

From: Matt Todd <ToddM@api.org>
Sent: Friday, October 18, 2002 7:35 PM (GMT)
To: benzconsort-oc@api.org; benzconsort-tc@api.org; benzconsort-cc@api.org
Cc: Shannon Stewart (E-mail) <sstewart@apcoassoc.com>; Jim Vail (E-mail) <brec@rockbridge.net>; Stephen D. Burns (E-mail) <Stephen.Burns@chevrontexaco.com>
Subject: Shanghai Health Study Update: October 18, 2002
Attach: BHRC Recruitment Efforts 10-18-02.xls; BHRC Action Items 10-18-02.xls

To all BHRC Committee Members:

- The Action Items spreadsheet is attached. This spreadsheet is intended to combine the action items of each committee.
- The Recruitment Efforts spreadsheet is attached with information gained from Stu Cagen's outreach to Dupont, CITGO, and BASF.
- A Recruitment Committee Meeting is scheduled for December 9-10, 2002 at API in Washington, DC.
- Shanghai Health Study Folders have been ordered for use during recruitment meetings.
- The First Annual Shanghai Health Study Meeting will occur August 24-27, 2003. Please mark your calendars. Additional details to follow.
- Documents up for review (PowerPoint presentation, Main Messages, and Roles & Responsibilities) have been posted on the 'What's New!' page at www.shanghaihealthstudy.org. Please review these documents and the website content and structure in general. Username is committee@shanghaihealthstudy.org. Password is committee@shanghaihealthstudy.org. Comments should be sent to my attention. If you have any difficulty accessing the website, please contact me.
- If you have any announcements that you would like in future updates, please contact me and I will include them.

Thank you,

Matt

Matthew Todd
Regulatory Analysis and Scientific Affairs
American Petroleum Institute
1220 L. Street NW
Washington, DC 20005
p: (202)682-8319
f: (202)682-8031
www.api.org

	A	B	C	D	E	F	G	H	I	J
1	BHRC Action Items									
2	Oversight Committee									
3	Resource	Task	Deadline	Comments						
4	All Committee Members	Forward Recruitment Effort updates to Matt Todd to incorporate in spreadsheet	weekly							
5										
6										
7										
8	Technical Committee									
9	Resource	Task	Deadline	Comments						
10	All Committee Members	Forward Recruitment Effort updates to Matt Todd to incorporate in spreadsheet	weekly							
11										
12										
13										
14	Communications Committee									
15	Resource	Task	Deadline	Comments						
16	All Committee Members	Forward Recruitment Effort updates to Matt Todd to incorporate in spreadsheet	weekly							
17	Communications Committee	Develop presentation critical review questions	Oct							
18	Matt Todd	Notify Communications Committee of Oct. 29 Critical Review of Presentation at APCO								
19	Matt Todd	Update existing study one-pager with input from Paula and Lorraine								
20	Matt Todd	Create one-pager of SRP members								
21	Shannon Stewart	Make changes to Funding Qs document, forward to Matt for distribution	Oct							
22	Shannon Stewart	Develop One-Pager for CEO Communications	31-Oct							
23	Recruitment Committee									
24	Resource	Task	Deadline	Comments						
25	Matt Todd	Prepare 10/17/02 Conference Call Summary, provide dates for conference call week of 11/18	10/18/2002							
26	Matt Todd	Maintain BHRC Recruitment Efforts spreadsheet	ongoing							
27	Matt Todd	Shanghai Health Study Updates	weekly							
28	All Committee Members	Forward Recruitment Effort updates to Matt Todd to incorporate in spreadsheet	weekly							
29	Patsy Clegg	Contact Patrick Beatty to pursue Marathon Ashland contacts, inform Pat of David O'Reilly's willingness to support recruitment efforts								
30	Patsy Clegg	Forward Don Burnett's suggestions for the Powerpoint presentation changes to Matt Todd								
31	Patsy Clegg	Circulate HESGC presentation (via Lorraine)								
32	Matt Todd	Incorporate Don B's changes to PP presentation, make version the "Final" and post on website for use my committee members								

