

TO: Bill Boswell, Chair – NAESB Parliamentary Committee

FROM: Michael Novak, Leigh Spangler – Co-Chairs,  
Wholesale Gas Quadrant (WGQ)  
Publication Process Review Task Force (PPRTF)

DATE: September 20, 2002

RE: NAESB Operating Procedures Concerning Publication

It has come to the Task Force's attention that there is some confusion as to what the actions the PPRTF requests either the Board or the Parliamentary Committee take with regard the PPRTF Report (Report) accepted by the WGQ Executive Committee at its June 13, 2002 meeting. When the Parliamentary Committee convenes to develop updated NAESB Operating Procedures (NAESBops), there are only a couple requested updates/changes to GISB Operating Procedures. Beyond conforming 'GISB' to 'NAESB' changes, the sixty-page report's recommendation boils down to the following:

- 1) Add a NAESBop or clarify an existing NAESBop that clarifies that creation of printed Standards Manuals and CDs a post-publication process. In other words, define the Publication Date as the day that the implementation manuals are posted to the NAESB website.**

This is a change from an undocumented past practice and perhaps more of a clarification of future intent. The PPRTF Report provides the following justification for the change:

*The time between the last EC meeting at which standards votes can take place for recommendations to be included in the next version of the standards manuals and the publication date can be shortened by 20 days if printed versions of the Standards Manuals and CDs containing the manuals are made available following the publication date. Since publication of the first version of Standards Manuals, internet web access has become common within the energy industry. Once the Standards Manuals are posted to the NAESB web site, they become available for download and printing to all NAESB members.*

*While the NAESB office does still receive requests for printed materials and CDs, these requests have become less frequent and are not time dependent for implementation purposes. Because the CDs are mass-produced, a fair amount of lead-time is necessary if they are to be included as a publication deliverable. The PPRTF recommends that CDs and printed materials still be made available from NASEB but does not believe that if they are made available 20 days following the formal publication date that any parties will be significantly disadvantaged.*

- 2) Modify the bullets in Appendix A - GISB Operating Procedures, Appendices, Procedures for Communications with the FERC dated August 18, 1997, 4.0 PUBLICATION SCHEDULE FOR STANDARDS, b.,**

The PPRTF recommends that bullets "**3) Standards Request Log** and **4) Clarifications Log**" be consolidated into a single bullet entitled: "**3) A Report identifying Requests for Standards and Request for Interpretations received.**"

The PPRTF suggests that the proposed terminology is more accurate (Clarifications are more properly referred to as Requests for Interpretation) and flexible but at the same time, consistent with the intent of the existing bullets.

The PPRTF made a conscious effort to work within the existing operating procedures, particularly, the following:

**Procedures for Adopting Standards dated August 18, 1997.**

4.0 PUBLICATION OF STANDARDS

Following approval of a standards proposal by GISB Members, the Executive Director shall publish and issue it as either a new standard, an amendment to an existing standard or a new edition of an existing standard, as appropriate.

The Co-Chairs wish to clarify that there is no request for the Board to adopt the Report or for the Parliamentary Committee to adopt Operation Procedures that codify the Report. The PPRTF understood the existing Operating Procedure to mean that the Executive Director was responsible for and in charge of the publication process. There is no recommendation for change in this aspect. The Report reflects the recommendations and suggestions of what is now the Gas Wholesale Quadrant based upon their experience with past publications. The Report is essentially documentation of a work process; it identifies how timing of upstream actions by the Executive Committee, Sub-Committees, Task Forces and/or the NAESB Office may impact the publication process.

With the addition of three new quadrants, the past publication process will clearly have to evolve. The Report may be used as a reference tool for the Executive Director, Executive Committee representatives and those parties that work on future publications.