

BHRC OVERSIGHT COMMITTEE & COMMITTEE CHAIR CALL ACTION ITEM TABLE

Last updated 10/18/04

OPEN Action Items (date assigned)	Responsible Party	Status	Comments
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 disbursement of funds to UCHSC (9/13/04)	B. Jarnot	Awaiting UCHSC signature	UCHSC grant amendment with revised payment schedule sent 10/7/04. Funds will be disbursed when API received signed amendment.
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		
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

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			John on issue
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		
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		2Q04 updated
Develop recommendations to OC for sponsor invoicing as funds are required (8/19/04)	Technical Budget Committee		
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		
Research in-house experience on sustainability transitions (8/19/04)	OC members		

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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		
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
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		
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		XOM complete
Research hotel options for 2005 Annual Meeting in Shanghai and report to OC at November OC meeting (8/19/04)	M. Sellouk		
Outreach - find out relevant professional meeting dates locations and presentation/abstract deadlines via internet (4/21/04 & 6/21/04)	M. Todd/L. Russo		Put on November agenda to review
Review organizations & contacts with Matt (6/21/04);	Outreach Contacts	On-going	
Outreach - outreach coordination, make sure circulate	M. Todd	ongoing	Updates will be posted to

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summaries as contacts are made (4/21/04)			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. Interaction special issue and individual SHS reprints) (4/21/04)	Technical Committee		

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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

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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	

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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

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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	

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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	