

To: Tsai, Shan P SHLOIL-SHS <Shan.Tsai@shell.com>
From: Cagen, Stuart Z SHLOIL-SHOIL-SHS
</O=SHELL/OU=MSXSCC/CN=RECIPIENTS/CN=SC724012>
Cc:
Bcc:
Received Date: 2006-01-24 15:03:49 GMT
Subject: FW: API ToxTF/ BzTF... *REVISED - Pls Reply* Feb 20-22 (not 23) Mtgs at API

Stuart Cagen

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

From: Bruce Jarnot [mailto:jarnotb@api.org]
Sent: Thursday, January 19, 2006 2:07 PM
To: toxtf@listserve.api.org; benztf@listserve.api.org
Cc: Derek Swick; Matt Todd
Subject: API ToxTF/ BzTF... *REVISED - Pls Reply* Feb 20-22 (not 23) Mtgs at API

API Benzene (BzTF) & Toxicology (ToxTF) Task Force –

To better consolidate meetings for fewer days travel, Craig Parker suggested that his H&PS agenda would better fit into a half-day meeting, allowing the ToxTF to meet on Wednesday morning (22 Feb, 8am – 12pm) with H&PS convening that same afternoon (22 Feb, 1pm-5pm). This sequence also allows both BzTF and ToxTF to “report out” from these earlier meetings to the H&PS Committee, and shortens the trip by a day...

So in the spirit of consolidated business travel, we propose to coordinate these TF meetings with API meetings recently confirmed for the last week in February, which share some membership overlap:

Mon, Feb 20 –	AM	Travel
	12-5pm	Benzene TF (BzTF) meeting

Tues, Feb 21 – 8am-5pm Shanghai Health Study (Benzene Health Research Consortium; POC = Matt Todd)

Wed, Feb 22 – 8am-12 Toxicology TF (ToxTF) meeting

1-5pm Health & Product Stewardship (POC = Derek Swick)

1. ** All ** please reply with your availability to attend meeting(s) as proposed.

2. ** BzTF ** will a 12pm start time allow same-day inbound travel on Monday?

Thanks, and Best Regards – Bruce.

From: Derek Swick

Sent: Thursday, January 19, 2006 1:15 PM

To: hlthprodstew@listserve.api.org

Cc: Howard Feldman; Thomas Gray; Lakeisha Harrison; Russell White; Maile Kihara; Matt Todd; Bruce Jarnot

Subject: API HPS Meeting: February 22, 2006 - TIME CHANGE

To: Health & Product Stewardship

There has been a change in the start time for the Health & Product Stewardship meeting scheduled for February 22, 2006, at API's offices in Washington, DC. The meeting will now be held from 1:00 – 5:00 PM EST. Note that the original time period was from 8:00 AM – 3:00 PM EST. The time was changed to consolidate related meetings over the week.

Agenda topics will include a budget update, discussion of the development of the 2007 HPS budget, and task force and issue updates. A formal agenda and meeting information will be distributed in early February.

The schedule for the week of February 20 follows:

Monday, February 20 (12:00 – 5:00 PM): Benzene Task Force Meeting

Tuesday, February 21 (8:00 AM – 5:00 PM): Benzene Health Research Consortium (BHRC) Meeting

Wednesday, February 22 (8:00 AM – 12:00 PM): Toxicology Task Force Meeting

Wednesday, February 22 (1:00 – 5:00 PM): H&PS Meeting

This sequence also allows both the Benzene and Toxicology Task Force to report to H&PS. Note that the BHRC and H&PS meetings are confirmed. Bruce Jarrot is in the process of scheduling the Benzene and Toxicology Task Force meetings.

Please don't hesitate to contact me with questions regarding the H&PS meeting. Regards – Derek Swick

Derek Swick

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From: Derek Swick

Sent: Friday, January 13, 2006 4:09 PM

To: hlthprodstew@listserve.api.org

Cc: Howard Feldman; Thomas Gray; Lakeisha Harrison; Russell White; benztf@listserve.api.org;

toxtf@listserve.api.org; Maile Kihara; Matt Todd

Subject: API HPS Meeting: February 22, 2006 (and BxTF, ToxTF, BHRC Meetings)

To: Health & Product Stewardship

A meeting of Health & Product Stewardship will be held on February 22, 2006, from 8:00 AM – 3:00 PM EST at API's offices in Washington, D.C. This date maximized participant availability. I am aware of only one individual who cannot make the meeting on this date. A conference phone will be made available for those individuals unable to attend in person.

Agenda topics will include a budget update, discussion of the development of the 2007 HPS budget, and task force and issue updates. A formal agenda and meeting information will be distributed in early February.

Several of the Task Forces under HPS will be meeting the week of February 20th. The tentative schedule follows:

Monday, February 20: Benzene Task Force – Proposed*

Tuesday, February 21: Benzene Health Research Consortium (BHRC) - Confirmed

Wednesday, February 22: H&PS - Confirmed

Thursday, February 23: Toxicology Task Force – Proposed*

* Bruce Jarrot will be contacting these Task Forces next week to discuss a possible meeting.

Feel free to contact me with any questions.

Best regards,

Derek Swick

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