

From: Matt Todd <ToddM@api.org>
Sent: Friday, January 11, 2002 7:07 PM (GMT)
To: 'BenzConsort-OC@listserve.api.org' <BenzConsort-OC@api.org>; 'BenzConsort-CC@listserve.api.org' <BenzConsort-CC@api.org>; John Wagner <Wagner@api.org>; Susan Hahn <hahns@api.org>; Robert Schooling (E-mail) <rschooli@apcoworldwide.com>; Kirsten Thistle (E-mail) <kthistle@apcoassoc.com>; Shannon Stewart (E-mail) <sstewart@apcoassoc.com>; Lindsay Founds (E-mail) <lfounds@apcoassoc.com>; 'BenzConsort-TC@listserve.api.org' <BenzConsort-TC@api.org>
Cc: Matt Todd <ToddM@api.org>
Subject: Benzene Health Research Consortium: Strategy Summit Agenda & Conference Call Info
Attach: Summit Participants.doc; Strategy Summit Agenda4.doc

Dear Committee Members and Strategy Summit Participants:

Attached is the agenda and list of summit participants for the upcoming Strategy Summit to take place. For those of you planning to participate by conference call, the information is as follows:

Dial In #: (703) 736-7274

Moderator: Matthew Todd

Topic: Strategy Summit

Confirmation Number: 5779976

Time: 8:30 - 5:00 pm EST

Date: January 15, 2002

Lastly, for those of you who will be in town, we will be going to dinner on Tuesday evening if people are interested in doing so. Safe travels everyone.

- Matt Todd

<<Summit Participants.doc>> <<Strategy Summit Agenda4.doc>>

Matthew Todd

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DRAFT BHRC Strategy Summit Agenda

American Petroleum Institute, Room 939

January 15th, 2002 8:30 a.m. – 5:00 p.m.

- 8:30 a.m. Welcome, Announcements, Anti-Trust
- *Lorraine Twerdok*
- 8:35 a.m. Introductions, Meeting Overview and Objectives
- *Lynn Russo*
 - *Robert Schooling*
- 9:00 a.m. Issues and Challenges
- Crisis Scenarios and Management Options
 - *Chris Murck, China perspective (via phone)*
 - *Rob Wright, EU perspective (via phone)*
 - *Robert Schooling, facilitator*
- 11:00 a.m. Infrastructure Audit
- Timeline/Milestones Review - discuss adjustments, opportunities, information flow
 - Identify existing networks
 - Review spokespeople, third parties, NGOs
 - *Robert Schooling, facilitator*
- 12:00 p.m. Lunch Break
- 1:00 p.m. Goals and Objectives
- Articulate and agree upon main messages, communication goals and audiences
 - *Robert Schooling, facilitator*
- 2:30 p.m. Deliverables
- Discuss deliverables, priority, timeline
 - Exchange contacts
 - *Robert Schooling, facilitator*
- 4:00 p.m. Session Summary
- Review agreements
 - Final comments
 - *Robert Schooling, facilitator*
- 5:00 p.m. Adjourn

DRAFT BHRC Strategy Summit Agenda

American Petroleum Institute, Room 939

January 16th, 2002 8:30 a.m. – 12:00 noon

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| 8:30 a.m. | Review <ul style="list-style-type: none">• <i>Lynn Russo</i>• <i>Robert Schooling</i> |
| 9:30 a.m. | Develop Communications Plan <ul style="list-style-type: none">• <i>Lynn Russo</i> |
| 11:30 a.m. | Session Summary <ul style="list-style-type: none">• Review agreements• Final comments• <i>Lynn Russo</i> |
| 12:00 noon | Adjourn / Lunch |

STRATEGY SUMMIT PARTICIPANTS:

Lynn Russo – ExxonMobil
Michael Bird – ExxonMobil
Chris Roythorne – bp (England)
Jay Stuller - Chevron
Patrick Beatty, Chevron
Sarah Colletti – Shell
Patsy Clegg, Shell
Stuart Cagen - Shell
Robert Schooling – APCO
Kirsten Thistle – APCO
Shannon Stewart – APCO
Lindsay Founds – APCO
Susan Hahn- API
Lorraine Twerdok – API
Paula Podhasky – API
George Woodall – API
John Wagner – API
Matthew Todd - API

VIA CONFERENCE CALL:

William Broddle - Conoco
Chris Murck – APCO China
Jason Wang – APCO China
Liza Phillips – APCO China
Robert Wright – APCO Brussels
Tom Brookes – APCO Brussels