

**From:** Paula Podhasky <Podhaskyp@api.org>  
**Sent:** Wednesday, February 12, 2003 1:04 PM (GMT)  
**To:** BenzConsort-OC@api.org; BenzConsort-CC@api.org; BenzConsort-TC@api.org;  
myron.c.harrison@exxonmobil.com  
**Subject:** BHRC  
**Attach:** SHS - exec briefing & call sheets - latest draft.msg; Jan 29 03 Call Summary.doc

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The Recruitment Committee Call is **Thursday, 13 February 2003 at 1:00 PM EST.**

**Dial-In #:** 866/262-1780 (US)  
205/354-0100 (International)  
**Meeting Room:** \*0495614\* (stars required)

Agenda

- Introductions and Roll Call.....(Patsy Clegg)
- Discussion of revised BHRC *Briefing paper* for the Executive Committee.....(Lorraine Twerdok)
- Discussion of *Call Sheet*.....(Jay Stuller, Lorraine Twerdok)
- NPRA Presentation Update..... (Bill Frick, Myron Harrison)
- Establish Time/Date for next call .....(Patsy Clegg) (*everyone come with calendars available*)
- Discussion of *Why Join Now* document .....(Lynn Russo, Matt Todd, Shannon Stewart)
- Approval of 29 January 2003 Draft Minutes.....(Patsy Clegg)
- Action Item Update.....(Patsy Clegg)
- Other Business

Paula Podhasky

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**BHRC Recruitment Committee Conference Call  
29 January 2003**

**Participants:**

|                                     |                          |
|-------------------------------------|--------------------------|
| Patsy Clegg, Shell                  | Lorraine Twerdok, API    |
| Bill Broddle, ConocoPhillips        |                          |
| Brian Doll, Exxon Mobil             | Bill Frick, API          |
| Lynn Russo, ExxonMobil              | Matt Todd, API           |
| Don Burnett, BP                     | Jim Vail, API Consultant |
| Patrick Beatty, ChevronTexaco       | Paula Podhasky, API      |
| Shannon Stewart, APCO               |                          |
| Mark Fitzsimmons, Steptoe & Johnson |                          |
| Jay Stuller, Chevron Texaco         |                          |
| Shan Tsai, Shell                    |                          |
| Stu Cagen, Shell                    |                          |

**Agenda Items**

**Introductions and Roll Call – Patsy Clegg**

**Discussion of Draft Briefing paper for Executive Committee- Lorraine Twerdok**

- The committee reviewed the draft briefing paper, identified changes and requested edits be made immediately and the revised document forwarded to Patrick Beatty and Jay Stuller. New draft needs to be circulated to the committee prior to the next conference call.
  - Include implications of no additional funding; direct consequences need to be clearly stated
  - BHRC asking for guidance therefore **no** funding options included in Briefing paper
  - For funding options to be discussed need to be brought up by consortium's member company executive committee representatives during the meeting in March
  - BHRC committee members need to brief their executive committee member; message needs to be consistent.
  - Lorraine Twerdok will inquire on format to insure BHRC briefing paper is viewed as an action item and not a discussion piece.

**Establish Time/Date for Next Conference Call – Patsy Clegg**

- Next Conference Call scheduled for Thursday, 13 February 2003 at 1:00 PM EST
- Following Call scheduled for Tuesday, 25 February 2003 at 4:00 PM EST

**Discussion of “Why Join Now” Document – Lynn Russo, Matt Todd, Shannon Stewart**

- The participants reviewed the document and identified changes
- Lynn Russo and Shannon Stewart will incorporate recommended changes

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- Lynn Russo will add sentences regarding science and forward to Patrick Beatty and Mark Fitzsimmons.

### Update on NPRA Presentation – Bill Frick

- Bill Frick has secured time for BHRC to present at the NPRA Issues Committee Meeting in Houston, TX.
- Persuasive tact needed to show why this is critical issue for a Downstream CEO.
- Bill Frick will try to get NPRA Committee roster and forward to BHRC members.
- Matt Todd will provide BHRC presentation packets for distribution

### Discussion of “Call Sheet” – Lorraine Twerdok

- Bullet format recommended
- Need make case that study is in jeopardy
- Contact information: add Don Burnett and Nancy Sullivan
- Jay Stuller will work on document and circulate revised version to committee by 13 February 2003

### Approval of Draft Minutes - Patsy Clegg

- 15 January 2003 minutes approved

### Other Business – Patsy Clegg

- OSHA contact is Amanda Edens
- Member companies need to decide whether BHRC should contact OSHA (MS Edens)
- Patsy following up internally at Shell on BHRC approaching PACE
- Sunoco recruitment
  - Sunoco undergone reorganization
  - New corporate HSE manager at Sunoco
  - Don Burnett is keeping tabs on status of issue
  - Don Burnett will keep Brian Doll in the loop
- Lorraine Twerdok informed participants that there are 3 members of the ERP (Baruch Brody, Zongliang Xu and Juhana Idanpaan-Heikkila)

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BHRC Recruitment Committee Conference Call

