



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: Draft Agenda for the Publication Process Review Task Force - December 5, 2001

DATE: December 4, 2001

**GAS INDUSTRY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Wednesday, December 5, 2001 8:00 a.m. – 10:00 a.m.**

DRAFT AGENDA

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

Date & Time: Wednesday December 5, 2001
8:00 a.m. - 10:00 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 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
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**
 - Future Dates for meetings.
To be determined
8. **Adjourn**