

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

The 26th PMG meeting. The updated action plan is at the end of the notes.

Minutes

24 May 2016

Attendees

Coordinating beneficiary: Lena Stigh (PM), Katarina Ryckenberg, Åke Åkerblom,
Wipak: Pekka Weeraratne
Karolinska: Petter Höglund, Hans Gulliksson, Nicole Klemets
Melitek: Jesper Laursen

Not attending

Karolinska; Beatrice Aspevall Diedrich/ Maria Matl, Gustav Eriksson
Haemotronic: Ettore Ravizza/ Alice Ravizza
Primo: Daniel Jaworski/Krzysztof Debski
Coordinating beneficiary: Arne Nilsson/Maria Arnstål

Agenda

1. CleanMed 19-21 Oct
2. Östersund 27-28 September
3. Administration and economy
4. Bags for user tests
5. User tests
6. Update from other actions.
7. Next meeting

The meeting

1. CleanMed 19-21 October (Action 21)

PM and Katarina have had a meeting with Heath Care Without Harm Europe who is organising CleanMed in Copenhagen. You will find the preliminary programme here: <http://www.cleanmedeurope.org/programme.html>

We have wished for a presentation at Plenary and suggested that the project hosts a parallel seminar. The speech in plenum should be held before the parallel seminar. We think that one parallel seminar in B is the most strategic one. In 90 minutes we could present result in some of the following topics in more depth;

- Blood Storage –The scope depend on when Hans will have his presentation in Orlando
- Handling of the bags – User tests
- Environmental Impact – Life Cycle Assessment
- Demand/Legislation/Procurement
- Future

What title should we have if we get to speak in Plenum? The better proposal, the better are the chances to be approved. PM would like an inspiring 20-30 minutes focusing on the result and would like to have all project members represented at plenum. However, HCWH would like to have two speakers. Jesper is interested on being on stage as well as PM. PM also would like to have someone from Karolinska on stage. Who? Petter or Gustav?

The members of the meeting will give input and send Katarina or PM their suggestion – though the title and a rough program should be ready this week.

2. Östersund 27-28 September (Action 21)

Katarina told the meeting about the plans so far.

The place and time is set; lunch to lunch at Jamtli museum. The dates are not during the UNESCO conference held in Östersund as planned before, due to lack of accommodation. This workshop is suitable for presenting the projects results achieved in networking with other and also to focus on the outcome of the handling test performed and led by Östersund Hospital. Åke will present these results.

3. Administration and economy

Since nor Maria or Arne could attend the meeting, PM told the meeting that Maria has sent out a reminding mail to all beneficiaries about what is missing in financial documentation.

Each beneficiary also has their own audit coming up so documents should be in order.

4. Bags for user tests

Alice visited Karolinska the 2-3th of May and together with Linda Larsson and Hans, 18 sets of bags were tested with water. Alice reported the result and continued with a plan for the final productions. There were no failures regarding the weldings.

In order to have a set of bags as close as the real bags as possible, we have decided to add a fourth bag to the design. The softer tubings will also be part of the next production.

135 sets of bags will be produced with a delivery in August and another delivery of 675 bags delivered in October.

5. The user tests

A few sets of bags will be sent to Östersund in June. That will be enough for setting up the check-list and describe the test, but more sets would be helpful.

The user tests in Östersund will be performed in August, which means that the first result from the user tests will be available to present at the seminar in Östersund.

It is important to have a method for sealing the tubings before that. Jesper had some ideas and will forward them to Alice.

New invitations to join the user tests have been sent to Swedish hospitals. We hope to have and aim for four other hospitals to perform user tests in October.

6. Update from other actions.

Action 5 Filling in the mandatory Life outcome indicator database, with the purpose to monitor certain indicators by EC took a bit longer time than expected due to some bugs. PM has sent out a request for offer concerning the LCA to three different companies.

Action 3, 10 A newsletter was published the 28th of April. Lena and Stephan Meinke presented the progress in the project on Huddingedagarna the 12th of May. Stephan is the one who performed the in-vitro studies at the laboratory.

Action 20 Hans has written a manuscript for the publication. He will send it in June.

Action 21

For Düsseldorf is in November, Katarina needs help and information from Wipak, Melitec, Haemotronic and Primo regarding good and fruitful arrangements.

Hans abstract has been accepted and he will have a 15 minute presentation of the result in Orlando.

7. Next PMG meetings

23rd of August 13-14 CET
13th of September 13-14 CET

Östersund 27-28 September
Copenhagen 19-21 October

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	2015
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	In progress report 2	28/02/2016
1	30. Progress report 2	Jegrelius	28/02/2016	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	39. Procure second LCA	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 format	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		March 2016
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 April 2016

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	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
3.	18. Presentation of project and progress	Jegrelius/Karolinska	12/05/2016	12/05/2016
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
5.	2. Outcome Indicator database	Jegrelius	29/04/2016	29/04/2016
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		
8	4. Attend HCWH AGM	Jegrelius		06/11/2014
8	5. Contact Life Childprotect	Jegrelius		Dec 2014
8	6. Seminar Swetox	Jegrelius		28/01/2015
8	7. Invite other project to final seminars	Jegrelius		
9.	1. Audit CB	Jegrelius		
9.	2. Send approved certificate to CB	Karolinska		
9.	3. Send approved certificate to CB	Melitek		
9.	4. Send approved certificate to CB	Wipak		
9.	5. Send approved certificate to CB	Primo		
9.	6. Send approved certificate to CB	Haemotronic		
10	1. Preparation CleanMed Malmö	Jegrelius		26/09/2012
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		Oct 2015
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
10	9. Webinar with HCWH	Karolinska/Me litek/CB		22/10/2015
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
14.	4. Delivery of new tubings	Primo	April 2016	
15	1. Start of production	Haemotronic		May 2013
15	2. First prototype bag	Haemotronic		March 2014
15	3. Design discussion Visit 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	
15.	7. Delivery of bags for in-vitro evaluation	Haemotronic		Sept 2015
15.	8. Verification of bags for user test	Haemotronic	May 2016	3/05/2016
15.	9. Delivery of bags for user tests	Haemotronic		
15.				
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
16	6. End in-vitro evaluation	Karolinska		Mar 2016
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	
17	5. User tests			

17	6. Economic feasibility study	Jegrelius		
18.	1. After-Life Communication plan			
20.	1. Write manuscript for publication	Karolinska		yes
20.	2. Send manuscript	Karolinska		
21	1. Start planning	Jegrelius, Karolinska	01/03/2014	Oct 2014
21	2. Set dates	Jegrelius/Karolinska		Yes
21	3. Webinar survey start	Katarina, Nicole, Jonas		25/11/2014
21	4. Östersund Arrange seminar	Jegrelius	September	
21	5. Copenhagen/CleanMed Dialogue HCWH	Jegrelius/Katarina	19-20 Oct	
21	6. Düsseldorf		Nov 2017	
21	7. Orlando - Send abstract	Karolinska		
22	1. Final workshops	Jegrelius	01/07/2015	
22	2			
22	3			
22	4			
22	5			
23	1. Final project report	Jegrelius		