

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

The 21th PMG meeting. The updated action plan is at the end of the notes.

Minutes

12 November 2015

Attendees

Coordinating beneficiary: Lena Stigh (PM), Arne Nilsson
Katarina Ryckenberg
Haemotronic: Ettore Ravizza, Alice Ravizza
Primo: Daniel Jaworski
Karolinska: Hans Gulliksson, Petter Höglund, Gustav Eriksson

Not attending

Coordinating beneficiary: Ulf von Sydow/Marina Gregorsson, Åke Åkerblom
Melitek; Jesper Laursen,
Primo: Krzysztof Debski
Wipak: Pekka Weeraratne/Jouni Vikman
Karolinska; Beatrice Aspevall Diedrich/ Maria Matl, Nicole Klemets

Agenda

1. The production of the bags for the user tests.
2. The need for proper and regular documentation of all sorts of costs, both time and invoices. We need to show that the financial and administrative part is in order in next progress report.
3. Progress in the other actions
Action 16 : In-vitro start
Action 1: EC News
Action 2, 3, 21: Short movie, webinar, PR, PR HCWH
Action 10: Survey at Karolinska by Erik Stenholm
Action 10: Meeting with EBA
4. Next meeting 23/11 ?

The meeting

1. The production of the bags for the user tests. – Action 15

The bags are good enough for performing the evaluation with the in-vitro tests. However, before scaling up production for the user tests, improvements are needed. This means the user tests will be delayed. We discussed the technical problems and different solutions.

Alice will send questions to Wipak by mail and we will have a follow up meeting on the issue soon, probably the 23rd of November.

2. The need for proper and regular documentation of all sorts of costs, both time and invoices. We need to show that the financial and administrative part is in order in next progress report

The EC have sent instructions/feed-back based on the latest visitor report from Inta Dũce:

- We should address all the financial issues raised in previous letters in next progress report.

This mean as told last meeting of September 15th , that all our financial reporting and supporting documents have to be in order. The CB is responsible and should have all documentation available.

- Time sheets should be sent in regularly, preferable every month. Everyone must note hours in the project AND total working hours. EC suggests a new template, but we will continue to use our own for now.

- If the hourly cost has changed since the estimate in the application it must be followed by an explanation. This concerns especially the higher salaries.

- Invoices must have a reference to the project, LIFE10 ENV/SE/037, and it must be clear what the invoice concerns. If not they will be rejected.

- There must be supporting documents for travel expenses (ledgers for cars, expense reports etc). Car rental procedures need to be explained.

- Signed agreements with subcontractors and major suppliers must contain a reference to the project LIFE10 ENV/SE/037.

- Inventory paid for by the project MUST have the Life plus logotype on. CB have stickers. Take a picture with the logotype on the object and send it to us.

CB also has to update all tables from 2011 and forward. Arne has engaged Maria Arnstål for this task. Ettore asked for information if and in that case what verifications and documents that are missing.

Arne will send out information to each beneficiary when they have an overview. Of course you are more than welcome to send in documents before that.

Read more

<http://ec.europa.eu/environment/life/toolkit/pmtools/lifeplus/reporting.htm>

The two instructions on how to report time and how to report costs have been updated.

The partnership agreement will need to be updated as well since we have an amendment

3. Progress in the other actions

Action 16.

PM met Petter in Stockholm at Karolinska in the morning the 29th of September to introduce him to the project.

Blood donations at two occasions have been made and the in-vitro storage study have started. Six weeks for sampling and analysis will follow.

A third evaluation will start in January 2016.

Action 17.

User tests

Åke and his team are waiting. They have received one set from PM via Marco Goldoni, but need bags and clamps/clamp tools/food plastic sealers.

This action is delayed to the required improvements before scaling up.

Action 2.

The short movie

The cutting and editing of the film have been delayed since Jonas got a much higher working burden due to the loss of our IT-manager.

An external company have been contacted and a first draft is available.

