

From: Paula Podhasky <Podhaskyp@api.org>
Sent: Thursday, November 21, 2002 3:38 PM (GMT)
To: BenzConsort-OC@api.org; BenzConsort-CC@api.org; BenzConsort-TC@api.org;
Howard Feldman <Feldman@api.org>; brec@rockbridge.net
Subject: BHRC Recruitment Call
Attach: 9-13-02 BHRC Recruitment Meeting Draft Summary.doc; CEO Background Final.doc;
10-17-02 BHRC Recruitment Meeting Draft Summary.doc

Call Reminder

Date: Thursday, 21 November 2002
Time: 2:00 PM EST
Phone #: 1-866/262-1780
Meeting #: *1219720*

DRAFT AGENDA

- Approve September meeting minutes (*see attachment*) (Patsy Clegg)
- Brief intro and explanation of Matt's and Paula's rolls in the recruitment effort. Both are involved but doing different jobs. (Paula Podhasky/ Matt Todd)
- Discussion on which documents belong in the SHS information packet that is to be distributed to potential BHRC members (Lynn Russo)
- How do we respond to "Why join now?" What is the rational/ message? (*see attachment*) (Lynn Russo)
- Identify within member companies which division funds the research and who gives the approval; do individuals within the division have the potential to help in the recruitment effort? Patsy Clegg)
- Status of Dow effort and other contracts (Lorraine Twerdok, Matt Todd, other contacts)
- Recruitment of NGOs (Patrick Beatty)
- Identify Purpose, Goal and agenda items for December 11, 2002 meeting (Patsy Clegg)
- Other Business (Patsy)

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**BHRC Recruitment Committee Conference Call Draft Summary
October 17, 2002**

Participants:

Patsy Clegg, Shell
Shan Tsai, Shell
Jay Stuller, ChevronTexaco
Carol Fairbrother, ExxonMobil
Lynn Russo, ExxonMobil
Shannon Stewart, APCO
Mark Fitzsimmons, Steptoe & Johnson
Bill Frick, API (part-time)
Lorraine Twerdok, API (part-time)
Paula Podhasky, API
John Wagner, API
Matt Todd, API

Agenda Topics Discussed:

Executive Committee Update – Lorraine Twerdok, Bill Frick

- Executive Committee reviewed and discussed briefing document
- Agreement to aid BHRC in recruitment efforts by assisting with CEO level contacts
- Upcoming Executive Committee Chair, David O'Reilly of ChevronTexaco personally willing to support recruitment efforts
- Executive Committee anticipates receiving recruitment report for next meeting which will take place March 17 & 18, 2003
- BHRC funding will be major agenda item for March, 2003 meetings

HESGC Meeting Update – Patsy Clegg, Lorraine Twerdok

- Target companies present at meeting were Marathon Ashland, TotalFinaElf, Burlington Resources(?) and ANADARKO(?)

Tier I Company Recruitment

- Stu Cagen (per conversation with Lorraine Twerdok)
 - Dupont – sent the DOW presentation to Scott Lovelace to circulate within Dupont. Robin Leoadtepi (Dupont Epidemiologist) has since followed up with Rob Schnatter of EMBSI.
 - CITGO – Contact at Venezuelan operation resulted in request to CITGO, Tulsa for more information on SHS. Send DOW presentation to Brian Turner in Oklahoma.
 - BASF – contact identified. No reply on voicemail and email.
- Lynn Russo
 - Petrochina and Sinopec – Stu Cagen has lead with Petrochina's Houston office

Next Steps and Action Items!

