

Shanghai Benzene Study - Shell NGO Strategy Team

January 27, 2003 Conference Call Agenda

Call Facilitator: Patsy Clegg

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
 - NCI study - NHL, AML at lower exposures
 - 5 member consortium
 - Oversight, Technical, Communications, Recruitment committees
 - Scientific Review Panel, Ethics Review Panel
 - API administrative support
 - 3 studies:
 - Prospective epidemiology
 - Disease progression
 - Molecular epi; biomarkers
 - PI: Richard Irons, Otto Wong
 - Fudon U, Chinese gov agencies, Shanghai hospitals
 - Time Line:
 - Lab set up, begin taking cases in March
 - March: API Board
 - 2nd Q: Opening Ceremony
 - Aug 03: 1st Annual Meeting
 - 1Q04: run out of money
 - 07: Final report
 - Costs
 - Shell's contribution
5. Shell in China - Nick Wood
6. Scope and Approach for NGO Engagement
 - List of NGOs
 - Shell and BP asked to take lead in approaching European based NGOs
 - 2-layer: consortium and company

7. Team Processes and Protocols
 - Timing and method of briefing
 - Individuals roles
 - Other Participants
 - Who would you be briefing
8. Workshop to Develop Strategy
 - Prioritize and map stakeholders
 - Agree on guidelines/strategy for engaging
 - Risk Management/Issue Matrix
 - Key Milestones
 - Internal Communications
 - What does success look like
9. Plan Forward

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5. Shell in China
6. Scope and Approach for NGO Engagement
7. Team Processes and Protocols
8. Workshop to Develop Strategy
9. Plan Forward

**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

	A	B	C	D	E	F
1	NGO	Interest Area	Pro/Con	Priority	Contact Info	Contact Info
2	American Cancer Society				Daniel Smith, VP, Gov. Rel	
3	American Lung Association				Paul Billings, VP Gov Rel	
4	Business Council for Sustainable Energy				Michael Marvin, Pres.	
5	American Council on Science and Health				Elizabeth Whelan, Pres.	
6	American Institute of Chemical Engineers				John Sofranko, Exec.Dir.	
7	Leukemia Society of America				David Timko, Exec. Dir.	
8	Human Rights Watch				Judith Sunderland, Arvind Ganesan, Mike Jendreyk	202.319.3010
9	National Environmental Trust				Mark Wenzler, Counsel	202.887.8851
10	Natural Resources Defense Council				Susan Casey-Lefkowitz	202.289.2366
11	Business Council for Sustainable Energy				Michael Marvin, Pres.	
12	Environmental Defense Fund					
13	Oxfam America				Bernice Romero, Dep Dir	
14	Physicians for Social Responsibility				Karen Hopfl-Harris, JD	
15	Worldwatch Institute				Lester Brown, Chairman	
16	Greenpeace	General	will try to be critical	HIGH	Eco Master, Netherlands	
17	Friends of the Earth, International, based in UK	Toxic chemicals	will try to be critical	HIGHER	UK, Michael Warhurst/Brent Blackwelder	
18	Milieudefensie (local Friends of the Earth in NL)	Toxic chemicals	will try to be critical	HIGHER		
19	Amnesty International	Human Rights	neutral	medium - ?	Salil Tripathi, London; Gemma Crijns who used to work for Amnesty	
20	WWF				Mike Childs	

	G	H	I	J
1	Recommend d by	BP Contact	Shell Contact	Note
2	Consortium			
3	Consortium			
4	Consortium			
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6	Consortium			
7	Consortium			
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16	Shell		Tim van Kooten or Ton Hoff in the Netherlands	Shell consulted when building new BEU in Netherlans
17	Shell			Shell has meet with.
18	Shell		Tim van Kooten or Ton Hoff in the Netherlands	Shell consulted when building new BEU in Netherlans
19	Shell		Johan Breukelaar	Gemma Crijjins presented at Shell SD conference
20	Shell		Robin Aram/David Owne	