A press release about the start of the in-vitro evaluation was launched the 22nd of October. It is on the web and have been spread by LinkedIn. The PR resulted in announcement by HCWH Europe and Life+ Communication team.

Action 3 and 10.

Survey at Karolinska by Erik Stenholm

The survey turned into a good informative report. Next step is to disseminate the result.

Webinar 22 October

Gustav told the meeting about the webinar. We had some problems with the sound, but webinar platform – WebEx worked fine. The webinar was held with HCWH as host and Grazia from HCWH was the moderator. Gustav Eriksson from Karolinska started, followed by Jesper Laursen and PM. The presentation and the movie clip are on HCWH's web page and a link is available on our web page.

Meeting with EBA

PM presented the project to the technical committee from EBA, with representatives from Marco Goldoni from Haemotronic joined her. PM have had a follow-up conversation afterwards. They will send minutes and a statement about their opinion about the project. They are concerned about the sensitive patient groups and Hans mentioned that this is also highlighted in the expert group opinion earlier.

They are also interested in future procurement projects. Different scenarios have been suggested. Maybe one with Karolinska as project owner. PM is waiting for more documents and background documents.

Procurement meeting about medical devices

The 29th of September both PM and Nicole attended a meeting summoned by The National Agency for Public Procurement in Stockholm. PM presented the project and the progress.

Action 21. Workshops

The planning of the concluding workshops is continuing. Send in all ideas and suggestions to Katarina or Nicole. What should the workshops be named?

The last of these workshops will be held in Östersund in September 2016, at the same time as the international UNESCO annual meeting 12-16 September. Katarina has started looking for suitable places to be at.

Hans earlier three suggestions were

- European Blood Alliance (EBA), late 2015 or first half of 2016. Oral presentation.
- BEST Collaborative, April-May 2016. Oral presentation.
- International Society of Blood Transfusion (ISBT), summer 2016. Oral presentation poster. They decide.

Other issues

Since CleanMed Europe, were we planned to meet, was cancelled this year, another face-to-face meeting is suggested. This have not been discussed further.

4. Next PMG meeting 23 November 13-14 CET

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 feed-back about Inception reports | Jegrelius | 14/09/2012 | |
| 1 | 16. Visit by monitor | Jegrelius | | 24/05/2012 22/08/2012 04/11/2013 16/10/2014 3/09/2015 |

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|---|--|--|--------------------------|--------------------------------------|
| 1 | 17. Visit Melitek | Jegrelius | Oct 2012 | 22/10/2012 |
| 1 | 18. Visit Totax/Primo | 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 | 05/11/2014 |
| 1 | 23. Visit Karolinska | Jegrelius | 2014 | |
| 1 | 24. Amendment about postponed Mid-term report | Jegrelius | | 31/01/2013 |
| 1 | 25. Amendment request Ben 7 | Jegrelius, Krzysztof | | 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 | 30/05/30 |
| 1 | 28. EC visits CB | Jegrelius, Karolinska, Haemotronic | 04/04/2014 | 04/04/2014 |
| 1 | 29. Follow up on remarks from EC | Jegrelius | | |
| 1 | 30. Progress report 2 | Jegrelius | 28/02/2016 | |
| 1 | 31. Visit Melitek | Jegrelius/ Linda | | 15/05/2014 |
| 1 | 32. Visit Karolinska to present project and discuss personel | Jegrelius | | 19/05/2014 |
| 1 | 33. Revised Mid-Term report | Jegrelius | 30/09/2014 | 30/09/2014 |
| 1 | 34. Apply for prolongation | Jegrelius | May 2015 | 01/06/2015 |
| 1 | 35. Amendment request new legal status of CB | Jegrelius | May 2015 | 01/06/2015 |
| 1 | 36. Change of financial officer | Jegrelius | | 14/09/2015 |
| 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 renewal 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 |

