

**Benzene Health Research Consortium
Communications Committee
Conference Call Summary
4/15/02**

Participants:

Lynn Russo – ExxonMobil
Jay Stuller - ChevronTexaco
Shannon Stewart – APCO
Matthew Todd - API

Purpose of meeting: Conference call for Communications Committee Members to discuss implementation of Communications Plan

Agenda:

- Communications plan status/implementation
- China Strategy Session
- Other discussion items

Topics Discussed:

- Communications plan implementation
 - Types of materials, format of key messages and materials
- China Strategy Session
 - Scheduled for May 15th, 2002
- Benzene Symposium for 2003
- Website
 - Use of existing task force website to provide materials to communications committee members, APCO, other identified interested parties
- Committee/APCO conference calls and/or meetings schedule
 - Schedule 4-6 week intervals to maintain committee, APCO contact

Action Items:

- APCO – begin preparation of priority messages and materials
 - Provided materials: Ethics One Pager, Harrison Overview, "One-Pager"
- Matthew Todd – schedule May 21 or May 23 date for next conference call or meeting to review China Strategy Meeting, messages and materials progress
- Matthew Todd – get symposium participant "thought-leader" list from Lynn Russo, forward to technical and oversight committees
- Matthew Todd – follow up on status of website with George Woodall for access to study overview documents, inform committee of URL and password to access
- Matthew Todd – follow up on identification of outside legal review, inform committee
- Matthew Todd – follow up on timeline for IRB review and patient recruitment, inform committee