

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

The 23th PMG meeting. The updated action plan is at the end of the notes.

Minutes

11 February 2016

Attendees

Coordinating beneficiary: Lena Stigh (PM), Katarina Ryckenberg, Arne Nilsson, Maria Arnstål

Wipak: Pekka Weeraratne,
Karolinska: Nicole Klemets

Not attending

Primo: Krzysztof Debski, Daniel Jaworski

Haemotronic: Ettore Ravizza, Alice Ravizza

Karolinska; Beatrice Aspevall Diedrich/ Maria Matl, Hans Gulliksson, Petter Höglund
Melitek; Jesper Laursen

Agenda

1. Progress report
2. The production of the bags for the user tests
3. Update in the rest of the actions
4. Next meetings

The meeting

1. Progress report

PM is writing the progress report with input from Arne and Maria on the financial issues and from Katarina on the output indicator protocol. PM will send the draft to our monitor the 19th of February and to EC the 26th of February.

In this report we will respond to specific remarks from EC and also verify this by supporting documents from beneficiaries. We need to show that the financial and administrative part is in order. Most of the issues was addressed in PMG meeting 12 November 2015 and we have sent reminders by mail.

Instructions for how to report time and costs are on our website. Documents/project documents

CB need

-All signed timesheets from start until the end of 2015. They should include time worked other than in the project.

-Salary slip or extracted pay roll register per calendar year per employee
This is to report annual gross salary; the actual salary included obligatory social charges.

- 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. EC mentioned some of you specifically.

- An extract from the analytical accounting system showing the project costs booked on the specific cost account/project code

- Invoices

All invoices shall include a clear reference to the project LIFE10/ENV/SE/000037 PVCfreeBloodBag. All cost transactions require a detailed explanation. It must be clear what the invoice concerns. If not they will be rejected.

Regarding travel expenses, duration and purpose of the travel should be included in the description. 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 also must contain a reference to the project LIFE10 ENV/SE/037.

- Scanned and mailed photos of the equipment with the LIFE logo on
Inventory paid for by the project MUST has the Life plus logotype on. CB have stickers and sent some to Primo and Haemotronic.

2. The production of the bags for the user tests

The question marks regarding quality weaknesses and needed improvements, discussed at the last meeting, still remain.

We need to address this as soon as possible. Pekka will mail Ettore and Alice for an update. This will be on the agenda next week.

3. Update in the rest of the actions

Progress regarding evaluation will be presented on the next meeting.

Regarding dissemination activities we launched both the short video about the project on YouTube and the survey report written by Erik Stenholm. Nicole suggested a spin-off article based on the result from the report.

Katarina is writing on the next newsletter that will contain the video, the report and about the coming final workshops. Two more suggestions have come up: Together with HCWH at CleanMed this autumn and at Compamed/Medica in November.

The project now has a Twitter account #pvcfreebloodbag

Primo will show the project video at a conference in April and will also provide visitors with handouts. An updated print version of the handout have been sent out.

The project has been contacted by the Dutch TV-program RADAR about participating in a TV-show about EDC's in healthcare. PM briefed a journalist about the project and sent the short video for them to use. They also interviewed Head of Environment at Karolinska University Hospital, Gustav Eriksson.

4. Next PMG meetings

17th of February 13-14 CET

Those of you that haven't filled in the doodle sheet with suggestions for next year. Please do.

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 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	28/02/2016	
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
1	37. Amendment approved	Jegrelius		18/11/2015
1	38. Revise partnership agreement	Jegrelius		
1				
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	Jegrelius		16/12/2011

