

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

The third PMG meeting and the first in real life was held at the Scandic Palace Hotel in Copenhagen and started with lunch. The updated Action plan is at the end of the notes.

Minutes

8 Feb 2012

Attendees

Karolinska; Hans Gulliksson, Inger Johed,

Wipak; Pekka Weeraratne

Haemotronic; Mattia Ravizza

Melitek; Jesper Laursen, Klaas Sipkens

Totax; Peter Michael Haugvik

Coordinating beneficiary; Erik Noaksson, Lena Stigh, Arne Nilsson, Linda Andersson, Katarina Ryckenberg, Jegrelius - Regional Council of Jämtland

Agenda

1. Welcome and a short presentation from all attending the meeting
2. Reflections from Kick-off seminar
3. Sign the Partnership Agreement
4. Status update /Actions
 - Time reports - repetition
 - Deliverables
 - Communication
 - Actions - what to do next

The meeting

1. Everyone gave a short presentation of themselves.
2. Reflections from Kick-off seminar

Everyone gave reflections regarding the Kick-off seminar just completed.

- The overall impression was that the seminar was a success.
- We did not reach the target group – the healthcare organisations in Europe. Probably due to the fact that the invitations from HCWH and ourselves were sent out too late. The number of registrations at the seminar was 50 and among them representatives from the plastic industry. This means that this project is of interest to them and they find it important to keep up with our progress.
- We met representatives from two other interesting projects that we can network and work more closely with.

- The overall impression of the speakers was good. The audience seemed to find the topics interesting and a somewhat alarming. The PMG members were also glad to learn more about each other and the companies involved in the project.
- Facilities were good and easy accessible at the centre of Copenhagen. Technical support was good.
- The food was nice and tasty
- During the time of registration to the seminar and during the seminar the visitors at the website increased with several hundreds and they came from countries at every continent from all over the world.
- What could we do better next time? We have to improve our information channels and insure that we reach our target group. We could participate and attend meetings, events, conferences etc. We have to spread the information and make direct personal invitations. Everyone in the PMG group will make their own list of contacts within their working field that could be considered key persons regarding to the positive progress of our project.
We should try to attend medical meetings in Brussels and elsewhere in Europe, especially meetings with focus on parts relevant to our project. For example transfusion medicine, European Blood Alliance and meetings where we meet purchasers of medical devices within European healthcare.
- More comments regarding the Kick-off are welcome by mail to Katarina or Lena.

3. Partnership Agreement

- The Partnership Agreement could not be signed this meeting due to some adjustments in a couple of figures. Lena will make the adjustments and draw up a new correct document. Then this document will be sent by ordinary mail for signing according to the send list below.
Karolinska is the first one out. Please get the document signed on every page before you pass it forward to Totax and so on. When Lena gets the document back, signed by everyone, she will scan it and send a copy to all beneficiaries.

Sendlist:

Karolinska
Totax
Melitek
Haemotronic
Wipak
Jegrelius

4. Status update /Actions

4.1 Repetition on how to make time reports

Since the time reports represent our payment into the project they are really important and the European Commission have marked that it is of utmost importance that they are correct. If the time sheets not are valid we will not get any money. In other words we save us a lot of problem if we make them right from the beginning.

Lena reminded the project members that the template and the instructions are available on the website. The members should send the scanned time reports to CB, but keep their

calculation of “Daily Personal Cost” and the original time reports. The documents should be easily accessible for audit.

Linda Andersson, economist, reminded everyone that the delivery of the time reports for Sep, Oct, Nov Dec, Jan and Feb has to be before 01/03/2012 due to the Inception report to EC.

4.2 Communication: The Beneficiaries pointed out the importance of different level of openness regarding different kind of information. Release information with care – extra important now when we enter a development phase. Katarina will have continuous contact with the Beneficiaries regarding the best way to express the results we want to inform about.

A link to the new Linked-in group PVCfreeBloodBag should be on the web site.

4.3	Deliveries	Original deadline
–	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	(01/12/2011)
–	Initial Report - Draft	(30/11/2011)
–	LCA of PVC blood bag as pdf	(29/02/2012)
–	Presentation of the LCA	(08/02/2012)
–	Inception Report (with initial report attached)	01/04/2012 to EC

4.4 Actions- What to do next

The meeting did not discuss the activities included in the actions due to lack of time

Action 1

Time report – All time Sep, Oct, Nov Dec, Jan and Feb has to be reported 01/03/2012
Instruction for rest of input to CB will be sent out before 19/02/2012.

Initial report delayed to insufficient support from economics. The initial report will be attached to the inception report and cover the period from September to the last of November.

A plan for the implementation phase – All, delayed

Inception Report - Input from all 01/03/2012

Action 2

Update Web site with pictures and information

Disseminate information about the web site

Use project and Life logotype

Action 3, 8 and 10

Continue to spread Notice boards

Communication plan

Notice board/project information at all beneficiaries web sites

Planning activities of CleanMed Europe

Continue working with Life+ project SUBSPORT and Safeblood

Action 4

Next PMG the 10th of May 2012, 1300 CET, OpenMeeting
Wipak on-line connection has to be fixed. On-line outside fire-wall or temporary open Port 5080.

Action 5

Monitoring Protocol
Communication plan

Action 7

Presentations will be available at web site as soon as possible in pdf formate.

Action 12

Workshop 8th Feb Material Specifications. Mattia Ravizza and Jesper Laursen had the opportunity to attend meeting at the blood bank in Copenhagen at the same time. This meeting is valuable to the project and therefore the workshop will be held without them.

Delivery of first compound to Wipak delayed since material specifications has to be set before. Original dead-line 01/01/2012.

Action 13

Production of Film

Action 14

Production of Tubings

Next PMG meetings

10 May 2012 at 1300 CET, OpenMeeting

06 Sep 2012 at 1300 CET, OpenMeeting

28 Nov 2012 at 1300 CET, OpenMeeting

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	
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	
1	6.A detailed plan for the implementation phase Draft ready for next PMG 08/02/2012	All beneficiaries	01/12/2011	
1	7. Sign Partnership agreement	All		
1	8. Instructions for rest of reports to CB	Jegrelius	19/02/2012	
1	9. Procure LCA consultant	Jegrelius	12/12/2011	
1	10. Time report until Feb2012	All project members	01/03/2012	
1	10. Inception report to EC	Jegrelius	01/04/2012	
2	1. Send beneficiaries Logos for the web page	All beneficiaries	30/09/2011	yes
2	2. Launch <i>PVCfreeBloodBag.eu</i>	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	Make correction on map concerning Totax and Melitek	Jegrelius		16/12/2011
3	1. first Notice board set-up	Jegrelius	01/11/2011	14/10/2011
3	2. Disseminate more Noticeboards and project	Jegrelius, All	Continuously	

	information			
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
	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, except for Wipak
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
5	1. Monitor protocol delayed	Jegrelius	01/12/2011	
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	
12	1. Delivery of first compound to Wipak	Melitek	01/01/2012 will be revised	
12	2. Gather material for 12.3	Melitek		

12	3. Workshop “Material Specifications”	All beneficiaries	08/02/2012	08/02/2012
12	4. Set “material Specification”	Melitek		
13	1. Start of action, delayed due to 12.1 and 12.4	Wipak	01/01/2012	
14	1. Start of action, delayed due to 12.1 and 12.4	Totax	01/01/2012	