

BHRC OVERSIGHT COMMITTEE & COMMITTEE CHAIR CALL ACTION ITEM TABLE

Last updated 11/5/04

OPEN Action Items (date assigned)	Responsible Party	Status	Comments
Invoice companies one third remaining commitment on 2/1/05 (11/3/04)	API		
Tabulate & circulate results from budget plan action items and distribute to OC Monday, 12/13/04 (11/3/04)			
Budget action plan items due to API cob, Friday Dec. 10, 2004 (11/3/04)	All members with action items		
Discuss with PIs NCI offer to assist in exposure assessment (11/3/04)	Tech. Cmtte		
Summarize exposure progress and update OC at Dec. 16, 2004 meeting (11/3/04)	L. Twerdok		
Consider how to involve NCI in laboratory sustainability efforts (11/3/04)	OC Members		
Provide M. Johnston with company sustainability contacts (11/3/04)	OC Members		
Draft laboratory transition goals and potential outcome document for OC review (11/3/04)	M. Johnston		
Contact APCO China for advice if/how BHRC can influence laboratory disposition decision by Fudan (11/3/04)	L. Russo		OC discussion at 12/16/04 mtg
Discuss with R. Irons (on next call) if it would be useful for sponsor in-country representatives to meet with Fudan to emphasize importance of maintaining laboratory (11/3/04)	Technical Committee		
Inform all SHS participants of change in venue for 2005 annual meeting once ExxonMobil provides API with details (11/3/04)	API		
Inform Madeleine API will not be planning 2005 annual mtg (11/3/04)	L. Twerdok		

BHRC OVERSIGHT COMMITTEE & COMMITTEE CHAIR CALL ACTION ITEM TABLE

Last updated 11/5/04

OPEN Action Items (date assigned)	Responsible Party	Status	Comments
Get details (logistics, level of audience, etc.) to set up briefing for ILSI/HESI funding recruitment presentation (11/3/04)	M. Bird		
Recruit internal legal council (11/3/04)	OC Members		
Host next SHS Annual Meeting in Fairfax, VA (11/3/04)	XOM		
Calculate savings for reducing remaining annual meeting from 3 to 2 (11/3/04)	L. Twerdok		
Contact M. Bird concerning reprogramming of QA/QC funds (11/3/04)	B. Doll		
Contact SHS principals for detailed budget re-analysis cost explanations for review to identify cost efficiencies (11/3/04)	TBC		
Arrange for Yimei (last name?) of EMBSI to work full time on exposure assessment IH management in Shanghai (11/3/04)	B. Doll		
Obtain signatures for BHRC agreement amendment 2 (and #1, if unsigned) (9/13/04)	OC Members		Received from BP, COP and Shell (as of 10/18/04)
Include recruitment privilege table (see 8/16 minutes) and circulate revised recruitment documents to OC for review/comment/approval (9/13/04)	M. Todd		
Identify & brief internal SD experts for possible assistance in lab sustainability effort (9/13/04)	OC members		
Arrange for Shell & XOM SD experts to join Nov. meeting (9/13/04)	P. Clegg & L. Russo		Agenda item will be 8 – 10 AM on Thursday, Nov. 4. Information to join by phone will be on the agenda
Arrange for early disbursal of funds to UCHSC (9/13/04)	B. Jarnot	complete	

BHRC OVERSIGHT COMMITTEE & COMMITTEE CHAIR CALL ACTION ITEM TABLE

Last updated 11/5/04

OPEN Action Items (date assigned)	Responsible Party	Status	Comments
Financial management: 1. Establish an estimate for additional resources required. (9/13/04) 2. Conduct an analysis of available resources in the BHRC administrative funds (QA/QC) (9/13/04) 3. Provide recommendation for timing of 2005 sponsor invoicing at November OC meeting (9/13/04)	Technical Budget Committee		For discussion at 11/3/04 OC meeting
Seek opportunity to provide SHS update to API General Committee on Special Programs (GCSP) (8/19/04)	L. Twerdok	pending	Request to Brenda Hargett 8/30/04
Further investigate cost recovery potentials for the JCML; this activity could be a good way to initiate transition of laboratory to Fudan University (8/19/04).	M. Johnston & J. Wagner		
Budget - Pursue possibility of SHS clinical laboratory income being used to defray study costs (4/21/04)	J. Wagner & M. Johnston		Remind John – need advice & guidance for Nov. OC mtg.; Mike Johnston to work with John on issue

