

Benzene Health Research Consortium
Contract Review Meeting Agenda
October 28, 2003

American Petroleum Institute
1220 L Street, N.W.
Washington, DC 20005

PURPOSE OF MEETING: Review of BHRC Contracts to make recommendations to Oversight Committee.

8:00	Continental Breakfast Available	
8:30 - 8:45	Welcome & Introductions Emergency Review Anti-trust Agenda Review	Patsy Lorraine Lorraine Patsy
8:45 – 9:15	API Contract Policies and Procedures	Lorraine
9:15 – 9:45	Contract Review Process Discussion • Contract Tracking Document • Contract Review Form • What to look for • Alignment with budget • Assignments	Patsy
9:45-12:00	Contact Reviews	Individuals
12:00-12:30	Lunch	
12:30 – 1:30	Contract Review Findings Discussion • Agree recommendations to OC • Assure Contract Tracking Document is updated	Patsy
1:30-2:30	BHRC Contract Amendment	?*
2:30-2:45	Break	
2:45-3:30	<Full Share Contract	?*
3:30-4:30	Recommendations to OC • 3rd party contracts • BHRC Contract • <Full Share Contract Contract Review Process Action Item Review	Patsy
4:30	Adjourn	

* should John Wagner draft proposal prior to meeting?