

*LIFE 10 ENV/SE037*

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

The 28th PMG meeting. The updated action plan is at the end of the notes.

### **Minutes**

13 Sep 2016

#### **Attendees**

Coordinating beneficiary:

Lena Stigh (PM), Katarina Ryckenberg, Åke Åkerblom, Arne Nilsson,

Melitek: Jesper Laursen

Karolinska: Linda Nilsson, Hans Gulliksson

Wipak: Pekka Weeraratne

#### **Not attending**

Karolinska; Beatrice Aspevall Diedrich/ Maria Matl, Gustav Eriksson, Petter Höglund

Primo: Daniel Jaworski/Krzysztof Debski

Haemotronic: Alice Ravizza/Ettore Ravizza

#### **Agenda**

1. Seminar in Östersund 27-28 September
2. CleanMed 19-21 Oct in Copenhagen
3. Administration and economy
4. User tests
5. Update from other actions
6. Next meeting

#### **The meeting**

##### **1. Östersund 27-28 September lunch to lunch (Action 21)**

The registration is open and the programme is on the web.

Karolinska, Primo and CB will be represented at the seminar. Katarina and PM sent invitations to project network and need help to send out invitations to blood bag producers. Promote the seminar in your networks and on your websites. The easiest way is using a link to the website. There have been a change regarding the LCA-expert. We will have Josefin Sjons instead of Pär Lindman.

Everyone that know they will attend - Please register. We, within the project, do of course not pay the 50 euro fee so your invoice address is not necessary. Each beneficiary book and pay for their own journeys and hotel.

Remember to refer to LIFE 10 ENV/SE/037 and action 22 on your documents as well as details about flights.

The hospitals that are doing the user tests have been invited and the project is covering their costs.

## 2. CleanMed 19-21 October (Action 21)

Jesper and Petter will be speakers in plenary the 20<sup>th</sup> of October and the project will host one parallel session B5 earlier the same day. Planning of the details are underway of both plenary and session B5. There have been a change regarding the LCA-expert. We will have Marcus Wendin instead of Pär Lindman.

Thursday 15<sup>th</sup> of September Petter, Jesper, Katarina and PM will meet in Solna Karolinska and prepare for the plenary session. PM has talked to the moderator and prepared a working document for the plenary.

The parallel session B5 is 90 minutes and the text in the programme is the following:

**Presentation: How good is the new PVC free blood bag? Promising results in more depth from the Life+ project PVC- free Blood Bag**

In this session, you will find out more about the PVC-free blood bags ability to store red blood cells and the bags impact on the environment as well as future scenarios.

**Speaker** Lena Stigh, Project Manager - [Region Jämtland Härjedalen](#) With an MSc in Organic Chemistry, Lena has been working in R&D for more than 12 years, mainly with biochemistry and polymer chemistry in the private sector. In 2007 she started working at Jegrelius Institute for Applied Green Chemistry focusing on stimulating both demand and production of non-toxic products. One of the tasks has been conducting environmental assessments of products. Lena is the project manager of PVCfreeBloodBag and she also managed the pre-study, leading to the Life+ project.

**Speaker** Stephan Meinke PhD, Postdoctoral Researcher - [Karolinska University Hospital](#) Stephan has a background in biochemistry and immunology. Since 2011 his research in Petter Höglund's group is focused on transfusion immunology. Stephan performed the in-vitro study of red blood cells stored in the new blood bags.

**Speaker** Marcus Wendin, LCA Expert - Miljögiraff AB

Marcus is an environmental engineer with an MSc in Environmental Science, he is specialised in Life Cycle Assessment (LCA). Since year 2000 he has been working as a consultant helping both big and small companies developing their environmental strategies based on findings from LCAs. Marcus is responsible for the LCA report of the PVC-free blood bag. Marcus is driven by the cross boundary meetings that develop us. Environmental issues are something that he regards as common goal and a means of cooperation. Combining scientific methods with creative processes inspires Marcus to achieve positive changes for both environment and business.

Starting as internal LCA expert at Volvo in development project for fuels, diesel engine, emission gas treatment, fuel cell and much more, he has been at Miljögiraff as owner and creative director since 2003.

**Speaker** Alice Ravizza, Representative for R&D - Haemotronic SpA

Alice is a biomedical engineer, working in R&D and Regulation of disposable medical devices since 2001. She has experience in regulatory aspects for the CE marking of innovative medical devices. She managed the technical and regulatory aspects of the PVC-free bags manufacturing at Haemotronic.

Katarina will be the moderator in this session.

From the project group Daniel, Krzysztof and Pekka will attend, apart from the speakers. In the introduction PM will present the beneficiaries and they will have time to say a few words themselves.

PM and Katarina will arrive the 18<sup>th</sup> and stay at Hotel Österport. In adjacent to the meeting both will attend HCWH's annual members meeting.

All speakers should register - as speakers. Please do that promptly.