29 January 2003

## ACTION ITEMS

✓ in status column indicates task completed

| Owner            | Action Item                                                                                       | Due Date | Status |
|------------------|---------------------------------------------------------------------------------------------------|----------|--------|
| Lorraine Twerdok | Format Briefing paper so API Executive Committee views it as “action Item” (not discussion piece) | ASAP     | ✓      |

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|                                 |                                                                                                      |      |   |
|---------------------------------|------------------------------------------------------------------------------------------------------|------|---|
| Lorraine Twerdok                | Make requested changes to Briefing paper and forward to Patrick Beatty and Jay Stuller               | ASAP | √ |
| Patrick Beatty & Paula Podhasky | Adapt project payout to API calendar year budget                                                     |      |   |
| Lynn Russo & Shannon Stewart    | Make requested changes to "Why Join Now" document and forward to Patrick Beatty and Mark Fitzsimmons | ASAP | √ |
| Bill Frick & Myron Harrison     | Prepare for NPRA presentation                                                                        |      | √ |
| Matt Todd                       | Put together BHRC recruitment packets for Bill Frick and Myron Harrison                              |      | √ |
| Lorraine Twerdok                | Make requested changes to Call Sheet                                                                 |      | √ |
| Jay Stuller                     | Revise format of "Call Sheet" (Dow)                                                                  |      | √ |
| Paula Podhasky                  | Finalize 1/15/03 minutes forward to Matt Todd for posting                                            |      | √ |
| Lynn Russo                      | Forward names of Exxon Mobil people in Europe to Patsy Clegg                                         |      |   |
| All                             | Get your companies' view on whether BHRC should contact OSHA / Ms Edens                              |      |   |
| Don Burnett                     | Keep Brian Doll in loop with regards to Sunoco recruitment                                           |      |   |

# BHRC Recruitment Committee Conference Call

15 January 2003

## **ACTION ITEMS**

| Owner                 | Action Item                                                                                                         | Due Date     | Status |
|-----------------------|---------------------------------------------------------------------------------------------------------------------|--------------|--------|
| Matt Todd             | Add column to recruitment matrix to record level in organization that was approached                                | ASAP         | √      |
| Recruiters            | Send to Matt information on the organizational level of your contacts and their responses to joining the consortium | 20 Jan 03    |        |
| Lorraine Twerdok      | Write Recruitment "script" for O'Reilly                                                                             | 27 Jan 03    | √      |
| Lorraine Twerdok      | Write and Circulate 1 <sup>st</sup> draft of executive committee briefing paper                                     | 27 Jan 03    | √      |
| Lorraine Twerdok      | Contact Bill Frick about following-up on action items                                                               | 16 Jan 03    | √      |
| Paula Podhasky        | Contact John Wagner about following up on action items                                                              |              | √      |
| Recruitment Committee | Follow-up on European NGO activity                                                                                  | End of March |        |

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|                  |                                                                        |      |   |
|------------------|------------------------------------------------------------------------|------|---|
|                  |                                                                        | 2003 |   |
| Shannon Stewart  | Identify Benzene contact within OSHA                                   | ASAP | √ |
| Matt Todd        | Draft consortium letterhead; forward to John Wagner for legal review   | ASAP | √ |
| Lorraine Twerdok | Follow through on IRB issues/ inform Dr. Brody of committee discussion |      | √ |
|                  |                                                                        |      |   |

# BHRC Recruitment Committee Meeting

11 December 2002

## **ACTION ITEMS**

| Owner                | Action Item                                                                                                                   | Due Date          | Status                                                       |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------|
| Mark Fitzsimmons     | Contact Lyondell (Joe Spielman)                                                                                               |                   | √<br>Lyondell is aware of project; in poor shape financially |
| Matt Todd            | Forward Tier 1 spreadsheet to Mark F.                                                                                         |                   | √                                                            |
| Stu Cagen            | Provide update on Tier 1 recruitment efforts                                                                                  |                   |                                                              |
| Matt Todd            | Provide recruitment information packages (folders)                                                                            |                   | √                                                            |
| Patrick Beatty       | Talk to Chevron CEO about Marathon follow-up (CEO-CEO)                                                                        |                   | On hold                                                      |
| Bill Broddle         | Follow-up on likelihood of share increase for ConocoPhillips                                                                  | monthly           | Reviewing issue internally                                   |
| Lynn Russo           | Identify Sinopec contact                                                                                                      |                   | √                                                            |
| Patrick & Bill Frick | Look into recruiting from Caprolactam producers/users                                                                         |                   |                                                              |
| Paula & Patrick      | Draft structure slide                                                                                                         | mid February 2003 | In progress                                                  |
|                      | Review QA document to screen for repetition across recruitment documents                                                      |                   |                                                              |
| Lynn                 | Strengthen science perspective in "Why " join now document                                                                    | 1/29/03           | In progress                                                  |
|                      | Elaborate on internal benefits gained by a company through participating in a high quality, state of the are research project |                   |                                                              |
| Matt                 | Check on ability to blackout website links                                                                                    |                   | √                                                            |

