

From: Lorraine Twerdok [twerdokl@api.org]
Sent: Tuesday, January 08, 2002 10:10 AM
To: 'Benzene OC listserve'; 'Benzene consort comm'; 'Benzene consort tech'
Cc: George Woodall; Matt Todd; Paula Podhasky; Dawn Hebron; Elsie Barbaza; Linda Williams; John Wagner
Subject: BZ consortium - API staffing

Importance: High

To Benzene Consortium Oversight, Technical and Communications Committee Members:

As a result of our recent retreat, and in an effort to increase our effectiveness, I would like to clarify the committee staffing roles and responsibilities for the current Benzene consortia committees. All specific committee business (e.g. setting up conference calls and meetings, maintaining rosters, letting and monitoring contracts, paying contract invoices, etc.) should be conducted by the designated API staff.

Additionally, Matt Todd is responsible for the Benzene Health Research Consortium Master File. It will be the API staffer's responsibility to place important documents relating to consortium business in the master files. Examples of the types of documents for these files include:

- * Study protocols and approved amendments
- * Ethic/Sci. Review Panel meeting minutes and recommendations
- * Committee call/meeting minutes; records of important decisions
- * Budget information and reconciliation's
- * Regulator/Gov't communications

Oversight Committee	Lorraine Twerdok/Paula Podhasky
Technical Committees (includes SRP & Ethics)	George Woodall
Communications Committee	Matt Todd
Ad Hoc Legal	John Wagner

All API staff are copied on this message for your convenience.

Thanks,
Lorraine

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SHANGHAI HEALTH STUDY – MASTER FILES

--Protocol / Protocol Amendments and Approval

--Regulatory Correspondence

--Consortium Contract & Funding Sponsor Recruitment Information

--Oversight Committee

- Minutes
- Correspondence
- Budget

--Technical Committee

- Minutes
- Correspondence
- Research Progress Reports
- Reports
- Peer Review Publications

--Communications Committee

- Minutes
- Correspondence

--Scientific Review Panel

- Minutes
- Correspondence

--Ethics Review Panel

- Minutes
- Correspondence