	A	B	C	D	E	F
21	Clean Clothes Campaign	sweatshop issues, worker rights, worker health and safety				
22	Fair Labor Association	worker health/safety & sweatshops			Washington DC	
23	Prince of Wales Business Leaders Forum	Social Responsibility, works on issues including health. Group comprised of businesses with a commitment to social responsibility. Shell is a member			Robert Davies	
24	Asia Monitor Resource Center	Monitors labor/human rights in Asia	Critical of business	high	Hong Kong	
25	Global Exchange	sweatshop issues, worker rights, worker health and safety	Critical of business		San Francisco	
26	Business for Social Responsibility	trade association' of businesses interested in corporate social responsibility; recently conducted health study in China and other countries	Friendly to business	medium	Aron Cramer - Paris/San Francisco	
27	CARE China	Capacity building and development assistance; participated in BSR's women/health report	Neutral to friendly	medium	Guanxi	

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21				
22	Shell			
23	Shell		Robin Aram	
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	A	B	C	D	E	F
28	Chinese Working Women Network	Nonprofit promoting betterment of women's lives; participated in BSR's women/health study	?		Hong Kong	
29	Global alliance for workers and communities	Focus is improving opportunities for workers in developing countries; participated in BSR health study; works in multistakeholder forums, with companies; focused on manufacturing and supply chain environments	Neutral to friendly		Baltimore, Maryland	
30	Interfaith Center for Corporate Responsibility	Active social investors/religious investors interested in sweatshop issue	tend to be critical		David Schilling- New York	
31	Lawyers Committee for Human Rights	Pro bono legal nonprofit focused in international human and labor rights; key stakeholder involved in sweatshop issue	tend to be critical		Michael Posner	
32	Chinese Staffers and Workers Association	Active on sweatshop issues; associated with fair labor association			Wing Lam - New York	

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	A	B	C	D	E	F
33	Human Rights in China	Promote/Protect/monitor human rights in china	tend to be critical		Hong Kong	
34	Asian Human Rights Commission	Promotes awareness about human rights in Asia	tend to be critical		Hong Kong	
35	Asian Migrant Centre	advocates on issues related to migrant labor in Asia -	tend to be critical		Hong Kong	
36	Committee for Asian Women	Focus on Asian women workers; publishes newsletter on related issues; helps to organize waged and nonwaged women workers	tend to be critical		Hong Kong	
37	International Labor Rights Fund	Monitors and advocates for international labor rights; key group on sweatshop issues; brings litigation against corporations	tend to be critical		Pharis Harvey - Bama Athreya Washington DC	
38	National Labor Committee	monitors sweatshop activity	Critical of business		Charles Kernaghan	
39	CEPAA - Social Accountability International	Developed code of conduct and monitoring program for human/labor rights; Toys R US is member	Pro-business	low	Alice Tepper Marlin - New York	
40	China Labor Watch	monitors and advocates for labor and human rights in china manufacturing sector	Critical of business		Li Qiang - New York	

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	A	B	C	D	E	F
41	Gary Cohen	Interested in Shell/Health issues	Critical of business		Gary Cohen	
42	Commonweal	Interested in Shell/Health issues	Critical of business		Michael Lerner	
43	Save the Children - Beijing	Work with Shell				
44						
45	Center for Environmental Studies				Vilma Eri	00 36 1 2160377
46	Center for Human Rights and Public Health				Claudia Sala	0039 02 51 00 23
47	Chartered Institute of Environmental Health					00 44 207 827 5841
48	COHRED – Council on Health Research for Development				Peter Makara	00 41 22 5918900
49	European Foundation for Improvement of Living, Working Conditions				Raymond-Pierre Bodin	00 353 1 2043100
50	Environmental Services Organisation					0044 20 7824 8882
51	European Agency for Safety and Health at Work	Hans-Horst Konkolewsky	00 34 944-794-360			
52	European Citizen Action Service	Cecilia Liljegren, Tony Venables	00 32 2 548 04 90			

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43	Shell		Nick Wood	
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	A	B	C	D	E	F	G	H	I	J
1	Entity	Interest Area	Pro/Con	Priority	Contact name	Contact Info	Recommended by	Shell Contact	BP Contact	Note
2										
3										
4	Ford Foundation	Foundation provides grants relating to human rights and health; participated in BSR's women/health report	Neutral to friendly	medium	New York/Beijing		Shell	Roxanne Decyk		
5	Asia Foundation	Assists organizations and communities build capacity and development; participated in BSR's women/health report	Friendly to business	medium	New York/Hong Kong		Shell	Robin Aram		
6	Global Fund for Women	grant making organization for human rights groups focused on women's issues and health; participated in the BSR health study	neutral	low	San Francisco		Shell			
7	PATH- Program for Appropriate Technology in Health	Improve women and children's health; participated in BSR health study; works with business on projects	Neutral to friendly	medium	Seattle		Shell			