	K
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	

	A	B	C	D	E	F	G	H	I	J
33	Matt Todd	Ask Lorraine if letter was received from DOW explaining decision to decline								
34	Patsy Clegg	Pursue Dave O'Reilly opportunity to contact DOW and Dupont with								
35	Stuart Cagen	Schedule face-to-face meetings with Dupont and CITGO								
36	Carol Fairbrother	Draft document that defines roles and responsibilities for	mid-Nov.							
37		funding companies with less than full share, forward to								Carol Fairbrother
38	Oversight Committee	Conference Call to review Carol's draft document	mid-Nov.							
39	Paula Podhasky	Identify contacts at targeted funding companies	Ongoing							
40	All Committee Members	Forward "Lessons Learned" during past study presentations to make available to future presenters	ongoing							
41	Matt Todd	Order Shanghai Health Study Folders	ASAP							
42	Communications Committee	Prepare SHS folders								
43	John Wagner	Provide input on use of SHS letterhead/logo								
44	Patsy Clegg	Prepare Draft Agenda for Dec Meeting								
45	Paula Podhasky	12/9/02 Dinner in Washington DC, Lynn's suggestion for restaurant	Nov							
46	Paula Podhasky	Organize Recruitment Meeting for 12/10 at API in Washington DC.	Nov							
47	Recruitment Committee	Tier I Study Presentations Completed	12/31/2002							
48	Recruitment Committee	Tier II Study Presentations Completed	3/31/2003							
49	Recruitment Committee	Tier III Contact Information Completed	12/31/2002							

	K
33	
34	
35	
36	
37	Draft document that defines roles and responsibilities for funding companies with less than full share, forward to Matt Todd for distribution
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	

	A	B	C	D	E	F
1	Tier I Companies					
2	Deadline: Presentations Complete by 12/31/02					
3	Lyondell-Equistar - Patsy Clegg					
4	Lyondell-Equistar Contacts	Name	Phone	Email	Presentation Date	Comments
5	CEO					
6	Product Manager					
7	Technical					
8	BHRC Member Lead	Patsy Clegg				
9	BHRC Member					
10						
11						
12						
13	DuPont - Stu Cagen					
14	DuPont Contacts	Name	Phone	Email	Presentation Date	Comments
15	CEO					
16	Product Manager					
17	Technical	Robin Leoadtepi				Robin has followed up with Rob Schnatter of EMBSI.
18	BHRC Member Lead	Stu Cagen				
19	BHRC Member	Lynn Russo				
20						
21						
22						
23	Sunoco - Don Burnett					
24	Sunoco Contacts	Name	Phone	Email	Presentation Date	Comments
25	CEO					
26	Product Manager					
27	Technical					
28	BHRC Member Lead	Don Burnett				
29	BHRC Member					
30						
31						
32	Marathon - Patrick Beatty					
33	Marathon Contacts	Name	Phone	Email	Presentation Date	Comments
34	CEO					
35	Product Manager					
36	Technical					
37	BHRC Member Lead	Patrick Beatty				

	A	B	C	D	E	F
38	BHRC Member					
39						
40						
41	Sinopec - Lynn Russo					
42	Sinopec Contacts	Name	Phone	Email	Presentation Date	Comments
43	CEO					
44	Product Manager					
45	Technical					
46	BHRC Member Lead	Lynn Russo				
47	BHRC Member	Bill Frick				
48						
49						
50						
51	PetroChina - Lynn Russo					
52	PetroChina Contacts	Name	Phone	Email	Presentation Date	Comments
53	CEO					
54	Product Manager					
55	Technical					
56	BHRC Member Lead	Lynn Russo				Stu Cagen to make contact call to Houston Office
57	BHRC Member	Stu Cagen				

