

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

The seventh PMG meeting. The updated Action plan is at the end of the notes.

Minutes

20 Feb 2013

Attendees

Totax; Krzysztof Debski

Karolinska; Hans Gulliksson

Coordinating beneficiary; Lena Stigh, Linda Andersson, Marina Gregorsson

Katarina Ryckenberg, Jegrelius - Regional Council of Jämtland

Technical Support; Helena Fredriksson- Regional Council of Jämtland. Attended the first 15 minutes

Not attending

Wipak; Pekka Weeraratne - problem with connection to OpenMeeting – have sent in comments to the agenda ahead of this PMG meeting by mail.

Regional Council of Jämtland: Arne Nilsson (Linda instead)

Melitek; Jesper Laursen

Haemotronic; Mattia Ravizza

Agenda

1. Status updates action by action from everyone.
2. Action plan
3. Other questions

The meeting

1. Status updates action by action

1.1 Action 1 and 4

- PM Lena is grateful for all the input to the Progress report but some time reports are still missing. The Progress report was delivered in time to EC but we have not received any response or receipt yet. The majority of the costs are reported.

New rough time table on actions below:

Action 12 Dec 2011-Sep 2013

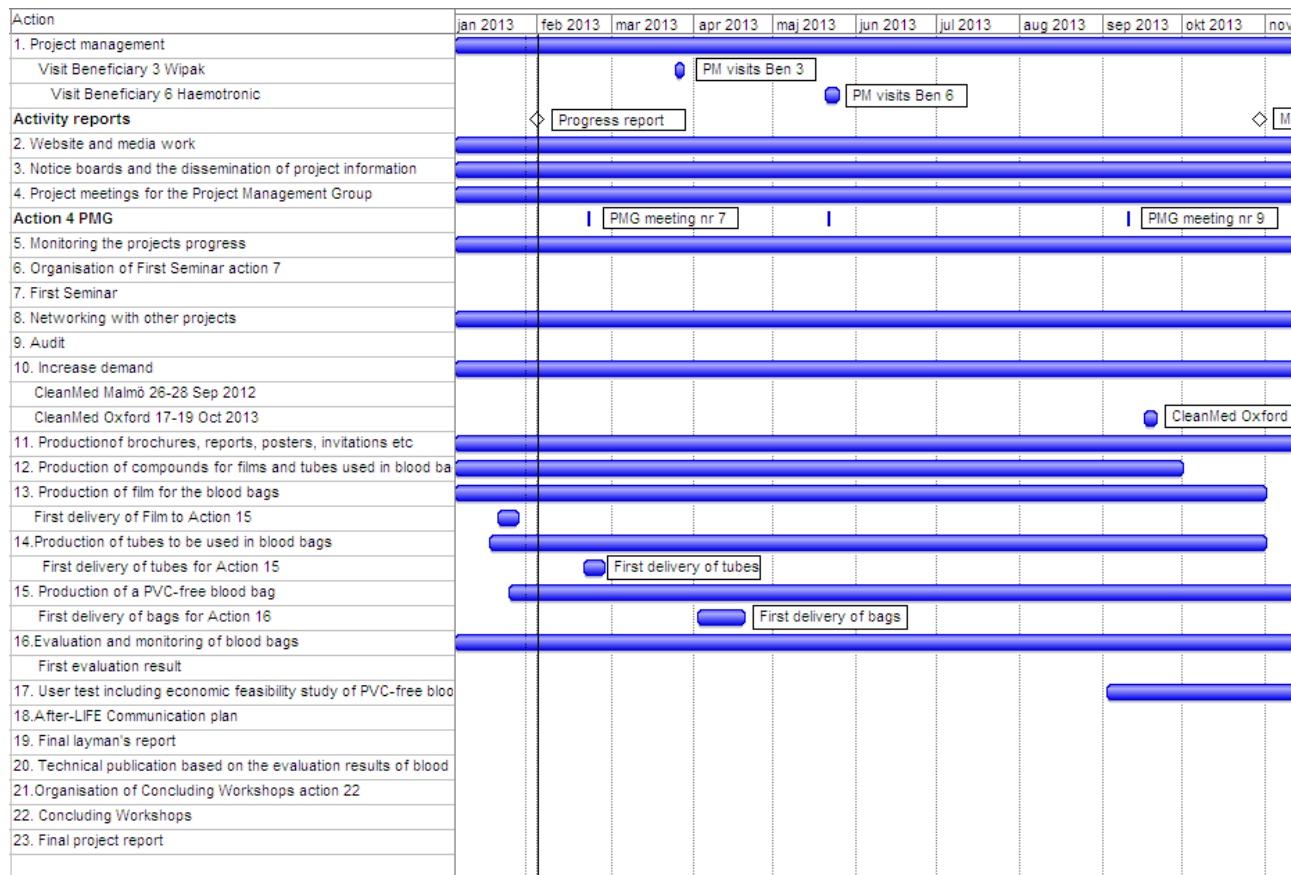
Action 13 Dec 2012-Oct 2013

Action 14 Feb 2013- Oct 2013

Action 15 Jan 2013- May2014

Action 16 End - May2015

Action 17 Aug 2013-Aug 2015



- Alongside the Progress report an amendment to postpone the project was sent to EC. The requested amendment is a six month postponement of the Mid-term Report, changing the delivery date from 30/10/2013 to 30/04/2014

<u>Deliveries</u>	<u>Delivered</u>	<u>Original deadline</u>
Project Web site	21/10/2011	(01/10/2011)
Notice Boards	18/11/2011	(01/11/2011)
A plan for the implementation phase		(01/12/2011)
Monitoring protocol	27/03/2012	(01/12/2011)
Initial Report	21/03/2012	(30/11/2011)
LCA of PVC blood bag	23/03/2012	
Presentation of the LCA	08/02/2012	
Inception Report	30/03/2012	(01/04/2012)
Progress report 1 not to EC	30/09/2012	(01/08/2012)
Progress report 2	31/01/2013	(01/02/2013)
Mid-term Report with payment request		(30/10/2013)
		New request :30/04/2014

- Another amendment concerning organization change regarding beneficiary Totax is mentioned in the Progress report, but we will not apply until all the changes for the company are finalized. Krzysztof Debski, Totax/Primo, told the meeting that

the factory in Denmark will be closed in two weeks time and all machines and equipment have been moved to Poland.

