



# Gas Industry Standards Board

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June 29, 1997

TO: Process Subcommittee, Posting on the GISB Home Page

FROM: Bill Boswell, Chairman, Process Subcommittee  
Rae McQuade, Executive Director

RE: Upcoming July 10 Process Subcommittee Meeting & Agenda

## MEETING ANNOUNCEMENT:

Attached please find the draft agenda for the upcoming Process Subcommittee meeting. Materials will be provided as attachments to this document or will be provided through posting prior to the meeting on the GISB home page in the "PROCESS SUBCOMMITTEE" area. As noticed in the Standards Action Bulletin, the meeting will be held in Houston on July 10. The Executive Committee meeting will be held directly after the Process Subcommittee meeting. The meeting arrangements are:

Where: Doubletree Hotel, 400 Dallas Street, Houston, Texas -- Granger Room A  
When: July 10, 1997 8:30 p.m. to 10:00 p.m. (a working lunch will be provided)

**Please notify the GISB office by July 8** of your intent to attend so that appropriate meeting and lunch arrangements can be made. I look forward to seeing you in Houston. Please feel free to call if you have any questions or comments.

attachments: 1. Draft Process Subcommittee Agenda for July 10, 1997  
2. Draft Process Subcommittee Minutes for June 12, 1997  
3. Interpretation Subcommittee Procedures  
4. Draft Proposed Interpretation Subcommittee Procedures

to be provided prior to the meeting: 1. Discussion Group draft procedures  
2. Draft meeting administration procedures

cc: Dennis Holbrook  
Laurie Paulson  
Posting on GISB Home Page for access to all GISB members and other interested parties



**GISB EXECUTIVE COMMITTEE MEETING**

**DOUBLTREE HOTEL, 400 DALLAS STREET, HOUSTON, TEXAS -- GRANGER ROOM A**

**PROPOSED AGENDA**

**July 10, 1997 -- 8:30 a.m. to 10:00 a.m.**

- |            |    |   |
|------------|----|---|
| 8:30 a.m.  | 1. | Welcome   |
|            |    | - Antitrust Guidelines  |
|            |    | - Welcome to members and attendees  |
|            |    | - Adoption of Agenda  |
|            |    | - Adoption of the Draft Minutes of June 12, 1997                                |
| 8:45 a.m.  | 2. | Draft Interpretation Subcommittee Procedures                                    |
|            |    | - Review of draft prepared by Greg Lander and comparison to existing procedures |
|            |    | - Composition of Interpretation Subcommittee                                    |
|            |    | - Triaging Interpretation Requests  |
| 9:30 a.m.  | 3. | Discussion Groups Procedures  |
| 9:45 a.m.  | 4. | Subcommittee and Task Force Meeting Procedures                                  |
| 10:00 a.m. | 5. | Adjourn   |

***Note: The business attire is business casual.***



**GAS INDUSTRY STANDARDS BOARD  
Process Subcommittee Meeting  
8:30 a.m. - 10:00 a.m. -- June 12, 1997**

**Army and Navy Club  
Washington, DC**

**DRAFT MINUTES**

**I. Introductory Items**

Bill Boswell welcomed attendees to Washington and gave the antitrust advice. The agenda and the minutes of May 8 were adopted with no modifications.

**II. Processes for Notational Voting**

For notational voting on issues requiring a "17/2" vote and the "17/2" vote is achieved during the Executive Committee meeting, several wording changes were offered by Cheryl Loewen, Tom Ehinger, Greg Lander, and Shelley Corman. The GISB Operating Practice was adopted by the Process Subcommittee. For notational voting on issues requiring a "17/2" vote and the "17/2" vote is not achieved during the Executive Committee meeting, discussion ensued and several wording changes were made. The GISB Operating Practice was adopted by the Process Subcommittee to be presented at the Executive Committee later today.

