

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

The 16th PMG meeting. The updated action plan is at the end of the notes.

Minutes

18 Nov 2014

Attendees

Coordinating beneficiary: Lena Stigh (PM), Katarina Ryckenberg, Linda Andersson, Arne Nilsson Jämtland County Council: Åke Åkerblom
Wipak: Pekka Weeraratne
Karolinska; Hans Gulliksson
Melitek; Jesper Laursen

Not attending

Coordinating beneficiary: Ulf von Sydow
Primo: Krzysztof Debski
Karolinska; Beatrice Aspevall Diedrich/ Maria Tengvall Linder, Nicole Klemets
Haemotronic: Ettore Ravizza

Agenda

1. Words from the EC and the monitor
2. Status bag production
3. PM's visit to Haemotronic
4. Status evaluation
5. Networking with other projects
6. Dissemination of information incl HCWH AGM
7. Planning of final 4 workshops
8. Other issues
9. Next meeting

The meeting

1. Words from the EC and the monitor

We have not got any feed-back on the MidTerm report, since they needed original signatures on the financial statements. Linda told the meeting that we still miss one signature. This means that the possibility to get the next payment this year is very small. Our monitor have met the EC team and they are concerned about some beneficiaries not reporting costs on a regularly bases.

Next year Region Council of Jämtland will be part of Region Jämtland Härjedalen along with Jämtland County Council. Our monitor advised us to send in our amendment about the new organisation at the same time as we send in our amendment to prolong the project. This amendment will be sent to EC in the end of March 2015 and depend on the result of the first in-vitro tests.

We should also consider budget changes in the project. The changes does **not** mean more financial support, but moving budget posts from one action to another, if helping us fulfilling our objectives.

2. Status bag production

A bag set with tubings from Primo and film from Wipak has been designed and produced. The new single bag for storage has been approved by Hans.

The set intended for in-vitro evaluation has been sent to Karolinska.

Alice and Ettore have kept PM and Hans updated with status reports by mail. Earlier obstacles have been solved. Alice will visit Karolinska in the middle of January for the physical bag tests.

Investigations in how to best verify that the bag fulfil CE-labelling has started.

There have been some new production problems at Haemotronic. Jesper have made some modification on the compound formula to enhance the production. Pekka told the meeting that new film is being produced next week and shipping for Haemotronic is scheduled.

3. PM' s visit to Haemotronic

PM will write a short visit report about the fruitful visit.

A press release was made.

4. Status evaluation

As soon as the bag set arrives Hans will test the physical properties with water.

Next step will be to use outdated blood in the tests. The in-vitro tests are made with donor blood and two different storage solutions.

Karolinska is recruiting a BMA for the evaluation of the bag, since the permanent employee will be on maternity leave.

The prolongation length of the project cannot be determined until we have started the in vitro tests. Nine months will probably be needed, which would mean that the project will end in December 2016.

5. Networking with other projects

At the HCWH meeting the project manager of a new LIFE+ project called ChildProtect, LIFE12 ENV/NL/0833, attended. The project is working on substitution of EDC. They have 4 different target groups; policy makers, producers, parents and professionals.

<http://childprotectfromchemicals.eu/>

We will share information and we also have this project as a link on our website.

6. Dissemination of information including HCWH AGM

PM participated in HCWH annual general meeting and attended a workshop about sustainable healthcare in Bologna 6th and 7th of November.

PM was filmed for a part of a C2DS presentation in adjacent to the HCWH meeting. PM answered questions about the objectives, scope and result.

At the meeting PM presented the project as there were some new members. PM also asked about presenting the project at next CleanMed in Copenhagen 21-23 October 2015.

A presentation with someone from Healthcare/Transfusion Medicine representing the demand and, for example, Jesper representing the supply. PM would be in the “middle” representing the project.

Alice Ravizza will be speaking at the conference “Biocompatibility Testing and Evaluation for Medical Devices the 2-3 December in Berlin. PM will send her power point pictures to use.

At which other conferences should the project attend?

Hans have spoken to Beatrice about the next European Blood Alliance annual meeting in June/July 2015. Both Hans and Beatrice would prefer to present the project when there are some evaluation result.

PM said that it is very important to get EBA's support for the projects objectives even without good result. Their support would facilitate other EBA-members to sign the petition. EBA is already taken part in other EU-funded projects.

<http://www.europeanbloodalliance.eu/activities/>

Hans will speak to Beatrice about that.

Regarding media activities Jesper is waiting for the March result. He also told as that there are many following the project. Both manufacturers and health care organisations.

7. Planning of final 4 workshops

The planning of the four final workshops is starting. They should take place in connection with other adequate conferences. Send in all ideas and suggestions to Katarina. The last of these workshops will be held in Östersund in September 2016, at the same time as the international UNESCO annual meeting. Of course given the projects prolongation is approved.

What should this workshop be named and what should its main theme be?

One activity starting this week is investigating different webinar possibilities.

