

To: BenzConsort-TC@api.org <BenzConsort-TC@api.org>
From: George Woodall <Woodallg@api.org>
Cc: Lorraine Twerdok <Twerdokl@api.org>
Bcc:
Received Date: 2002-05-06 12:48:09 GMT
Subject: BHRC Tech Comm: RESPONSE REQUESTED - Conference call or Meeting

Technical Committee;

Please indicate below your availability, and also indicate if you would prefer a call or face-to-face meeting.

The Oversight Committee has given the Technical Committee a couple of tasks during their last two calls, and there are a number of other issues that remain open action items for the committee:

1. Develop a research program that can be accomplished with the current committed funds.
2. Determine an appropriate date for the annual meeting, preferably during the 1st quarter of 2003 (see attached spreadsheet).
3. Development of a set of milestones for the project (see attached e-mail).
4. Determination of an appropriate site visit date (hopefully, to be coordinated with the Communications Committee and held concurrent with the "Opening Ceremony").

Patrick has asked me to schedule a meeting or conference call. The next conference call for the Oversight Committee is May 23 and next week (May 15-16) the Communications Committee will be conducting a Summit Meeting in Shanghai. Having a meeting/call following the Summit meeting and prior to the OC call is preferred (May 20 - 22). However, if that will not work, a call could be scheduled for this week on Tuesday or Thursday.

Please indicate below your availability (yes/no) for all times, and also indicate if you would prefer a call or face-to-face meeting.

Tuesday May 7 Call: _____ AM _____ PM
Thursday May 9 Call: _____ AM _____ PM

Monday May 20 Meeting: _____
Tuesday May 21 Meeting: _____
Wednesday May 22 Meeting: _____

Monday May 20 Call: _____ AM _____ PM
Tuesday May 21 Call: _____ AM _____ PM
Wednesday May 22 Call: _____ AM _____ PM

Thank you,
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Attachments:

AnnualMeeting2003Availability.xls
Milestones for the Benzene Health Research Project