

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

The 14th PMG meeting. The updated action plan is at the end of the notes.

Minutes

2 Sep 2014

Attendees

Haemotronic: Ettore Ravizza

Coordinating beneficiary: Lena Stigh (PM), Linda Andersson, Arne Nilsson,

Wipak: Pekka Weeraratne, Jouni Vikman

Karolinska; Hans Gulliksson

Primo: Krzysztof Debski

Not attending

Coordinating beneficiary: Ulf von Sydow, Katarina Ryckenberg,

Karolinska; Beatrice Aspevall Diedrich/ Maria Tengvall Linder

Melitek; Jesper Laursen

Agenda

1. Midterm Report
2. Production of Bag
3. Evaluation of Bag
4. Other activities

The meeting

1. Midterm Report

The expected feed-back from the EC came the 29th of July. The letter was forwarded to all beneficiaries and in short it says that not enough of the costs were considered eligible. In a telephone meeting Linda, our monitor and PM discussed the remarks and how to proceed.

Linda sent out individual mail and requests to you and in general we need more cost reports from you as soon as possible. The 16th of September our monitor will visit Östersund to help us with the revised report. The technical part will be updated

All beneficiaries need to sign the financial documents as last time and the report delivered

to EC no later than 30th of September.

2. Status production of bag

Design discussions between Haemotronic and Karolinska have taken place in the summer. Ettore told the meeting that they produced the new prototype and will send pictures to Wipak and Karolinska. More material from Wipak is needed.

Krzysztof confirmed that redesigned tubings will be produced at Primo and they have made a new tool to meet the requirements. The tubings will be produced next week and delivered to Italy in week 38. The designed prototypes will be sent to Karolinska as soon as they are ready for evaluation of function.

3. Status evaluation

There are some technical issues that have to be solved before the start of the in vitro studies. In vitro studies of the bags at Karolinska will therefore be postponed to January 2015.

4. Other activities

We welcome two new members to the project. Daniel Jaworski from Primo and Nicole Herbertsson from Karolinska. PM will meet Nicole in Stockholm next week. Hans will present the project for Stockholm County council the 9th of September and PM will attend as well.

Alice Ravizza will be speaking at the conference “Biocompatibility Testing and Evaluation for Medical Devices the 2-3 December in Berlin.

PM will attend an HCWH meeting and workshop in Bologna 6-7 November. In adjacent to the meeting she will visit Haemotronic. PM will have mail contact with Ettore about details.

Last meeting PM asked Hans about the possibility to present the project at next EBA-meeting. Hans will speak with Beatrice about that.

5. Next PMG meeting

Next meeting is the 7th of October 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 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	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	
1	34. Apply for prolongation	Jegrelius		
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
2	8. Media activities		Continuously	See monitoring protocol at web site
2	9. Secure web site, Transform to new formate	Jegrelius	April-Maj 2014	
2	10. Update "map" with Primo Profile	Jegrelius		Jan 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 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		
10	1. Preparation CleanMed Malmö	Jegrelius		26/09/2012
10	2. Plan buyer group	Jegrelius		

	meeting			
10	3. Inventory of buyers of blood bags in Europe	Jegrelius		
10	4. Survey # blood bags and # blood transfusion	Jegrelius		
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		
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		Sep 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	
16	1. Start of evaluation	Karolinska	Aug 2014	
16	2. Replace Inger	Karolinska	April 2014	Sep 2014
17	1. Test protocol user tests	Jämtland County Council	2014	
17	2. New start-up meeting	Jegrelius/Jämtland County Council	27/02/2013	
17	3. Discussion with Alice regarding user tests	Jämtland county council		
21	1. Start planning	Jegrelius	01/03/2014	
21	2. Set dates	Jegrelius		
22	1. Final workshops	Jegrelius	01/07/2015	

