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**Sent:** Thursday, January 30, 2003 11:12 PM (GMT)  
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**Subject:** Benzene Study- Minutes from Monday's meeting  
**Attach:** mtgminutes\_12703.doc

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Dear all:

I am attaching the minutes from Monday's meeting for your review.

Also, please advise on whether you would be available for a teleconference to update on our progress and discuss the stakeholder workshop with BP. Once I receive votes, I will send out an agenda and call in number.

I am also noting some dates that we could propose to hold the workshop with BP and choices of venue. Please vote on your preference.

Best Regards,

Lauren Iannarone

Americas Issues Manager

Shell Chemical LP

713-241-7283

**Proposed Dates:**

**Teleconference:**

Wednesday February 19 – 7AM Houston; 1PM London; 9PM Beijing

Thursday February 20 - 7AM Houston; 1PM London; 9PM Beijing

**Workshop with BP:**

March 12

March 13

**Venue for Workshop:**

London

Houston

Beijing

Other:

**Shanghai Benzene Study  
External Stakeholder Engagement Meeting Minutes  
January 27, 2003**

**Participants: Patsy Clegg, Shan Tsai, Tim English, Sarah Colletti, Joe Machado, Robin Aram, Johan Breukelaar, Stuart Cagen, Lauren Iannarone**

1. Introductions
2. Review Agenda
3. Objectives of Meeting
  - Familiarize participants with Shanghai Benzene Study
  - Develop a plan/strategy for engaging NGOs
4. Brief Overview of the Shanghai Benzene Study and Benzene Health Research Consortium
  - Shell is contributing to a joint study in Shanghai that aims to better define the risks from exposure to benzene as part of ongoing product stewardship and safety and health programs
  - A state-of-the-art clinical and molecular laboratory is being built on the Fudan Medical University campus to support the research project and the Shanghai medical community and will remain at Fudan once the project is completed
  - In 1997, the National Cancer Institute in the US released a study of benzene-exposed workers in China. The study concluded that benzene exposure may cause non-Hodgkin's lymphoma, (NHL). Previously, benzene exposure had been linked only to acute myelogenous leukemia (AML),. The NCI study also showed development of AML at lower exposure levels than previously known.
  - In March 2001, the Shell Chemicals CEC approved Shell's participation in a consortium (including BP, ChevronTexaco, ConocoPhillips, ExxonMobil) to fund a 5-year program in Shanghai.
  - The purpose of the study is to gain a more refined understanding of the relationship between benzene exposure and associated cancer risks. The cohort participants - who are informed and consenting volunteers - are patients that are identified by Shanghai hospitals as having a benzene exposure related condition. The program includes three studies:
    - (1) a prospective epidemiology study,
    - (2) a disease progression study, and
    - (3) a molecular biomarkers study.
  - Shell has committed \$3MM to the \$23MM project
  - Searching for additional participants from the energy and petrochemical sectors
  - It was suggested that the group consider recruiting Japanese companies
  - APCO has been hired to manage public relations for the consortium

- Consortium members believe that Shell and BP are well placed to manage stakeholder engagement on behalf of the consortium.
5. Scope and Approach for NGO Engagement
    - Robin Aram suggested (and group agreed) to expand list of interested entities to broad set of stakeholders including media, NGOs, industry associations, labor unions, government, customers
    - Agreed that Shell needs a structured approach to stakeholder identification and analysis – group should utilize stakeholder matrix used by SD, issues and PX
    - Emphasis should be on simplicity – the research is a rigorous and good study
  6. Team Processes and Protocols
    - Conference calls and emails
    - Patsy will serve as the coordinator and technical expert on this project
    - Lauren will help coordinate the stakeholder analysis and engagement activities for Shell Chemical
  7. Workshop to Develop Strategy
    - Objective of the workshop will be to analyze the stakeholder list – prioritizing stakeholders and developing appropriate strategies for the consortium as well as Shell and BP
    - Agreed that workshop should be scheduled as soon as possible
    - Agreed that workshop should include BP; benefits would include diversity of views and consistency of approach
  8. Plan Forward

| Action                                                                                        | Responsibility | Due Date            |
|-----------------------------------------------------------------------------------------------|----------------|---------------------|
| Contact BP to gauge interest in workshop                                                      | Patsy          | Complete            |
| Revise spreadsheet to reflect stakeholder groups; circulate to group for additional input     | Lauren         | February 7          |
| Contact Shell government relations for input; UK, Netherlands, U.S.                           | Patsy          | February 7          |
| Schedule briefing for Rob Routs on upcoming API presentation                                  | Patsy          | February 14         |
| Hold second conference call/meeting to discuss Shell stakeholder analysis/engagement strategy | Lauren         | Week of February 17 |
| Hold meeting with BP to                                                                       | Lauren         | TBD – March         |

|                                                      |        |             |
|------------------------------------------------------|--------|-------------|
| define strategy                                      |        |             |
| Circulate recommendations to Shell team for approval | Lauren | TBD – March |