



Gas Industry Standards Board

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Home Page -- www.gisb.org

February 20, 1998

TO: Posting on the GISB Home Page for the Process Subcommittee

FROM: Bill Boswell, Subcommittee Chair
Rae McQuade, Executive Director

RE: Upcoming March 3 Process Subcommittee Meeting

MEETING ANNOUNCEMENT:

Attached please find the draft agenda for the upcoming Process Subcommittee meeting, which is scheduled for March 3. The materials for the meeting are posted on the home page for access by interested parties.

The meeting arrangements for the Board meeting are:

Where: Sheraton Crown Hotel & Conference Center
15700 J.F.K. Boulevard, Houston, Texas 77032

Phone: 281-442-5100

When: March 3, 1998
8:00 a.m. to 10:00 a.m.

The hotel is located in close proximity to the George R. Bush Airport (previously named Houston Intercontinental Airport) for the convenience of the attendees traveling to Houston. I look forward to seeing you in Houston on March 3. Please feel free to call if you have any questions or comments, or additions to the agenda.

Supporting Materials:

attachments: 1. Draft Process Subcommittee Agenda for March 3, 1998
2. Draft minutes from November 13, 1997
3. Draft Proposed Affiliated Group Procedures

cc: Mike Bray
Jerry Hahn
Dennis Holbrook



GISB PROCESS SUBCOMMITTEE MEETING

**Sheraton Crown Hotel, Houston, Texas
Tuesday, March 3, 1998 -- 8:00 a.m. to 10:00 a.m.**

PROPOSED AGENDA

- | | | | |
|------------|---|--|--------------------------|
| 8:00 a.m. | 1 | Welcome & Administrative Items | B. Boswell |
| | | - Antitrust Guidelines | D. Holbrook |
| | | - Adoption of Agenda | B. Boswell |
| | 2 | Adoption of Minutes from November 13, 1997 | B. Boswell
R. McQuade |
| | 3 | Review of Subcommittee Procedures For Adoption | B. Boswell |
| | | - Affiliate Group Procedures | G. Lander |
| | 4 | Other Business | |
| 10:00 a.m. | | Adjourn | |



GAS INDUSTRY STANDARDS BOARD
Process Subcommittee Meeting
Washington, D.C.
8:00 a.m. to 10:00 a.m. -- November 13, 1997

DRAFT MINUTES

I. Introductory Items

Bill Boswell welcomed attendees to the conference call gave the antitrust advice. The agenda was modified to add discussion and adoption of a GISB Operating Practice regarding the Powers and Duties of Subcommittee and Task Force Chairs. With the change the agenda was adopted. The minutes of September 15 were adopted with no changes.

II. Subcommittee Procedure Amendments -- Triage & BPS

With minor grammatical changes, no other changes were offered by the participants for the consideration of the GISB Operating Practice on Triage Subcommittee Procedures.

With minor grammatical changes identified, Ms. Davis noted that the procedures should identify that prior to the GISB office posting the recommendation, the recommendations should be fully staffed. Conforming changes were made to the procedures. Discussion then turned to the link between the general GISBOPS governing subcommittees and the specific rules governing subcommittees and task forces. There was discussion on the need for a preamble to ensure consistent language between the general and specific procedures for subcommittees. It was also discussed that the affiliated group procedures be merged into the general procedures governing subcommittees and task forces.

Motion made to adopt both procedures as amended, which passed unanimously.

III. Powers and Duties of Chairs

There was discussion that point 2 of the governance report:

2. Presiding officers of a meeting should remain impartial and objective. If a motion is made, and the chair wishes to advocate a particular position, he or she should ask another officer to act as chair during the discussion. After the discussion, the chair should resume his or her role as the presiding officer.

mean that the officers should conduct the meeting in an impartial and objective manner.

