

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

The 11th PMG meeting. The updated action plan is at the end of the notes.

Minutes

11 March 2014

Attendees

Karolinska; Hans Gulliksson

Wipak: Pekka Weeraratne

Coordinating beneficiary; Lena Stigh (PM), Linda Andersson, Marina Gregorsson

Katarina Ryckenberg, Jegrelius - Regional Council of Jämtland

Not attending

Karolinska; Inger Johed

Melitek; Jesper Laursen

Primo: Krzysztof Debski

Haemotronic: Mattia Ravizza, Ettore Ravizza

Agenda

1. Production status
2. Time sheets and cost reports
3. Visit by Commission 4th of April
4. Other activities
5. Next PMG meeting

The meeting

1. Production (Action 12-15)

Ettore has not sent the draft of the drawing of a conventional double bag to Karolinska. Karolinska have not received any trial bags either.

Hans told the meeting that the in vitro red cell studies are planned to start late August. There are staff available and they are looking forward to look at the proper blood containers.

2. Time sheets and cost reports

Linda reports that she has not received any more reports since the last meeting. If anyone has questions they are welcome to contact Linda. Linda is keeping Excel Workbooks for all beneficiaries

First of all just report all costs. If Linda has further questions she will get in contact. Please send Linda invoices for costs that will occur within the next months.

3. Visit by EC 4th of April 2014

Stefan Welin and Tommy Sejersen from the European Commission will visit CB in Östersund together with our monitor Pekka Hänninen. Hans Gulliksson from Karolinska will attend as requested. Mattia Ravizza or Ettore Ravizza from Haemotronic will attend as requested.

EC demands a draft of the Midterm report to be ready at the meeting.

The representatives from Haemotronic and Karolinska should be able to present their complete documentation including budget.

At the visit they expect us to show technical results, result of an increased demand and financial result.

During this visit to Östersund Hans gladly takes the opportunity to meet Åke Åkerblom at County Council of Jämtland who are responsible for the user tests.

4. Other activities

PM is at the day of this visiting Wipak. The previous day Pekka Weeraratne arranged a visit to the Finnish Red Cross to inform them about our project. They are positive to our projects objectives with the remark that the quality of new blood bags have to be as high as the existing ones.

It was not obvious for them to sign the petition. Since they are a member of European Blood Alliance the suggested us to contact them and let them take the lead. This have been the intention since the start of the project, but we have had problems getting contact. Katarina Stendhal from FRC provided PM with a contact at EBA.

PM will write two short visit reports with more details.

Inger Johed is about to be retired and Karolinska need to appoint someone else in the project. PM will talk to Gustav at Karolinska regarding this issue.

5. Next PMG meeting

Next meeting 8th of April 13-14 CET.

Additional remarks from after the meeting

PM spoke to Jesper and Mattia and had mail contact with Krzysztof after the meeting to inform them about what is required for the mid-term report and the visit by the EC.

Jesper and Mattia also reported on their status.

ACTION PLAN

Action	Activity	Take action	Deadline	Delivered
1	1. Coordinating beneficiary (CB) will write a draft of a Partnership agreement. The draft will be sent out to all beneficiaries.	Jegrelius	14/10/2011	11/11/2011
1	2. Set the Partnership agreement	All beneficiaries	28/10/2011	24/04/2012
1	3. Send out templates for time reports and calculating Daily personal costs.		26/09/2011	26/09/2011
1	4. Report time according to time sheet	All project personnel	Within two weeks after end of each month	
1	5. Initial Report Will be attached to inception report	Jegrelius	30/11/2011	21/03/2012
1	6.A detailed plan for the implementation phase	All beneficiaries	01/12/2011	Implementation described in the Inception report
1	7. Sign Partnership agreement	All		15/05/2012
1	8. Instructions for rest of reports to CB	Jegrelius	19/02/2012	24/02/2012
1	9. Procure LCA consultant	Jegrelius	12/12/2011	13/12/2011
1	10. Time reports including Feb2012	All project members	01/03/2012	mostly
1	11. Inception report to EC	Jegrelius	01/04/2012	30/03/2012
1	12. Plan for action 12-17	All		Updated several times
1	13. Report costs according to instructions.	All beneficiaries	Within two weeks after end of each month	
1	14. Pre Progress report	Jegrelius	01/08/2012	30/09/2012
1	15. Respond to feedback about Inception reports	Jegrelius	14/09/2012	
1	16. Visit by monitor	Jegrelius		24/05/2012 22/08/2012 04/11/2013

