

To: BHRC Communications Committee (E-mail) <benzconsort-cc@api.org>; BHRC Oversight Committee (E-mail) <benzconsort-oc@api.org>; BHRC Technical Committee (E-mail) <benzconsort-tc@api.org>
From: Matt Todd <ToddM@api.org>
Cc: Shannon Stewart (E-mail) <sstewart@apcoassoc.com>
Bcc:
Received Date: 2003-01-24 20:21:59 GMT
Subject: Shanghai Health Study Update: January 24, 2003

To all Benzene Health Research Consortium Committee Members:

- * The website is currently under construction but the website is accessible to view documents.
- * Attached to this email are the final minutes for December Communications, Recruitment, and Oversight Committee meetings.

If you have any announcements that you would like to include, please contact me at toddm@api.org.

Matthew Todd
Regulatory Analysis and Scientific Affairs
American Petroleum Institute
1220 L Street NW
Washington, DC 20005
p: (202)682-8319
f: (202)682-8031
www.api.org

Attachments:

12-10-02 BHRC Communications Committee Meeting Final Summary.doc
12-10-2002 BHRC OC minutes.doc
12-11-02 BHRC Recruitment Meeting Minutes Final.doc

**Benzene Health Research Consortium
Communications Committee Meeting Final Summary
American Petroleum Institute
December 10, 2002
11am – 1:30pm EST
Room 908**

Participants:

Lynn Russo, ExxonMobil
Patsy Clegg, Shell Chemical
Bill Broddle, Conoco
Shannon Stewart, APCO
Jim Vail, API
Matthew Todd, API

Part-Time Participants:

Patrick Beatty, ChevronTexaco
Lorraine Twerkod, API
John Wagner, API

Agenda Items:

1. Update and Agenda Overview – Lynn Russo
2. Adaptable PowerPoint Presentation – Lynn Russo, Shannon Stewart
 - Slide Guide: purpose and overview, discussion
 - New Slides: conclusions, ethics, others?
3. SHS Documents – Lynn Russo, Shannon Stewart
 - Scientific Review Panel Approval document should be made available
 - Agreement on Scientific Review Panel and Ethics Review Panel instead of “Board”
4. Critical Review – Shannon Stewart, Lynn Russo
 - Avoid being too technical
 - Provide an explanation of terms
 - Clarify “Risk-Assessment”, difference exists between corporate and technical meanings
 - Clarify meaning of Product Stewardship because this term is not as widely understood as Corporate Responsibility
 - Avoid the use of “we” in presentations. “We” can mean investigators, sponsors, etc.
 - Reiterate reason for presentations
 - Fudan University is one of eight federally-chartered universities, it’s important to express this when identifying the study participants.
5. Outreach Matrix – Shannon Stewart, Lynn Russo
 - Discussed the possibility of Shan Tsai presenting the study at CAPA and agreed that the 2004 conference is preferable vs. attempting to present the study in March of this year.
 - Discussed Patsy Clegg’s opportunity to present the study at the AIChE conference

1/2/03

6. Shanghai Health Study Website – Matthew Todd
 - Project Info – General access portion of website to be used for finalized documents about the SHS
 - BHRC Info – Portion of the website to be used by committee members to view finalized documents for background info on SHS
7. Confirm Next Steps and Future Plans

AUTOPATH

SHELL-MCCLURG-055571

Action Items:

Owner	Action Item	Due Date	Status
Shannon, Matt, Lynn	Add Product Stewardship Message to Slide #52 in Adaptable Presentation		
Shannon, Matt, Lynn	Develop Sustainable Future Message		
Matt	Add Bill Frick Contact Information to Slide #62		
Matt	Update Slide #55: remove payment schedule section		
Shannon, Matt, Lynn	Add additional slides to Adaptable Presentation for Industry Funding – message for why YOUR company should support the SHS		
Shannon, Matt, Lynn	Add note to slide #31 about benzene's use in manufacture of these products, but is altered in process and not in final product.		
Matt	Add "some" before "solvents" on slide #5		
Matt	Insert "Approval" on SHS Documents Guide for ERP Brody Letter		
Matt	Post updated Main Messages on website		
Matt	Post Slide Guide on website		
Matt	Post updated SHS Documents on website		
Matt	Get 5-page SHS Document used for Sunoco presentation from Patrick Beatty, forward for legal review, post on website		
Matt	Post SHS Outreach Matrix for NGO recruitment on website		
Matt	Remove file and path from all final SHS document footers		
Matt	Post SRP Approval on website		
Shannon, Matt, Lynn	Add Thought Leaders to Outreach Matrix		
Shannon, Matt, Lynn	Add Asian organizations to Outreach Matrix		
Shannon, Matt, Lynn	Maintain list of Dr. Iron's contacts including Beijing meetings with APCO		
Recruitment Committee	Provide input for the Asian Contacts Communications Plan		
Shannon, Matt, Lynn	Identify organizations that have provided comments on Benzene research or regulatory actions (OSHA, NIOSH, ACGIH, EU, IRIS)		
Shannon, Matt, Lynn	Prepare glossary of SHS terms for recruitment handout		
Matt	Move final documents		
Matt	Create BHRC Info page on website, populate with final background documents for committee members		
Matt	Insert search capability on website		