8. Other issues

Jesper was interested in Hans opinion about two discussions that are going on regarding lower storage time of red blood cells and regarding reduced number of blood transfusions. Hans gave us interesting input.

9. Next PMG meeting

PM will send out suggestions for all meetings next year.

Next meeting will be in January after Alice visit to Karolinska.

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-	Jegrelius	14/09/2012	

	<i>back about Inception reports</i>			
1	16. Visit by monitor	Jegrelius		24/05/2012 22/08/2012 04/11/2013 16/10/2014
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	05/11/2014
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	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	31/12/2014	
1	31. Visit Melitek	Jegrelius/ Linda		15/05/2014
1	32. Visit Karolinska to present project and discuss personell	Jegrelius		19/05/2014
1	33. Revised Mid-Term report	Jegrelius	30/09/2014	30/09/2014
1	34. Apply for prolongation	Jegrelius	March 2015	
1	35. Amendment new organisation - CB	Jegrelius	March 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	Jegrelius	15/10/2011	Yes

	<i>and letter of intent about the web page.</i>			
2	4. Update with pictures and information	Jegrelius	Continuously	
2	5. Link to project web site from beneficiaries web site	All		<i>All had links, but renewal is needed</i>
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	<i>See monitoring protocol at web site</i>
2	9. Secure web site, Transform to new formate	Jegrelius	April-Maj 2014	
2	10. Update "map" with Primo Profile	Jegrelius		Jan 2014
2	11. Press release	Jegrelius/Haemotronic		05/11/2014
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		May 2013 Aug 2013

3	10. Presentation about how to get a non-toxic product, Procurement conference	Jegrelius		10/10/2013
3	11. Dialogue meeting at Swedish Chemical Agency	Jegrelius	16/06/2014	16/06/2014
3	12. Presentation to Stockholm County Council	Karolinska	09/09/2014	
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.	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	Karolinska/Jegrelius	20/12/2011	12/01/2012

	<i>agreements with external lecturers and moderator</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>		
8	<i>4. Attend HCWH AGM</i>	<i>Jegrelius</i>		<i>06/11/2014</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>		<i>Oct 2013</i>
10.	<i>6. Visit to Finnish Red Cross</i>			<i>10/04/2014</i>
10	<i>7. Present project on EBA meeting</i>	<i>Karolinska/Jegrelius</i>		
12	<i>1. Delivery of first compound to Wipak</i>	<i>Melitek</i>	<i>01/01/2012 will be rev</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	<i>4. Set "material Specification"</i>	<i>Melitek</i>		<i>01/06/2012</i>
12	<i>5. Delivery of compound to Primo</i>	<i>Melitek</i>		<i>Nov 2013</i>
13	<i>1. Start of action, delayed due to 12.1 and 12.4</i>	<i>Wipak</i>	<i>01/01/2012</i>	<i>01/10/2012</i>
13	<i>2. Delivery of film to</i>	<i>Wipak</i>		<i>yes</i>

	<i>Haemotronic</i>			
14	1. Start of production	Totax/ Primo	01/01/2012	01/11/2013 ?
14.	2. <i>Delivery of tubings</i>	<i>Primo</i>		<i>Oct 2014</i>
14.	3. <i>Make new tool</i>	<i>Primo</i>		<i>May 2014</i>
15	1. <i>Start of production</i>	<i>Haemotronic</i>		<i>May 2013</i>
15	2. <i>First prototype bag</i>	<i>Haemotronic</i>		<i>March 2014</i>
15	3. <i>Design discussion Visit to Karolinska</i>	<i>Haemotronic</i>	<i>April 2014</i>	<i>12-14 May 2014</i>
15.	4. <i>Delivery of bags to Karolinska for evaluation</i>	<i>Haemotronic</i>	<i>Before summer 2014</i>	
15.	5. <i>Physical properties</i>	<i>Haemotronic/Karolinska</i>		
15.	6. <i>Verification of bag</i>			
16	1. <i>Start of evaluation</i>	<i>Karolinska</i>	<i>Aug 2014</i>	
16	2. <i>Replace Inger</i>	<i>Karolinska</i>	<i>April 2014</i>	<i>Sep 2014</i>
16	3. <i>Recruit new BMA</i>	<i>Karolinska</i>		
16	4.			
17	1. <i>Test protocol user tests</i>	<i>Jämtland County Council</i>	<i>2014</i>	
17	2. <i>New start-up meeting</i>	<i>Jegrelius/Jämtland County Council</i>	<i>27/02/2013</i>	
17	3. <i>Discussion with Alice regarding user tests</i>	<i>Jämtland county council</i>		
21	1. <i>Start planning</i>	<i>Jegrelius</i>	<i>01/03/2014</i>	<i>Oct 2014</i>
21	2. <i>Set dates</i>	<i>Jegrelius</i>		
21	3. <i>Webinar survey</i>	<i>Katarina, Nicole, Jonas</i>		
22	1. <i>Final workshops</i>	<i>Jegrelius</i>	<i>01/07/2015</i>	