

From: Clegg, Patsy M SCC-DCS/22 <patsy.clegg@shell.com>
Sent: Tuesday, November 29, 2005 2:06 PM (GMT)
To: Matthew Todd (E-mail) <toddm@api.org>
Cc: Bruce M. Jarnot (E-mail) <jarnotb@api.org>; Donald M. Burnett PhD (E-mail) <burnetdm@bp.com>; Jennifer Galvin (E-mail) <jennifer.b.galvin@conocophillips.com>; Matthew A Hughes (E-mail) <hughm7@BP.com>; Michael Bird (E-mail) <michael.g.bird@exxonmobil.com>; Russell White (E-mail) <russellwhite@chevrontexaco.com>; Tsai, Shan P SHLOIL-SHS <st196949@shell.com>; Stephen Bowes (E-mail) <stephen.m.bowes@exxonmobil.com>; Cagen, Stuart Z SCC-DCS/261 <sc724012@shell.com>; Colletti, Sarah J SCC-DCS/14 <sarah.colletti@shell.com>; Lynn Russo (E-mail) <lynn.b.russo@exxonmobil.com>; Myron Harrison (E-mail) <myron.c.harrison@exxonmobil.com>; Richard Herold (E-mail) <heroldra@bp.com>; Valerie Crissey (E-mail) <vcrissey@chevrontexaco.com>; Brian Doll (E-mail) <brian.e.doll@exxonmobil.com>; Michael Johnston <Mike.d.Johnston@ConocoPhillips.com>; Zach Wong (E-mail) <ZachWong@chevrontexaco.com>
Subject: FW: BHRC Meetings Requested

This did not go through to Matt, so not sure who got it.

Patsy Clegg

Product Steward

Shell Chemical LP

One Shell Plaza, 910 Louisiana, Houston, TX 77002-4916

Tel: +1 713 241 2521 **Fax:** 3325

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

From: Clegg, Patsy M SCC-DCS/22

Sent: Tuesday, November 15, 2005 5:25 AM

To: Matthew Todd (E-mail)

Cc: Brian Doll (E-mail); Burnett, Don (E-mail); Cagen, Stuart Z SCC-CF-SS; Jennifer Galvin (E-mail); Lynn Russo (E-mail); Michael Johnston; Zach Wong (E-mail); Bruce M. Jarnot (E-mail); Matthew A Hughes (E-mail); Michael Bird (E-mail); Russell White (E-mail); Shan Tsai (E-mail); Stephen Bowes (E-mail); Colletti, Sarah J SCC-CSEA; Myron Harrison (E-mail); Richard Herold (E-mail); Valerie Crissey (E-mail)

Subject: BHRC Meetings Requested

Matt;

There are 3 calls/meetings that we need to set up for the BHRC. Would everyone please respond to Matt by the end of the week with your availability for the times listed below for 2 calls.

1. As soon as possible, a call to debrief on the annual meeting.

- **Everyone**, begin making a list of what went well, opportunities for improvement, and other changes to consider for next meeting.
- **Jennifer**, would you please contact the SRP, ERP, and investigators requesting their input.

2. Review of the 3rd Q Financial Report. This will require coordination with the Budget and Technical committees to give them an opportunity to review prior to sending to Oversight.

ate - Time Yes = Available , No = Not Availableuesday, Nov 29, 10:30 - 12:30 CSTuesday, Nov 29, 1:30 - 5 CSTriday, Dec 2, all dayonday, Dec 5, after 2 PM CSTuesday, Dec 6, 10:30 -1:30 CSTriday, Dec 9, all dayThursday, Dec 15, all dayriday, Dec 16, all day

3. 2-day meeting during the last 2 weeks of February starting at 2 on the first day and ending at 3 on the second day of the Oversight Committee with Technical, Budget, and Communications Chairs in Washington (book a room at API).

Subject of the meeting is to detail out the timeline developed at the annual meeting for the close out of the study. We would like to have a session with Jerry Rice to input on behalf of the Scientific and Ethics Review Panels. I will call Jerry to request his participation and try to get a commitment of time. When that is set, we will schedule the meeting.

Patsy Clegg

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