**III. Review of processes for agenda items for subcommittees and task forces**

Greg Lander requested that all agenda items for subcommittees or task forces related to the creation, modification and analysis of standards note the request number or clarification number for the agenda and minutes for the activities for those meetings, (Interpretations Subcommittee, Business Practices Subcommittee and the task forces related to it, Information Requirements Subcommittee and the task forces related to it, Technical Subcommittee and the task forces related to it, and EDM Subcommittee and the task forces related to it). Agenda items should have a corresponding request. Specifically, Greg Lander noted the Technical Subcommittee and the Future Technology Task Force. Kim Van Pelt noted that for the Technical Subcommittee, they do not get enough notice of the requests that are being transferred to them for work, typically from the Information Requirements Subcommittee.

Kim Van Pelt was in support of the process used recently for requests R97079 through R97101, where recommendations were submitted to the GISB Office without corresponding requests. The requests were drafted by the GISB office upon receipt of the recommendations with the recommendations attached. The GISB office drafted requests with attached recommendations were forwarded to the Triage Group for recommendations on direction to subcommittees and assignment of priority. The change to be implemented in the process just described is that the GISB office will not draft the request to accompany the recommendation, the subcommittee submitting the recommendation to the GISB office will also draft the request. Existing GISB Operating Practices language will be reviewed for changes. This process would apply to all subcommittees. Greg Lander will prepare the draft before the next meeting.

**IV. ANSI**

Dennis Holbrook described recent efforts with ANSI regarding our pursuit of accreditation as a Standard Development Organization. Dennis review the strategies followed whereby there may be additional language added for submitting ANSI standards and addressing appeals as requests for standards. These amendments are in the process of being drafted which will affect our GISB Operating Practices. It is expected that the changes will not affect our bylaws.

**V. Subcommittee Missions**

Greg Lander reviewed the subcommittee mission from the Interpretation Subcommittee, (see attached), which was presented at the meeting. Drafts of BPS, IR, Contracts and Triage by the next EC meeting for discussion

**VI. Discussion Groups**

More information will be prepared to discuss the FTTF effort on discussion groups next week.

**VI. Adjourn**

The meeting adjourned at 10:15 a.m.

**IV. Attendance**

Chair:

Bill Boswell

Peoples Natural Gas

Subcommittee:

Charlie Bass

El Paso Energy

Gary Beland

Providence Gas

Mike Bray

PanEnergy Corp

Cynthia Corcoran

Texas Eastern

Shelley Corman

Enron

Susan Croley

PanEnergy Corp

Dale Davis

Transco

Tom Ehinger

Amoco

Jean Ford

KN Energy

Mark Gracey

El Paso Energy

Dona Gussow

Florida Power & Light

Jerry Hahn

Texaco

Lisa Harrison

Conoco

Theresa Hess

Enron

Greg Lander

TransCapacity

Cheryl Loewen

National Registry of Capacity Rights

Paul Love

NGPL

Walker Lowry

NrG Information Services

Kristine Mespelli

New England Power

Mike Novak

National Fuel

Dave Pfeifer

Anderson Consulting

Joyce Phillips

Texas Eastern

Keith Sappenfield

NorAm Energy

Mark Scheel

NGC Corp.

Lanyard Sledge

Tennessee Pipeline

Lee Smith

Midland Cogeneration

Leigh Spangler

Latitude Technologies

Laverne Tillson

Defense Fuel Supply Center

Kim Van Pelt

PanEnergy Corp

Jim Vander Noot

El Paso Energy

Norm Walker

El Paso Energy

Bob Wallenhorst

Exxon

Brian White

AGA

Administrative:

Rae McQuade,  
Dennis Holbrook  
Veronica Thomason

Executive Director  
General Counsel  
GISB Staff

- Attachments:
1. Draft GISB Operating Procedures -- Policy Regarding Standards And Related Matters and Policy Regarding Standards And Related Matters Requiring Notational Vote
  2. Draft Interpretations Procedures



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## Draft GISB Operating Practices Policy Regarding Standards And Related Matters

Standards and certain other matters are adopted by the Executive Committee following a minimum of 17 affirmative votes including two votes from each segment. Once such a proposed action receives the minimum required number of votes, it has passed, and shall be forwarded to the membership for ratification.

If a matter has passed at a meeting, EC members who were neither present in person, nor represented by an alternate, or who did not otherwise vote at the meeting in question, will be offered the opportunity to state their vote. Statements of votes received before the next scheduled Executive Committee meeting will be noted as being for informational purposes only.