	<i>concerning Totax and Melitek</i>			
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	11/03/2015
2	10. Update "map" with Primo Profile	Jegrelius		Jan 2014
2	11. Press release	Jegrelius/ Haemotronic		05/11/2014
2	12. Press release when in-vitro starts	Jegrelius/ Karolinska	Sep 2015	22/10/2015
2	13. Identify media channels	Jegrelius/ Karolinska		
2	14. Launch Web site in Word press format	Jegrelius		11/03/2015
2	15. Short project movie recording 5/05/2015	Jegrelius/ Karolinska	April-June 2015	19/01/2016
2	16. Involvement in dutch Tv-programm Radar	Jegrelius/Karolinska		
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. Newsletters	Jegrelius		May 2013 Aug 2013 May 2015
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	14. Webinar with HCWH	Jegrelius/ Karolinska/ Melitek	22 Oct 2015	22/10/2015
3.	15. Presentation at kick-off NCSH	Jegrelius		28/05/2015
3.	16. National Procurement meeting about medical devices	Jegrelius, Karolinska		29/09/2015
3	17. Twitter account opened	Melitek/Jegrelius		Jan 2016
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	Jegrelius	12/02/2012	10/02/2012

	<i>presentations</i>			
8	1. Contact other projects	Jegrelius	Continuously	
8	2. <i>Kick-off LIFE-EDESIA</i>	<i>Jegrelius</i>		14/10/2013
8	3. Act as stakeholder in LIFE-EDESIA	Jegrelius		
8	4. <i>Attend HCWH AGM</i>	<i>Jegrelius</i>		06/11/2014
8	5. <i>Contact Life Childprotect</i>	<i>Jegrelius</i>		Dec 2014
8	6. <i>Seminar Swetox</i>	<i>Jegrelius</i>		28/01/2015
10	1. <i>Preparation CleanMed Malmö</i>	<i>Jegrelius</i>		26/09/2012
10	2. Plan buyer group meeting	Jegrelius		
10	3. Inventory of buyers of blood bags in Europe	Jegrelius/ Karolinska		
10	4. <i>Survey # blood bags and # blood transfusion</i>	<i>Jegrelius/ Karolinska</i>		Oct 2015
10	5. <i>Influence on EU-legislation regarding EDC</i>	<i>Jegrelius, HCWH</i>		Oct 2013
10	6. <i>Visit to Finnish Red Cross</i>			10/04/2014
10	7. <i>Present project on EBA meeting</i>	<i>Karolinska/ Jegrelius</i>		16/10/2015
10	8. <i>Project presentation "Nordic Center sustainable healthcare"</i>	<i>Jegrelius</i>	28 May 2015	28/05/2015
10	9. <i>Webinar with HCWH</i>	<i>Karolinska/Me litek/CB</i>		22/10/2015
12	1. <i>Delivery of first compound to Wipak</i>	<i>Melitek</i>	01/01/2012 <i>will be rev</i>	20/11/2012
12	2. <i>Gather material for 12.3</i>	<i>Melitek</i>		yes
12	3. <i>Workshop "Material Specifications"</i>	<i>All beneficiaries</i>	08/02/2012	08/02/2012
12	4. <i>Set "material Specification"</i>	<i>Melitek</i>		01/06/2012
12	5. <i>Delivery of compound to Primo</i>	<i>Melitek</i>		Nov 2013
13	1. <i>Start of action, delayed due to 12.1 and 12.4</i>	<i>Wipak</i>	01/01/2012	01/10/2012
13	2. <i>Delivery of film to Haemotronic</i>	<i>Wipak</i>		yes
14	1. <i>Start of production</i>	<i>Totax/ Primo</i>	01/01/2012	01/11/2013
14.	2. <i>Delivery of tubings</i>	<i>Primo</i>		Oct 2014
14.	3. <i>Make new tool</i>	<i>Primo</i>		May 2014
15	1. <i>Start of production</i>	<i>Haemotronic</i>		May 2013
15	2. <i>First prototype bag</i>	<i>Haemotronic</i>		March 2014
15	3. <i>Design discussion Visit to Karolinska</i>	<i>Haemotronic</i>	April 2014	12-14 May 2014
15.	4. <i>Delivery of bags to Karolinska for evaluation</i>	<i>Haemotronic</i>	Before summer 2014	
15.	5. <i>Physical properties First trial</i>	<i>Haemotronic/ Karolinska</i>		20-21 jan 2015
15.	6. <i>Verification of bag</i>	<i>Haemotronic/</i>	8-9 June	

	Second tests	Karolinska	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	Oct 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/Karol inska		
21	3. Webinar survey start	Katarina, Nicole, Jonas		25/11/2014
22	1. Final workshops	Jegrelius	01/07/2015	