IV. Subcommittee Procedure Amendments -- Affiliated Group Discussion

Mr. Lander explained the need for the GISB Operating Practice. If a topic discussed by a subcommittee or task force does not have a business practice charge, while it can be discussed, a request for standard or interpretation should be drafted. Ms. Corman noted that task forces or subcommittees should not forward requests -- they should be drafted and forwarded by companies or groups of companies, which was agreed to by the participants. Mr. Scheel added that for notices of meetings, where travel is occurred the notice should be posted at least two weeks in advance. This procedure will be further discussed at the next Process Subcommittee meeting.

V. NGC Proposal

The proposal noted that:

"For the purposes of "sense of the room" voting, GISB dues paying members only may register one vote per member company."

and Mr. Scheel explained the reason for the proposal. Some meeting participants attend meetings, and while their parent company is a member, with a one company one member vote, the participants will identify themselves as affiliates, who are not members, so that they can cast votes. Mr. Scheel added that we should recognize that this practice occurs. Mr. Scheel added that the voting by non-members, specifically affiliated companies, can influence a vote such that a issue does not come before the Executive Committee for consideration. Ms. Loewen expressed that open meetings at subcommittee and task forces including voting by non-members is viewed by many as a strength of GISB. Minority reports can always be brought before the Executive Committee which may address part of Mr. Scheel's concern.

This proposal will be further discussed at the January meeting.

VI. Adjourn

The meeting adjourned at 9:55 a.m.

IV. Attendance

			<u>Member</u>
<u>Chair:</u>	Bill Boswell	Peoples Natural Gas	✓
<u>Subcommittee:</u>	Sandra Barnett	Koch Gateway	✓
	Chuck Beaver	TransEnergy	✓
	Gary Beland	Providence Gas	✓
	Carl Caldwell	Deloitte and Touche	✓
	Cynthia Corcoran	Duke Energy	✗
	Shelley Corman	Enron - Northern Natural	✓
	Susan Croley	Panhandle Eastern	✓
	Kelly Daly	Arizona Public Service Co.	✓
	Dale Davis	Transco	✓
	Sharon Eady	NorAm Gas Transmission	✓
	Tom Ehinger	Amoco	✓
	Mark Gracey	Tennessee Gas Pipeline	✓
	Joel Greene	Salt River Project	✓
	Jerry Hahn	Texaco Natural Gas	✓
	Theresa Hess	Enron - Northern Natural	✓
	Paul Keeler	Burlington Resources	✓
	Greg Lander	TransCapacity	✓
	Cheryl Loewen	National Registry of Capacity Rights	✓
	Paul Love	NGPL	✓
	Kristine Mespelli	New England Power	✓
	Sylvia Munson	Streamline	✓
	Mike Novak	National Fuel Gas Distribution	✓
	Gary Payne	Enron Capital & Trade	✓
	Joyce Phillips	Texas Eastern Transmission	✓
	Ann Roland	INGAA	✓
	Mark Scheel	NGC Corp.	✓
	Donna Scott	Enron Capital & Trade	✓
	Lanyard Sledge	East Tennessee Gas Pipeline	✗
	Leigh Spangler	Latitude Technologies	✓

Administrative:

Laverne Tillson	Defense Fuel Supply Center	✓
Edward Turowski	Baltimore Gas and Electric	✓
Kim Van Pelt	Panhandle Eastern Pipelines	✓
Jim VanderNoot	Tennessee Gas Transmission	✓
Norm Walker	El Paso Natural Gas	✓
Bob Wallenhorst	Exxon	✓
Brian White	A.G.A.	✗
Randall Young	Koch Gateway	✓
Rae McQuade	Executive Director	
Dennis Holbrook	General Counsel	

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Business Practice Subcommittee Mission

2 The Business Practice Subcommittee is a subcommittee of GISB whose mission is to receive those
3 Requests for Standards and other requests for action pertaining to potential change to or adoption of a
4 GISB Standard involving an existing or proposed business practice standard as forwarded to it by the
5 GISB Executive Committee; to solicit input as to the source and nature of the circumstances giving rise to
6 the Request for Standard or EC formulated request for action; and, working in conjunction with other
7 subcommittees within GISB, to develop standards; or, other recommendations (with respect to the
8 processing of such matter forwarded to it for processing) for review and determination by the GISB
9 Executive Committee. The Business Practices Subcommittee is primarily tasked with assessing and
10 addressing those Requests for Standards or portions thereof involving the "what", "whether", "who" and
11 "why" questions of a business practice nature.

