

*LIFE 10 ENV/SE037*

## **Action 4: Project meetings for the Project Management Group**

The 20th PMG meeting. The updated action plan is at the end of the notes.

### **Minutes**

15 September 2015

#### **Attendees**

Coordinating beneficiary: Lena Stigh (PM), Arne Nilsson  
Katarina Ryckenberg, Åke Åkerblom  
Wipak: Pekka Weeraratne  
Primo: Daniel Jaworski  
Karolinska: Nicole Klemets, Hans Gulliksson, Petter Höglund

#### **Not attending**

Coordinating beneficiary: Ulf von Sydow/ Marina Gregorsson,  
Haemotronic: Ettore Ravizza  
Melitek; Jesper Laursen,  
Primo: Krzysztof Debski  
Karolinska; Beatrice Aspevall Diedrich/ Maria Matl,

#### **Agenda**

- Short presentation of all attendees
- Changes in personnel
- Start of in-vitro evaluation 29 Sep
- Information and requests from our new monitor
- Production of the 3 batches for user tests and next evaluation
- User tests
- The short movie
- Survey at Karolinska by Erik Stenholm
- Webinar 22 october
- Meeting with EBA
- Other issues
- Next meeting

#### **The meeting**

##### **Presentation of all attendees**

Since the project welcomed a new member – Petter Höglund – all attendees at the meeting said a few words about themselves and their role in the project.

### **Changes in personnel**

The financial officer of the project Linda Andersson has left for a new assignment. Arne Nilsson, who is Head of Economics at Regional Development/Region Jämtland Härjedalen, will be our new financial officer.

At Karolinska the evaluation team will be strengthened by professor and physician Petter Höglund. See below.

### **Action 16**

#### **Start of in-vitro evaluation the 28 September**

Hans gave the meeting the following information regarding the evaluation.

"There will be a change in the agenda. The storage study of red blood cells is scheduled to start September 28th. The objective of this study is to make sure that the quality of cells will not be affected by the new plastic. Alice Ravizza will arrive in Stockholm on that day and stay for two days for planning of the study and we look forward her visit. We will need to review all the technical details to make sure that everything has been taken care of. However, there is a reorganization within Karolinska. A new member of this group, Professor Petter Höglund will conduct the studies together with his research team. Hans Gulliksson will still perform the evaluation of the results. This means that there will be no blood donation on the 29th of September. Karolinska will need some time for the planning and preparation of the work of the new group. The visit of Alice Ravizza is just as important as before and she and Lena Stigh will be introduced to Petter Höglund during those two days. The time limit for those two studies will not be changed. It will still be by the end of March, 2016."

Petter Höglund told the meeting that the researchteam is under formation and they hope to have a time schedule ready in a couple of days. Karolinska will need some time for the planning and preparation of the work of the new group but hopefully the blood donation could start in October.

### **Action 1**

#### **Information and requests from our new monitor**

Our new monitor Inta Duce visited CB in Östersund the 3<sup>rd</sup> of September. The project, its progress, and financial issues was presented.

She was very pleased with the progress of the project. Regarding our amendment request she had no news, but she have asked EC to prioritize the request.

Inta informed us that there have been changes in the monitor system from 2015. The monitors have been divided in technical monitors and financial monitors. There have also been changes from Sept 2015 in how to document and report our financial data.

Read more

<http://ec.europa.eu/environment/life/toolkit/pmtools/lifeplus/reporting.htm>

This means that we have to update all tables from 2011 and forward. Arne and PM will update the two instructions on how to report time and how to report costs. Most of the instruction text is still valid and our partnership agreement as well.

She also pointed out the importance of correct financial reporting and the need of supporting documents. She have experience from projects not getting their final payment. The CB is responsible and should have all documentation available.

Arne told the meeting about financial issues that the monitor raised. Nothing new, but still very important. See it as a reminder.

- Time sheets that are not sent in regularly is regarded as a major problem. They should be sent in regularly, preferable every month. Everyone must note hours in the project AND total working hours.

- If the hourly cost has changed since the estimate in the application it must be followed by an explanation. This concerns especially the higher salaries.

- Invoices must have a reference to the project and it must be clear what the invoice concerns - if not they will be rejected.

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- All beneficiaries that haven't responded to Linda's mail of August 25, regarding information to the monitor, should do so. Arne need

Cost account/ code number or name for the project in Your accountance system

Name or function authorising purchase order

Name or function authorising payment

Name or function responsible for financial project management

Printouts from the cost centred accountancy systems (ledger) for 2015 (in order to check that a specific code is used in the system for the expenses related to this project; please highlight the respective code. One or two pages is enough

- For public bodies the co-finance must be at least 102% of the staff cost (CB and Karolinska)

- The proof of employments for staff working at Region Jämtland Härjedalen and Karolinska must state that the person in question is working in the PVC-free blood bag project.

- There must be supporting documents for travel expenses (ledgers for cars, expense reports etc). Car rental procedures need to be explained.