OWNER	ACTION ITEMS	DUE DATE	STATUS
Matt Todd	Prepare 10/17/02 Conference Call Summary, provide dates for conference call week of 11/18	10/18/02	
Matt Todd	Maintain BHRC Recruitment Efforts spreadsheet	ongoing	
Matt Todd	Shanghai Health Study Updates	weekly	
All Committee Members	Forward Recruitment Effort updates to Matt Todd to incorporate in spreadsheet	weekly	
Patsy Clegg	Contact Patrick Beatty to pursue Marathon Ashland contacts, inform Pat of David O'Reilly's willingness to support recruitment efforts		

Patsy Clegg	Forward Don Burnett's suggestions for the Powerpoint presentation changes to Matt Todd		
Patsy Clegg	Circulate HESGC presentation (via Lorraine)		
Matt Todd	Incorporate Don B's changes to PP presentation, make version the "Final" and post on website for use my committee members		
Matt Todd	Ask Lorraine if letter was received from DOW explaining decision to decline		
Patsy Clegg	Pursue Dave O'Reilly opportunity to contact DOW and Dupont with		
Stuart Cagen	Schedule face-to-face meetings with Dupont and CITGO		
Communications Committee	Develop presentation critical review questions	Oct	
Matt Todd	Notify Communications Committee of Oct. 29 Critical Review of Presentation at APCO		
Carol Fairbrother	Draft document that defines roles and responsibilities for funding companies with less than full share, forward to Matt Todd for distribution	mid-Nov.	
Oversight Committee	Conference Call to review Carol's draft document	mid-Nov.	
Paula Podhasky	Identify contacts at targeted funding companies	Ongoing	
Shannon Stewart	Make changes to Funding Qs document, forward to Matt for distribution	Oct	
Shannon Stewart	Develop One-Pager for CEO Communications	Oct 31	
All Committee Members	Forward "Lessons Learned" during past study presentations to make available to future presenters	ongoing	
Matt Todd	Order Shanghai Health Study Folders	ASAP	
Communications Committee	Prepare SHS folders		
Matt Todd	Update existing study one-pager with input from Paula and Lorraine		
Matt Todd	Create one-pager of SRP members		
John Wagner	Provide input on use of SHS letterhead/logo		
Patsy Clegg	Prepare Draft Agenda for Dec Meeting		
Paula Podhasky	12/9/02 Dinner in Washington DC, Lynn's suggestion for restaurant	Nov	
Paula Podhasky	Organize Recruitment Meeting for 12/10 at API in Washington DC.	Nov	
Recruitment Committee	Tier I Study Presentations Completed	12/31/02	
Recruitment Committee	Tier II Study Presentations Completed	3/31/03	
Recruitment Committee	Tier III Contact Information Completed	12/31/02	

Joint Sino-U.S. Shanghai Health Study

Joining the Study

Study sponsorship will clearly demonstrate to your employees, customers and shareholders your responsibility to actively study and understand your products. Industry has long been a leader in sponsoring scientific studies about its products; this continues that well-established commitment. Sponsorship is a strong statement of your willingness to both sponsor and act on science that impacts your employees and your business.

Sponsorship offers the opportunity to engage rather than observe as these studies move forward. It will help ensure your company has a solid understanding of the project, beyond the summaries presented in the anticipated peer-reviewed publication of the study results. This will position you to actively participate in discussions on any potential health issues that emerge, on possible worker safety impacts, and on follow-up or next steps based on this study.

Sponsors can participate in the organizational structure that manages the project and can attend planned annual reviews of study progress by the principal investigators. Sponsoring companies can also participate in three separate committees:

- Oversight – makes budgeting, resource and other major decisions;
- Technical – follows research progress; and
- Communications – helps with external communications about the project.

[If asked: Your company was involved in designing the project; at this point my company wouldn't have input to the research. So why should we join now?

We firmly believe a sound contribution to the science of benzene health effects will be made and is thus worth funding. The research was designed by Drs. Richard Irons and Otto Wong. Sponsoring companies established an Ethics Review Board and a Scientific Review Panel, both of which had extensive project input. These bodies endorsed the study design developed by the investigators.

It is possible that the technical infrastructure established for this study may lend itself to other, related research. The researchers and the sponsoring companies are willing to consider such additional work, as long as the protocols for the ongoing studies are not compromised.]

Key messages about the study are attached.

Shanghai Health Study Funding Structure

Current SHS funders (as of Oct. 2002):

- BP
- ConocoPhillips
- ChevronTexaco
- ExxonMobil
- Shell Chemical

API administers the SHS.