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Composition of the Business Practice Subcommittee

13 The Business Practice Subcommittee is comprised of members of the industry interested in participating
14 in meetings to discuss the resolution and disposition of the matters referred to the Business Practice
15 Subcommittee by the EC. There is no requirement that a member of the Business Practices
16 Subcommittee be a GISB Member. The Business Practices Subcommittee has five Co-chairs; one from
17 each of the five GISB Segments. These Co-Chairs are GISB Members with dues paid; are selected from
18 time to time by the Executive Director from among those persons who are GISB Board Members, GISB
19 EC Members and/or GISB EC Alternates; and continue to serve thereafter at the pleasure of the EC
20 Members of their respective segments. Meetings of the Business Practice Subcommittee shall be
21 chaired by one or more of the Co-chairs as determined by the Co-Chairs from time to time.

22

Business Practice Subcommittee Procedures

23 Meetings and Voting:

24 The Business Practice Subcommittee will meet on a regularly scheduled basis, if outstanding requests
25 merit meeting, with a preference for telephone conferences. The schedule of meetings will be noticed on
26 the GISB home page and will be open to any participant. When votes are taken, the members of the
27 Business Practice Subcommittee are the voting members of the subcommittee. Votes with respect to
28 Standards and recommendations are to be recorded by polling each member of the Business Practice
29 Subcommittee then present during the meeting. Members not present at the time of a vote will not have
30 their vote counted. Upon request of any member of the Business Practice Subcommittee at any time
31 reasonably proximate to a vote, a segment check will be performed. A segment check tallies the
32 previous or upcoming vote on a vote-by-segment-basis. All votes will be recorded in the minutes and all
33 votes for which there has been requested a segment check will be recorded by individual, company,
34 segment and yea, nay, absent, or not voting. All voting, whether by means of segment check or not are
35 on a one-company (as same is recorded on the sign-in sheet) one-vote basis. In the event of a vote,
36 each company is entitled to have one person in attendance at the meeting cast one vote on any issue.

37 Processing Requests for Standard:

38 1. A Request for Standard once forwarded by the EC to the Business Practice Subcommittee, shall
39 be noticed by posting on the GISB home page and will be discussed during at least one meeting.
40 During the first meeting to discuss a Request for Standard the subcommittee members and
41 participants will discuss the matter under consideration and seek from the requester and other
42 interested parties their views on the matter and the circumstances giving rise to the request.

- 43 Issues and potential resolutions will be discussed and recorded in the minutes of the
44 subcommittee.
- 45 2. During this first meeting in which a request is discussed, or during any subsequent meeting
46 when the subject request has been noticed as being on the agenda, the subcommittee may
47 determine:
- 48 2.1 In conjunction with the requester, that the request has been satisfied through the
49 discussion and the requester determines to withdraw the request pursuant to section 6.5,
- 50 2.2 That a proposed standard be drafted and if so drafted and voted upon, will be posted on
51 the GISB home page and, where requested by a member of the Business Practices
52 Subcommittee, may also be added to the next agenda of the Business Practices
53 Subcommittee for discussion and disposition at the next scheduled meeting of the
54 Business Practice Subcommittee;
- 55 2.3 That a proposed recommendation, having been fully staffed by the BPS and approved
56 by a majority of the members present and voting, will be posted on the GISB home page
57 for comment and will be added to the agenda of the next scheduled EC meeting following
58 a reasonable comment period specified; or,
- 59 2.4 That additional information, research, or input is needed from the requester or other
60 knowledgeable parties including other GISB subcommittees or task forces before
61 proceeding with processing the Request for Standard (in which event the item remains
62 within the purview of the Business Practice Subcommittee and may be placed upon the
63 agenda with reasonable notice via posting on the GISB home page).
- 64 3. Once a draft of a proposed standard has been posted on the GISB home page and added to the
65 agenda of the next scheduled meeting of the Business Practices Subcommittee; during the first
66 meeting following the posting; or, during any subsequent meeting when the subject request has
67 been noticed as being on the agenda, the subcommittee may determine:
- 68 3.1 In conjunction with the requester, that the request has been satisfied through the
69 discussion and the requester determines to withdraw the request, in a writing to the GISB
70 Office;
- 71 3.2 That the draft of a proposed standard be adopted, amended or rejected by a vote of the
72 members of the subcommittee and forwarded to the EC pursuant to the procedures in
73 3.4 below; or,
- 74 3.3 That additional information, research, or input is needed from the requester or other
75 knowledgeable parties including other GISB subcommittees or task forces before
76 proceeding with processing the Request for Standard; and,
- 77 3.4 Where so voted upon pursuant to 3.2 above, and upon having been fully staffed, the
78 recommendation will be posted on the GISB home page for industry comment (regardless
79 of the outcome of the vote); and, the matter will be added to the agenda of the next
80 scheduled EC meeting following a reasonable comment period.
- 81 4. In the event of a determination under 2.4 or 3.3 above, a) the Business Practice Subcommittee
82 member(s) seeking additional information may solicit material from sources of their choosing
83 (including but not limited to GISB meeting minutes and transcripts); and/or b) a Chair may