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| 2 | 8. Media activities | | Continuously | <i>See monitoring protocol at web site</i> |
| 2 | 9. Secure web site, Transform to new format | <i>Jegrelius</i> | <i>April-Maj 2014</i> | <i>11/03/2015</i> |
| 2 | 10. Update "map" with Primo Profile | <i>Jegrelius</i> | | <i>Jan 2014</i> |
| 2 | 11. Press release | <i>Jegrelius/ Haemotronic</i> | | <i>05/11/2014</i> |
| 2 | 12. Press release when in-vitro starts | <i>Jegrelius/ Karolinska</i> | <i>Sep 2015</i> | <i>22/10/2015</i> |
| 2 | 13. Identify media channels | <i>Jegrelius/ Karolinska</i> | | |
| 2 | 14. Launch Web site in Word press format | <i>Jegrelius</i> | | <i>11/03/2015</i> |
| 2 | 15. Short project movie recording 5/05/2015 | <i>Jegrelius/ Karolinska</i> | <i>April-June 2015</i> | |
| 3 | 1. first Notice board set-up | <i>Jegrelius</i> | <i>01/11/2011</i> | <i>14/10/2011</i> |
| 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 | <i>Jegrelius</i> | <i>09/12/2011</i> | <i>09/12/2011</i> |
| 3 | 4. Communication plan -first draft | <i>Jegrelius</i> | | <i>14/05/2012</i> |
| 3 | 5. Prezi project presentation | <i>Jegrelius</i> | | <i>29/11/2012</i> |
| 3 | 6. Send abstract to ISBT conference in the Netherlands | <i>Jegrelius</i> | <i>03/Mar/2013</i> | |
| 3 | 7. Send abstract to CleanMed Europe | <i>Jegrelius</i> | | <i>08/05/2013</i> |
| 3 | 8. Attend CleanMed 17-19 Sept 2013 | <i>Jegrelius</i> | | <i>19/09/2013</i> |
| 3 | 9. Newsletters | <i>Jegrelius</i> | | <i>May 2013 Aug 2013 May 2015</i> |
| 3 | 10. Presentation about how to get a non-toxic product, Procurement conference | <i>Jegrelius</i> | | <i>10/10/2013</i> |
| 3 | 11. Dialogue meeting at Swedish Chemical Agency | <i>Jegrelius</i> | <i>16/06/2014</i> | <i>16/06/2014</i> |
| 3 | 12. Presentation to Stockholm County Council | <i>Karolinska</i> | <i>09/09/2014</i> | |
| 3 | 14. Webinar with HCWH | <i>Jegrelius/ Karolinska/</i> | <i>22 Oct 2015</i> | <i>22 Oct 2015</i> |

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| | | Melitek | | |
| 3. | 15. Presentation at kick-off NCSH | Jegrelius | | 28/05/2015 |
| 3. | 16. National Procurement meeting about medical devices | Jegrelius, Karolinska | | 29/09/2015 |
| 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 year2012 | 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. | Jegrelius | | 02/02/2012 |
| 4. | 6. Set dates for PMG meetings 2013 | Jegrelius | 04/12/2012 | |
| 5 | 1. Monitor protocol | Jegrelius | 01/12/2011 | 27/03/2012 |
| 6 | 2. Set date and place for the first seminar – Date decided in Oct and place in early Nov | Karolinska | ?/2011 | yes |
| 6 | 3. Procure Kick-off facilities, food and refreshments | Karolinska | 20/12/2011 | 18/12/2011 |
| 6 | 4. Make registration set-up at web page | Jegrelius | 16/12/2011 | 16/12/2011 |
| 6 | 5. Write and send out invitation | Jegrelius/Karolinska | 16/12/2011 | 16/12/2011 |
| 6 | 6. Arrange agreements with external lecturers and moderator | Karolinska/Jegrelius | 20/12/2011 | 12/01/2012 |
| 6 | 7. Set final program | Karolinska/Jegrelius | 31/01/2012 | 20/01/2012 |
| 6 | 8. Produce handouts /info material for seminar | Karolinska Jegrelius | 08/02/2012 | 03/02/2012 |
| 7 | Update web site with presentations | Jegrelius | 12/02/2012 | 10/02/2012 |
| 8 | 1. Contact other projects | Jegrelius | Continuously | |
| 8 | 2. Kick-off LIFE-EDESIA | Jegrelius | | 14/10/2013 |
| 8 | 3. Act as stakeholder in LIFE-EDESIA | Jegrelius | | |
| 8 | 4. Attend HCWH AGM | Jegrelius | | 06/11/2014 |
| 8 | 5. Contact Life Childprotect | Jegrelius | | Dec 2014 |
| 8 | 6. Seminar Swetox | Jegrelius | | 28/01/2015 |

