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3 **GAS INDUSTRY STANDARDS BOARD OPERATING PRACTICE**
4 **PROCEDURES FOR GISB AFFILIATED GROUP MEETINGS, AGENDAS AND THE WORKING OF A**
5 **GISB AFFILIATED GROUP ON MATTER(S) NOT YET ASSIGNED A REQUEST NUMBER**

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

8 **Meetings:** GISB Affiliated Group(s)' in-person meetings normally should be noticed at least two
9 weeks in advance of the meeting and teleconference-only meetings normally should be
10 noticed at the preceding meeting and least a business day in advance of the meeting.
11 Where a teleconference-only meeting was not noticed at the preceding meeting of the
12 GISB Affiliated Group, a notice period of three business days normally should be
13 required.

14 Where reasonable, in-person meetings should provide for attendance by teleconference
15 at the callers' expense. At an in-person meeting, the chair of the GISB Affiliated Group,
16 will also call-in (or open) the teleconference number (via a speakerphone) so as to admit
17 the teleconference attendees by phone and permit interaction between the in-person
18 attendees and the by teleconference attendees.

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

25 **Classification of GISB Affiliated Groups' Charges**

26 There are four kinds of GISB Affiliated Groups.

27 **Group 1**

28 Groups which are established by the EC that are assigned specific topic(s) and given a
29 business practice review and business practice recommendation(s) charge within such
30 topic(s).

31 Examples are:

- 32 a) Intraday Task Force
- 33 b) Title Transfer Tracking Task Force
- 34 c) Other topic oriented Task Force(s) established by the EC and given a similar
35 business practice charge.

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Affiliated Group Procedures
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Group 2

Groups which are established by the EC with a request-oriented and ancillary matters business practice review and business practice recommendation(s) charge, (i.e., conforming changes, standards maintenance and clean-up).

Examples are:

- a) Business Practice Subcommittee (BPS) (or any joint meeting of the BPS with any other GISB Affiliated Group);
- b) Contracts Subcommittee;
- c) Task Force(s) established under the Subcommittees established by the EC,

Examples are:

- i) Model Trading Partner Agreement Task Force,
- ii) Funds Transfer Agreement Task Force, and
- iii) Short-Term Gas Purchase Agreement Task Force; and
- d) Any future GISB Affiliated Group formed at the direction of the EC and charged with resolving request-oriented business practice issues within the subject matter of their charge from the EC.

Group 3:

Groups which are established by the EC with a request-oriented and ancillary matters charge but without a business practice charge; or, are charged with "full staffing" of business practice issues which have been addressed by a duly constituted group, (i.e. Groups 1 and 2 above), prior to circulation for industry comment and return to the EC for final resolution.

Examples are:

- a) Information Requirements Subcommittee,
- b) Technical Subcommittee,
- c) Future Technology Task Force,
- d) Common Codes Task Force,
- e) Task Forces established by other Group 3 Subcommittees or Task Forces, and
- f) Such other GISB Affiliated Group as constituted by the EC and not charged with the resolution of business practice issues.

Group 4:

Interpretations Subcommittee (ISC) which is established by the EC and is charged with the interpretation or clarification of GISB Standards which may impact business practices. The ISC 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. Additionally, while the ISC 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).

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

77 Should any GISB Affiliated Group with a business practice charge (Groups 1 and 2
78 above), find itself discussing a matter, which has not been assigned a GISB Request or
79 Clarification number, yet which is within the charge of the group and reasonably
80 determined by the chair to be within the subject matter before it, it may continue with the
81 discussion of the matter (without reaching a resolution) during the subject meeting. Such
82 discussion and any action items related to such matter will be recorded in the minutes of
83 the GISB Affiliated Group. Should it be determined that further discussion is warranted
84 or a resolution is desired, the Chair(s) of the GISB Affiliated Group, with a majority
85 consent of the members of the GISB Affiliated Group, may place the item on subsequent
86 agenda(s) of the Group and process the matter(s) to resolution. Absent a majority
87 consent of the group to so process the matter, the Group will await receipt of a Request
88 for Standard (or a Request for Clarification or Interpretation, as applicable) or other
89 instruction from the EC (as applicable) or majority consent of the Group before
90 processing the matter further.

91 Should any GISB Affiliated Group not having a business practice charge, (Group 3) find
92 itself discussing a matter which has not been assigned a GISB Request number, it may
93 continue with the discussion of the matter (without reaching a resolution) during the
94 subject meeting. Such discussion and any action items related to such matter will be
95 recorded in the minutes of the GISB Affiliated Group. The Committee will await a receipt
96 of a request for standard or a recommendation requiring full staffing for further discussion
97 of the matter.

98 Should the Interpretations Subcommittee find itself discussing a matter which has not
99 been assigned a GISB Clarification number, it may continue with the discussion of the
100 matter (without reaching a resolution) during the subject meeting. Such discussion and
101 any action items related to such matter will be recorded in the minutes of the
102 Interpretations Subcommittee. The Committee will await a receipt of a request for
103 interpretation or clarification for further discussion of the matter.

104 Those participants in discussion referred to above are encouraged to attend and
105 participate in the deliberations of the group to which a request or clarification was
106 assigned.