

**BHRC OC/TC/CC Wrap Up Meeting
Monterrey, CA
August 27, 2003**

Participants:

Patrick Beatty, ChevronTexaco
Bill Broddle, ConocoPhillips
Stuart Cagen, Shell
Patsy Clegg, Shell
Sarah Colletti, Shell
Brian Doll, ExxonMobil
Laurie Labuda, APCO
Lynn Russo, ExxonMobil

Bruce Jarnot, API
Paula Podhasky, API
Matthew Todd, API
Lorraine Twerdok, API

Oversight Committee (OC) approved the following locations for the next SHS Annual Meeting

- 2004 - Asilomar, CA in 2nd or 3rd week of August
- 2005 - Shanghai (probably in early October)
- 2006 – Europe

Meeting review:

Meeting considered to have been a success. Meeting goal of introducing and integrating SHS participants was achieved.

What worked	Opportunities for Improvement
Opening reception/dinner	Plenary – more time for each speaker
Good process of plenary, ERP/SRP closed meeting, ERP/SRP/PI meetings, with BHRC meeting separate	SRP/ERP/PI meeting should be at least ½ day
Retreat-like atmosphere	BHRC committee meetings should be held prior to SHS Annual Meeting (ran out of steam at the end)
SRP/ERP joint meeting (rather than separate, as originally planned)	Final Plenary session needs improvement – e.g. more formal report from SRP/ERP on expectations vs progress; stakeholder feedback, etc
	Engage/invite other stakeholders next year (EPA)
	NGO meeting
	One agenda to include concurrent meetings (if appropriate)
	Plan activities for attendees not in closed meeting
	Hospitality room
	Put presentations in 3-ring binder
	List of meeting attendees in meeting package
	Get required invitations out sooner; ASAP or 6 months prior to meeting

Communications Committee Update:

- Developed activity timeline (will circulate)
- Opening event in Shanghai planned for late 2003 or early 2004
- Will be working on setting up a briefing from APCO on working with the media in China
- Rich Irons is in favor of having the 'public' website for SHS at U of CO; should also have at Fudan (in Chinese; English too?)
- Fudan already has a website on the clinical laboratory
- Stakeholder outreach plan under development

Next BHRC Meetings:

Late September or early October 2003
Chicago, IL (Tentative - BP host?)