

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

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

Minutes

10 Sep 2013

Attendees

Karolinska; Hans Gulliksson

Wipak; Pekka Weeraratne

Melitek; Jesper Laursen

Coordinating beneficiary; Lena Stigh, Arne Nilsson, Linda Andersson

Katarina Ryckenberg, Jegrelius - Regional Council of Jämtland

Not attending

Primo; Krzysztof Debski

Haemotronic; Mattia Ravizza

Karolinska; Inger Johed

Regional Council of Jämtland; Marina Gregorsson/Ulf von Sydow

Agenda

1. Amendment about one additional Beneficiary
2. Invitation to Rome
3. Invitation to speak in Stockholm
4. Clean-Med Europe 2013 – Oxford
5. Time-reports
6. Newsletter nr 2
7. Press release-response
8. Film production
9. Material - Tube trials
10. First bag production trials
11. Communication PM and beneficiaries
12. Other issues
13. Next PMG meeting

The meeting

Due to the relief last time we held this meeting as a normal telephone conference as well.

1. Amendment about one additional Beneficiary

Lena has not yet received an answer from EU regarding the amendment concerning additional Beneficiary. However EC indicates the decision is merely formal and thus we

use the name Primo in project documentation. The new partnership agreement has to wait until the formal reply arrives.

2. Invitation to Rome

Project manager Lena Stigh is invited to speak at the LIFE-EDESIA kick-off meeting October 14, 2013. The meeting will be held at ISS, Marotta seminar room, in Rome. The LIFE EDESIA project aims to contribute to improved implementation of the REACH Regulation by providing at least one suitable alternative for bisphenol A/BPA, phthalates and parabens.

3. Invitation to speak in Stockholm

Lena Stigh is invited to speak at a Swedish national conference - Procurement with environmental and social demands - with the PVCbloodBag project as an example.

4. Clean-Med Europe 2013 – Oxford

Lena and Katarina will attend the Clean Med Europe conference in Oxford 17-19 Sep. Pekka and Wipak has an agent in England but it is too early to make contact. It can be interesting later when our bags contain liquid.

5. Time-reports

Linda made a request regarding time reports. It is important that everyone reports in good time.

Our monitor shall soon make an inspection and control how the project use the funding. Linda reminds everyone to fill in the column "other work" which is used to calculate annual working time. It is also extremely important that everyone report updates of wages.

6. Newsletter nr 2

Katarina has sent out a draft of the projects newsletter nr 2. The meeting had a few corrections and then decided it was OK for publishing.

7. Press release-response

Jesper, Melitek, told the meeting that there has been new press releases criticizing the LCA report ordered by the project last summer. Katarina will put a response on the website.

8. Film production

Pekka, Wipak, reported that the first trials with industrial settings for film production will take place 18 Sep. He needs further contact with Mattia, Haemotronic regarding technical data before the next step. Probably will this be ready by the end of September or beginning of October.

Pekka also told the meeting that Heikki Weiho will retire. Pekka will send Lena the name of his Heikkis successor.

9. Material-Tube trials

Jesper, Melitek, reported that additional material will be sent to Wipak and that material for tube trials are in progress. There is a need to determine the design of the preliminary bags because it determines the dimensions of the tubes.

Mattia, Haemotronic need to get in touch with Hans, Karolinska.

10. First bag production trials

Hans, Karolinska: We want to avoid every part of standard bags though it could cause contamination from those parts in the measurements of our new PVC free bags.

For the first test it is necessary with one bag that fits into the centrifuges – make it close to how it looks today. Hans will mail the requirements of the prototype bag to Mattia.

For the first blood trials about 30 bags are needed.

11. Communication PM and beneficiaries.

Lena want to have copies of the mail communication between the beneficiaries and also the information if they have been in contact with each other regarding the production of the blood bags. This to avoid lapse in exchange of information.

12. Other issues

Lena reported, on behalf of Krzysztof, Primo that the business in Poland is not 100% up and running yet.

13. Next PMG meeting

The date for the next PMG meeting was planned 26 Nov 2013 but it must be moved. New date will be decided through mail.

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		
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 feedback about Inception reports	Jegrelius	14/09/2012	
1	16. Visit by monitor	Jegrelius		24/05/2012 22/08/2012
1	17. Visit Melitek	Jegrelius	Oct 2012	22/10/2012

1	18. Visit Totax	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	
1	22. Visit Haemotronic	Jegrelius	2013	
1	23. Visit Karolinska	Jegrelius	2014	
1	24. Amendment about postponed Mid-term report	Jegrelius		31/01/2013
1	25. Amendment Ben 7	Jegrelius, Krzysctof		June 2013
1	26. Updated Partnership Agreement	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 except Jegrelius		
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	Jegrelius		
2	10. Update "map" with Primo Profile	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	Jegrelius	09/12/2011	09/12/2011

	<i>Europe</i>			
3	<i>4. Communication plan first draft</i>	<i>Jegrelius</i>		<i>14/05/2012</i>
3	<i>5. Prezi project presentation</i>	<i>Jegrelius</i>		<i>29/11/2012</i>
3	<i>6. Send abstract to ISBT conference in the Netherlands</i>	<i>Jegrelius</i>	<i>03/Mar/2013</i>	
3	<i>7. Send abstract to CleanMed Europe</i>	<i>Jegrelius</i>		<i>08/05/2013</i>
3	<i>8. Attend CleanMed 17-19 Sept 2013</i>	<i>Jegrelius</i>		
3	<i>9. Newsletter</i>	<i>Jegrelius</i>		<i>First May2013</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. After Kick-off.</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</i>	<i>Jegrelius/Karolinska</i>	<i>16/12/2011</i>	<i>16/12/2011</i>

	<i>invitation</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>	
10	<i>1. Preparation CleanMed Malmö</i>	<i>Jegrelius</i>		<i>26/09/2012</i>
10	<i>2. Plan buyer group meeting</i>	<i>Jegrelius</i>		
10	<i>3. Inventory of buyers of blood bags in Europe</i>	<i>Jegrelius</i>		
10	<i>4. Survey # blood bags and # blood transfusion</i>	<i>Jegrelius</i>		
12	<i>1. Delivery of first compound to Wipak</i>	<i>Melitek</i>	<i>01/01/2012 will be revised</i>	<i>20/11/2012</i>
12	<i>2. Gather material for 12.3</i>	<i>Melitek</i>		<i>yes</i>
12	<i>3. Workshop "Material Specifications"</i>	<i>All beneficiaries</i>	<i>08/02/2012</i>	<i>08/02/2012</i>
12	<i>4. Set "material Specification"</i>	<i>Melitek</i>		<i>01/06/2012</i>
13	<i>1. Start of action, delayed due to 12.1 and 12.4</i>	<i>Wipak</i>	<i>01/01/2012</i>	<i>01/10/2012</i>
14	<i>1. Start of production</i>	<i>Totax/ Primo</i>	<i>01/01/2012</i>	<i>01/11/2013</i>
15	<i>1. Start of production</i>	<i>Haemotronic</i>		<i>May 2013</i>
16	<i>1. Start of evaluation</i>	<i>Karolinska</i>		<i>01/11/2013</i>
17	<i>1. Test protocol user tests</i>	<i>Jegrelius/Jämtland County Council</i>	<i>2013/2014</i>	
17	<i>2. New start-up meeting</i>	<i>Jegrelius/Jämtland County Council</i>	<i>27/02/2013</i>	