BHRC OVERSIGHT COMMITTEE & COMMITTEE CHAIR CALL ACTION ITEM TABLE

Last updated 11/5/04

OPEN Action Items (date assigned)	Responsible Party	Status	Comments
OC lead on lab transition/turnover plan development; work with S. Tsai and J. Wagner on issue (8/19/04)	M. Johnston		
R. Irons to keep OC informed of progress/decisions by Fudan University on disposition of laboratory; item should be on at least next few Investigator monthly call agendas (8/19/04)	B Jarnot	pending	On agenda for next PI call: discussion item in recent meeting between P. Beatty & R. Irons
Funding sponsor privileges for new sponsors should be used in any updates presented at API, and other presentations as appropriate (chart attached) (8/19/04)	OC members	On-going	
Update/verify case accrual numbers for 2Q04, and add case referral numbers (total number of diagnosis performed at JCML) to 3Q04 financial report(8/19/04)	B. Jarnot	Next update 4Q04	Total number of referrals no available 3Q04 (biannual progress reports)
Add invoice dates to yearly plan as they are adopted (8/19/04)	L. Twerdok	ongoing	
Adjust UCHSC EMBSI subcontractor projected expenses to first half of calendar year. EMBSI is paid once per year, rather than the current biannual projections (8/19/04)	L. Twerdok & B. Jarnot	pending	Expense projections being verified with subcontractors (as of 10/25/04)
Research in-house experience on sustainability transitions (8/19/04)	OC members	complete	Discussion at 11/4/04 OC mtg

BHRC OVERSIGHT COMMITTEE & COMMITTEE CHAIR CALL ACTION ITEM TABLE

Last updated 11/5/04

OPEN Action Items (date assigned)	Responsible Party	Status	Comments
Investigators will keep SRP, ERP, Technical Committee and OC updated on upcoming scientific meeting presentations and papers, and circulate draft manuscripts to SRP/ERP and Technical Committee prior to submission to journals (may want to make a standing agenda item for monthly investigator calls) (8/19/04)	B. Jarnot to coordinate	On-going	
Work with R. Irons to explore use to Shell's access to Shanghai Mayor's Office to request that IPHS devote more experienced IH resources to the study (8/19/04)	P. Clegg		Shell has a visit to mayor's office scheduled for 10/04
Evaluate existing QA/QC resources to see if they can be deployed to address IH and QA/QC issues. (8/19/04)	Technical Committee		
Work with the investigators in development of proposals on exposure & IH issues; coordinate appropriate review by OC and SRP/ERP (8/19/04)	Technical Committee		Target to have initial proposals w/in one month

BHRC OVERSIGHT COMMITTEE & COMMITTEE CHAIR CALL ACTION ITEM TABLE

Last updated 11/5/04

OPEN Action Items (date assigned)	Responsible Party	Status	Comments
Update OC on investigators' proposals at the November OC meeting in Houston. (8/19/04)	Technical Committee		
Explore funding opportunities with American Leukemia Society, Health Effects Institute (HEI), and International Life Sciences Institute/Health Effects Sciences Institute (ILSI/HESI), and report back on progress at the November OC meeting. (8/19/04)	M. Bird	On-going	• ILSI/HESI require formal presentation for Board consideration • Int'l Childhood Leukemia Assoc. contacted – awaiting response (Dr. Patricia Buffler) • No contact with HEI • Helmut Greim contacted to approach BP – on hold pending company-to-company contact
Check if BP & XOM have corporate discounts with any of the potential hotels for the 2005 Annual Meeting in Shanghai (8/19/04)	L. Russo & C. Roythorne	On-going	• XOM complete • BP outstanding
Research hotel options for 2005 Annual Meeting in Shanghai and report to OC at November OC meeting (8/19/04)	M. Sellouk	On-going	
Outreach - find out relevant professional meeting dates locations and presentation/abstract deadlines via internet (4/21/04 & 6/21/04)	M. Todd/L. Russo	DELETE?	Put on November agenda to review
Review organizations & contacts with Matt (6/21/04);	Outreach Contacts	On-going	
Outreach - outreach coordination, make sure circulate summaries as contacts are made (4/21/04)	M. Todd	ongoing	Updates will be posted to spreadsheet on website
Outreach - 2004 Benzene International Symposium (venue for USEPA, EU and German MAK update) ○ review attendee list for potential follow-up ○ get extra copies of proceedings (Chem. Biol.	Technical Committee		

BHRC OVERSIGHT COMMITTEE & COMMITTEE CHAIR CALL ACTION ITEM TABLE
Last updated 11/5/04

OPEN Action Items (date assigned)	Responsible Party	Status	Comments
Interaction special issue and individual SHS reprints) (4/21/04)			

