

From: Matt Todd <ToddM@api.org>
Sent: Wednesday, October 16, 2002 3:21 PM (GMT)
To: benzconsort-oc@api.org; benzconsort-tc@api.org; benzconsort-cc@api.org
Cc: Shannon Stewart (E-mail) <sstewart@apcoassoc.com>
Subject: REMINDER!!!! BHRC Recruitment Conference Call 10/17/02 at 12 EDT
Attach: 10-17-02 Call Agenda Draft.doc; 9-13-02 BHRC Recruitment Meeting Draft Summary.pdf; BHRC Recruitment Efforts.xls

To all BHRC Committee Members:

- Conference call is scheduled for **Thursday, October 17th at 12:00 noon EDT.**
- **Phone number:1-866-262-1780**
- **Meeting #: *1219720* (include *s)**
- Call agenda is attached.
- Recruitment Spreadsheet is attached.
- Houston Meeting Draft Summary is attached, includes Action Items to review during call.

Thanks!

- Matt

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**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.sunocoinc.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	9/18/02	
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	

10/16/02

Shanghai Health Study
Recruitment Committee Conference Call Draft Agenda
October 17, 2002
12:00 noon EDT

Call Agenda:

1. Update Oct. 13-14 API Board Meetings – Matthew Todd
2. Review Tier I recruitment efforts to date
 - Lyondell-Equistar – Patsy Clegg
 - Dupont – Stu Cagen
 - Sunoco – Don Burnett
 - Marathon – Patrick Beatty
 - Sinopec & Petrochina – Lynn Russo
3. Discuss non-funding recruitment
4. Tier 3 recruitment deadline
5. Review of Action Items from 9/13/02 Houston Meeting
6. Recruitment next steps

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