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From: Clegg, Patsy M SCC-CHSE-PC
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Cc:
Bcc:
Received Date: 2002-09-05 16:17:17 GMT
Subject: RE: SBHC Recruitment Meeting - Revised Agenda - Not
Zipped Attachments

Okay, I forgot to turn off the annoying "Let Outlook decide how best to send you attachments" feature. Already heard that some of you cannot open and/or read, so here goes again. I'll reinsert within the original email below.

Patsy;

-----Original Message-----

From: Clegg, Patsy M SCC-CHSE-PC
Sent: Thursday, September 05, 2002 10:08 AM
To: Lynn Russo (E-mail); Cagen, Stuart Z SCC; Donald M. Burnett PhD (E-mail); Michael Bird (E-mail);
William D. Broddle PhD (E-mail); Beatty, Pat (E-mail); Burnett, Don; Clegg, Patsy M
SCC-CHSE-PC; Crol A. Fairbrother PhD (E-mail); Matt Todd (E-mail); Paula Podhasky (E-mail)
Subject: SBHC Recruitment Meeting - Revised Agenda

Greetings,

Based on our call Tuesday afternoon, I have revised the agenda for the Sept 13 recruitment meeting and continued to refine supporting documents (which I consider DRAFT - for your revision to use or not use as you see fit). On the first agenda item, I moved Mark Fitzsimmons to the top thinking that his comments might impact the issues discussions and, perhaps, even the agenda. That way he could call in at the beginning and then get off the call - less logistical balancing. Lorraine, will you please notify Mark. I do not yet have the dial in number, but will get. I will attach the documents in a way that you can hopefully organize.

Please indicate best available time for a follow-up call next to finalize our plans - put an X beside available times - **times are CDT**. I think we should plan to send out the final meeting details, agendas, supporting documents, no later than Tuesday afternoon, Sept 10. Lorraine, would API be responsible for that? If possible, please respond with availability by noon this Friday, so I can send out meeting notice. I will consider the attachments below as sent for purposes of review on the call.

Monday Sept 9
10-1 CDT
2:30-5 CDT

**Tuesday Sept 10
10-1 CDT**

Agenda:
[Clegg, Patsy M SCC-CHSE-PC]



Recruitment
Meeting Agenda.doc.

<< File: Recruitment Meeting Agenda.doc (Compressed) >>

Attachment 1 & 2

[Clegg, Patsy M SCC-CHSE-PC]



BHSC Recruitment
Structure - Description



BHSC Recruitment
Structure - Org Chart

<< File: BHSC Recruitment Structure - Description.ZIP (Compressed) >> << File: BHSC Recruitment Structure - Org Chart.ZIP (Compressed) >>
Attachment 3

[Clegg, Patsy M SCC-CHSE-PC]



Shanghai Benzene
Consortium - ...

<< File: Shanghai Benzene Consortium - candidate org chart.ZIP (Compressed) >>

Attachment 4 & 5

[Clegg, Patsy M SCC-CHSE-PC]



API Recruitment
Plan1.doc (27 ...)



Funding Company
Recruitment Plan...

<< File: API Recruitment Plan1.ZIP (Compressed) >> << File: Funding Company Recruitment Plan.ZIP (Compressed) >>

Patsy Clegg
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Attachments:

API Recruitment Plan1.doc
BHSC Recruitment Structure - Description.doc
BHSC Recruitment Structure - Org Chart.doc
Funding Company Recruitment Plan.doc
Recruitment Meeting Agenda.doc
Shanghai Benzene Consortium - candidate org chartr.doc

Shanghai Benzene Health Consortium Recruitment Structure

- I. **Consortium appoints a Recruitment Lead** from OC/TC with the support of an API staff person.
 - A. Consortium Lead for Recruitment coordinates recruitment activities:
 - i. facilitating negotiations with OC regarding contracts, funding levels, roles and responsibilities of “new members”;
 - ii. responsible for status reports;
 - iii. communication;
 - iv. sharing learnings.
 - B. API staff person provides administrative assistance.
- II. Each **category of candidate sponsors** (i.e. API, funding companies) has a **consortium lead** with the support of an API staff person.
 - A. Consortium Lead for a category of candidate sponsors coordinates activities for recruiting those candidates.
 - B. API staff person provides administrative assistance.
- III. Each **individual candidate sponsor** is assigned an OC and TC person (could be one person) to lead the recruitment of that candidate.
 - Makes contact with candidate
 - Arranges meeting
 - Does follow-up
 - Works with OC to develop terms of sponsorship

API Recruitment Plan

1. Formulate requests
 - a. What are we asking of API?
 - b. What are we asking consortium company representatives to do?
2. Identify consortium company representatives. Map company rep to one or more API board members.
3. Target API Board meeting for _____date_____ to do presentation.
4. Work with committees under API that could influence decision.
5. Send letter/e-mail from consortium to company leads laying out plan.
6. Offer conference call/meeting for joint company leads to provide information/answer questions.
7. Company rep contact API board member.
8. Company rep mails consortium information package to API board member.
9. Company rep makes follow-up phone call to API board member to offer opportunity for visit / additional information.

Consortium Company	Consortium Company Rep	API Board Company/Member
BP		
Conoco		
ChevronTexaco		
ExxonMobil		
Shell		