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Bcc:
Received Date: 2001-07-26 21:40:55 GMT
Subject: Benzene Consortia Oversight Mtg - Action Items

To Benzene Health Research Consortium Oversight Committee:

Thanks to you all for a very productive meeting today. While everything is fresh in our minds, I want to get out the action items we developed today.

ALL ACTION ITEMS ARE DUE FRIDAY, AUGUST 3, unless otherwise indicated.

Consortium Agreement Issues:

1. JOHN WAGNER will write & distribute a one-pager listing the pros and cons for an agreement between companies and API vs incorporation of the consortium to include a contractual agreement between companies.
2. JOHN WAGNER will edit the exiting contract agreement based on comments from today's meeting. John will also list sections to be reworked by the consortium agreement workgroup.
3. OVERSIGHT COMMITTEE (OC) MEMBERS will send Lorraine and Paula nominations (minimum = 1 per company) for a consortium agreement workgroup to be staffed by JOHN WAGNER.
4. PATRICK BEATTY and the Technical Committee will develop a 1-page scope of research work, referencing study protocols, to be added to consortium agreement.
5. LORRAINE TWERDOK will circulate relevant API Policies and Procedures to OC for review.

Technical Committee, Scientific and Ethics Review Panels and Protocol Issues:

1. LORRAINE TWERDOK will transcribe and circulate template for technical issue review and flow of information, e.g. protocol amendments.
2. TECHNICAL COMMITTEE will evaluate QA/QC measures for study conduct and report back to OC (due date to be determined).
3. TECHNICAL COMMITTEE will develop milestones for study progress assessment from study protocols (due date to be determined).
4. The following contacts will be made to seek recommendations for international participants on the Scientific Review Panel (SRP):
 - Myron Harrison - LYNN RUSSO
 - Chris Roythorne - DON BURNETT & PATRICK BEATTY
 - Shan Shai - PATSY CLEGG
 - Otto Wong - PATRICK BEATTY & GEORGE WOODALL
 - Chinese Investigators - PATRICK BEATTY & GEORGE WOODALL
 - Jerry Rice - PATRICK BEATTY & GEORGE WOODALL
 - concawe - LORRAINE TWERDOK
5. The TECHNICAL COMMITTEE will contact existing list of proposed SRP nominations (due date to be determined).
6. PATRICK BEATTY will contact Rich Irons to find out dates for upcoming U. of CO and Chinese IRB reviews, and also seek advice from Rich on how much "up front" work (purchase lab equipment; train technicians, etc.) is appropriate & advisable before IRB approval is in place.

Communications Committee Issues:

1. SUSAN HAHN of API will contract PR firm with CC guidance (mid-late September timeline).
2. JOHN WAGNER will contract outside council for consortium needs (due date to be determined).

Ad Hoc Consortium Membership Committee - BILL FRICK will spearhead:

1. OVERSIGHT COMMITTEE MEMBERS will submit committee nominations (1/company) to Lorraine Twerdok.

2. GEORGE WOODALL will circulate to OC a list of NGOs & foundations for potential consortium membership.
3. MEMBERSHIP COMMITTEE will develop a list of companies (refining, chemical, other business sectors) , associations, NGOs, Foundations, Agencies, etc, to target for membership "drive." Strategies for contacting the various organizations will be developed. (will be a continuing effort over at least the next few months).

Did I forget anything??

Regards,
Lorraine

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