84 request of the GISB office that a formal request for material be forwarded to the chair(s) of the
85 applicable GISB Subcommittee or task force.

86 5. In the event of a determination under 2.2 above, the draft standard will be generated and posted
87 sufficiently in advance of the next scheduled meeting of the Business Practice Subcommittee that
88 it is reasonable that interested parties may have an opportunity to review the draft standard and
89 provide comment (written or verbal) at the next scheduled meeting of the Business Practice
90 Subcommittee. Meeting minutes will close with the agenda of proposed items for discussion at
91 the next scheduled meeting.

92 **Completion of the Request for Standards Process:**

93 6. Action by the EC determines whether or not a Request for Standard has been processed
94 to completion.

95 6.1 The EC, at any scheduled EC meeting may, by a majority vote, discharge a draft
96 proposed standard or a Request for Standard from the Business Practice Subcommittee.
97 Upon such vote to discharge, the EC may place the matter on its next agenda for review
98 and a determination by the EC. The matter so discharged pursuant to this section 6.1
99 will be posted for industry comment in advance of the EC meeting at which it will be
100 discussed.

101 6.2 The EC, upon receipt of a matter from the Business Practice Subcommittee pursuant to
102 section 3.3 may accept or modify the recommendation; and if so, the matter shall be
103 deemed to have been processed to completion.

104 6.3 The EC, upon receipt of a matter from the Business Practice Subcommittee pursuant to
105 section(s) 3.2 or 6.1 may determine to accept, modify or reject the draft recommendation;
106 and if so, the matter shall be deemed to have been processed to completion.

107 6.4 The EC, upon receipt of a matter from the Business Practice Subcommittee pursuant to
108 section 2.3 or 3.2 may determine to refer the matter back to the Business Practice
109 Subcommittee for clarifications, further review or with guidance; and if so, the matter
110 shall be deemed to be an open matter requiring further processing by the Business
111 Practice Subcommittee.

112 6.5 The requester of a standard may withdraw their Request for Standard. Upon withdrawal,
113 work upon that numbered request shall cease without prejudice to subsequent action on
114 a request pertaining to the same or related subject matter. Notice of withdrawal should
115 be made a) at a meeting of the Business Practice Subcommittee (and included in the
116 minutes thereof); b) at a meeting of the EC where it is scheduled for resolution or
117 discussion (and included in the minutes thereof); or c) in writing to the GISB Office which
118 shall forward such notice to the Business Practice Subcommittee and/or EC as
119 applicable. Requests for Standard may not be withdrawn after a final vote of the EC
120 upon the matter.

121 6.6 A Request for Standard shall be deemed to have been processed to completion upon the
122 occurrence of a) a vote of the EC pursuant to section(s) 6.2 or 6.3; or b) the receipt and
123 recording of a notice of withdrawal pursuant to section 6.5.