## Draft GISB Operating Practices Policy Regarding Standards And Related Matters Requiring Notational Vote

If a required minimum "17 and 2" vote cannot be achieved at a meeting due to a lack of a sufficient number of votes from EC members in attendance at the meeting, after a meeting, and votes from absent members could result in the passage of the matter a notational vote shall follow. In such event, those EC members not present in person; not submitting a notation ballot which was counted at the meeting, or not represented by an alternate shall be asked to vote notationally.

Once a sufficient number of votes has been received following such notational vote, the standard or other matter shall be deemed passed and shall be sent to the membership for ratification. However, all notational votes shall be recorded, as long as they are received prior to the deadline established for the notational vote. Votes received after the deadline but before the next scheduled Executive Committee meeting will be noted as being for informational purposes only.



**REQUEST FOR CLARIFICATION OR INTERPRETATION**

	Date : _____
Requester Name :	_____
Company :	_____
Phone, Fax, e-mail :	_____

GISB Standard Number: \_\_\_\_\_

Clarification or interpretation request:

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Possible interpretations or clarifications, if known:

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***This form is to be submitted to the GISB Office, both in electronic and written form.***



October 24, 1996

## **GAS INDUSTRY STANDARDS BOARD OPERATING PRACTICES**

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### **PROCEDURES FOR INTERPRETATION**

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#### **1.0 REQUEST FOR INTERPRETATION OR CLARIFICATION**

Interpretations or clarifications shall be initiated, as warranted, in accordance with the procedures set forth herein, and in compliance with section 5.0 of the GISB Operating Practices -- "Procedures for Adopting Standards".

Requests for interpretation or clarification shall be submitted in writing to the GISB Executive Director and accompanied by an electronic copy using the attached form. The request will be forwarded to the Executive Committee and Interpretation Subcommittee. The Interpretation Subcommittee shall prepare a response for the Executive Committee. The request will be noticed in the GISB Standards Action Bulletin, and the request will be posted on the GISB home page. Requests that are not provided in the correct form, both in writing and electronically, will not be considered.

#### **2.0 INTERPRETATION SUBCOMMITTEE**

The Executive Committee shall form a standing Interpretation Subcommittee, whose membership shall be comprised of two GISB members from each segment, as selected by the respective segment. The members of the subcommittee can invite others to participate as needed. The subcommittee's only function is to respond to written requests for interpretation or clarification. The subcommittee reports to the Executive Committee. The responses prepared by the Interpretation Subcommittee shall be forwarded to the Executive Director for distribution to the Executive Committee.

The Interpretation Subcommittee shall meet as often as is necessary to prepare responses to the requests for clarification or interpretation. The meetings can be held via phone conference.

#### **3.0 RESPONSES TO REQUESTS FOR CLARIFICATION OR INTERPRETATION**

The responses drafted by the Interpretation Subcommittee will be forwarded to the Executive Director for distribution to the Executive Committee. The Executive Committee shall consider the responses at the next regularly scheduled meeting and vote on adoption of the clarification or interpretation.

The Executive Committee must approve all requests for clarification or interpretation following the voting requirements in Article V, Section 4 of the Certificate of Incorporation. If interpretation requires a clarification to be added to the standard text, the procedures for revising a standard will be used, as defined Section 2 of the GISB Operating Practices -- "Procedures for Adopting Standards".

The action taken by the Executive Committee and the resulting clarification or interpretation shall be forwarded to the requester, posted on the home page, and noticed in the Standards Action

Bulletin. The response should be forwarded to the requester within 90 days of receipt of the request.