- Signed agreements with subcontractors and major suppliers must contain a reference to the project LIFE10 ENV/SE/037

- Inventory paid for by the project MUST have the Life plus logotype on. CB have stickers. Take a picture with the logotype on the object and send it to us.

**Action 12-15****Production of the 3 batches for user tests and next evaluation**

A dialogue between all beneficiaries in the supply chain have been going on during summer. All beneficiaries have updated their plans to meet the requirements from Karolinska and Haemotronic. And they have succeeded very well in their efforts.

Pekka told the meeting that a new run of high quality film has been made and sent to Haemotronic as requested. It will be enough for both validation and user tests.

Daniel told the meeting that they have meet the order from Haemotronic and delivered the tubings to Heamotronic in the end of July.

Alice have been keeping PM updated by mail and PM will meet Alice the 29<sup>th</sup> of September.

**Action 17.****User tests**

Åke participated when testing the bags at Karolinska in June. Those healthcare organisations in Sweden that were interested earlier have been asked if they still are interested. An invitation to participate have also been sent out from Karolinska.

For practical reasons Åke and co-workers at Östersund Hospital will write a test protocol while performing the first tests. This test protocol will then be followed by 4 other hospitals in Sweden. Alice suggested earlier that we should make a short film about the handling of the bags with instructions in Swedish, English and Italian. This making the testing uniform.

Åke and his team is ready as soon as the bags are ready for further tests. Everyone are urged to look for clamp tools.

**Action 2.****The short movie**

The cutting and editing of the film have been delayed since Jonas got a much higher working burden due to the loss of our IT-manager.

An external company have been contacted and a first draft is soon ready.

Next press release is planned in connection with the start of the in-vitro evaluation. At the same time this news should be announced on the LIFE web page.

**Action 3 and 10.****Survey at Karolinska by Erik Stenholm**

Nicole informed the meeting about the survey conducted this summer by Erik Stenholm. He has been in contact with several organizations about procurement and purchase structure of blood bags in European healthcare. Erik is now writing a report of the findings and it will be completed next week. It is in English and will be one of the deliveries in our project. We also might make an article out of the survey with focus on procurement issues.

**Webinar 22 October**

The 22th October 13-14 CET we will have a Webinar together with HCWH. HCWH will provide us with the webinar platform - WebEx. PM will be part of the webinar as a speaker, together with Jesper and Gustav. Jesper will represent the supply and Gustav Eriksson, Head of Environment at Karolinska University Hospital will be representing demand.

Katarina will together with HCWH provide for a registration form at the web.

The webinar is promoted in the latest Newsletter, at the projects website, and through HCWH channels. Katarina asks everyone to promote it through their channels and networks.

**Meeting with EBA**

EBA is interesting in a cooperation with the project and PM has been invited by EBA's procurement officer to a technical committee meeting in Birmingham the 16<sup>th</sup> of October. There she will present the project followed by questions and discussions. PM have asked a representative from Haemotronic to join her.

**Procurement meeting about medical devices**

The 29<sup>th</sup> of September both PM and Nicole will attend a meeting summoned by The National Agency for Public Procurement in Stockholm.

**Action 21. Workshops**

The planning of the concluding workshops is continuing. Send in all ideas and suggestions to Katarina or Nicole. What should the workshops be named? We also depend on whether the prolongation of the project will be approved or not.

The last of these workshops will be held in Östersund in September 2016, at the same time as the international UNESCO annual meeting 12-16 September.

Hans earlier three suggestions were

- European Blood Alliance (EBA), late 2015 or first half of 2016. Oral presentation.
- BEST Collaborative, April-May 2016. Oral presentation.
- International Society of Blood Transfusion (ISBT), summer 2016. Oral presentation poster. They decide.

**Other issues**

PM will meet with Petter in Stockholm at Karolinska in the morning the 29<sup>th</sup> of September. She will inform him about practical matters regarding the project.

Since CleanMed Europe, were we planned to meet, was cancelled this year, another face-to-face meeting is suggested.

**Next PMG meeting** 10 November 13-14 CET

**ACTION PLAN**

<b>Action</b>	<b>Activity</b>	<b>Take action</b>	<b>Deadline</b>	<b>Delivered</b>
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-back about Inception reports	Jegrelius	14/09/2012	
1	16. Visit by monitor	Jegrelius		24/05/2012 22/08/2012 04/11/2013 16/10/2014 3/09/2015

