

**From:** Matt Todd <ToddM@api.org>  
**Sent:** Wednesday, September 18, 2002 8:18 PM (GMT)  
**To:** benzconsort-oc@api.org; benzconsort-tc@api.org; benzconsort-cc@api.org; Myron Harrison (E-mail) <myron.c.harrison@exxonmobil.com>  
**Cc:** Howard Feldman <Feldman@api.org>; Thomas Gray <Grayt@api.org>; Shannon Stewart (E-mail) <sstewart@apcoassoc.com>  
**Subject:** BHRC Recruitment: Draft Meeting Summary 9-13-02  
**Attach:** BHRC Recruitment Efforts.xls; 9-13-02 BHRC Recruitment Meeting Draft Summary.doc

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To all BHRC Committee Members:

- Attached is the draft summary of the Houston, Texas, September 13, 2002 recruitment meeting.
- The update from Howard Feldman on Bill Frick's contact efforts in Rio de Janeiro, along with the Shanghai Health Study briefing document, will be forwarded by end of this week.
- A conference call should be scheduled immediately (i.e., 9/23 or 9/24) to review the briefing document prior to its mailing to the API Board and Executive Committee meeting attendees. I will set a date and time for the conference call when I forward the document itself.
- Attached is the Recruitment Effort spreadsheet to maintain all contact info. This document will be updated weekly, forward all contact info to me to maintain this spreadsheet.
- These documents will also be maintained on the website at [www.shanghaihealthstudy.org](http://www.shanghaihealthstudy.org). Username is your email address, password is [redacted]. Please contact me if you cannot gain access.

Thanks for the extra efforts.

Matt

Matthew Todd  
Regulatory Analysis and Scientific Affairs  
American Petroleum Institute  
1220 L. Street NW  
Washington, DC 20005  
p: (202)682-8319  
f: (202)682-8031  
[www.api.org](http://www.api.org)

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

- Lukoil – [www.lukoil.com](http://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 <sup>th</sup> 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 |  |