- Skype was not permitted for Wipak
- New dates for the years last PMG meeting was proposed
 - 19 Nov 13-14 CET
 - 20 Nov 13-14 CET
 - 21 Nov 13-14 CET
 - 26 Nov 13-14 CET
 - 27 Nov 13-14 CET
 - 28 Nov 13-14 CET

Jesper and Krzysztof are not able to attend the first three dates.
The 27th Nov is set as the last meeting of the year.

1.2 Action 2, 3, 5, 8, 10

- Website been updated with some links and pictures. The work to secure the website continues.
- Media activities
Lena will be interviewed by Philippa Jones at Chemical Watch the 25th of Feb regarding the possibilities for phasing out phthalates in the light of this report published by CIEL,
http://www.ciel.org/Publications/Innovation_Chemical_Feb2013.pdf
She wants to know how we will ensure that the final product is indeed safer than the PVC/DEHP bag.

Hans Gulliksson has been invited to contribute in the journal Vox Sanguinis under the title “Should DEHP be eliminated in blood bags?”. Publication date is not set yet.

- ISBT International Society of Blood Transfusion Conference 2013
Lena will submit an abstract to the scientific program of the regional Congress of the ISBT, to be held in Amsterdam, The Netherlands, from June 2 – 5, 2013.
- CleanMed Europe 2013 – Oxford
The project will probably attend at the CleanMed Europe Conference held I Oxford in September.
- Warsaw – Conference
Krzysztof mentioned a conference, held every year in Warsaw which he and Jesper have attended. It might be of interest to our project depending on the audience. Krzysztof will give Lena and Katarina more information about this conference.

- Continue to spread Notice boards. Noticeboards are everything from mails, newsletters, announcements, results, press releases etc. It is important that notice board/project information is published at all beneficiaries' web sites.
- Katarina has made a draft for a project newsletter. This is another way of dissemination of results and information. The draft will be sent out by mail to all beneficiaries and Katarina looks forward to response from everyone.
- Survey of estimation of the number of blood bags and number of transfusions made in Europe is continued.
- Continue the survey to map European healthcare and those organisations that buy blood bags. Estimation of how many blood bags is bought annually and how many blood transfusions are performed in Europe. Mapping of European healthcare
- The communication plan is a living document and it will be continuously upgraded and updated
- The project will continuously produce different information material and also give always to help the dissemination of information regarding our aims and work.

1.3 Action 12

Jesper Laursen, Melitek and Pekka Weeraratne, Wipak are absent from the meeting.

1.4 Action 13

Pekka has mailed an update with information regarding the status. The first film should arrive to Haemotronic in week 14 or 15.

1.5 Action 14

Totax/Primo is in standby position. They are ready to start the production when the compound arrives. Krzysztof will meet Jesper next week when they will share the same stand at an exhibition in Stuttgart.

1.6 Action 15

1.7 Action 16

Hans Gulliksson at Karolinska curiously wonders when the first bags will be arriving. He and his staff are ready and the agreement on storage solution is almost set. The lawyers are working and now read the last draft.

Estimated start will, at earliest, be in April.

1.8 Action 17

The user test will be postponed because they obviously need bags. Lena will, at a meeting the 27th of February, give information for those involved in our project at the Jämtland county council.

2.1 Action 4

- Next years PMG meeting
Next PMG will be the 21th of May 2013, 1300 CET, OpenMeeting or telephone.
The following meetings this year, 2013 is
10th Sep 1300 CET
27th Nov 1300 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 Feb 2012	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		
1	13. Report costs according to instructions.	All beneficiaries	Within two weeks after end of each month	
1	14. Progress report 1	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

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 2	Jegrelius	01/02/2013	
1	21. Visit Wipak	Jegrelius	2013	
1	22. Visit Haemotronic	Jegrelius	2013	
1	23. Visit Karolinska	Jegrelius	2013	
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 except Jegrelius		
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	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	Jegrelius	03/Mar/2013	

	Netherlands			
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 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	
10	1. Preparation	Jegrelius		26/09/2012

	<i>CleanMed Malmö</i>			
10	2. Plan buyer group meeting	Jegrelius		
10	3. Inventory of buyers of blood bags in Europe	Jegrelius		
10	4. Survey # blood bags and # blood transfusion	Jegrelius		
12	1. Delivery of first compound to Wipak	Melitek	01/01/2012 will be revised	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
13	1. Start of action, delayed due to 12.1 and 12.4	Wipak	01/01/2012	01/10/2012
14	1. Start of production	Totax	01/01/2012	27/02/2013
15	1. Start of production	Haemotronic		25/03/2013
16	1. Start of evaluation	Karolinska		01/04/2013
17	1. Test protocol user tests	Jegrelius/Jämtland County Council	2013	
17	2. New start-up meeting	Jegrelius/Jämtland County Council	27/02/2013	