BHRC OVERSIGHT COMMITTEE & COMMITTEE CHAIR CALL ACTION ITEM TABLE

Last updated 11/5/04

COMPLETED Action Items	Responsible Party	Status	Comments
Schedule OC call to discuss funding sponsor recruitment and assign OC lead (8/26/04)	L. Twerdok	complete	Tentative: Monday, September 13; 2-3:30P (EDT)
Work with B. Jarnot to contact Peter Preuss (EPA) at 9/23/04 Naphthalene Coalition meeting (8/26/04)	S. Cagen & P. Beatty		
Work with L. Twerdok & B. Jarnot to develop agenda for October SRP/ERP call/mtg with T. Armstrong at the International Benzene Symposium (8/26/04)	P. Beatty	complete	
Make all approved changes to the amendment #2 and obtain API signatures. Two copies of the API signed amendment will then be sent to OC members for signature. (8/19/04)	J. Wagner	complete	Those companies that did not sign amendment #1 (which changed the payment schedule for payment in 2003/early 2004 of all initially committed funds), amendment #1 will be sent along with amendment #2 for signature.
Circulate GCSP roster	L. Twerdok	complete	
Update update OC action item table, and coordinate posting to website (8/19/04)	L. Twerdok	complete	
Tabulate list of additional professional organizations for potential outreach - for OC discussion at the Nov. 3-4, 2004 meeting in Houston (8/19/04)	M. Todd	complete	
Update 2004 Plan for Communications, Technical and Budget committees (8/19/04)	M. Todd & B. Jarnot	complete	
Update yearly plan, and post updates to website (in consultation with respective committees) (8/19/04)	M. Todd, B. Jarnot & L. Twerdok	complete	
Communicate consortium privileges to Marathon	L. Twerdok	complete	Via email 8/30/04

BHRC OVERSIGHT COMMITTEE & COMMITTEE CHAIR CALL ACTION ITEM TABLE

Last updated 11/5/04

COMPLETED Action Items	Responsible Party	Status	Comments
Provide to L. Twerdok logistical information for November 3 – 4 OC meeting in Houston (8/19/04)	M. Johnston	complete	
Determine if an SHS update will be on the 10/19/04 HESGC agenda (8/19/04)	L. Twerdok	complete	SHS update will NOT be on the agenda
Give Craig Parker of Marathon Ashland full access to SHS website (with the exception of the SRP/ERP areas, which no sponsor has access to) (8/19/04)	M. Todd	Complete	
Provide L. Twerdok detailed map of Shanghai, noting locations of hotels and Fudan University (8/19/04)	O. Wong	complete	
Circulate link to NIH website on ethics training (8/26/04)	L. Twerdok	complete	
Budget - Document with UCHSC that API requested interest for 2001,2002 and 2003 unspent funds and was denied, indicating that consortium still feels that it is owed this interest income – send letter to UCHSC (4/21/04 & 6/21/04)	J. Wagner & B. Jarnot	complete	No back interest; will collect interest for 2004 forward
2004 Annual Meeting - Develop a robust closing session for the 2004 meeting (4/21/04)	P. Clegg	complete	

BHRC OVERSIGHT COMMITTEE & COMMITTEE CHAIR CALL ACTION ITEM TABLE

Last updated 11/5/04

COMPLETED Action Items	Responsible Party	Status	Comments
Circulate 2 nd draft of consortium agreement amendment to OC for review (7/29/04)	J. Wagner	complete 7/30/04	Due 8/6/04
Add review of consortium agreement amendment to 8/16/04OC meeting agenda (7/29/04)	L. Twerdok	complete 8/4/04	
Find out date & location for fall HESGC meeting (7/29/04)	L. Twerdok	Complete 7/29/04	October 19, 2004 Pasadena, CA Passed along request for BHRC update to Howard
Ensure active Outreach items covered on next PI call (6/21/04)	B. Jarnot	complete	
1Q04 financial report – case accrual sheet needs to be edited to clarify (6/21/04)	B. Jarnot	complete	
Update Outreach Spreadsheet for distribution (6/21/04)	P. Clegg	complete	
Send details of pre-Asilomar OC meeting in San Francisco to Lorraine (6/21/04)	P. Beatty	Complete 7/12/04	
Highlight meeting dates in email of minutes (6/21/04)	B. Jarnot	complete	
Email summary of Downstream meeting and presentation to all consortium members (5/20/04)	P. Clegg	complete	
Add 2005 invoicing and consortium agreement amendment to agenda for June 21 OC call (5/20/04)	L. Twerdok	complete	
Add P. Beatty to the CC roster on an interim basis until ChevronTexaco appoints a new, permanent member (5/20/04)	M. Todd	complete	
Send email ballot to OC for decision on which API staff will attend Annual Meeting (5/20/04)	L. Twerdok	complete	Bruce, Lorraine, Madeleine & Matt to attend
Annual Meeting - Send out pre-meeting package with final agenda and meeting logistics and information on the Monterey area by July 15, 2004 (5/20/04)	M Todd & M. Sellouk	complete	
2004 Annual Meeting - Set deadline (and communicate to presenters) for API receipt of presentations (5/20/04)	M. Todd & B. Jarnot	complete	Deadline is August 1, 2004
Develop a tracking spreadsheet to include a timeline for technical and regulatory outreach (5/20/04)	L. Twerdok	complete	Available on website

