

BHRC Committee Chair Conference Call Summary June 6, 2002

Participants:

Patrick Beatty, Chair, Technical Committee (TC)
Don Burnett, Chair, Oversight Committee (OC)
Lynn Russo, Chair, Communications Committee (CC)
Paula Podhasky, Staff OC
Matt Todd, Staff CC
Lorraine Twerdok, Staff OC
George Woodall, Staff TC

OC update:

- Gov't/NGO participation status – awaiting recommendation from TC
- Postpone First Annual Research Meeting until Summer, 2003
- Ethics Panel Charter/Recruitment – Patrick, George & Lorraine will have draft to Dr. Brody by June 15
- Outside legal council (Mark Fitzsimmons) – technical brief on May 9; John Wagner to set up conference call with member attorneys. CC will provide copies of Shanghai briefing to M. Fitzsimmons (via Lorraine)
- Next call Monday, July 1 at 2 PM (EDT)

TC update:

- Research milestone development
 - Case-control study – case accrual
 - Disease progression and molecular epidemiology – milestones through 2004 requested from Rick Irons. Case-Control aspects of DP study will also be based on case accrual.
- Protocol modifications (cuts) if no additional funding is recruited – proposal to OC expected by mid-summer
- Research progress report & budget updates from investigators due to TC within next few weeks.
- Proposal to OC for integration of gov't/NGO's anticipated by mid-July; options include membership in technical committee and/or establishment of a Competent Authorities Panel (higher profile)
- Lorraine and Patrick [anyone else] to prepare draft of roles and responsibilities of consortium committees (as well as bullet 3 of OC update.)

CC update:

- First draft of key messages in progress; expected to be circulated to OC and TC for comment in ~ 3 wks

- Awaiting recommendations from APCO China on plan for establishing appropriate relations with Chinese government
- Outreach informational materials development in progress (for recruitment and other audiences)

Recruitment update:

- EPA – Stuart Cagen in recent contact with Bill Farland of EPA, and path forward is to send letter to EPA via Bill inviting them to participate
- EPA funding – if have funds available, would come out of ORD. Patrick has provided Yang Jentai, EPA's liaison with China, technical information on the program & will follow up with Dr. Yang.
- Kuwaiti – starting to look like a dead-end, per Patrick
- Petronas – Myron Harrison is in active discussions with contacts made at IPIECA
- Sino Pec (DS) & Petro China (US) – members are in process of evaluating an potential sensitivities in contacting, as well as finding a contact
- Dow – June 5 meeting went quite well; interacted with 3 Dow epidemiologists and 4 toxicologists. Dow will now have internal discussions to develop a proposal to move forward, if they can get appropriate company buy-in. Lorraine will contact Dow to try to get business/funding contacts

Next Conference Call:

Thursday, July 11, @ 9 AM EDT

**Benzene Health Research Consortium – Committee Chairs Conference Call
Draft Minutes – February 1, 2006**

Participants:

Committee Chairs

Patsy Clegg, Shell, Oversight Chair
Jennifer Galvin, ConocoPhillips, Technical Chair
Lynn Russo, ExxonMobil, Communications Chair

Additional Participants

Mark Fitzsimmons, Steptoe and Johnson
Brian Doll, Oversight Vice Chair
Shan Tsai, Technical Committee

API Staff

Russ White
John Wagner
Matt Todd

Antitrust: John Wagner

Oversight Committee Update: Patsy Clegg

- February 21 consortium meeting

Technical Committee Update: Jennifer Galvin

- TC will be meeting prior to Feb 21 to prepare update to Oversight

Communications Committee Update: Lynne Russo

- Key messages updated
- Chevron rep to CC has changed – new person will be announced
- Lynne is retiring at end of March – XOM replacement will be announced

API Update: Russ White

- API HES GC chair, Bob Ridge, updated Refining Committee; SHS was on agenda
- API staffer for BHRC should be announced by Feb 3

AOB

- None

Action Items

- Patsy – Send out invitation to consortium to help plan agenda for Feb 21 meeting
- Lynn – Send updated messages to consortium members
- Lynn – Send name of new Chevron communications committee rep to consortium members
- Jennifer – Send copy of Bob Ridge presentation to API Refining committee to consortium members
- Russ – Send announcement regarding new API staff support person to consortium members
- Matt – Send reminder re next committee chairs call; add budget committee to agenda

Next Call:

- March 6, 2 PM EST

**Benzene Health Research Consortium – Committee Chairs Conference Call
Draft Minutes – July 22, 2005**

Participants:

Committee Chairs

Patsy Clegg, Shell, Oversight Chair
Jennifer Galvin, ConocoPhillips, Technical Chair
Lynn Russo, ExxonMobil, Communications Chair
Stuart Cagen, Budget Chair

Additional Participants

Mark Fitzsimmons, Steptoe and Johnson
Brian Doll, Oversight Vice Chair

API Staff

Lorraine Twerdok

Antitrust: Lorraine Twerdok

Oversight Committee Update: Patsy Clegg

- Response to Mehlman letter sent

Budget Committee: Stuart Cagen

- 2Q05 Financial report will be ready for Aug 11 call/meeting

Communications Committee Update: Lynne Russo

- Annual meeting opening and closing remarks to be done in house
- Provided Jerry Rice a list of potential invitees to SHS Symposium on Nov 4, 2005

Technical Committee Update: Jennifer Galvin

- No update

API Update: Lorraine Twerdok

- All sponsors have signed contract amendment
- University of Colorado grant amendment will go out July 25, 2005
- Working on Fudan University and Applied Health Sciences contract amendments
- Possibility of financial audits of investigator organizations on agenda for August meeting
- List Serve change: change “Principal Investigators” to “Investigators”

AOB

- Aug 11 call: focus on financial report
- Aug 11, 17, or 18 meeting: ConocoPhillips in Bartlesville
 - Agenda to include:
 - Contracts
 - 2Q05 financial report
 - Annual meeting
 - Symposium
 - Potential audit of grantee/contractors
 - SRP/ERP Shanghai visit

Next Call:

- September 1, 9 AM EDT