

From: Lorraine Twerdok [Twerdokl@api.org]
Sent: Thursday, October 16, 2003 8:18 AM
To: Benzene OC listserve (E-mail)
Cc: Kathleen Combs
Subject: BHRC - info. on API Program Oversight Group

To BHRC Oversight Committee:

As requested on the 10/7/03 conference call, the current members of the API Program Oversight Group - AP I- Self-Supporting and Special Solicitation Programs are:

Doug Quinn, shell Oil Products
Bruce Reynolds, ChevronTexaco
Peter Velez, Shell Exploration and Production
<<letter to Self-Supporting Review Group.doc>>

A 2001 letter setting out the charter for this group is attached. This letter better explains the group's mission.

Also, in requesting this information, Kathleen Combs of API mentioned that the current members are involved only with self-supporting activities, and that the group would welcome participation by a member familiar with the subscription research (termed special solicitation in the letter) programs.

Please don't hesitate to contact me with comments or questions on this information.

-lorraine

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BHSC - API Staff support needed to:

- Assist in recruitment effort
 - Schedule meetings
 - Continue efforts to obtain API general funding
 - Give "sales" presentations
 - Follow up with prospects to see if additional information needed
 - Coordinate/communicate consortium member follow-up with prospects
 - Arrange for API management follow-up when requested
- Administrative management
 - Ensure contracts issued when needed
 - + Follow-up with API contracts group
 - + Feed back to Oversight committee any delays/problems
 - Make sure invoices are promptly paid
 - + Follow-up with API Accounting group
 - + Pass along to Oversight committee any complaint about overly bureaucratic approval process (eg, airline boarding passes)
 - Obtain reports from researchers when needed
 - + Only information requested by Technical committee
 - Maintain consortium records
- Support consortium committees
 - Arrange meetings, conference calls
 - Issue minutes
 - Follow-up on action items