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|                |                                                                                                                            |                    |                       |
|----------------|----------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------|
|                | in dreamweaver                                                                                                             |                    | Can<br>blackout       |
| CC / All       | Review distributed documents and provide comments back to communication Committee <b>CC will circulate with due date</b>   | Revised<br>1/15/03 |                       |
| Communications | Update slide presentation (AHS, IRB review)                                                                                |                    | √                     |
| CC / All       | Verify that roles and responsibilities are consistent between recruitment documents <b>CC will circulate with due date</b> | Revised<br>1/15/03 |                       |
| All            | Discuss internally whether PACE should be solicited for attendance at annual meeting                                       |                    | √                     |
| John Wagner    | Identify contact at AFL/CIO                                                                                                |                    | √<br>Peg<br>Seminario |
| Bill Frick     | Identify House Committee<br>Contact/meeting invite                                                                         |                    |                       |
| Lynn           | Contact Nike for additional information on footwear makers                                                                 |                    |                       |
| Bill Frick     | Give BHRC presentation at NPRA                                                                                             |                    | √                     |
| Matt           | Change "US" NGO to "North American"                                                                                        |                    | √                     |
| John Wagner    | Talk to Genevieve Laffly about international organizations that would have interest in program                             |                    |                       |
| ALL            | Think about other possible organizations/groups and forward info to Matt                                                   | ongoing            | Ongoing               |
| All            | Forward list of European NGOs to most appropriate person within your company; forward their recommendations to Matt        |                    | √                     |
| All            | Plan to participate on a Conference Call in January                                                                        |                    | √                     |
|                |                                                                                                                            |                    |                       |

# BHRC Recruitment Committee Conference Call

21 November 2002

## **ACTION ITEMS**

| Owner | Action Item                                                                       | Due Date | Status  |
|-------|-----------------------------------------------------------------------------------|----------|---------|
| Paula | Draft minutes forward to legal                                                    | ASAP     | √       |
| Matt  | Notify members in Friday Update of any finalized minutes; post minutes to website | Ongoing  | Ongoing |

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|                |                                                                                                                                                                                                                                  |            |                                           |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------|
| Members        | Check website; if you are unable to access website contact Matt                                                                                                                                                                  | Weekly     |                                           |
| Matt           | Remove <i>Draft</i> from final documents                                                                                                                                                                                         | As needed  |                                           |
| Members        | Contact Matt for documents you are unable to download from site                                                                                                                                                                  | As needed  |                                           |
| Lynn           | Forward Patrick's early "Ethics paper" to Matt for posting on website                                                                                                                                                            | 12/10/2002 |                                           |
| Lynn           | Review presentation of ethics: <sup>1</sup> Request narrative on Ethics; <sup>2</sup> consider adding paragraph to key messages document; <sup>3</sup> Review slides and decide whether ethics can be addressed more proactively | 12/11/2002 |                                           |
| Patsy<br>Lynn  | Draft 1-pager on committees                                                                                                                                                                                                      |            | √                                         |
| Paula<br>Matt  | Prepare packet of all available recruitment documents have available for participants of 12/11/02 meeting                                                                                                                        | 12/11/2002 | √                                         |
| Matt           | Post Dr. Brody's ethics review of the protocols                                                                                                                                                                                  |            |                                           |
| Recruiters     | Receive prior approval from an individual before using their name in recruitment                                                                                                                                                 | ongoing    |                                           |
| John Wagner    | Develop wording for arguments for joining                                                                                                                                                                                        |            |                                           |
| Stu Cagen      | Develop wording for scientific argument for joining                                                                                                                                                                              |            |                                           |
| Communications | Review and Edit document list of responses for "Why join now"                                                                                                                                                                    |            | √                                         |
| Lorraine       | Draft paragraph that succinctly responds to why join now; forward to Bill Frick and Howard Feldman                                                                                                                               |            | Morphed into script for recruitment calls |
| Matt           | Remove from document title "Joint Sino-US..."                                                                                                                                                                                    |            | √                                         |
| Members        | Review "Joint Sino..." and "Scope Statement" documents and send comments to Matt                                                                                                                                                 | 12/05/2002 | √                                         |
|                |                                                                                                                                                                                                                                  |            |                                           |
| Shan Tsai      | Forward CAPA conference information to Lynn                                                                                                                                                                                      |            |                                           |
| Shannon        | Include conferences in recruitment opportunities list                                                                                                                                                                            | ongoing    |                                           |
| Patrick /Don   | Forward Conoco Phillips email regarding share increase to Lorraine                                                                                                                                                               |            | √                                         |
| Lorraine       | Circulate newest version of Rolls and                                                                                                                                                                                            |            | √                                         |

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|       |                                                                                |  |   |
|-------|--------------------------------------------------------------------------------|--|---|
|       | Responsibilities paper                                                         |  |   |
| Paula | Include review and approval of Rolls and Responsibilities in OC meeting agenda |  | √ |
| John  | Review member contract for TSCA 8e issues                                      |  |   |
| Paula | Add CC critical presentation review to 12/11/2002 recruitment meeting agenda   |  | √ |