



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 - December 3, 2001**

DATE: December 5, 2001

**GAS INDUSTRY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Monday, December 3, 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 26, 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 for existing procedures (modified as of 11/9/01) posted as a workpaper for today's meeting was reviewed. The accompanying notes (modified as of 10/19/01) that were posted as a workpapers for today's meeting were reviewed. The flow-chart and the accompanying notes reflecting the discussion during this meeting will be submitted as workpapers for the next 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 flow-chart and the accompanying notes for the proposed procedures (modified as of 11/16/01) that were posted as a workpaper for today's meeting was reviewed.

There was discussion about the concept of adding time frames for the various actions by the GISB Office.

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**

The reviewed of the workpaper posted for today's meeting (dated 'Revised as of 11/26/01') that reflect the proposed Request for Standards and / or Clarifications Log was deferred due to lack of time.



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4. Discussion on Minor Clarifications and Corrections

The flow chart for the proposed procedures for Minor Clarifications and Corrections posted as a workpaper for today's meeting was reviewed. The review of the flow chart will continue to be reviewed next time.

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 due to lack of time.

6. Discussion on Preparation of Report to the Executive Committee

Due to lack of time, this item was deferred until the next meeting. Mr. Novak indicated that the task force has made significant progress. When he makes his presentation to the EC at the December meeting he will ask for an extension of time for this task force to complete its work.

7. Upcoming Meetings

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

Wednesday December 5, 2001 8:00 a.m. – 10:00 a.m.

- Agenda for December 5, 2001 conference call – 8:00 a.m. - 10:00 a.m.:

1. Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda and Adoption of Draft Meeting Minutes for December 3, 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
Randy Young	Gulf South Pipeline Co. LP	Y
Theresa Hess	Enron - Transwestern	Y
Services		
Leigh Spangler	Latitude Technologies	Y
Camille Kraft	BTUWatch	Y
Liz Gooch	BTUWatch	Y
Sylvia Munson	PanCanadian Energy Services	Y
Producers		
End Users		
LDCs		
Mike Novak	National Fuel Distribution	Y
Associations		

Bold signifies a PPRTF Chair