

From: George Woodall [Woodallg@api.org]

Sent: Tuesday, December 18, 2001 1:03 PM

To: 'BenzConsort-OC@listserve.api.org'; 'BenzConsort-TC@listserve.api.org'

Cc: Richard Irons (E-mail); Otto Wong (E-mail); Thomas Armstrong (E-mail); Robert Schnatter Ph. D. (E-mail)

Subject: IMPORTANT Call Reminder - (Revised Agenda and Meeting Materials)

Importance: High

Oversight and Technical Committee Members;

The Agenda for the conference call for tomorrow has been revised and is shown below. This call will be a joint call of both the Oversight and Technical Committees due to the need for input from both sets of members on the important issue of authorizing the researchers to go forward with IRB review, and the path forward on authorizing the additional costs associated with the protocol review process. Details for the call are also shown below. Four spreadsheets are attached for the first main item on the agenda (Project Budget) which will involve both the Oversight and Technical Committees.

- ProjectCostEstimate.xls - shows the overall revised budget estimate for the project.
- EpiStudyAdditionalCosts.xls - shows the additional costs that are specific to the Case-Control Study; refer to the Consortium Web page for the original cost estimate for this work. The line item for the Case-Control Study costs in the overall budget (first spreadsheet) includes both the original estimate (adjusted for inflations) and the additional costs.
- IronsPost-SRP-Budget.xls - shows the additional costs associated with the Disease Progression (DP) and Molecular Epidemiology (ME) Studies, with details indicating which costs have increased and decreased. This has been added to the original estimates provided in the overall budget (1st spreadsheet).
- EMBSI-AdditionalCosts.xls - shows the exposure assessment work being done by EMBSI that is reflected in the estimates from Dr. Irons as a separate line item in his spreadsheet (3rd spreadsheet).

Conference Call

Oversight and Technical Committees - Benzene Health Research Consortium

Date/Time: Wednesday, December 19, 2001, 11:00 AM - 1:00 PM EST

Call-in Number: (703)736-7274

Moderator: George Woodall, API

Confirmation Number: 573 4738

Call Title: Milestones

Agenda

- Discussion of protocol changes and budgetary impacts from the SRP review.
 - Need for approval of the Disease Progression and Molecular Epidemiology Protocols to go the University of Colorado IRB for review ASAP (Irons/Beatty)
 - Need for approval of increases in costs to be adopted by the Oversight Committee and definition of the path forward (Burnett/Twerdok)
 - Need for approval of funds based on increased costs prior to authorizing contracts for 2002 (Woodall/Wong)
- Establishment of Milestones for tracking progress on the research project and other Technical Committee activities - please see the Gantt Chart of Project Timeline (<http://www.api.org/benzene-consortium/Project%20Progress/TimelineBenzeneHealthResearchNov2001.pdf>) on the Consortium Web Page (Username = Password =
- Discuss need for follow-on meeting or conference call (All).

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Visit the New www.api.org.

DRAFT

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES MEETING MINUTES

October 26, 2006

Attendees:

Michael Bird, ExxonMobil
Steve Bowes, ExxonMobil
Don Burnett, BP
Stuart Cagen, Shell Chemical
Patsy Clegg (Chair), Shell Chemical
Brian Doll, ExxonMobil
Howard Feldman, API
Mark Fitzsimmons, Steptoe and Johnson
Jennifer Galvin, ConocoPhillips
Bruce Jarrot, API
Trisha Perkins, ExxonMobil
Shan Tsai, Shell Chemical
Russell White, API
Zach Wong, Chevron

Decisions & Action Items:

Quorum Present

Study and JCML Budget Proposal

1. Action: J Galvin, Russ White, and Michael Bird will draft a request for more information

UofC Financial Review

1. Action: API to send with a cover letter

December 13-14 Meeting

1. Action: Began drafting agenda items.

Next Call

1. Action: API to schedule for Nov 9, 12-2 EST

DRAFT BHRC OVERSIGHT AND TECHNICAL COMMITTEE CONFERENCE CALL MINUTES

October 11, 2005

Attendees:

