



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: **Revised Final** Minutes for the Publication Process Review Task Force - December 17, 2001

DATE: January 8, 2002

**GAS INDUSTRY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Monday, December 17, 2001 9:00 a.m. – 11:00 a.m.
REVISED 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 modified to delete items 2, 3, 4 and 5 and to add an item to discuss the EC's motion of December 13, 2001. The draft meeting minutes for December 5, 2001 were reviewed and adopted as final as posted.

2. Discussion on question posed by the EC on December 13, 2001

Motion from the EC meeting:

Extend the PPRTF lifetime and they bring a recommendation to the Executive Committee no later than February on associated dates and deadlines for a publication date and define what the "publication date" means.

Discussion:

The participants developed the following proposed publication timeline, without assigning specific dates. Starting with the publication date and working backwards:

9. Publication Date - July 31 - Revised standards are available to members and non-members in all media (e.g. implementation manuals (AKA big books), small summary booklets, CDs, on the GISB web site, etc.)
8. Media Preparation
7. Final Proofing
6. Prepare revised standards in PDF format
5. Initial Proofing - may involve "volunteers" and others knowledgeable about specific content revisions
4. Changes made to Baseline Document (implementation manuals)
3. Member Ratification
2. ECA Recommendation approved by EC Minute approval



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1. EC approves recommendation - ECA Recommendation created

This item will be further discussed at the next meeting.

3. Upcoming Meetings

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

Tuesday January 8, 2002 9:00 a.m. – 11:00 a.m.
Friday January 11, 2002 9:00 a.m. – 11:00 a.m.
Tuesday January 15, 2002 9:00 a.m. – 11:00 a.m.
Friday January 18, 2002 9:00 a.m. – 11:00 a.m.
Friday January 25, 2002 9:00 a.m. – 11:00 a.m.

(Note: A meeting will not be held on Tuesday January 22 due to a conflict with the Information Requirements Subcommittee Meeting)

- Agenda for January 8, 2001 conference call – 9:00 a.m. - 11:00 a.m.:
 1. Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda and Adoption of Draft Meeting Minutes for December 17, 2001
 2. Review of Existing Procedures (from 17/2 EC Vote to publication) and applicable notes for the flow chart
(NOTE: For flow chart – see workpaper dated as of 12/3/01 posted for 1/8/02 meeting. For applicable notes see workpapers dated as of 12/3/01 posted for 12/5/01 meeting.)
 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
(NOTE: For flow chart – see workpaper dated as of 12/3/01 posted for 1/8/02 meeting. For applicable notes see workpapers dated as of 12/3/01 posted for 12/5/01 meeting.)
 - Review of revised workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log and / or Minor Clarifications and Corrections
(NOTE: See workpaper dated as of 11/26/01 posted for 12/3/01 meeting.)
 4. Discussion on Minor Clarifications and Corrections
 - Review of workpaper reflecting the Proposed Recommendation Processing (flow chart)
(NOTE: See workpaper dated 11/30/01 posted for 1/8/02 meeting.)
 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
(NOTE: See workpaper 7 dated 11/16/01 posted for 11/26/01 meeting.)



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- Review proposed Publication Timeline reflected in the minutes of 12/17/01

6. Upcoming Meetings

7. Adjourn

4. Adjourn

The meeting was adjourned at 10:10 a.m.



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Meeting Attendees and Voting Record

Attendee	Organization	GISB Member?
Pipelines		
Dale Davis	Williams Gas Pipeline	Y
Kim Van Pelt	CMS Energy	Y
Services		
Leigh Spangler	Latitude Technologies	Y
Camille Kraft	BTUWatch	Y
Producers		
End Users		
LDCs		
Associations		

Bold signifies a PPRTF Chair