\$22.8 million program total for all costs:

- operations for five years estimated to identify case studies;
- staff training, data collection and analysis;
- study revisions recommended by the scientific and ethics panels;
- patient privacy protections;
- constructing a state-of-the-art laboratory at Fudan University in China; and
- laboratory operations for research and clinical tests.

\$16.5 million is currently funded. This sum is sufficient to launch but not complete the study. Current funding runs out in the fall of 2003 (third quarter). We believe this project is of general interest to all companies who produce or handle benzene. We'd like to see them directly involved.

Funding shares are determined by size and sector. Existing funding formula for assigning one to three shares:

- Refiners: 1 – 3 shares based on U.S. capacity
- Chemical companies (outside petroleum sector): 1 share
- Other companies/ organizations: 1 share

One share currently equals \$1.5 million.

Main Shanghai Health Study Messages

As part of their ongoing individual product stewardship and corporate responsibility programs, a consortium of petroleum and chemical companies is sponsoring a scientifically rigorous, unique research project to further the current understanding of the human health effects of benzene.

The joint project's purpose is to gain a more refined understanding of the relationship between benzene exposure and potential cancer risks. The studies will utilize cutting edge, 21st century technologies to advance the understanding of disease potentially induced by benzene and identify potential prevention strategies.

This new approach to understanding the potential risks from benzene exposure could underpin future decisions on health-based air, water and occupational standards for benzene worldwide. While benzene is recognized as a human carcinogen, what is not understood is how benzene exposure may cause certain types of leukemia or other potentially related diseases, the interactions that may occur between benzene and genetic material, and the role biomarkers may play in adding to existing knowledge.

The study is a project of Fudan University Medical Center, the University of Colorado Health Sciences Center and Applied Health Sciences (an independent U.S. research firm). Other key participants in China include the Shanghai Municipal Center for Disease Prevention and Control and the Shanghai Institute for Public Health and Supervision. The research protocols were subjected to independent reviews by outside experts, including reviews on their consistency with international ethical standards and reviews by an expert scientific panel. The research protocols have been approved by independent review boards at Fudan University, the University of Colorado, and Applied Health Sciences.

A state-of-the-art clinical and molecular laboratory is being built on the Fudan Medical University campus. The lab will support the research project and the Shanghai medical community and will remain at Fudan once the project is completed. This sustainable technology transfer is an important aspect of project design.

The data from a wide range of benzene exposures in Shanghai, China provides a rare opportunity to conduct meaningful research about human exposure to benzene. This strong historical database combined with cooperation of local regulatory authorities and partnership with scientists in Shanghai form the basis for an exciting scientific collaboration. The joint Sino-U.S. benzene research and analysis is projected to take about five years; results will be published upon project conclusion.

**BHRC Recruitment Committee Meeting Summary
Houston, Texas
September 13, 2002**

Participants:

Patsy Clegg, Shell
Stuart Cagen, Shell
Sarah Colletti, Shell
Don Burnett, BP
Patrick Beatty, ChevronTexaco
Bill Broddle, ConocoPhillips
Myron Harris, ExxonMobil
Carol Fairbrother, ExxonMobil
Lynn Russo, ExxonMobil
Glenna Kyle, ExxonMobil
Judy Elledge, ConocoPhillips
Sarah Colletti, Shell
Shannon Stewart, APCO
Tom Gray, American Petroleum Institute (API)
Paula Podhasky, API
Matt Todd, API

Via Teleconference:

Howard Feldman, API
Mark Fitzsimmons, Legal Counsel

Agenda Topics Discussed:

Welcome and Introductions

- Facility Familiarization
- Antitrust/Legal Advice – Mark Fitzsimmons
- Update from Howard Feldman, API
- Expectations, Issues, Challenges
 - Do not have the decision makers or expertise present
 - Approaching government for additional funding
 - Equitable memberships
 - Final cost of entire study unknown
 - Difficulty of pursuing API funding with API's mission of advocacy, not product stewardship
 - Is program timeline realistic
- Meeting Objectives/Agenda Review
 - Develop recruitment plan
 - Define responsibilities
 - Assignments
 - Timetable
 - Urgency

