

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

The 15th PMG meeting. The updated action plan is at the end of the notes.

Minutes

7 Oct 2014

Attendees

Coordinating beneficiary: Lena Stigh (PM), Katarina Ryckenberg, Linda Andersson, Arne Nilsson,
Wipak: Pekka Weeraratne, Jouni Vikman
Karolinska; Hans Gulliksson

Not attending

Coordinating beneficiary: Ulf von Sydow
Karolinska; Beatrice Aspevall Diedrich/ Maria Tengvall Linder
Melitek; Jesper Laursen
Primo: Krzysztof Debski
Haemotronic: Ettore Ravizza

Agenda

1. Midterm Report
2. Production of Bag
3. Evaluation of Bag
4. Dissemination of information
5. Next meeting

The meeting

1. Midterm Report

We have not received feed-back from the EC regarding the revised report that was sent in the 30th of September.

Linda told the meeting that we have succeeded in reaching the cost threshold. We have reported costs to the EC that exceeds the 150 % threshold with a good margin.

With additional information from us some of the costs not eligible last time, will hopefully be approved this time.

Linda thanks everyone for all the help and information.

PM informed the meeting that we have foreseen a prolongation of the project, but will not make an amendment until after the first result from the in vitro tests. A likely scenario is 9 months prolongation which would mean that the project will end in the end of 2016.

2. Status production of bag

Pekka informed about Wipaks involvement in the production and he referred to the information he sent out in advance by mail. He would like answers from Haemotronic regarding two questions. Is the amount sent sufficient for Haemotronic and are the dimensions OK?

Alice has summoned to a telephone meeting Monday 13th of October to discuss necessary details for a successful upcoming testing.

PM is planning to visit Haemotronic the beginning of November and status will be discussed more in detail then.

3. Status evaluation

Hans points out that the bag that is being produced now probably is good enough for the in vitro tests that are planned to start in January, but initial mechanical testing is required to avoid surprises.

The needed prolongation of the project depends on the outcome of the evaluation.

4. Dissemination of information

This is an important part of the project and the more everybody contribute the better. 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?

At which other conferences should the project attend ?

Hans mentioned the next EBA – transfusion medicine – annual meeting in June/July as a possibility to present the project. He will speak with Beatrice about that.

Hans also mentioned a Danish report on PVC/DHP in Blood bags. He will send a link to PM and she will forward it to those who want it.

PM will go to Bologna in November. She will visit Haemotronic, participate in HCWH annual general meeting and attend a workshop about sustainable healthcare.

Katarina would like to have a new number of the newsletter ready to her trip, which the meeting agreed on is a good idea.

PM has been asked to be a part of a small film recording for the C2DS in adjacent to the HCWH meeting.

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

5. Next PMG meeting

18th of 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 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	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 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	
3	13. Attend AGM & Workshop HCWH 2014	Jegrelius	06/11/2014 07/11/2014	
4	1. Send headsets, recommended by our It-	Jegrelius	10/10/2011	yes

	<i>support, to all PMG members.</i>			
4	<i>2. Individual "OpenMeetings" will be arranged between project manager and all members together with IT support.</i>	<i>Jegrelius PMG members</i>	<i>31/10/2011</i>	<i>Yes</i>
4	<i>3. Set dates for PMG meetings next year 2012</i>	<i>PMG members</i>	<i>15/10/2011</i>	<i>yes</i>
4	<i>4. Extra meeting for those that could not attend; Wipak, Totax, Melitek</i>	<i>Jegrelius</i>	<i>31/10/2011</i>	<i>N/A</i>
4	<i>5. Arrange PMG 8 Feb in Copenhagen.</i>	<i>Jegrelius</i>		<i>02/02/2012</i>
4.	<i>6. Set dates for PMG meetings 2013</i>	<i>Jegrelius</i>	<i>04/12/2012</i>	<i>yes</i>
5	<i>1. Monitor protocol</i>	<i>Jegrelius</i>	<i>01/12/2011</i>	<i>27/03/2012</i>
5	<i>2. Monitoring visit by EC</i>	<i>Jegrelius</i>		<i>04/04/2014</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>		

8	4. Meet C2DS	Jegrelius	06/11/2014	
10	1. Preparation <i>CleanMed Malmö</i>	<i>Jegrelius</i>		<i>26/09/2012</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		
10	5. Influence on EU-legislation regarding EDC	<i>Jegrelius, HCWH</i>		<i>Oct 2013</i>
10.	6. Visit to Finnish Red Cross			<i>10/04/2014</i>
10	7. Present project on EBA meeting	Karolinska/Jegrelius		
12	1. Delivery of first compound to Wipak	<i>Melitek</i>	<i>01/01/2012 will be rev</i>	<i>20/11/2012</i>
12	2. Gather material for 12.3	<i>Melitek</i>		<i>yes</i>
12	3. Workshop "Material Specifications"	<i>All beneficiaries</i>	<i>08/02/2012</i>	<i>08/02/2012</i>
12	4. Set "material Specification"	<i>Melitek</i>		<i>01/06/2012</i>
12	5. Delivery of compound to Primo	<i>Melitek</i>		<i>Nov 2013</i>
13	1. Start of action, delayed due to 12.1 and 12.4	<i>Wipak</i>	<i>01/01/2012</i>	<i>01/10/2012</i>
13	2. Delivery of film to Haemotronic	<i>Wipak</i>		<i>yes</i>
14	1. Start of production	<i>Totax/ Primo</i>	<i>01/01/2012</i>	<i>01/11/2013 ?</i>
14.	2. Delivery of tubings	<i>Primo</i>		<i>Oct 2014</i>
14.	3. Make new tool	<i>Primo</i>		<i>May 2014</i>
15	1. Start of production	<i>Haemotronic</i>		<i>May 2013</i>
15	2. First prototype bag	<i>Haemotronic</i>		<i>March 2014</i>
15	3. Design discussion Visit to Karolinska	<i>Haemotronic</i>	<i>April 2014</i>	<i>12-14 May 2014</i>
15.	4. Delivery of bags to Karolinska for evaluation	<i>Haemotronic</i>	<i>Before summer 2014</i>	
15.	Verification of bag fulfilling requirements	<i>Haemotronic</i>	<i>2015</i>	
16	1. Start of evaluation	<i>Karolinska</i>	<i>Aug 2014</i>	
16	2. Replace Inger	<i>Karolinska</i>	<i>April 2014</i>	<i>Sep 2014</i>
17	1. Test protocol user tests	<i>Jämtland County Council</i>	<i>2014</i>	
17	2. New start-up meeting	<i>Jegrelius/Jämtland County Council</i>	<i>27/02/2013</i>	

17	3. Discussion with Alice and regarding user tests	Jämtland county council		
21	1. Start planning	Jegrelius	01/03/2014	Nov 2014
21	2. Set dates	Jegrelius		
22	1. Final workshops	Jegrelius	01/07/2015	