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Received Date: 2003-06-06 18:16:52 GMT
Subject: Revised Agenda for Shanghai Benzene Meeting

Dear all:

Per Susan's suggestions, I have revised the agenda and included some distinct areas of emphasis on the financial issues.

Looking forward to seeing you on Monday.

Regards,

Lauren

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Attachments:

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Proposed Objectives and Agenda for Steering Committee Meeting – June 9, 2003
Draft June 6, 2003

- **Objectives for the Meeting:**
 - To review current state of project and project management
 - To identify and assess options for future participation in project
 - To identify existing and emerging risks and opportunities
 - To agree on financial oversight and review protocols
 - To agree on outstanding action items and approach for managing issues
 - To answer the following questions:
 - Does the current project approach meet Shell's objectives?
 - If not, what are the gaps?
 - What are the implications of the financial situation?
 - What are Shell's options for next steps?
 - What are the risks and benefits of each option?
- **Situation Assessment:**
 - Shell's Objectives for Study
 - Current project status
 - Financial
 - Communications
 - Oversight
 - Technical Committee
 - Key Project Milestones for '03
 - Issues Matrix – identify and prioritize issues associated with project
- **Financial Oversight**
- **Strategic Options for Shell**
 - Risks
 - Benefits
- **Success Metrics**
- **Shell Project Management**
- **Internal Communication Strategy**
- **Shell's position/key messages to the consortium**
- **Shell and Consortium's Stakeholder/Communication Issues/Strategy**
- **Action Plan/Next Steps (fill in matrix below)**

Action	Responsibility	Due Date
Hold steering committee to clarify issues/position on study	Susan Tholstrup	June
Meet with API regarding funding	Patsy	June
Hold internal meeting to review and agree on stakeholder management/engagement strategy – review	Lauren	June

recommendations with Steering team		
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