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draft

- **XOM** to host next SHS Annual Meeting in Fairfax, VA
- **L. Twerdok** to calculate savings for reducing remaining annual meeting from 3 to 2
- **B. Doll** to contact M. Bird concerning reprogramming of QA/QC funds
- **Technical Budget Committee** to contact SHS principals for detailed budget re-analysis cost explanations for review to identify cost efficiencies
- **B. Doll** to arrange for Yimei Zhou of EMBSI to work full time on exposure assessment IH management in Shanghai
- **L. Twerdok** inform Madeleine that API will not be organizing 2005 annual meeting
- **API** inform all SHS participants of change in venue for 2005 annual meeting once ExxonMobil provides API with details

Budget Action Plan			
Action	Estimated Amount (\$K)	Lead	Due Date (to API)
Contact BP	1700	XOM & CVT	12/10/04
APCO	250	L. Russo	"
Legal	50	P. Clegg & G. Kyle	"
Reduce annual meeting 3 → 2 over next 3 years & hold in US	65	OC Committee	"
QA/QC	100	Technical Cmtte.	"
Contingency	100	API revise budget	"
Statisticians & database manager	100	Technical Cmtte	"
Case accrual schedule acceleration	?	Technical Cmtte	"
Generate list of anticipated publications	?	Technical Cmtte	"
ME case accrual ends when 200 high exposure cases recruited (~1200 cases)	?	Technical Cmtte	"
EMBSI recruit full time exposure expert (Yimei Zhou)	(800?)	B. Doll	"
			"
Total	\$2450K		"

Joint Clinical & Molecular Laboratory (JCML) Sustainability Discussions:

- Sustainability expert Andrew Roberts (CoP) gave a brief overview of how to develop sustainability plans & projects, emphasizing that
 - the sponsors need a clear idea of the goals of the sustainability effort (function to be maintained, benefits of maintaining effort, funding requirements, etc),
 - a business plan needs to be developed by appropriate participants, and
 - communication strategies need to be developed for likely scenarios for the outcome of the sustainability plan.
- The OC identified several potential future uses/users of the JCML
 - Shanghai hospitals for clinical diagnostic work
 - Researchers for diagnostic and molecular capabilities (e.g. NCI), and further investigations with banked tissue samples

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- Pharmaceutical/Biotech company use
 - “Safe Blood”, which is an organization dedicated to ensure safe blood collection for transfusions. The organization will be expanding its program into China in the near future.
- Once Fudan makes decision for JCML to be managed by Fudan University or Fudan School of Public Health, BHRC (or 3rd party designee) should contact newly appointed JCML Director to facilitate development of laboratory business plan.
- **ACTIONS Items:**
 - **Technical Committee** to discuss with R. Irons if it would be useful for sponsor in-country representatives to meet with Fudan to emphasize importance of maintaining laboratory
 - **L. Russo** to contact APCO China for advice if/how BHRC can influence laboratory disposition decision by Fudan. Get advice by 12/04, for OC discussion in 1/05.
 - **M. Johnston** to draft strawman of transition plan goals for January OC meeting
 - **OC** to provide M. Johnston with in-house sustainable development contacts
 - **OC** to consider whether to involve NCI in JCML transition/sustainability, if NCI interested in following up as indicated at the 10/04 Int'l Benzene Symposium.
 - **OC** to meet in Houston (CoP) January 31 & February 1, 2005

Technical Committee Update:

- P. Beatty presented an update on the October International Benzene Symposium
 - Meeting was data rich with interesting new data
 - SHS presentations were wellreceived. O. Wong presented the design of the case control study and R. Irons presented an overview of all studies and development of the laboratory. R. Irons then went on to review data from a subset of highly exposed workers.
 - NCI has expressed an interest in collaborating with AHS on future case control study in Shanghai
- As indicated in August, exposure information in Shanghai is less robust than originally indicated in the feasibility study. The case-control study will have a semi-quantitative, rather than a full quantitative exposure assessment.
- Detailed exposure assessment update will be presented at next meeting.

Next OC Meetings:

Date: Thursday, December 16, 2004

Time: 8:30 A – 5:00 P

Location: API offices, Washington, DC

Agenda items to include:

- Budget revision
- Outreach
- Exposure update
- Financial monitoring/audits
- Site visit to JCML in Shanghai, since 2005 Annual Meeting will be in Fairfax, VA (Select OC & TC members, Jerry Rice, Paul Lombardo)
- BHRC committee roles & responsibilities

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- 2004 action item update
- 2004 plan
- preliminary 2005 plan

Date: Monday, January 31 and Tuesday, February 1, 2005

Time: 1 – 5 P on Monday; 8 A – noon on Tuesday

Location: Houston (hosted by CoP)

Agenda items to include:

- JCML transition
 - Objective of transition plan
 - Transition plan goals
 - Potential laboratory sustainability outcomes, once SHS is complete