

# DRAFT BHRC OVERSIGHT AND TECHNICAL COMMITTEE CONFERENCE CALL MINUTES

October 11, 2005

## **Attendees:**

Anita Balaraman, Chevron  
Steve Bowes, ExxonMobil  
Don Burnett, BP  
Stuart Cagen, Shell Chemical  
Patsy Clegg (Chair), Shell Chemical  
Brian Doll, ExxonMobil  
Mark Fitzsimmons, Steptoe and Johnson  
Jennifer Galvin, ConocoPhillips  
Lynn Russo, ExxonMobil  
Matt Todd, API  
Lorraine Twerdok, API  
Russell White, Chevron

## **Draft Agenda**

- Welcome – Patsy
- Antitrust – Lorraine
- Draft scope of work for audits (attached – Emil Mara of API invited)
- Agenda for 11/03/05 OC/TC/CC meeting
- Annual Meeting Update
  - Annual meeting attendance – all hotel rooms filled?
- Symposium update
- AOB
- Schedule next call/mtg

## **Agreements & Action Items:**

1. Scope of work for audits - All OC members should send their comments on API's draft financial audit plan for the Shanghai Health Study grant to the University of Colorado to Matt Todd by October 14, 2005. By October 28, a final plan should be distributed to the OC. API should contact both the PI and their respective institution's finance departments to arrange a time for the audit this year.
2. Agenda for November 3 meeting between Sponsors and PIs - Jennifer Galvin will send a draft agenda to Matt Todd by October 14 for distribution to the OC, TC and communications and PIs. We agreed that the anticipated time line for completion of the Shanghai Health Study would be the primary topic of the meeting.
3. Suggested publication protocol change – Jennifer Galvin will send a letter to the PIs suggesting a change in their study protocols. We want to remove the requirement to send the Sponsors draft manuscripts two weeks before they are submitted to a journal. The suggested protocol amendment would require that only manuscripts that have been accepted for publication be sent to the Sponsors. Dr. Jerry Rice should be copied on this letter.
4. Next meeting November 3, 2005. Conference calls scheduled as needed.