#### **4.0 STEPS TO BE FOLLOWED FOR AN INTERPRETATION**

1. Request for interpretation should be submitted both electronically and in writing to the GISB office using the approved form.
2. The request is posted on the GISB home page and reported in the Standards Action Bulletin. The request is sent to the Executive Committee and Interpretation Subcommittee.
3. An industry comment period follows on the submitted request - with comments to be filed with the GISB office both on electronic and in writing. The comments will be posted on the GISB home page. The comments will be forwarded to the Interpretation Subcommittee.
4. Meeting notices and agenda items would be posted on the home page prior to the time when the Interpretation Subcommittee meets to discuss the submitted request and comments filed on the request.
5. The meetings are open, preference for the meetings is telephone conferences.
6. The Interpretation Subcommittee drafts a response to the request, which is posted on the GISB home page. At that time, an agenda item is added to the next Executive Committee meeting to discuss and act on the response.
7. Another industry comment period follows regarding the response from the Interpretation Subcommittee. Comments should be submitted to the GISB office both electronically and in writing. The comments will be posted and forwarded to the Executive Committee and Interpretation Subcommittee.
8. At the next EC meeting, the EC will consider the response and submitted comments, and vote on the response. To adopt the response a total of 17 affirmative EC votes are required, with at least two affirmative votes from each segment.
9. General membership vote, to ratify the EC adoption, will be called, as appropriate.
10. Overall, the Interpretation Subcommittee and Executive Committee are encouraged to act expediently such that the timeline of the above 9 steps not exceed 60 days. This may require shortened time-frames for comments and meeting notices.

## **Interpretations Subcommittee Mission**

The Interpretations Subcommittee is a segment balanced subcommittee of GISB whose mission is to receive Requests for Interpretation or Clarification of GISB Standards; to solicit input as to the source and nature of the circumstances giving rise to the Request for Clarification or Interpretation; and, working in conjunction with other subcommittees within GISB, to develop clarifications; or, other recommendations with respect to the processing of a Request for Clarification or Interpretation, in response to such requests; for review and determination by the GISB Executive Committee.

### **Composition of the Interpretations Subcommittee:**

The Interpretations Subcommittee is comprised of two members of each of the five GISB Segments. These members are selected by the EC Members for each respective segment. The Interpretations Subcommittee members are GISB members with dues paid and serve on the Interpretations Subcommittee at the pleasure of the GISB segment EC Members for their respective segment. The Interpretations Subcommittee shall be chaired by a member of the Subcommittee chosen by the EC from time to time. The Interpretations Subcommittee shall have a Vice-chair also chosen by the EC from time to time.

### **Interpretations Subcommittee Procedures**

#### **Meetings and Voting:**

The Interpretations Subcommittee will meet on a regularly scheduled basis, if outstanding requests merit meeting, with a preference for telephone conferences. 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 Interpretations Subcommittee are the voting members of the subcommittee. Votes with respect to Interpretations and recommendations are to be recorded by polling each member of the Interpretations Subcommittee. Members not present at the time of a vote will be polled notationally to ascertain their voting position upon all Interpretations and Recommendations.

#### **Processing Requests for Interpretation/Clarification:**

1. A Request for Clarification or Interpretation shall be submitted to the GISB Office, given a designation number (beginning with a "C" and the last two digits of the year and then beginning with 001, 002 etc.) and forwarded to the voting members of the Interpretations Subcommittee for review.
2. Each Request for Clarification or Interpretation shall be noticed by posting on the GISB homepage and will be discussed during at least one meeting. During the first meeting to discuss a Request for Clarification or Interpretation

the subcommittee members and participants will discuss the matter under consideration and seek from the requester and other interested parties their views on the matter and the circumstances giving rise to the request. Issues and potential resolutions will be discussed and recorded in the minutes of the subcommittee.

3. During this first meeting in which a request is discussed, the subcommittee, in conjunction with the requester, may determine that:

3.1 The request has been satisfied through the discussion and the requester determines to withdraw the request, in a writing to the GISB Office.

3.2 A proposed interpretation be drafted and posted for discussion at the next scheduled meeting of the Interpretations Subcommittee;

3.3 Additional information, research, or input is needed from the requester or other knowledgeable parties including other GISB subcommittees or task forces before proceeding with processing the Request for Clarification or Interpretation; or

3.4 The Request for Clarification or Interpretation is better handled as a request for standard.

In the event of a determination under 3.4 above, the interpretations subcommittee will draft a recommendation to the EC which will suggest to the EC that the EC either a) refer the request to another GISB Subcommittee or task force without recommendation for resolution, or b) refer the request to another GISB Subcommittee or task force with a written recommendation for resolution.