	A	B	C	D	E	F	G	H	I	J
8	John Snow International	Grant making organization aimed at promoting and protecting health; programs with DFID; participated in BSR health study	neutral	low	London/Boston		Shell	Nick Welch		

	A	B	C	D	E	F	G	H	I	J
1	Entity	Interest Area	Pro/Con	Priority	Contact name	Contact Info	Recommended by	BP Contact	Shell Contact	Note
2										
3										
4										
5	BASF				Peter Gelpke		BP	Consortium		
6	BgVV (Germany)				Ursula Gundert-Remy		BP			BP top recommendaion
7	Nike				Maria Eitel/Dusty Kidd Social Responsibility					
8	Reebok				Doug Cahn					

	A	B	C	D	E	F	G	H	I	J
1	Entity	Interest Area	Pro/Con	Priority	Contact name	Contact Info	Recommended by	Shell Contact	BP Contact	Note
2	Europe									
3	European Commission DG Employment and Social Affairs				J. Biosca	3222934988	BP			
4	European Commission DG Enterprises				Reinhard Schulte-Braucks	3222991111	BP			
5	European Commission DG Environment				E Hellsten	3222991111	BP			
6	European Commission DG Health and Consumer Affairs				B Delogu	3222991111	BP			
7	European Environment Agency					45 3336 7100	BP			
8	Green Spider (informal network of EU Environment Ministries)				Mr. Johannes Mayer	+43-1-313 04 32 40				
9	Global Legislators Organisation for a Balanced Environment									
10	European Environmental Bureau						Shell	Shell Brussels Office		
11										
12	UK									
13	MRC Institute of Health, Leicester, UK				Len Levy		BP			
14										
15	Netherlands									
16										
17										
18	China									
19										
20										
21	US									
22	US EPA						APCO			
23	National Institute of Health/ National Cancer Institute						APCO			
24	Senator Bill Frist						APCO			
25	Congressman Ed Markey						APCO			
26	NIOSH under CDC						APCO			
27	OSHA						APCO			
28	ACGIH						APCO			
29	ATSDR Agency for Toxic Substances and Disease Registry (under CDC)						APCO			
30	NIEHS						APCO			
31	NTP National Toxicology Program						APCO			
32	CalEPA						APCO			
33							APCO			
34	Canada									

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35	CEPA Canadian Environmental Protection Agency						APCO			
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40	Italy									
41	National Cancer Institute, Italy				Franco Merlo					

	A	B	C	D	E	F	G	H
1	Media Outlet	Interest Area	Pro/Con	Priority	Contact Info	Recommended by	Shell Contact	Note

	A	B	C	D	E	F	G	H	I	J
1	Entity	Interest Area	Pro/Con	Priority	Contact name	Contact Info	Recommended by	Shell Contact	BP Contact	Note
2	GONGOs						Shell	Nick Wood		
3	Implementation and Enforcement of Environmental Law (IMPEL)				Sabine.Sommer		APCO			
4	Institute for European Environmental Policy					442077992244.00	APCO			
5	Stockholm Environment Institute					4684121400	APCO			
6	Tore Sanner (Norway)						APCO			
7	European Brain Injury Society (EBIS)				Prof. Anna Mazzucchi	00 322 502 34 88	APCO			
8	European Centre for Social Welfare Policy and Research				Werner Bregar	00 43-1-319 4505-0	APCO			