Consortium Structure for Recruitment

- Recruitment efforts among different categories will be focused in following order (but will happen concurrently):
 1. API
 - October 13-14 API Board and Executive Committee Meeting
 - Agreement to seek unused budget money
 - Company reps will review briefing document
 - Consortium Company Reps will contact respective Board Members for briefing

- Patrick Beatty is identified as the BHRC Recruitment Committee lead representative to work with Howard Feldman and Bill Frick at API
- Spring, 2003 Budget Board Meeting
 - Company reps agree to seek “safety net” \$ to be included in budget
- 2. Funding Companies
- 3. Trade Associations
- 4. Government/NGOs

Generate List of Sponsor Categories

- Non-Funding Companies
 - Remove as a category for the present time
 - Current efforts are to focus on funding companies
- Trade Associations
 - Add as a potential funding category
 - Separate category from American Petroleum Institute
- Principle Investigators
 - Possible source of additional funding once the study is underway
 - Meeting participants agree to “parking lot” this issue until later
- Government - no action
 - EPA
 - CalEPA
 - NIOSH
 - ATSDR
 - ACGIH
- Meeting participants agree to “parking lot” all discussions surrounding Govt., Societies, and NGOs for remainder of meeting to focus on funding companies

Generate List of Candidates Funding-Company Candidates

- US Companies
 - DOW – www.dow.com
 - CITGO – www.citgo.com
 - Lyondell-Equistar – www.lyondell.com , www.equistarchem.com
 - Valero – www.valero.com
 - Marathon – www.marathon.com
 - Sunoco – www.sunoco.com
 - Dupont – www.dupont.com
 - Solutia – www.solutia.com
 - ChevronPhillips – www.cpchem.com
 - Flint Hills – www.fhr.com
- International Companies
 - Petronas – www.petronas.com
 - TotalFinaElf – www.totalfinaelf.com
 - Sinopec - www.sinopec.com.cn/english/
 - PetroChina – www.petrochina.com.cn/english
 - AGIP-ENI – www.eni.it/english
 - Statoil – www.statoil.com
 - CNOOC - <http://www.cnooc.com.cn/english>
 - PetroCan – www.petro-canada.com
 - PDVSA – www.pdvsa.com
 - PeMex – www.pemex.com
 - BASF – www.basf.com
 - Bayer – www.bayer.com
 - Hoechst – www.hoechst.com
 - Yukos – www.yukos.com

- Lukoil – www.lukoil.com

Prioritization of Company Recruitment

- Member company reps agree to prioritize companies into three tiers
- Identify target companies CEO/Product Manager/Technical Contacts for each tier
- Agree to assign member company rep leads for each company
- Tier I Companies (w/ assigned lead company rep)
 - Lyondell-Equistar – Patsy Clegg
 - DuPont – Stu Cagen
 - Sunoco – Don Burnett
 - Marathon – Patrick Beatty
 - Sinopec – Lynn Russo
 - PetroChina – Lynn Russo
- Tier II Companies (w/ assigned lead company rep)
 - Solutia – Judy Elledge
 - Petronas – Lynn Russo
 - BASF – Stu Cagen
 - PetroCan – Lynn Russo
 - CITGO/PDVSA – Stu Cagen
 - Chevron Phillips – Patrick Beatty
- Tier III Companies (w/ assigned lead company rep)
 - Yukos – Shannon Stewart
 - PeMex – Patsy Clegg
 - Bayer – Judy Elledge
 - StatOil – Don Burnett
 - TotalFinaElf – Don Burnett
 - CNOOC – Patrick Beatty

Timeline Agreements/Goals

- Tier I Companies – contact and make study presentation by 12/31/02
- Tier II Companies – contact and make study presentation by 3/31/03
- Tier III Companies – contact information by 12/31/02, deadline for presentation TBD on 10/17/02 conference call