1	17. Visit Melitek	Jegrelius	Oct 2012	22/10/2012
1	18. Visit Totax/Primo	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 request Ben 7	Jegrelius, Krzysztof		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 personel	Jegrelius		19/05/2014
1	33. Revised Mid-Term report	Jegrelius	30/09/2014	30/09/2014
1	34. Apply for prolongation	Jegrelius	May 2015	01/06/2015
1	35. Amendment request new legal status of CB	Jegrelius	May 2015	01/06/2015
1	36. Change of financial officer	Jegrelius		14/09/2015
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	<i>See monitoring protocol at web site</i>
2	9. Secure web site, Transform to new format	<i>Jegrelius</i>	<i>April-Maj 2014</i>	<i>11/03/2015</i>
2	10. Update "map" with Primo Profile	<i>Jegrelius</i>		<i>Jan 2014</i>
2	11. Press release	<i>Jegrelius/ Haemotronic</i>		<i>05/11/2014</i>
2	12. Press release when in-vitro starts	<i>Jegrelius/ Karolinska</i>	<i>Sep 2015</i>	
2	13. Identify media channels	<i>Jegrelius/ Karolinska</i>		
2	14. Launch Web site in Word press format	<i>Jegrelius</i>		<i>11/03/2015</i>
2	15. Short project movie recording 5/05/2015	<i>Jegrelius/ Karolinska</i>	<i>April-June 2015</i>	
3	1. first Notice board set-up	<i>Jegrelius</i>	<i>01/11/2011</i>	<i>14/10/2011</i>
3	2. Disseminate more Noticeboards and project information	<b>Jegrelius, All</b>	<b>Continuously</b>	
3 (and 10)	3. Attend HCWH meeting in Malmö to disseminate project information and take a part in planning CleanMed 2012 in Europe	<i>Jegrelius</i>	<i>09/12/2011</i>	<i>09/12/2011</i>
3	4. Communication plan -first draft	<i>Jegrelius</i>		<i>14/05/2012</i>
3	5. Prezi project presentation	<i>Jegrelius</i>		<i>29/11/2012</i>
3	6. Send abstract to ISBT conference in the Netherlands	<i>Jegrelius</i>	<i>03/Mar/2013</i>	
3	7. Send abstract to CleanMed Europe	<i>Jegrelius</i>		<i>08/05/2013</i>
3	8. Attend CleanMed 17-19 Sept 2013	<i>Jegrelius</i>		<i>19/09/2013</i>
3	9. Newsletters	<i>Jegrelius</i>		<i>May 2013 Aug 2013 May 2015</i>
3	10. Presentation about how to get a non-toxic product, Procurement conference	<i>Jegrelius</i>		<i>10/10/2013</i>
3	11. Dialogue meeting at Swedish Chemical Agency	<i>Jegrelius</i>	<i>16/06/2014</i>	<i>16/06/2014</i>
3	12. Presentation to Stockholm County Council	<i>Karolinska</i>	<i>09/09/2014</i>	
3	14. Webinar with HCWH	<i>Jegrelius/ Karolinska/</i>	<i>22 Oct 2015</i>	



		Melitek		
3.	<i>15. Presentation at kick-off NCSH</i>	<i>Jegrelius</i>		<i>28/05/2015</i>
4	<i>1. Send headsets, recommended by our It-support, to all PMG members.</i>	<i>Jegrelius</i>	<i>10/10/2011</i>	<i>yes</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 year2012</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 next PMG the 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>	
5	<i>1. Monitor protocol</i>	<i>Jegrelius</i>	<i>01/12/2011</i>	<i>27/03/2012</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	<i>4. Attend HCWH AGM</i>	<i>Jegrelius</i>		<i>06/11/2014</i>
8	<i>5. Contact Life Childprotect</i>	<i>Jegrelius</i>		<i>Dec 2014</i>
8	<i>6. Seminar Swetox</i>	<i>Jegrelius</i>		<i>28/01/2015</i>
10	<i>1. Preparation 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/ Karolinska		
10	4. Survey # blood bags and # blood transfusion	Jegrelius/ Karolinska		
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		16/10/2015
10	8. Project presentation "Nordic Center sustainable healthcare"	Jegrelius	28 May 2015	28/05/2015
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		Oct 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	
15.	5. Physical properties First trial	Haemotronic/ Karolinska		20-21 jan 2015
15.	6. Verification of bag Second tests	Haemotronic/ Karolinska	8-9 June 2015	
16	1. Start of evaluation	Karolinska	Aug 2014	
16	2. Replace Inger	Karolinska	April 2014	Sep 2014
16	3. Recruit new BMA	Karolinska		Jan 2015
16	4. Start of in-vitro study	Karolinska	Sep 2015	
16	5. New staff	Karolinska	Sep 2015	
17	1. Test protocol user tests	Jämtland County Council	2014	
17	2. New start-up meeting	Jegrelius/Jämtl and County Council	27/02/2013	

17	3. Discussion with Alice regarding user tests	Östersund Hospital		02/02/2015
17	4. Attend trial tests	Åke Åkerblom, Östersund Hospital	08/06/2015	
21	1. Start planning	Jegrelius, Karolinska	01/03/2014	Oct 2014
21	2. Set dates	Jegrelius/Karolinska		
21	3. Webinar survey start	Katarina, Nicole, Jonas		25/11/2014
22	1. Final workshops	Jegrelius	01/07/2015	