Promote the seminar in your networks and on the websites. The easiest way is using a link to the website.

### **3. Administration and economy**

Our monitor Inta Duce will visit Östersund the 20<sup>th</sup> of September. She will, as usual, go through the economy and administration, so *please be* up to date.

Arne stressed the importance of incoming documents.

Arne and Maria will mail you with specific requirements.

It is also time to plan for audit. There is a template for Coordination Beneficiary to use.

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

The deadline of the audit was set to 01/10/2016, but that will be too early since all the costs for action 22 have not been reported. Arne will contact our auditor and give her an introduction and we will aim for a draft in the October.

Arne and PM will ask the monitor about details the 20<sup>th</sup> of September.

All documents should be in order.

### **4. User tests**

The 135 sets of bags were delivered to Åke last week.

PM has been communicating with the Italian company regarding sealing equipment.

Unfortunately, they could not guarantee fast delivery. It is 6 weeks after payment for the one recommended and two weeks for another one and PM could not get confirmation that it would work with our tubings. We will go for metal clips in Östersund. If we can get confirmation about the function we will order equipment for the October tests.

Åke and a colleague will perform the tests and present the result at the seminar in Östersund 27-28 September. It was supposed to be Axel Robertsson, but he just became father earlier than expected. Hopefully he will be present at the seminar and in compiling the result.

A short instruction movie of the user tests intended for the hospitals that continue with the user tests in October will be recorded next week.

We have three hospitals, so far, that are interesting in performing the user tests; three more hospitals were interested, but do not have the possibilities to attend. We are waiting for a couple of more replies.

The sets of bags for October will have dummies instead of a needle and a filter. The number of sets delivered in October will be 135 times four; 675.

## 5. Update from other actions

### Action 3, 10

PM was invited by Ignacio Sanchez Dias, UNDP, to a Skype meeting to share information the 2<sup>nd</sup> of June. Rosemary Kumwenda, Mirjana Milic and Katarina Ryckenberg attended the meeting. Information about our project is now presented at the UNDPs web platform <http://www.pvcfreebloodbag.eu/?p=870>

Pekka presented the project to Macopharma, who is very interested in future developments of the project.

Action 20 Hans manuscript for the publication in Vox Sanguinis has been under review and Hans is now editing the text with the help from Stephan Meinke and Petter Höglund.

### More regarding Action 21

For Düsseldorf in November, Katarina needs help and information from Wipak, Melitek, Haemotronic and Primo regarding the arrangements. A movie and joint marketing campaign for the whole supply chain and the project is one possibility.

Hans abstract has been accepted and he will have a 15 minute presentation of the result in Orlando 18-19<sup>th</sup> of October.

The external assistance for the LCA has been procured. Two good offers was received and the company Miljögiraff got the assignment.

## 3. Next PMG meetings

22<sup>nd</sup> of November 13-14 CET

We will also meet at the final seminars.

**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	yes
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	
1,5	16. Visit by monitor	Jegrelius		24/05/2012 22/08/2012 04/11/2013 16/10/2014 3/09/2015 20/09/2016

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				
1	40. Final report with payment request	Jegrelius	01/03/2017	
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

				<i>needed for some</i>
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
2	17. Record the user tests	CB		
2	18. Press release before seminar in Östersund	Jegrelius		
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		May2013 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 year2012	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		Yes
8	8. Attend HCWH AGM	Jegrelius		21/10/2016
9.	1. Audit CB	Jegrelius	01/10/2016	
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/Melitek/CB		22/10/2015
10	10. Telephone meeting UNDP	Jegrelius		2/06/2016
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		Sept 2016
15.	10. Second delivery of bags for user tests	Haemotronic		
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 Östersund	Jegrelius		27/09/2016
17	6. Order sealing equipment	Jegrelius		
17	7. Second User tests Östersund			
17	8. User tests VGR	Jegrelius		
17	9. User tests Jönköping	Jegrelius		
17	10. User tests Uppsala	Jegrelius		
17	11. Economic feasibility study	Jegrelius		
18.	1. After-Life Communication plan	Jegrelius		
20.	1. Write manuscript for publication	Karolinska		yes
20.	2. Send manuscript	Karolinska		June 2016
20	3. Edit 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	On-going
21	5. Copenhagen/CleanMed Dialogue HCWH	Jegrelius/Katarina	19-20 Oct	Yes Planning
21	6. Düsseldorf		Nov 2017	
21	7. Orlando – send abstract	Hans		Approved speaker
21	8. Procure second LCA	Jegrelius		25/07/2016
22	1. Final workshops- Östersund	Jegrelius	01/07/2015	28/09/2016
22	2. Orlando	Karolinska/Hans		20/10/2016
22	3. Copenhagen	Jegrelius		20/10/2016
22	4. Düsseldorf		Nov 2017	
22	5.			
23	1. Final project report	Jegrelius		