To: Benzene OC listserve (E-mail) <BenzConsort-OC@listserve.api.org>; Benzene consort comm (E-mail) <benzconsort-cc@listserve.api.org>; Benzene consort tech (E-mail) <benzconsort-tc@listserve.api.org>
From: Lorraine Twerdok <Twerdokl@api.org>
Cc:
Bcc:
Received Date: 2005-06-01 18:01:34 GMT
Subject: FW: BHRC [Committee Chair] Call June 3 @ 9 AM (EDT)

To all BHRC Committee Members -

At the last Oversight Committee meeting, it was decided to open up this weeks Committee Chair call to all members, due to the nature of some of the updates - TC action items from OC, Annual meeting planning, SRP/ERP, & funding/budgets.

These calls are intended to enhance communication between committees - not to actually work issues. Consequently, they last approx. 45 min - 1 hr at most.

The agenda and information to join the call are below.

As usual, minutes for the call will be posted to the website once they are finalized. So if you miss the call, you can always review the minutes.

Regards,
Lorraine

-----Original Message-----
From: Lorraine Twerdok
Sent: Friday, April 29, 2005 1:46 PM
To: Lorraine Twerdok; 'Patsy Clegg (E-mail)'; 'Brian Doll (E-mail)'; 'Jennifer B Galvin (E-mail)'; 'Lynn B. Russo (E-mail)'; 'Stuart Cagen (E-mail)'

Cc: John Wagner; 'Mark Fitzsimmons (E-mail)'
Subject: BHRC Committee Chair Call June 3 @ 9 AM (EDT)

As agreed on our call this morning, the next BHRC Committee Chair call will be:

Date: Friday June 3, 2005
Time: 9- 10 AM,. EDT
Dial in: 1-770-765-9147
Pin: 2026828319#

Operator Assistance: *0

Draft Agenda:

* Antitrust - lorraine
* Assignment of note-taker
* OC update - Patsy

* review of 5/3/05 OC action items for Tech Cmtte (minutes attached below)
* status of consortium amendments (all)

* budget update, if required - Stuart
* Communications update - Lynn

* review Annual Meeting milestones (see attached document)

* Technical update - Jennifer
* SRP/ERP update - Stuart/Bruce
* Legal update - John
* API update - lorraine
* AOB
* Schedule next call

> >
Regards,
Lorraine
****
Lorraine E. Twerdok, Ph.D., DABT
Manager, Health Sciences
Regulatory Analysis and Scientific Affairs
American Petroleum Institute
1220 L Street, N.W.
Washington, DC 20005

tel: 202-682-8344
email: twerdokl@api.org
fax: 202-682-8031

Attachments:

Annual Meeting Milestones.doc
BHRC OC Minutes 5 3 05.doc

April 2005

ANNUAL MEETING 2005

Program Schedule	Milestones	Target Completion Date
Date: ***November 1-3***	Confirmed/communicated 8/04	
Location: ***Fairfax, Virginia***	Confirmed by OC 11/04	
	Meeting rooms booked 11/04	
	OC facility tour 12/04	
Hotel: ***Ritz Carlton, Tysons Corner***	Contract completed 12/04	
35 rooms reserved at $195 per night; additional rooms revert to standard rate		
Written meeting invitation	"Hold the date" communication sent 2/9	
	Guidance on speaking slots, compensation, etc.	
	Action: Technical Committee	May 05
	Mail Invitations including speaking invitations, instructions on hotel reservations, etc.	
	Action: API staff	May 05
Mail information packets	Logistics plan (transportation, directions, etc.)	
	Action: Oversight Committee	**Sep 05**
	Mail packets	
	Action: API staff	**Sep 05**
Schedule of events:		
November 1 Visits in Washington area	Consult with PI's and within companies on recommended visits	
9 am - 5 pm (ex: EPA, DOS, Embassy)	**Action: Technical Committee**	**Sep 05**
	Arrange meeting schedule	
	Action: LBR Coordinate	**Oct 05**