Recruitment Materials

- Sponsor Candidates Contacts List
 - Member company reps will forward information
- Consortium Company High Level Managers List
- Letters of Introduction
 - Will not be prepared by Communications Committee
 - Should be written on a case-by-case basis using the Main Messages document
 - Completed letters will be forwarded to Matt Todd to be made available on the consortium website
- Adaptable Presentation
 - Members agree that a funding section should be added to the presentation
 - Individual will be identified to give presentation with critical review questions in collaboration with APCO
- Leave-Behinds
 - One-pager will be updated by Communications Committee
- Follow-up materials
- Q&As
 - Critical review of adaptable presentation will be prepared by Communications Committee
- Main Messages

- Final review of main messages document will be prepared
- Main messages document should be used in preparation of Letters of Introduction
- Presentations Folders
 - Communications Committee will research costs involved in preparation of Shanghai Health Study Folder to distribute at company presentations
- Web Site
 - Currently available to company members
 - Recruitment efforts spreadsheet will be posted and updated on the website

Next Steps

- Review of Timeline and Action Items
- Consortium Member Company Reps agree on December 9-10, 2002 meeting date in Washington, DC

Action Items

OWNER	ACTION ITEMS	DUE DATE	STATUS
Matt Todd	Forward 9/13/02 Meeting Action Items to Committee Members for review and comment	9/16/02	Done
Matt Todd	Get Bill Frick update (Rio) from Howard; forward to Recruitment Committee with minutes	9/18/02	
Matt Todd	September 13 th draft meeting summary to all committees for review and comment	9/18/02	
Matt Todd	Get API Board briefing document from Howard Feldman, forward to all committee members for review and comment	9/20/02	
Matt Todd	Create BHRC Recruitment Efforts spreadsheet and forward to all committees	9/20/02	
Matt Todd	Maintain Recruitment Efforts spreadsheet on website, forward in weekly updates	weekly	
All Committee Members	Forward Recruitment Effort updates to Matt Todd to incorporate in spreadsheet	weekly	
All Committee Members	Review Briefing Document, forward comments to Matt Todd	By 9/25/02	
Matt Todd	Set up recruitment conference call for review of Briefing Document to API Board	Post 9/25, pre 10/13	
Patrick Beatty	Work with Howard Feldman and Bill Frick as Recruitment Committee Representative in preparation of Board Meeting	Up to 10/13/02	
Patsy Clegg, Patrick Beatty, Don Burnett, Lynn Russo, Bill Broddle	Contact API Board Member to brief on study, inform of pursuit of contingency funds at Oct. 13-14 meeting	Up to 10/13/02	
Matt Todd	Voting at API Board Meeting, simple majority? inform committee members during Conference Call to review Briefing Document	ASAP	
Matt Todd	Set up post-API Board Meeting conference Call, October 17, 2002 at 12:00 noon EDT to discuss API Board results, discuss non-funding recruitment, Tier III recruitment deadline	Week of 10/7/02	
Carol Fairbrother	Draft document that defines roles and	mid-Nov.	

	responsibilities for funding companies with less than full share, forward to Matt Todd for distribution		
Oversight Committee	Conference Call to review Carol's draft document	mid-Nov.	
Paula Podhasky	Cross check company contact names to current consortiums (211b, HPV)	Ongoing	
Shannon Stewart	Develop one-pager list of Consortium Funding Questions	Oct	
Shannon Stewart	Add study costs section to Adaptable PowerPoint presentation	Oct	
All Committee Members	Forward "Lessons Learned" during past study presentations to make available to future presenters	ongoing	
All Committee Members	Review Adaptable PowerPoint presentation and forward comments to Matt Todd	9/30/02	
Matt Todd	Add Myron Harrison to BHRC Communications Committee Roster, add user account for website access	ASAP	
Matt Todd, Shannon Stewart, Susan Hahn	Determine costs for preparation of a Shanghai Health Study folders, determine APCO/API capabilities for design, etc.	Oct	
Communications Committee	Develop presentation critical review questions	Oct	
Paula Podhasky	12/9/02 Dinner in Washington DC	Nov	
Paula Podhasky	Organize Recruitment Meeting for 12/10 at API in Washington DC.	Nov	
Recruitment Committee	Tier I Study Presentations Completed	12/31/02	
Recruitment Committee	Tier II Study Presentations Completed	3/31/03	
Recruitment Committee	Tier III Contact Information Completed	12/31/02	