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Subject: RGingell Services Inventory for 2003

Rob: attached is my completed EXCEL spreadsheet - a little early because I will be on vacation next week. I've indicated some of the major activities in support of each PBU, mostly through ACC panels.

I want to make a few points that should also be considered in determining what we should be doing for CF-HSE and PBUs next year:

1. what we did in 2003 is not necessarily a good predictor of what we need to be doing in 2004. GSAP HazCom for MSDS migration/creation took an inordinate amount of my time in 2002/3. Hopefully in 2004 run and maintain, and documenting what we did [justification and criteria documents] will take much less time of my time in 2004. Also, one trip to London for GSAP training took a major part of my travel budget.
2. My niece suffered from leukemia and died in mid-year, and my wife was a major caregiver. I did not take some business trips, and did not participate in any training/career enhancement activities in 2003 because of this. I expect to spend 10 days on career enhancement in 2004, and my total travel budget to be about \$25 - 30M.
3. Some of my major activities in 2003 [acetone and MEK VCCEP preparation] will not carry forward significantly into 2004. I have already arranged with Stuart and Patsy to resume responsibility for toluene and xylene, the major activity for which in 2004 is VCCEP, and for benzene VCCEP [Stuart will retain Benzene Shanghai].
4. There is probably a need to review work/project load within Sciences. My only non-product related activities are minor ones in animal welfare/alternatives [David takes the lead] and ACC LRI Risk Assessment methods, and it may make sense for me to seek another health science-related activity/responsibility.

I look forward to working with you to more clearly define the role/responsibilities of Sciences in CF-HSE!

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