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| 10 | 1. Preparation CleanMed Malmö | Jegrelius | | 26/09/2012 |
| 10 | 2. Plan buyer group meeting | Jegrelius | | |
| 10 | 3. Inventory of buyers of blood bags in Europe | Jegrelius/ Karolinska | | |
| 10 | 4. Survey # blood bags and # blood transfusion | Jegrelius/ Karolinska | | Oct 2015 |
| 10 | 5. Influence on EU-legislation regarding EDC | Jegrelius, HCWH | | Oct 2013 |
| 10 | 6. Visit to Finnish Red Cross | | | 10/04/2014 |
| 10 | 7. Present project on EBA meeting | Karolinska/ Jegrelius | | 16/10/2015 |
| 10 | 8. Project presentation "Nordic Center sustainable healthcare" | Jegrelius | 28 May 2015 | 28/05/2015 |
| 10 | 9. Webinar with HCWH | Karolinska/Me litek/CB | | 22/10/2015 |
| 12 | 1. Delivery of first compound to Wipak | Melitek | 01/01/2012 will be rev | 20/11/2012 |
| 12 | 2. Gather material for 12.3 | Melitek | | yes |
| 12 | 3. Workshop "Material Specifications" | All beneficiaries | 08/02/2012 | 08/02/2012 |
| 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 | | Oct 2014 |
| 14. | 3. Make new tool | Primo | | May 2014 |
| 15 | 1. Start of production | Haemotronic | | May 2013 |
| 15 | 2. First prototype bag | Haemotronic | | March 2014 |
| 15 | 3. Design discussion Visit to Karolinska | Haemotronic | April 2014 | 12-14 May 2014 |
| 15. | 4. Delivery of bags to Karolinska for evaluation | Haemotronic | Before summer 2014 | |
| 15. | 5. Physical properties First trial | Haemotronic/ Karolinska | | 20-21 jan 2015 |
| 15. | 6. Verification of bag Second tests | Haemotronic/ Karolinska | 8-9 June 2015 | |
| 16 | 1. Start of evaluation | Karolinska | Aug 2014 | |
| 16 | 2. Replace Inger | Karolinska | April 2014 | Sep 2014 |
| 16 | 3. Recruit new BMA | Karolinska | | Jan 2015 |
| 16 | 4. Start of in-vitro study | Karolinska | Sep 2015 | Oct 2015 |
| 16 | 5. New staff | Karolinska | Sep 2015 | |
| 17 | 1. Test protocol user tests | Jämtland County | 2014 | |

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| | | Council | | |
| 17 | 2. New start-up meeting | Jegrelius/Jämtl and County Council | 27/02/2013 | |
| 17 | 3. Discussion with Alice regarding user tests | Östersund Hospital | | 02/02/2015 |
| 17 | 4. Attend trial tests | Åke Åkerblom, Östersund Hospital | 08/06/2015 | |
| 21 | 1. Start planning | Jegrelius, Karolinska | 01/03/2014 | Oct 2014 |
| 21 | 2. Set dates | Jegrelius/Karol inska | | |
| 21 | 3. Webinar survey start | Katarina, Nicole, Jonas | | 25/11/2014 |
| 22 | 1. Final workshops | Jegrelius | 01/07/2015 | |