	A	B	C	D	E	F
1	Tier II Companies					
2	Deadline: Presentations Complete by 3/31/02					
3	Solutia - Judy Elledge					
4	Solutia Contacts	Name	Phone	Email	Presentation Date	Comments
5	CEO					
6	Product Manager					
7	Technical					
8	BHRC Member Lead	Judy Elledge				
9	BHRC Member					
10						
11						
12						
13	Petronas - Lynn Russo					
14	Petronas Contacts	Name	Phone	Email	Presentation Date	Comments
15	CEO					
16	Product Manager					
17	Technical					
18	BHRC Member Lead	Lynn Russo				
19	BHRC Member					
20						
21						
22						
23	BASF - Stu Cagen					
24	BASF Contacts	Name	Phone	Email	Presentation Date	Comments
25	CEO					
26	Product Manager					
27	Technical					
28	BHRC Member Lead	Stu Cagen				Stu has left voicemail, sent emails. No reply to date.
29	BHRC Member	Shannon Stewart				
30						
31						
32	Petro-Canada - Lynn Russo					
33	Petro-Canada Contacts	Name	Phone	Email	Presentation Date	Comments
34	CEO					
35	Product Manager					
36	Technical					
37	BHRC Member Lead	Lynn Russo				
38	BHRC Member					

	A	B	C	D	E	F
39						
40						
41	CITGO/PDVSA - Stu Cagen					
42	CITGO Contacts	Name	Phone	Email	Presentation Date	Comments
43	CEO					
44	Product Manager					
45	Technical	Brian Turner				Stu to send DOW presentation to Brian Turner in Oklahoma office.
46	PDVSA Contacts	Name	Phone	Email	Presentation Date	Comments
47	CEO					
48	Product Manager					
49	Technical					
50	BHRC Member Lead	Stu Cagen				
51	BHRC Member					
52						
53						
54						
55	Chevron Phillips - Patrick Beatty					
56	Chevron Phillips Contacts	Name	Phone	Email	Presentation Date	Comments
57	CEO					
58	Product Manager					
59	Technical					
60	BHRC Member Lead	Patrick Beatty				
61	BHRC Member					

	A	B	C	D	E	F
1	Tier III Companies					
2	Contact Information Complete by 12/31/02					
3	Yukos - Shannon Stewart					
4	Yukos Contacts	Name	Phone	Email	Presentation Date	Comments
5	CEO					
6	Product Manager					
7	Technical					
8	BHRC Member Lead	Shannon Stewart				
9	BHRC Member					
10						
11						
12						
13	PEMEX - Patsy Clegg					
14	PEMEX Contacts	Name	Phone	Email	Presentation Date	Comments
15	CEO					
16	Product Manager					
17	Technical					
18	BHRC Member Lead	Patsy Clegg				
19	BHRC Member					
20						
21						
22						
23	Bayer - Judy Elledge					
24	Bayer Contacts	Name	Phone	Email	Presentation Date	Comments
25	CEO					
26	Product Manager					
27	Technical					
28	BHRC Member Lead	Judy Elledge				
29	BHRC Member					
30						
31						
32	Statoil - Don Burnett					
33	Statoil Contacts	Name	Phone	Email	Presentation Date	Comments
34	CEO					
35	Product Manager					
36	Technical					
37	BHRC Member Lead	Don Burnett				
38	BHRC Member					

	A	B	C	D	E	F
39						
40						
41	TotalFinaElf - Don Burnett					
42	TotalFinaElf Contacts	Name	Phone	Email	Presentation Date	Comments
43	CEO					
44	Product Manager					
45	Technical					
46	BHRC Member Lead	Don Burnett				
47	BHRC Member					
48						
49						
50						
51	CNOOC - Patrick Beatty					
52	CNOOC Contacts	Name	Phone	Email	Presentation Date	Comments
53	CEO					
54	Product Manager					
55	Technical					
56	BHRC Member Lead	Patrick Beatty				
57	BHRC Member	Jay Stuller				