In the event of a determination under 3.3 above, a) the Interpretations Subcommittee member(s) seeking additional information may solicit material from sources of their choosing (including but not limited to GISB meeting minutes and transcripts); and/or b) the Chair may request of the GISB office that a formal request for material be forwarded to the chair(s) of the applicable GISB Subcommittee or task force.

#### **Processing Draft Interpretations:**

4. In the event of a determination under 3.2 above, the draft interpretation will be generated and posted sufficiently in advance of the next scheduled meeting of the Interpretations Subcommittee that it is reasonable that interested parties may have an opportunity to review the draft interpretation and provide comment (written or verbal) at the next scheduled meeting of the Interpretations

Subcommittee. Meeting minutes will close with the agenda of proposed items for discussion at the next scheduled meeting.

4.1 Proposed interpretations will be discussed during at least one meeting of the Interpretations Subcommittee. If the Interpretations Subcommittee determines at that time that a draft (including the first draft) of an interpretation is ready for EC review and determination, a vote will be taken. If the matter passes (including a count of notational votes), the interpretation shall be posted for industry comment and the matter forwarded to the EC to be added to the next EC agenda following the close of the comment period (which comment period, absent an EC determination to shorten, would not be less than two weeks).

4.2 If there are changes to a draft (including the first draft) of an interpretation which changes are agreed to by the members of the Interpretations Subcommittee, another draft will be done, posted with the minutes of the meeting and discussion upon the second (or subsequent) draft scheduled for the next meeting of the Interpretations Subcommittee.

4.3 The Interpretations Subcommittee may, upon review of a draft interpretation, determine that the matter under review should be handled pursuant to 3.3 or 3.4 above. In which case the draft interpretation will be "held" in its draft state until: a) resolution (or lack thereof) under 3.4, or b) the receipt of additional material; and, c) further review and vote by the Interpretations Subcommittee.

4.4 All draft interpretations which are being "held" in their draft state under Section 4.3 are open for discussion during an Interpretations Subcommittee meeting but may not move to final draft without a determination during one meeting that the matter will be placed on the Agenda for the next scheduled meeting at which time the Interpretations Subcommittee will address the drafting (and potential resolution by vote) of the "held" interpretation request.

### **Completion of the Interpretations Process:**

5. Action by the EC determines whether or not a Request for Clarification or Interpretation has been processed to completion.

5.1 The EC, at any scheduled EC meeting may, by a majority vote, discharge a draft interpretation from the Interpretations Subcommittee. Upon such vote to discharge, the EC may place the matter on its next agenda for review and a determination by the EC. The matter so discharged pursuant to this section 5.1 will be posted for industry comment in advance of the EC meeting at which it will be discussed.

5.2 The EC, upon receipt of a matter from the Interpretations Subcommittee pursuant to section 3.4 may accept or modify the recommendation; and if so, the matter shall be deemed to have been processed to completion.

5.3 The EC, upon receipt of a matter from the Interpretations Subcommittee pursuant to section(s) 4.1 or 5.1 may determine to accept, modify or reject the draft interpretation; and if so, the matter shall be deemed to have been processed to completion.

5.4 The EC, upon receipt of a matter from the Interpretations Subcommittee pursuant to section 4.1 or 3.4 may determine to refer the matter back to the Interpretations Subcommittee with instructions; and if so, the matter shall be deemed to be an open matter requiring further processing by the Interpretations Subcommittee.

5.5 The requester of an interpretation may withdraw their Request for Clarification or Interpretation. Upon withdrawal, work upon that numbered request shall cease without prejudice to subsequent action on a request pertaining to the same or related subject matter. Notice of withdrawal should be made a) at a meeting of the interpretations subcommittee (and included in the minutes thereof); b) at a meeting of the EC where it is scheduled for resolution or discussion (and included in the minutes thereof); or c) in writing to the GISB Office which shall forward such notice to the Interpretations Subcommittee and/or EC as applicable. Requests for Clarification or Interpretation may not be withdrawn after a final vote of the EC upon the matter.

5.6 A Request for Clarification or Interpretation shall be deemed to have been processed to completion upon the occurrence of a) a vote of the EC pursuant to section(s) 5.2 or 5.3; or b) the receipt and recording of a notice of withdrawal pursuant to section 5.5.