

The workpapers posted for the November 6, 2001 meeting that reflect an example of a Standards Action Bulletin and the corresponding GISBOPs were reviewed.

During the review of the GISBOP Adopting Minor Clarifications and Corrections to Standards (workpaper 7), it was determined that the task force needs to review the possible need to modify the proposed process and proposed log to ensure that minor clarifications and corrections are published correctly. This issue will be a topic on the next agenda. Additionally, at that time, it will be determined if the requirements for notification of related information in the SAB is covered by the proposed log. The workpaper 7 posted for the November 6 meeting will continue to be used for the next meeting.

The GISBOP Procedures for Standards Development and Maintenance (workpaper 8) was reviewed and it was determined that the proposed log could be used to functionally comply with the requirements for notification of related information in the SAB (specifically Sections 2.3 and 2.7 of the GISBOP).

The GISBOPs Procedures for Adopting Standards (workpaper 9) and Procedures for Communication with FERC (workpaper 10) contained no requirements for notification of related information in the SAB.

It was noted that in the past the Standards Action Bulletin (SAB) included a brief description of requests under consideration. At this point the proposed log that the task force has developed encompasses that functionality. Further, the SAB is not critical to the publication process but the proposed log supports many, if not all, of the GISB requirements for the SAB.

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

The workpapers posted for the November 9, 2001 meeting that reflect a list of steps that need to be accomplished in order to publish the standards manuals and the summary books was reviewed. The list of steps reflecting the discussion during this meeting will be submitted as a workpaper for the next meeting.

5. Upcoming Meetings

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

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



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Monday December 3, 2001 9:00 a.m. - 12:00 p.m.

- Agenda for November 26, 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 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 (from 17/2 EC Vote to publication)
 - Review of revised workpaper reflecting the Proposed Recommendation Processing (flow chart and accompanying notes)
 - Review of revised workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log
 4. Discussion on Minor Clarifications and Corrections
 5. Discussion on potential Publication Process (from Final Actions to Version Issuance)
 - Review of revised workpaper reflecting the steps for creation of the standards manual
 6. Discussion on Preparation of Report to the Executive Committee
 7. Upcoming Meetings
 8. Adjourn

6. Adjourn

The meeting was adjourned at 12:15 p.m.



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Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
Pipelines		
Dale Davis	Williams Gas Pipeline	Y
Kathryn Burch	Duke -Texas Eastern	Y
Kim Van Pelt	CMS Energy	Y
Services		
Leigh Spangler	Latitude Technologies	Y
Camille Kraft	BTUWatch	Y
Liz Gooch	BTUWatch	Y
Cynthia Corcoran	BTUWatch	Y
Producers		
End Users		
LDCs		
Mike Novak	National Fuel Distribution	Y
Associations		

Bold signifies a PPRTF Chair