Triage Subcommittee Mission

The Triage Subcommittee is a subcommittee of GISB whose mission is to receive those Requests for Standards as forwarded to it by the GISB Office; to solicit input as to the source and nature of the circumstances giving rise to the Request for Standard; and, to make a recommendation to the Executive Committee of GISB as to the manner in which the Request for Standard should be processed, including 5 1) any questions which should be addressed by the requester at the meeting(s) during which the request is processed; 2) the priority for action with which the request should be addressed; and 3) a recommended "completion of action" or "report as to progress" date. These recommendations shall be in writing and forwarded to the GISB Executive Committee for its review and determination. The Triage 10 Subcommittee is primarily tasked with assessing and addressing the best manner for processing Requests for Standards submitted to GISB.

Composition of the Triage Subcommittee:

The Triage Subcommittee is comprised of the five Co-Chairs of the Business Practices Subcommittee. Members of the industry interested in participating in meetings to discuss the recommended disposition of 15 the matters referred to the Triage Subcommittee are invited to do so. There is no requirement that a participant in the meetings of the Triage Subcommittee be a GISB Member. Meetings of the Triage Subcommittee shall be chaired by one or more of the Co-chairs as determined by the Co-Chairs from time to time.

Triage Subcommittee Procedures

20 Meetings and Voting:

The Triage Subcommittee will meet at least once prior to each regularly scheduled Executive Committee meeting, if there are new outstanding requests, and at other times as reasonably necessary to process new Requests for Standard(s) in advance of an Executive Committee meeting to determine the manner of processing of such Requests. The preferred manner of conducting the meetings of the Triage 25 Subcommittee is by means of telephone conferences. Unless otherwise requested by the Executive Committee, the schedule of meetings will be noticed on the GISB homepage and will be open to any participant. When votes are taken, the members of the Triage Subcommittee are the voting members of the subcommittee. Votes with respect to Standards and recommendations are to be recorded by polling each member of the Triage Subcommittee then present during the meeting. Absence of at least three 30 votes in favor of a particular recommendation will require a polling of the member(s) not present at the time of a vote; and, such member(s) will vote by notational ballot or by voice vote delivered to the GISB Executive Director and recorded at the GISB Office with the minutes of the Triage Subcommittee meeting at which the subject request(s) were disposed of.

Processing Requests for Standard:

35 The Executive Committee may adopt, modify or reject a recommendation of the Triage Subcommittee. In the event of a rejection, the Executive Committee will make its own determinations as to the processing of a Request for Standard. The Executive Committee may also refer the recommendation back to the Triage Subcommittee with instructions. In the event of such referral, the Triage Subcommittee will then process that Request for Standard prior to the next Executive Committee meeting and formulate a 40 recommendation taking consideration of the instructions of the Executive Committee.

Proposed GISB Operating Procedures
with respect to GISB Affiliated Group Meetings, Agendas and the
working of a GISB Affiliated Group on matter(s) not yet assigned a Request Number

5 **Applicable to:** All GISB Subcommittees, GISB Task Forces , or GISB Task Forces under a GISB Subcommittee (hereafter a GISB Affiliated Group),

10 **Meetings:** GISB Affiliated Group(s) in-person meetings should be noticed at least a week in advance of the meeting and teleconference-only meetings should be noticed at the preceding meeting and least a business day in advance of the meeting. Where a teleconference-only meeting was not noticed at the preceding meeting of the GISB Affiliated Group, a notice period of several business days is requested.

15 Where possible, in-person meetings should provide for attendance by teleconference. Teleconferences may be arranged by notifying the GISB Office and obtaining a teleconference call-in number. At an in-person meeting, the chair of the GISB Affiliated Group, will also call-in to the teleconference number (via a speakerphone) so as to admit the teleconference attendees by phone and permit interaction between the in-person attendees and the by teleconference attendees.