BHRC OVERSIGHT COMMITTEE & COMMITTEE CHAIR CALL ACTION ITEM TABLE

Last updated 11/5/04

COMPLETED Action Items	Responsible Party	Status	Comments
1Q04 Financial Report - Clarify text summary and detail worksheet for case accruals with language provided on call (5/14/04)	L. Twerdok	complete	
1Q04 Financial Report - Reconcile bank balances with BHRC report and API financials (5/14/04)	L. Twerdok	complete	
1Q04 Financial Report - Circulate, via email, revised report for final OC approval once corrections made	L. Twerdok	complete	Circulated 6/3/04; approval pending
Put a 'no-cost time extension' amendment in place for APCO, to ensure that current contract does not expire while renewal issues are resolved (5/14/04)	M. Todd	complete	
2004 Annual Meeting - Circulate latest version of draft agenda	M. Todd	complete	on website
2004 Annual Meeting - Post list of attendees (and those not attending) to website (5/14/04)	M. Todd	complete	on website
2004 Annual Meeting - OC members to invite their appropriate company personnel, if not already invited (5/14/04)	OC	complete	
2004 Annual Meeting - Cancel additional meeting room reserved for Wed. afternoon (5/14/04)	M. Sellouk	complete	
2004 Annual Meeting - On next monthly PI call, inform that the Annual Meeting will be a good opportunity to discuss outreach issues (5/14/04)	B. Jarnot	complete	
2004 Annual Meeting - Invite M. Sellouk to join June 21 conference	M. Todd	complete	Madeleine will join call
Budget - Revise 4Q03 financial report as directed	L. Twerdok	complete	
Budget - Find out interest income rates for API and UCHSC	B. Jarnot & L. Twerdok	complete	API – 0.465% UCHSC – 0.837%
Outreach -Contact PIs to discuss outreach plans; Chinese Society Of Industrial Toxicology upcoming 9/04 meeting may be a good place to start, but who should give talk? PI or BHRC member? (next monthly call) (4/21/04)	P. Beatty, S. Cagen, B. Jarnot	complete	
Outreach - request investigators to provide list of talks/abstracts/poster presentations of all SHS staff (on next	P. Beatty, S. Cagen, B.	complete	

BHRC OVERSIGHT COMMITTEE & COMMITTEE CHAIR CALL ACTION ITEM TABLE

Last updated 11/5/04

COMPLETED Action Items	Responsible Party	Status	Comments
monthly PI call) (4/21/04)	Jarnot		
Budget - Decision for 2005 sponsor invoicing needs to be made by June 2004 (4/21/04)	OC members	Complete 6/21/04	Agenda item for 6/21/04 call
Budget - Execute UCHSC grant payment (4/21/04)	B. Jarnot	complete	
Outreach - build spreadsheet with actions, responsible party, and timelines for outreach plan (5/14/04)	L. Twerdok	Complete	
Outreach - obtain/circulate proceedings from previous Chinese Society Of Industrial Toxicology (5/14/04)	Shan Tsai & P. Clegg	complete	
2004 Annual Meeting - Get an update on 2004 Annual Meeting logistics from Madeleine, and inform her of her action items (4/21/04)	M. Todd	complete	
2004 Annual Meeting - Find out if Dr. Fu will be giving a talk (4/21/04)	P. Beatty & TC	complete	Dr. Fu will give short talk
2004 Annual Meeting - Entertainment (karaoke) for the Tuesday evening opening reception (5/14/04)	B. Doll & M. Sellouk	complete	
2004 Annual Meeting - Arrange for conference room for Wed. PM PI/OC/TC meeting (4/21/04)	M. Sellouk	complete	Decided to cancel concurrent meeting & room on 5/14/04
Consortium Agreement - Develop amendment, circulate to Ad Hoc legal group for review, and circulate to companies for signature (4/21/04)	J. Wagner	complete	
Other - Schedule/announce upcoming OC meetings (August 16-17 and November 3-4) and calls [May 14 @ 1 PM (eastern) (4/21/04)]	L. Twerdok	complete	
Other - Schedule/announce Thursday May 6 Technical Committee call @ 1PM (eastern) for 1Q04 financial report review. (4/21/04)	Bruce	complete	