1	17. Visit Melitek	Jegrelius	Oct 2012	22/10/2012
1	18. Visit Totax	Jegrelius	Nov 2012	06/11/2012
1	19. Revision of time table. Has to be made again.	Jegrelius	30/09/2012 30/01/2013	30/09/2012
1	20. Progress report 1	Jegrelius	01/02/2013	31/01/2013
1	21. Visit Wipak	Jegrelius	2013	11/03/2014
1	22. Visit Haemotronic	Jegrelius	2013	
1	23. Visit Karolinska	Jegrelius	2014	
1	24. Amendment about postponed Mid-term report	Jegrelius		31/01/2013
1	25. Amendment Ben 7	Jegrelius, Krzysctof		Sent June 2013 Approved 6 Dec2014
1	26. Revised Partnership Agreement from 2013	Jegrelius		15/05/2014
1	27. Mid-Term Report	Jegrelius	30/04/2014	
1	28. EC visits CB	Jegrelius, Karolinska, Haemotronic	04/04/2014	
2	1. Send beneficiaries Logos for the web page	All beneficiaries	30/09/2011	yes
2	2. Launch PVCfreeBloodBag.eu	Jegrelius	01/10/2011	14/10/2011
2	3. Inform those who signed the petition and letter of intent about the web page.	Jegrelius	15/10/2011	Yes
2	4. Update with pictures and information	Jegrelius	Continuously	
2	5. Link to project web site from beneficiaries web site	All		All had links, but renewale is needed
2	6. Make correction on map concerning Totax and Melitek	Jegrelius		16/12/2011
2	7. Add text to side of Life logotype	Jegrelius		13/08/2012
2	8. Media activities		Continuously	See monitoring protocol at web site
2	9. Secure web site, Transform to new formate	Jegrelius		
2	10. Update "map" with Primo Profile	Jegrelius		
3	1. first Notice board set-up	Jegrelius	01/11/2011	14/10/2011

3	2. Disseminate more Noticeboards and project information	Jegrelius, All	Continuously	
3 (and 10)	3. Attend HCWH meeting in Malmö to disseminate project information and take a part in planning CleanMed 2012 in Europe	Jegrelius	09/12/2011	09/12/2011
3	4. Communication plan first draft	Jegrelius		14/05/2012
3	5. Prezi project presentation	Jegrelius		29/11/2012
3	6. Send abstract to ISBT conference in the Netherlands	Jegrelius	03/Mar/2013	
3	7. Send abstract to CleanMed Europe	Jegrelius		08/05/2013
3	8. Attend CleanMed 17-19 Sept 2013	Jegrelius		19/09/2013
3	9. Newsletter	Jegrelius		First May 2013
3	10. Presentation about how to get a non-toxic product, Procurement conference	Jegrelius		10/10/2013
4	1. Send headsets, recommended by our IT-support, to all PMG members.	Jegrelius	10/10/2011	yes
4	2. Individual "OpenMeetings" will be arranged between project manager and all members together with IT support.	Jegrelius PMG members	31/10/2011	Yes
4	3. Set dates for PMG meetings next year 2012	PMG members	15/10/2011	yes
4	4. Extra meeting for those that could not attend; Wipak, Totax, Melitek	Jegrelius	31/10/2011	N/A
4	5. Arrange next PMG the 8 Feb in Copenhagen. After Kick-off.	Jegrelius		02/02/2012
4.	6. Set dates for PMG	Jegrelius	04/12/2012	