20 **Agendas:** Agendas for all GISB Affiliated Groups' meetings should be generated by the GISB Affiliated Group's Chair(s) and posted on the GISB Homepage sufficiently in advance of the meeting to allow persons accessing the Homepage on a daily basis to identify the existence of the meeting, identify the issues to be discussed (by Request number) and be able to attend. Exceptions to this may be granted by the indulgence of the Executive Committee.

Work by a GISB Affiliated Group on a matter not related to a specific GISB Office-assigned Request Number:

25 There are three kinds of GISB Affiliated Groups. Those with a business practice review and recommendation charge, those without such a charge, and the Interpretations Subcommittee. Examples of the first of these, Groups assigned to identify and resolve business practice issues, (Type 1) are: a) the Business Practice Subcommittee (the BPS) (or any joint meeting of the BPS with any other GISB Affiliated Group and/or, established under the BPS, i.e., the Definitions Task Force); b) the Title Transfer Tracking Task Force; c) the Intra-day Task Force; d) the Contracts Subcommittee (and under same, the Model Trading Partner Agreement Task Force, the Funds Transfer Agreement Task Force, and the Short-term Gas Purchase Agreement Task Force); plus e) any future GISB Affiliated Group formed at the direction of the Executive Committee (the EC) and charged with resolving business practice issues within the scope of their charge from the EC.

40 The second of these GISB Affiliated Groups are those assigned to receive requests for which there are no new business practice issues or with respect to which the business practice issues have been addressed by a duly constituted business practice review committee (a thru e above) and which matter is then slated to be "Fully Staffed" prior to its circulation for industry comment and return to the EC for final vote. Examples of this second type of GISB Affiliated Group (Type 2) are: 1) the Information Requirements Subcommittee, 2) the Technical Subcommittee, 3) the Future Technology Task Force, 4) the Common Codes Task Force, 5) the Standards Adoption and Testing Procedures Task

45 Force (proposed), and such other GISB Affiliated Group as constituted by the EC and not charged with the resolution of business practice issues.

The third of these GISB Affiliated Groups is the Interpretations Subcommittee. While it deals with the interpretations of GISB Standards, which standards may impact business practices, it is not charged with the creation of new business practices. Rather, it is charged with interpreting the applicability of GISB Standards to current business practices, and conversely, the conformity of existing business practices with GISB Standards. Additionally, while the interpretations Subcommittee may determine that one or more business practices are not in keeping with a GISB Standard(s) (and that other(s) are), it may not propose (as an Interpretation response) new GISB business practice standards (i.e., X.1.X, X.2.X, X.3.X, or X.4.X standards).

Should any GISB Affiliated Group with a business practice charge (Type 1 above), find itself discussing a matter which has not been assigned a GISB Request number yet which is within the charge of the group, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the GISB Affiliated Group. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the GISB Affiliated Group, with a majority consent of the members of the GISB Affiliated Group, may place the item on subsequent agenda(s) of the Group and process the matter(s) to resolution. Absent a majority consent of the group to so process the matter, the GISB Affiliated Group Chair(s) may determine to draft a Request for Standard (or a Request for Clarification or Interpretation, as applicable) and submit same to the GISB Office. In the event such a drafting of a Request for Standard and/or Interpretation is the selected course of action, further discussion of the matter will then await processing by the GISB Office and/or the Executive Committee, as applicable.

Should any GISB Affiliated Group not having a business practice charge, (Type 2 above) find itself discussing a matter which has not been assigned a GISB Request number, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the GISB Affiliated Group. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the GISB Affiliated Group, may determine to draft a Request for Standard (or a Request for Clarification or Interpretation, as applicable) and submit same to the GISB Office. In the event such a drafting of a Request for Standard and/or Interpretation is the selected course of action, further discussion of the matter will then await processing by the GISB Office and/or the Executive Committee, as applicable.

