

RE: Minutes telephone conf. 5 sept. '03 Benzene Project

From:

"Bloemen, Louis (LJ)" <ljbloemen@dow.com>

To:

Urbanus Jan <jan.urbanus@concawe.be>, "Tsai, Shan SP SHLOIL-SHLOIL-HE" <shan.tsai@shell.com>, "Satin, Ken (KSAT)" <ksat@chevrontexaco.com>, "Hommes, Kees CW SI-HE/2" <kees.c.w.hommes@si.shell.com>

Date:

Mon, 15 Sep 2003 21:17:08 +0100

Attachments:

Concawe minutes telephone conference 5sept2003_benzeneDQR.doc (27.14 kB)

Please find my suggestions for some small changes in the minutes. Regards, Louis

-----Original Message-----

From: Urbanus Jan [mailto:jan.urbanus@concawe.be]
Sent: Tuesday, September 09, 2003 8:50 AM
To: Tsai, Shan SP SHLOIL-SHLOIL-HE; Satin, Ken (KSAT); Bloemen, Louis (LJ); Hommes, Kees CW SI-HE/2
Subject: Minutes telephone conf. 5 sept. '03 Benzene Project

Gents,

Here are my notes. Please correct by end-of-week,

Jan

-----Original Message-----

From: Tsai, Shan SP SHLOIL-SHLOIL-HE [mailto:Shan.Tsai@shell.com]
Sent: 08 September 2003 15:46
To: Satin, Ken (KSAT); Urbanus Jan; Bloemen, Louis (LJ); Hommes, Kees CW SI-HE/2
Subject: RE: Benzene Project -- Draft RFP

Folks,

The attached is the roles and responsibilities of the Scientific Review Panel of the Shanghai Health Study. SAP members were paid 1000 per day to review protocol or attend meeting.

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-----Original Message-----

From: Satin, Ken (KSAT) [mailto:KSAT@chevrontexaco.com]
Sent: Friday, September 05, 2003 4:45 PM
To: Tsai, Shan SP SHLOIL-SHLOIL-HE; Urbanus Jan; Bloemen, Louis (LJ); Hommes, Kees CW SI-HE/2
Subject: Benzene Project -- Draft RFP

Gentlemen,

Attached is my draft version of the project RFP. Please use the Track Change feature to edit it.

Re the SAB formation, I didn't find any good examples of terms of reference. My own sense is that the TOR spell out their responsibilities (review and advise on the study protocol, interim progress report, and final draft report) and provide written comments to the investigator and us on their findings. If we get them on board before the RFP is ready to go out, we could also ask them to comment on that.

We should also include something about their payment (eg, we will pay expenses related to their work (eg travel to mtgs, but no salary), and provide them with an honorarium (\$1000)). We may want to ask them not to discuss the study with anyone unrelated to it until the study is complete.

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