



Gas Industry Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002
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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 26, 2001

DATE: December 3, 2001

**GAS INDUSTRY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Monday, November 26, 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 posted. The draft meeting minutes for November 16, 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 review of the flow-chart for existing procedures (modified as of 11/9/01) posted as a workpaper for today's meeting was deferred until the next meeting. No additional changes to the flow chart or the accompanying notes (modified as of 10/19/01) were made at today's meeting.

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 review of the flow-chart for the proposed procedures (modified as of 11/16/01) that was posted as a workpaper for today's meeting was deferred. The accompanying notes (modified as of 11/16/01) that were posted as a workpapers for today's meeting were reviewed. No additional changes to the flow chart or the accompanying notes were made at today's meeting.

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

The workpaper posted for today's meeting (dated 'Revised as of 11/16/01') that reflect the proposed Request for Standards and / or Clarifications Log was reviewed.

It was determined that in addition to showing examples of how requests for standards would be documented in the log, the workpaper should also include examples of requests for clarification and minor clarifications and corrections in the same format. For presentation as examples to the EC, examples of all three logs will be set forth on the workpaper. The revised proposed Request for Standards, Clarifications and /or Minor Clarifications and Corrections Logs reflecting the discussion during this meeting will be submitted as a workpaper for the next meeting.

During the discussion of the various logs that need to be maintained by the GISB office, it was concluded that there would be separate logs for each type of request [(1) Standards; (2)



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Clarifications; and (3) Minor Clarifications and Corrections]. For each type of log, there should be two versions. One version should contain only those requests that are still active, i.e. the Current Log. The second version would be a comprehensive Historical Log containing anything that is published or items whose disposition has been determined since the previous publication as having either been withdrawn or it's been determined that there will be no further action by GISB. Both versions of each log should be posted on the appropriate Requests for Standards page, Requests for Clarifications page, or Request for Minor Clarifications and Corrections page.

4. Discussion on Minor Clarifications and Corrections

The group identified two general types of minor clarifications and corrections:

- When it is discovered that an 'ECA' Recommendation / 'MR' Recommendation has an error.
- Incomplete implementation that is discovered. For example, during the development of an implementation for another request Technical might identify a clean-up item such as a mis-spelled word.

Currently when a subcommittee discovers the minor correction, it is submitted as a memo to the GISB office. If a member submits it, it is usually sent via an e-mail. One suggestion was that if a subcommittee submits it, it could be put on a recommendation form with it clearly labeled as a Minor Clarification and Correction. Regardless of how the request is made, the process needs to be the same whether it is from a subcommittee or an individual party submits it. Once the EC approves it, it needs to take the form of an 'ECA' Recommendation.

The suggestion was made that each request for a Minor Clarification and Correction should be assigned it's own request number such as 'M with year submitted and the sequential number. For example M01001.

Because the Minor Clarifications and Corrections do not follow the exact same process as requests for standards or clarifications (i.e. they do not require member ratification) a separate flow chart for minor clarification and corrections and accompanying notes will be prepared and posted as a workpaper for the next meeting.

5. Discussion on potential Publication Process (from Final Actions to Version Issuance)

The review of the revised workpaper posted for today's meeting (dated 11/16/01) that reflects a list of steps that need to be accomplished in order to publish the standards manuals and the summary books was deferred.

6. Discussion on Preparation of Report to the Executive Committee

This item was briefly discussed. Further discussion will continue at the next meeting.

7. Upcoming Meetings

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

Monday December 3, 2001 9:00 a.m. - 12:00 p.m.
Wednesday December 5, 2001 8:00 a.m. – 10:00 a.m.

- Agenda for December 3, 2001 conference call – 9:00 a.m. - 12:00 p.m.:



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1. Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda and Adoption of Draft Meeting Minutes for November 26, 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 and / or Minor Clarifications and Corrections
 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

8. Adjourn

The meeting was adjourned at 12:10 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
Theresa Hess	Enron - Transwestern	Y
Services		
Leigh Spangler	Latitude Technologies	Y
Camille Kraft	BTUWatch	Y
Liz Gooch	BTUWatch	Y
Producers		
End Users		
LDCs		
Mike Novak	National Fuel Distribution	Y
Associations		

Bold signifies a PPRTF Chair