Should the Interpretations Subcommittee find itself discussing a matter which has not been assigned a GISB Clarification number, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the Interpretation Subcommittee. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the Interpretation Subcommittee, may determine to draft a Request for Clarification or Interpretation and submit same to the GISB Office. In the event such a drafting of a Request for Clarification or Interpretation is the selected course of action, further discussion of the matter will then await processing by the GISB Office. Absent the drafting of such a request by the Chair(s) or other person(s), the matter will not be placed on the agenda nor otherwise discussed at a subsequent meeting of the Interpretations Subcommittee. Thus, the Interpretation Subcommittee will follow the

95 request generation practices of the non-business practice GISB Affiliated Groups with respect to any interpretation response not related to a matter which was referred to it for resolution. This means that a matter not related to a current request before the Interpretations Subcommittee will await the drafting of a specific Request for Clarification or Interpretation prior to further processing of the matter.

100 Should any matter arising within the discussions of a GISB Affiliated Group be submitted as a Request to the GISB Office and processed in such a manner as it is referred to a GISB Affiliated Group other than the GISB Affiliated Group initiating the request, members of the subject Group are encouraged to attend and participate in the deliberations of the Group to which it was assigned.

GISB Affiliated Group-Initiated Requests for Standard(s) or Clarification/Interpretation:

105 Upon assignment by the GISB Office of a Request Number to such a request, the GISB Office will refer such request to the appropriate GISB Subcommittee (Triage or Interpretations). Such request will be then handled in the same manner as all other similar requests.

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Proposed GISB Operating Procedures

with respect to GISB Affiliated Group Meetings, Agendas and the

3

working of a GISB Affiliated Group on matter(s) not yet assigned a Request Number

5

Applicable to: All GISB Subcommittees, GISB Task Forces , or GISB Task Forces under a GISB Subcommittee (hereafter a GISB Affiliated Group),

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Meetings: GISB Affiliated Group(s) in-person meetings should be noticed at least a week in advance of the meeting and teleconference-only meetings should be noticed at the preceding meeting and least a business day in advance of the meeting. Where a teleconference-only meeting was not noticed at the preceding meeting of the GISB Affiliated Group, a notice period of several business days is requested.

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Where possible, in-person meetings should provide for attendance by teleconference. Teleconferences may be arranged by notifying the GISB Office and obtaining a teleconference call-in number. At an in-person meeting, the chair of the GISB Affiliated Group, will also call-in to the teleconference number (via a speakerphone) so as to admit the teleconference attendees by phone and permit interaction between the in-person attendees and the by teleconference attendees.

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Agendas: Agendas for all GISB Affiliated Groups' meetings should be generated by the GISB Affiliated Group's Chair(s) and posted on the GISB Homepage sufficiently in advance of the meeting to allow persons accessing the Homepage on a daily basis to identify the existence of the meeting, identify the issues to be discussed (by Request number) and be able to attend. Exceptions to this may be granted by the indulgence of the Executive Committee.

23 **Work by a GISB Affiliated Group on a matter not related to a specific GISB Office-assigned Request Number:**

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27

There are three kinds of GISB Affiliated Groups. Those with a business practice review and recommendation charge, those without such a charge, and the Interpretations Subcommittee. Examples of the first of these, Groups assigned to identify and resolve business practice issues, (Type 1) are: a) the Business Practice Subcommittee (the BPS)

29 (or any joint meeting of the BPS with any other GISB Affiliated Group and/or, established
under the BPS, i.e., the Definitions Task Force); b) the Title Transfer Tracking Task
31 Force; c) the Intra-day Task Force; d) the Contracts Subcommittee (and under same, the
Model Trading Partner Agreement Task Force, the Funds Transfer Agreement Task
33 Force, and the Short-term Gas Purchase Agreement Task Force); plus e) any future
GISB Affiliated Group formed at the direction of the Executive Committee (the EC) and
35 charged with resolving business practice issues within the scope of their charge from the
EC.

37 The second of these GISB Affiliated Groups are those assigned to receive requests for
which there are no new business practice issues or with respect to which the business
39 practice issues have been addressed by a duly constituted business practice review
committee (a thru e above) and which matter is then slated to be "Fully Staffed" prior to its
41 circulation for industry comment and return to the EC for final vote. Examples of this
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43 Subcommittee, 2) the Technical Subcommittee, 3) the Future Technology Task Force, 4)
the Common Codes Task Force, 5) the Standards Adoption and Testing Procedures Task
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51 practices, and conversely, the conformity of existing business practices with GISB
Standards. Additionally, while the interpretations Subcommittee may determine that one
53 or more business practices are not in keeping with a GISB Standard(s) (and that other(s)
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55 standards (i.e., X.1.X, X.2.X, X.3.X, or X.4.X standards).