	A	B	C	D	E	F	G	H	I	J
1	Association	Interest Area	Pro/Con	Priority	Contact Info		Recommended by	Shell Contact	BP Contact	Note
2	CEPIC						Shell	Patsy Clegg		
3	IARC, France				Paolo Buffeta		BP			
4	American Chemical Society				John Crum, Exec. Dir.		APCO			
5	American Chemistry Council				Frederick Webber, Pres.		APCO	Patsy Clegg		
6	Health and Safety Executive (UK)				Bob Maynard		APCO			
7	European Academy of Allergology and Clinical Immunology				Anne Wilmes	00 32 2 640 7780	APCO			
8	European Academy of Dermatology and Venereology (EADW)				Frank Powell	00 32 2 477 63 57	APCO			
9	European Consumers' Organization (BEUC)				Jim Murray, Charlotte de Roo	00 32 2 743 15 91, 00 32 2 743 15 93	APCO			
10	European Federation for the Improvement of Living and Working Conditions					+ 353 1 2043100	APCO			
11	European Federation of Asthma and Allergy Association (EFA)				Arne Heimdal	00 32 2 646 99 45	APCO			
12	European Federation of Public Service Employees				Bert Van Caelenberg	+32-(0)2-230 38 65	APCO			
13	European Federation of Public service Unions (EPSU)				Carola Fischbach Pyttel		APCO			
14	European Liaison Office of the Rubber Industry of the EU					+32/2/ 218.49.40	APCO			
15	European Safety Federation (ESF)					00 32 3 4600231	APCO			
16	European Social Insurance Partners (ESIP)				Dr Franz Terwey	00 32-2-282.05.60	APCO			
17	European Society of Regulatory Affairs (ESRA)				Lynda Wight	00 44 207 515 7673	APCO			
18	European Association for BioIndustries (EuropaBio)				Phillipe Castaing	philippe.castaing@ea.monsanto.com	APCO			
19	European Chemical Industry Council				Peter Mangione, Pres. CEO	+32/2/ 676.72.11	APCO			
20	ACC						SHELL			
21	API						SHELL			
22	Petroleum Marketers Assn. of America				Dan Gilligan, Pres.		APCO			
23	National Business Coalition on Health				Gregg Lehman, Pres. CEO		APCO			
24	US-China Business Council				Robert Kapp, Pres.		APCO			

	A	B	C	D	E	F	G	H	I	J
25	WRAP	apparel industry association established to develop and implement factory monitoring for human and labor rights abuses abroad	Pro-business	High	Lawrence Doherty - Arlington VA		SHELL			
26	Toy Industry Association	Trade association; recently developed an industry code of conduct for factories in china	Pro-business	high	Ian Anderson- New York		SHELL			
27	Toy Industries of Europe	Trade association; recently developed an industry code of conduct for factories in china	Pro-business	high			SHELL			
28	International Council of Toy Manufacturers	International trade association as described above	Pro-business		David Hawtin		SHELL			

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1	Association	Interest Area	Pro/Con	Priority	Contact Info	Recommended by	BP Contact	Shell Contact	Note
2	University of Birmingham, UK				Tom Sorrahan	BP			BP priority
3	University of Prague, Czech Republic				Radim Sram	BP			
4	University of Maastricht, NL				Garard Swaen	BP			BP Priority
5	University of Munich				Helmut Greim	BP			
6	University of Utrecht, NL				Hans Kromhout	BP			
7	Worker's Rights Consortium	Coalition of universities, students and labor rights experts monitoring sweatshop issues and ensuring that codes of conduct are enforced;	Critical of business		Marcella David - University of Iowa	Shell			

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1	Association	Interest Area	Pro/Con	Priority	Contact Info		Recommended by	BP Contact	Shell Contact	Note
2	WHO – Bonn				Michael Krzyzanowski		BP			
3	WHO – Regional Office for Europe				Julie Bénichou	00 45 3917 1351	BP			
4	WHO- EU Office				Dr Stéphane Vandam	00 32 2 506 46 61	BP			
5	Global Compact Network in China	Network established to support UN Global compact efforts;	Pro-business; Could be beneficial forum for study	high			Shell		Robin Aram	Shell is a major participant; *Recent activities so make sure to check with Robin and others managing this relationship;
6	ILO	worker health/safety & sweatshops					Shell		Robin Aram	
7	UNDP China	Health issues					Shell		Nick Wood	

	A	B	C	D	E	F	G	H	I
1									
2	Association	Interest Area	Pro/Con	Priority	Contact Info	Recommended by	Shell Contact	BP Contact	Note
3									
4	AFLCIO				Barbara Shailor	APCO			
5	ICFTU- International confederation of Free Trade Unions	International union very involved in sweatshop issue	tend to be critical		Guy Ryder - Brussels	Shell			
6	UNITE	U.S. apparel and textile union heavily involved in sweatshop issue	tend to be critical		New York	Shell			
7	European Trade Union Technical Bureau for Health and Safety				Marc Sapir 00 32/2/ 224.05.60	APCO			