	<i>meetings 2013</i>			
5	<i>1. Monitor protocol</i>	<i>Jegrelius</i>	<i>01/12/2011</i>	<i>27/03/2012</i>
6	<i>2. Set date and place for the first seminar – Date decided in Oct and place in early Nov</i>	<i>Karolinska</i>	<i>?/2011</i>	<i>yes</i>
6	<i>3. Procure Kick-off facilities, food and refreshments</i>	<i>Karolinska</i>	<i>20/12/2011</i>	<i>18/12/2011</i>
6	<i>4. Make registration set-up at web page</i>	<i>Jegrelius</i>	<i>16/12/2011</i>	<i>16/12/2011</i>
6	<i>5. Write and send out invitation</i>	<i>Jegrelius/Karolinska</i>	<i>16/12/2011</i>	<i>16/12/2011</i>
6	<i>6. Arrange agreements with external lecturers and moderator</i>	<i>Karolinska/Jegrelius</i>	<i>20/12/2011</i>	<i>12/01/2012</i>
6	<i>7. Set final program</i>	<i>Karolinska/Jegrelius</i>	<i>31/01/2012</i>	<i>20/01/2012</i>
6	<i>8. Produce handouts /info material for seminar</i>	<i>Karolinska Jegrelius</i>	<i>08/02/2012</i>	<i>03/02/2012</i>
7	<i>Update web site with presentations</i>	<i>Jegrelius</i>	<i>12/02/2012</i>	<i>10/02/2012</i>
8	<i>1. Contact other projects</i>	<i>Jegrelius</i>	<i>Continuously</i>	
8	<i>2. Kick-off LIFE-EDESIA</i>	<i>Jegrelius</i>		<i>14/10/2013</i>
8	<i>3. Act as stakeholder in LIFE-EDESIA</i>	<i>Jegrelius</i>		
10	<i>1. Preparation CleanMed Malmö</i>	<i>Jegrelius</i>		<i>26/09/2012</i>
10	<i>2. Plan buyer group meeting</i>	<i>Jegrelius</i>		
10	<i>3. Inventory of buyers of blood bags in Europe</i>	<i>Jegrelius</i>		
10	<i>4. Survey # blood bags and # blood transfusion</i>	<i>Jegrelius</i>		
10	<i>5. Influence on EU-legislation regarding EDC</i>	<i>Jegrelius, HCWH</i>		
10.	<i>6. Visit to Finnish Red Cross</i>			<i>10/04/2014</i>
12	<i>1. Delivery of first compound to Wipak</i>	<i>Melitek</i>	<i>01/01/2012 will be revised</i>	<i>20/11/2012</i>
12	<i>2. Gather material for 12.3</i>	<i>Melitek</i>		<i>yes</i>
12	<i>3. Workshop “Material Specifications”</i>	<i>All beneficiaries</i>	<i>08/02/2012</i>	<i>08/02/2012</i>

12	4. Set "material Specification"	Melitek		01/06/2012
12	5. Delivery of compound to Primo	Melitek		Nov 2013
13	1. Start of action, delayed due to 12.1 and 12.4	Wipak	01/01/2012	01/10/2012
13	2. Delivery of film to Haemotronic	Wipak		yes
14	1. Start of production	Totax/ Primo	01/01/2012	01/11/2013
14.	2. Delivery of tubings	Primo		
15	1. Start of production	Haemotronic		May 2013
15	2. First prototype bag	Haemotronic		March 2014
16	1. Start of evaluation	Karolinska	Aug 2014	
16	2. Replace Inger	Karolinska	April 2014	
17	1. Test protocol user tests	Jegrelius/Jämtland County Council	2014	
17	2. New start-up meeting	Jegrelius/Jämtland County Council	27/02/2013	