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57 itself discussing a matter which has not been assigned a GISB Request number yet which
is within the charge of the group, it may continue with the discussion of the matter (without
59 reaching a resolution) during the subject meeting. Such discussion and any action items
related to such matter will be recorded in the minutes of the GISB Affiliated Group.

61 Should it be determined that further discussion is warranted or a resolution is desired, the
62 Chair(s) of the GISB Affiliated Group, with a majority consent of the members of the GISB
63 Affiliated Group, may place the item on subsequent agenda(s) of the Group and process
64 the matter(s) to resolution. Absent a majority consent of the group to so process the
65 matter, the GISB Affiliated Group Chair(s) may determine to draft a Request for Standard
66 (or a Request for Clarification or Interpretation, as applicable) and submit same to the
67 GISB Office. In the event such a drafting of a Request for Standard and/or Interpretation
68 is the selected course of action, further discussion of the matter will then await processing
69 by the GISB Office and/or the Executive Committee, as applicable.

70
71 Should any GISB Affiliated Group not having a business practice charge, (Type 2 above)
72 find itself discussing a matter which has not been assigned a GISB Request number, it
73 may continue with the discussion of the matter (without reaching a resolution) during the
74 subject meeting. Such discussion and any action items related to such matter will be
75 recorded in the minutes of the GISB Affiliated Group. Should it be determined that further
76 discussion is warranted or a resolution is desired, the Chair(s) of the GISB Affiliated
77 Group, may determine to draft a Request for Standard (or a Request for Clarification or
78 Interpretation, as applicable) and submit same to the GISB Office. In the event such a
79 drafting of a Request for Standard and/or Interpretation is the selected course of action,
80 further discussion of the matter will then await processing by the GISB Office and/or the
81 Executive Committee, as applicable.

82
83 Should the Interpretations Subcommittee find itself discussing a matter which has not
84 been assigned a GISB Clarification number, it may continue with the discussion of the
85 matter (without reaching a resolution) during the subject meeting. Such discussion and
86 any action items related to such matter will be recorded in the minutes of the
87 Interpretation Subcommittee. Should it be determined that further discussion is warranted
88 or a resolution is desired, the Chair(s) of the Interpretation Subcommittee, may determine
89 to draft a Request for Clarification or Interpretation and submit same to the GISB Office.
90 In the event such a drafting of a Request for Clarification or Interpretation is the selected
91 course of action, further discussion of the matter will then await processing by the GISB
92 Office. Absent the drafting of such a request by the Chair(s) or other person(s), the
93 matter will not be placed on the agenda nor otherwise discussed at a subsequent meeting
of the Interpretations Subcommittee. Thus, the Interpretation Subcommittee will follow the
request generation practices of the non-business practice GISB Affiliated Groups with

95 respect to any interpretation response not related to a matter which was referred to it for
97 resolution. This means that a matter not related to a current request before the
99 Interpretations Subcommittee will await the drafting of a specific Request for Clarification
101 or Interpretation prior to further processing of the matter.
Should any matter arising within the discussions of a GISB Affiliated Group be submitted
as a Request to the GISB Office and processed in such a manner as it is referred to a
GISB Affiliated Group other than the GISB Affiliated Group initiating the request, members
of the subject Group are encouraged to attend and participate in the deliberations of the
Group to which it was assigned.

103 **GISB Affiliated Group-Initiated Requests for Standard(s) or Clarification/Interpretation:**

105 Upon assignment by the GISB Office of a Request Number to such a request, the GISB
107 Office will refer such request to the appropriate GISB Subcommittee (Triage or
Interpretations). Such request will be then handled in the same manner as all other
similar requests.