SHELL-MCCLURG-062319

ANNUAL MEETING 2005

Program Schedule		Milestones	Target Completion Date
November 1 *6:30 - 10 pm*	Opening dinner Maggiano's (approx. $50-70 per person food only)	API contract completed 3/20 Menu selection, room arrangement, etc. **Action: API staff**	**Oct 05**
November 2-3	Transportation arrangements to/from hotel, meeting, dinner	Decision based on options, cost **Action: ExxonMobil, Oversight Committee**	**Sep 05**
Date: *November 2*			
8 - 8:30 am	Breakfast at meeting site	Finalize facility arrangements **Action: ExxonMobil**	**Oct 05**
8:30 am - 4 pm	Plenary session (lunch at meeting facility)	Set topics and speakers **Action: Technical Committee**	May 05
4 - 5:30 pm	Reception (at meeting facility)		
7 - 10 pm	Dinner Peking Gourmet Inn (Approx. $40 pp)	Reservation made 2/7 Menu selection, room arrangement, etc. **Action: ExxonMobil**	**Oct 05**
Date: *November 3*			
8 - 8:30 am	Breakfast at meeting site	Finalize facility arrangements **Action: ExxonMobil**	**Oct 05**
8:30 - 11 am	SRP / ERP		
8:30 - 11 am	??Sponsors with PI's??		
11 am - 3:30 pm	SRP / ERP with PI's		
3:30 - 4:30 pm	Closing plenary		
6:30 - 9:00 pm	Optional dinner	Decision on location, etc. **Action: Oversight Committee**	**Sep 05**

SHELL-MCCLURG-062320

I:DSPA Admin\Russo\Shanghai Health Study\Annual Meeting Milestones.doc

BHRC Oversight Committee Meeting Minutes
May 3, 2005

Introduction

Facility review and antitrust accomplished.
Quorum was established.
Present:

- Mike Johnston - Conoco Phillips
- Russ White - ChevronTexaco
- Brian Doll - ExxonMobil
- Lynn Russo - ExxonMobil
- Pasty Clegg - Shell Chemical
- Don Burnett - BP
- Lorraine Twerdock - API
- John Wagner - API
- Mark Fitzsimmons - Steptoe
- Howard Feldman - API
- Bruce Jarnot - API

Budget Discussion

- Lorraine Twerdock presented the 1Q05 Budget stewardship report which was approved by the Oversight Committee (OC). Minor clarifications were made to several spreadsheets.
- A final program budget of $26,133,000.00 was approved.
- The OC discussed and approved the member contribution schedule to ensure API maintains adequate funds to meet financial obligations.
  ACTION:
  - The payment schedule (Schedule B) will be deleted from Amendment 3.
  - API will work with member company counsel to make minor wording changes to the amendment and will get the final amendment to the OC for approval via email.
  - Technical Committee (TC) contacts will notify Principal Investigators (PI's) once contract Amendment #3 has been executed by all members.
  - API will revise all grants and contracts as appropriate to reflect the new budget.

Annual Meeting

- Lynn Russo presented the Annual Meeting 2005 planning timeline.
  ACTION:
  - Lynn will work with Jennifer Galvin to see if Jerry Rice would be interested in hosting or participating in a meeting or symposium on November 1 with regulators and interested parties in conjunction with the Annual Meeting;
  - Follow-up discussions would be held with the PI's by the TC contacts;
  - TC to determine if Gary Krieger should be part of SRP/ERP meetings with PI's.
  - TC contacts will work with PI's to revise presentation titles to provide speakers with flexibility.
  - Panel session to be added at the end of the first plenary session chaired by Jerry Rice with a lead off overview by Rich Irons.

- OC/TC will meet with PI's for information exchange on sunsetting the study upon its completion and transferring the lab to Fudan.
- TC will talk with Richards Irons on whether another annual meeting should be held after 2005 or whether a symposium should be scheduled to review results.
- June 3 Chair's call will be broadened to include TC discussion on Annual Meeting.

Process for Media Response

- Response to the April 29 Houston Chronicle article was discussed
  ACTION: Patsy Clegg to tell Shawn Tsai to inform Chinese PI about media articles.

Technical Committee Update

- TSCA 8(e) process discussed
  ACTION:
  - TC to document the process and bring it to the OC for approval.
  - TC contacts to suggest they review the publication process with the PI's as documented in their respective approved protocols.

Action Item List

- List was reviewed and updated.

Next Meeting: Conference call was scheduled for June 27, 2-4 pm.