Anita Balaraman, Chevron
Steve Bowes, ExxonMobil
Don Burnett, BP
Stuart Cagen, Shell Chemical
Patsy Clegg (Chair), Shell Chemical
Brian Doll, ExxonMobil
Mark Fitzsimmons, Steptoe and Johnson
Jennifer Galvin, ConocoPhillips
Lynn Russo, ExxonMobil
Matt Todd, API
Lorraine Twerdok, API
Russell White, Chevron

Draft Agenda

- Welcome – Patsy
- Antitrust – Lorraine
- Draft scope of work for audits (attached – Emil Mara of API invited)
- Agenda for 11/03/05 OC/TC/CC meeting
- Annual Meeting Update
 - Annual meeting attendance – all hotel rooms filled?
- Symposium update
- AOB
- Schedule next call/mtg

Agreements & Action Items:

1. Scope of work for audits - All OC members should send their comments on API's draft financial audit plan for the Shanghai Health Study grant to the University of Colorado to Matt Todd by October 14, 2005. By October 28, a final plan should be distributed to the OC. API should contact both the PI and their respective institution's finance departments to arrange a time for the audit this year.
2. Agenda for November 3 meeting between Sponsors and PIs - Jennifer Galvin will send a draft agenda to Matt Todd by October 14 for distribution to the OC, TC and communications and PIs. We agreed that the anticipated time line for completion of the Shanghai Health Study would be the primary topic of the meeting.
3. Suggested publication protocol change – Jennifer Galvin will send a letter to the PIs suggesting a change in their study protocols. We want to remove the requirement to send the Sponsors draft manuscripts two weeks before they are submitted to a journal. The suggested protocol amendment would require that only manuscripts that have been accepted for publication be sent to the Sponsors. Dr. Jerry Rice should be copied on this letter.
4. Next meeting November 3, 2005. Conference calls scheduled as needed.

From: Iannarone, Lauren B SCC-CSEA
Sent: Thursday, December 11, 2003 9:41 AM
To: Clegg, Patsy M SCC-CHSE-PC; Cagen, Stuart Z SCC-HSE; Tholstrup, Susan C SCC-HSE
Cc: Colletti, Sarah J SCC-CSEA
Subject: FW: Shanghai Benzene Project Launch, dec. 9 in shanghai

Importance: High

Dear all -

Please see Henry's comments below on the event - Sarah and I will make sure that we incorporate his recommendations into the communications plan for the study.

Regards,

Lauren

Lauren Iannarone
Issues Manager
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-----Original Message-----

From: Wang, Henry KH SCHINA-PL
Sent: Thursday, December 11, 2003 3:38 AM
To: Colletti, Sarah J SCC-CSEA; Iannarone, Lauren B SCC-CSEA; Sullivan, Nancy E SCC-CBAR; Frearson, Jeremy RA SI-PXXI
Cc: Briggs, Barnaby D SC-CSEA; Freer, Jacky J SC-CSEA; Ruakere, Bianca B SI-PXXM; Wang, Yean-Sung YS SC-CSEA; Wood, Nick N SCHINA-EA; Zhou, Alfred Y SCHINA-EAG/2; Wang, John WH SCHINA-CHSG
Subject: Shanghai Benzene Project Launch, dec. 9 in shanghai

Dear All,

As requested, I attended the above launch event on 9 Dec in Shanghai on behalf of Shell Chemicals together with Alfred and John from our Shanghai offices. I summarised the following key observations for your ref and our discussions:

- It was well attended by about 200-300 people but the organisation by Dr Iron was poor, particularly with regard to Government liaison and stakeholder engagement.
- They invited the Vice Mayor who could not come and no senior Government officials attended in his place. In the end they have to cancelled the planned speech by Govt rep.
- In the speeches by Dr. Iron, Dr. Burnett [BP Toxicologist and Chairman of Benzene oversight committee] and Douglas Spelman [US Consul Gen] they did not really mentioned Shell and other sponsors. More emphasis was place on the Sino-US cooperation and this was reflected in the choice of the name of the lab. Dr. Burnett also only mentioned he is from BP and not the other sponsors.
- They have prepared and handed out a simple 1 page colour leaflet [in Chinese]. In it they did mentioned the consortium with the names of the 5 sponsors. They stressed that the consortium will be contributing US\$ 10 million to the project!