

To: Beatty, Pat (E-mail); Burnett, Don (E-mail); Twerdok, Lorraine (E-mail);
lynn.b.russo@exxonmobil.com
Subject: BHSC Recruitment Meeting - Draft Documents
I have spent some time thinking through a process for addressing the recruitment plan.

Attached is the draft agenda that I have come up with. The following discussion and attachments are in the order as they appear on the proposed agenda.



Recruitment
Meeting Agenda.doc.

I think we need an org chart for recruitment. Hence, my attempt at an org chart. Lots of holes to fill, but a schematic way to organize who is doing what. My suggestion would be to fill it out as we develop our plans.



recruitment org
chart.ppt

Although I believe that we have various lists floating around, I would like to suggest that we capture our sponsorship categories and list of potential sponsors on one page.



Shanghai Benzene
Consortium - ...

I made a long list of recruitment materials that I have no examples of, but I believe that communications is working on many of these.

A recruiting plan should be developed for each category of potential sponsors. I suggest that we attack these in the order of priority that we assign to candidates. I have made a presumption that probably API and "funding companies" would be 1 and 2 or 1 and 1, so I put together a straw proposal for those 2 categories.



API Recruitment
Plan.doc



Funding Company
Recruitment Pl...

That's what I have done so far. Will be in communication with you to firm up. Maybe we need a joint call one day next week. Check your availability and I will set something up.

Tuesday, Sept 3	1-4 PM CST
Thursday, Sept 5	any time
Friday, Sept 6	any time

Regards,
Patsy

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Shanghai Benzene Health Consortium Recruitment Structure

- I. **Consortium appoints a Recruitment Lead** from OC/TC with the support of an API staff person.
 - A. Consortium Lead for Recruitment coordinates recruitment activities:
 - i. facilitating negotiations with OC regarding contracts, funding levels, roles and responsibilities of “new members”;
 - ii. responsible for status reports;
 - iii. communication;
 - iv. sharing learnings.
 - B. API staff person provides administrative assistance.
- II. Each **category of candidate sponsors** (i.e. API, funding companies) has a **consortium lead** with the support of an API staff person.
 - A. Consortium Lead for a category of candidate sponsors coordinates activities for recruiting those candidates.
 - B. API staff person provides administrative assistance.
- III. Each **individual candidate sponsor** is assigned an OC and TC person (could be one person) to lead the recruitment of that candidate.
 - Makes contact with candidate
 - Arranges meeting
 - Does follow-up
 - Works with OC to develop terms of sponsorship

For Information

API Executive Committee

Issue: Continued funding shortfall for the research project in China to study the potential health effects of benzene.

Background: There is continued concern with the potential health effects of benzene as it relates to worker exposure and site remediation. Approximately three years ago, industry researchers became aware of information generated by the Chinese government regarding benzene exposures of certain workers and their health histories. Given the quality of the records, this is viewed as a unique opportunity to study the relationship between exposure and risk of certain diseases, particularly non-Hodgkins Lymphoma. A five-year program has been developed that would produce epidemiology data and disease progression studies. The Chinese government is very supportive of having these additional studies done. A multinational, multidiscipline independent scientific review panel and an ethics panel including US and Chinese experts has been involved in oversight of the project. The study will provide the scientific and regulatory communities with information in order to more accurately assess the risks from exposure to benzene, enhancing our product stewardship.

Project Status: Three inter-related studies are underway:

1. Case-Control Epidemiology Study
2. Disease Progression Study
3. Molecular Epidemiology Study

Renovation of space for a clinical hematology laboratory at Fudan University in Shanghai is complete. Purchase and installation of capital equipment is underway and intensive training of Chinese laboratory technicians is in progress. The laboratory startup activities are on track to be able to begin processing samples from study participants in the 1st quarter of 2003. Evaluation of previous and current Shanghai workplace exposures is in process and training of exposure assessment technicians is beginning. Legal and public affairs expertise have been retained to facilitate communications activities of the consortium.

