

To: Benzene OC listserve (E-mail) <BenzConsort-OC@listserve.api.org>
From: Lorraine Twerdok <Twerdokl@api.org>
Cc:
Bcc:
Received Date: 2005-04-27 13:30:20 GMT
Subject: BHRC - 5/3 dft agenda & information

To BHRC Oversight Committee Members -

Please find the information for the May 3rd meeting attached:

- * Draft agenda (dial in information on agenda)
- * Revised budget justification workbook
- * dft amend #3
- * Action item table
- * Annual meeting planning milestones
- * 2005 Action Plan

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The 1Q05 dft financial report, and 2005 Annual Meeting dft Agenda will be circulated on Friday afternoon, 4/28, following the TC call to review/develop this material.

Any out-of-towners interested in getting together for dinner on Monday evening? Let me know, and I can make arrangements/reservations.

Regards,
Lorraine

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Attachments:

2005 OC Action Item Table 4-19-05.doc
Annual Meeting Milestones.doc
BHRC 2005 PLAN.xls
BHRC OC dft agenda 5-3-05.doc
BHRC rev budget 4-20-05.xls
China Benzene Consortium 01-4746-3 rev 4-22-05.doc
China Benzene Consortium 01-4746-3 SchedA-B.xls

January 2005

ANNUAL MEETING 2005

Program Schedule	Milestones	Target Completion Date
Date: November 1-3 Location: Fairfax, Virginia	Confirmed/communicated 8/04 Confirmed by OC 11/04 Meeting rooms booked 11/04 OC facility tour 12/04	
Hotel: Ritz Carlton, Tysons Corner 35 rooms reserved at \$195 per night; additional rooms revert to standard rate	Contract completed 12/04	
Written meeting invitation	"Hold the date" communication Guidance on speaking slots, compensation, etc. Action: Technical Committee Mail Invitation including speaking invitation, instructions on hotel reservations, etc. Action: API staff	May 05 May 05
Mail information packets	Logistics plan (transportation, directions, etc.) Action: Oversight Committee Mail packets Action: API staff	Sep 05 Sep 05
Schedule of events: <i>November 1</i> Visits in Washington area <i>9 am - 5 pm</i> (ex: EPA, DOS, Embassy)	Consult with PI's and within companies on recommended visits Action: Technical Committee Arrange meeting schedule Action: LBR Coordinate	Sep 05 Oct 05

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ANNUAL MEETING 2005

Program Schedule		Milestones	Target Completion Date
<i>November 1</i> 6:30 - 10 pm	Opening dinner Maggiano's (approx. \$50-70 per person food only)	Decisions on location, cost, etc. Contract action: API staff	APR 05
Date: November 2			
8 - 8:30 am	Breakfast at meeting site	Finalize facility arrangements Action: ExxonMobil	Oct 05
8:30 am - 4 pm	Plenary session (lunch at meeting facility)	Set topics and speakers Action: Technical Committee	May 05
4 - 5:30 pm	Reception (at meeting facility)		
7 - 10 pm	Dinner Peking Gourmet Inn (Approx. \$40 pp)	Decision on location, etc. Contract action: API staff	Apr 05
Date: November 3			
8 - 8:30 am	Breakfast at meeting site	Finalize facility arrangements Action: ExxonMobil	Oct 05
8:30 - 11 am	SRP / ERP		
11 am - 3:30 pm	SRP / ERP with PI's		
3:30 - 4:30 pm	Closing plenary		
6:30 - 9:00 pm	Optional dinner	Decision on location, etc. Action: Oversight Committee	Sep 05

**Benzene Health Research Consortium
2004 Plan**

	Committee Chairs Call	Oversight Committee	Technical Committee	Budget Committee	Communications Committee	Recruitment Committee	PI Reports to BHRC	Special Events
Tasks	Communication & Alignment	Set plan	Link to PIs	Track budget	Advice on PR strategy	Recruit funding sponsors	Annual report from PIs to BHRC	Liason w/ API
		Assure financial stewardship	Financial reporting		Communication materials	Recruit interested 3rd parties		
		Annual meeting	Research progress reports					
		Contracts	Link to ERP, SRP					
02/15/05							3Q04 + 4Q04 rpt to BHRC	
1/31-2/1		budget mtg in San Antonio						
04/11/12		Budget mtg in Houston						
May								Annual mtg invites - enough for Chinese visas
07/15/05							1Q05 +2Q05 rpt to BHRC	
Sept								Mail Ann mtg information Packages

**Benzene Health Research Consortium
2004 Plan**

Responsible Person(s)
Chair, Tech Committee
Patsy/Lorraine
Patsy/Lorraine
API
Chair, Tech Committee
API

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2004 Plan

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