

To: 'Lorraine Twerdok' <Twerdokl@api.org>; Benzene OC listserve (E-mail)
<BenzConsort-OC@listserve.api.org>
From: Clegg, Patsy M SCC-CHSE-PC
</O=SHELL/OU=MSXSCC/CN=RECIPIENTS/CN=PH197432>
Cc: Cagen, Stuart Z SCC-HSE <stuart.cagen@shell.com>
Bcc:
Received Date: 2003-09-23 15:32:27 GMT
Subject: RE: BHRC OC meeting - tentatively Nov. 10-11?

Both dates okay for me. Do we think that we can accomplish everything in one day. We have financials to review; the contracts to review; and recruitment plan, and scoping the projects to meet the available funds.

Regards,
Patsy

Patsy Clegg
Product Steward
Shell Chemical LP
One Shell Plaza, 910 Louisiana, Houston, TX 77002-4916

Tel: +1 713 241 2521 Fax: 3325
Email: patsy.clegg@shell.com
Internet: <http://www.shell.com/chemicals>

-----Original Message-----

From: Lorraine Twerdok [mailto:Twerdokl@api.org]
Sent: Tuesday, September 23, 2003 10:08 AM
To: Benzene OC listserve (E-mail)
Cc: Cagen, Stuart Z SCC-HSE
Subject: BHRC OC meeting - tentatively Nov. 10-11?

To BHRC Oversight Committee -

It seems that everyone is in favor of a November meeting, so I would like to propose that we schedule the meeting for Monday, November 10 and/or Tuesday, November 11. These are the only two dates Mike Johnston is available in the first two weeks of November.

Please let me know if these two dates work for you.

Thanks,
Lorraine

Lorraine E. Twerdok, Ph.D., DABT
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American Petroleum Institute
1220 L Street, N.W.
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To: 'Lorraine Twerdok' <Twerdokl@api.org>; BURNETT, Don (E-mail)
<burnetdm@bp.com>
From: Clegg, Patsy M SCC-CHSE-PC
</O=SHELL/OU=MSXSCC/CN=RECIPIENTS/CN=PH197432>
Cc: Cagen, Stuart Z SCC-HSE <stuart.cagen@shell.com>
Bcc:
Received Date: 2003-09-23 17:54:08 GMT
Subject: RE: BHRC OC meeting - tentatively Nov. 10-11?

I would suggest having the meeting in DC. Sounds like too much paper to ship. Also, when reviewing the financials, we would have more ready access to supporting documents and maybe even API financial folks. I would support a smaller group doing the contract review and reporting to the OC. I would like to be on the small group. Perhaps the contract review group could meet on Monday and the OC on Tuesday.

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From: Lorraine Twerdok [mailto:Twerdokl@api.org]
Sent: Tuesday, September 23, 2003 11:58 AM
To: Clegg, Patsy M SCC-CHSE-PC; BURNETT, Don (E-mail)
Cc: Cagen, Stuart Z SCC-HSE
Subject: RE: BHRC OC meeting - tentatively Nov. 10-11?

Hi Patsy and Don -

Patsy is right (see below) that it probably should be a two day meeting. Also, members are already asking "where?"

Since we are going to do the contract review, it might be best to have the meeting here in DC. That way, we'll have access to the contracts and the API Contract Management System, which can only be accessed from inside API. We could make & ship copies of the contract files (can't take originals outside of API), but that would be a big project, taking a day or two of administrative staff time.

Another possibility for the contract review, if you don't want to have the meeting in DC, could be for just a few OC members to conduct the review and report back to the OC.

Once meeting is scheduled and agenda is roughed out, I'll be in touch to discuss API staff participation and T&E, if applicable.

Please advise what I can do to facilitate meetings and contract review.

Regards,
Lorraine

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