Funding status: Thus far, the five companies that agreed to fund the study at its inception (BP, ChevronTexaco, Conoco, ExxonMobil and Shell Chemical) are the only companies to have committed funding. Their commitments total \$16.5 million based upon a refinery capacity-based share agreement. Based on the protocol enhancements suggested by an independent scientific review panel, the Consortium Business Oversight Committee approved a \$22.8 million program. To address the shortfall, other US and non-US companies within the petroleum industry, chemical sector, and non-petrochemical industries have been approached. To date, no additional entities have joined. The consortium members are currently executing a plan drafted in September to approach additional companies by the end of 2002. Despite the planned efforts, the likelihood of identifying additional sponsors to cover the shortfall is believed to be small. Therefore, we anticipate the need to seek additional guidance from the Executive Committee on ways to address the funding shortfall in early 2003.

Shanghai Benzene Health Consortium
Sponsor Recruitment Planning

December 11, 2002 8:30 – 3:00
API, Washington DC

Agenda

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|-------|--|--------------|
| I. | Welcome and Introductions - Patsy | 8:30-9:00 |
| | a. Facility Familiarization | |
| | b. Antitrust/Legal Advice | |
| | c. Meeting Objectives/Agenda Review | |
| II. | Funding Time Line for 03-07 – Pat | 9:00-9:30 |
| III. | Tier 1 and 2 Company Updates - Patsy | 9:30-10:00 |
| IV. | Break – Don | 10:00-10:15 |
| V. | Review Tier 3 Companies, Other Categories of Sponsors - Patsy
- Plan with assigned responsibilities | 10:15- 12:00 |
| VI. | Lunch | 12:00-12:30 |
| VII. | Less than full share sponsorship roles and responsibilities | 12:30-1:00 |
| VIII. | March API Board Meeting | 1:00-1:30 |
| IX. | Recruitment Materials - Lynn | 1:30-2:00 |
| X. | Break - Don | 2:00-2:15 |
| XI. | Recruitment Project Time Line (suggest we use Microsoft Project) - Patsy | 2:15-2:45 |
| XII. | Path Forward - Patsy | 2:45-3:00 |

Shanghai Benzene Health Consortium
Sponsor Recruitment Planning

September 13, 2002 8:30 – 3:30
Agenda

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|-------|--|-------------|
| I. | Welcome and Introductions - Patsy | 8:30-9:30 |
| | <ul style="list-style-type: none">– Facility Familiarization– Antitrust/Legal Advice – Mark Fitzsimmons– Update from Howard Feldman, API– Expectations, Issues, Challenges– Meeting Objectives/Agenda Review | |
| II. | Consortium Structure for Recruitment (Attachment 1 & 2 – Draft) - Patsy | 9:30-10:00 |
| III. | Break – Don | 10:00-10:15 |
| IV. | Generate List of Sponsor Categories (Attachment 3 – Draft) – Pat | 10:15-11:00 |
| | <ul style="list-style-type: none">- Funding Philosophy/Schedule- Generate List of Sponsor Categories- Generate List of Candidates for each category<ul style="list-style-type: none">i. Candidates already contacted – status reportii. Candidates to be contacted- Prioritize Categories/Candidates | |
| V. | Recruitment Plan for Sponsor Categories – Don | 11:00-1:00 |
| | <ul style="list-style-type: none">– Category 1 Plan (i.e. API, Attachment 4 – Draft)– Category 2 Plan (i.e. Funding Company Sponsors, Attachment 5 – Draft)– Category 3 Plan– Category 4 Plan | w/ lunch |
| VI. | Recruitment Materials - Lynn | 1:00-2:30 |
| | <ul style="list-style-type: none">– Sponsor Candidates Contacts List– Consortium Company High Level Managers List– Letters of Introduction– Pre-meeting materials– Presentation Materials– Leave-Behinds– Follow-up materials– Internal Consortium Company Communication(s)– Press Releases– Q&As– Key Messages– Web Site– Others? | w/ break |
| VII. | Recruitment Project Time Line (suggest we use Microsoft Project) - Patsy | 2:30-3:15 |
| VIII. | Path Forward - Patsy | 3:15-3:30 |