

*LIFE 10 ENV/SE037*

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

The fourth PMG meeting with two new members. The updated Action plan is at the end of the notes.

## **Minutes**

14 May 2012

### **Attendees**

Karolinska; Inger Johed,  
Melitek; Jesper Laursen  
Totax; Krzysztof Debski  
Coordinating beneficiary; Lena Stigh, Arne Nilsson, Marina Gregorsson  
Katarina Ryckenberg, Jegrelius - Regional Council of Jämtland

### **Not attending**

Wipak; Pekka Weeraratne  
Haemotronic; Mattia Ravizza  
Karolinska; Hans Gulliksson

## **Agenda**

1. Short presentation from all attending the meeting
2. Status update action by action.
3. What is next?
4. Other issues

## **The meeting**

1. Everyone gave a short presentation of themselves. Krzysztof Debski from Totax and Marina Gregorsson from the Regional Council of Jämtland were greeted as new members.

2. Status update action by action

2.1 Action 1

- Partnership Agreement  
The Partnership Agreement is now signed by everyone and Inger Johed, Karolinska has mailed it to Regional Council of Jämtland. PM Lena Stigh was happy to announce that it means that the payments soon can be made to the beneficiaries.

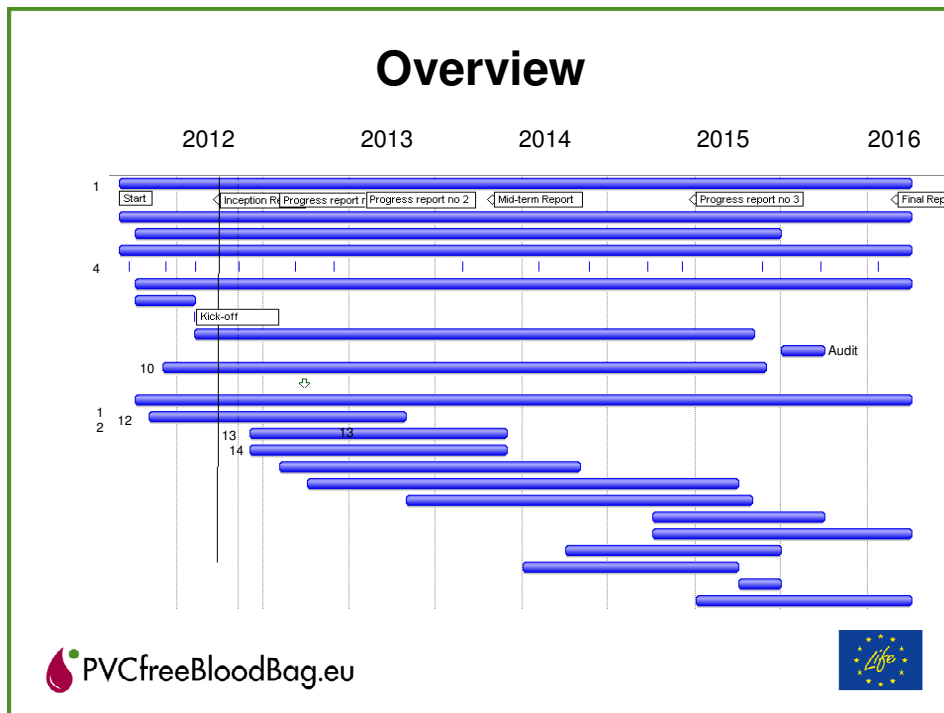
- Time and cost reports  
Not all time reports have been sent in and Arne Nilsson urged everyone to do so: I'll take this opportunity to stress the vital importance of a smooth machinery when it comes to sending in your reports and your monthly time sheets. Make sure that you have made the necessary arrangements within Your administration  
The deadlines **MUST** be followed or we will risk the success of our project or at least the proper funding from Life+.

One reason for missing cost report is that costs regarding Kick-off seminar not yet have been paid at all beneficiaries since the event was close in time. We should be up to date before progress report with delivery date 1 August 2012.

- Inception report  
The inception report was sent in time to the EU commission. We have not received feed-back yet, but nothing indicates disapproval. As soon as it is formally approved it will be readable on our website.
- The 24<sup>th</sup> of May Diderick Velthoen, our project monitor will visit Östersund and review all actions in the project. In the morning we will concentrate on administration and economics and in the afternoon in communication, dissemination of information and all other action in the project.
- Deliverables  
Lena Stigh went through all the deliveries and concluded that the project is in phase. There are some minor delays.

Deliveries	Delivered	Original deadline
– Project Web site	21/10/2011	(01/10/2011)
– Notice Boards	18/11/2011	(01/11/2011)
– <b>A plan for the implementation phase</b>		(01/12/2011)
– Monitoring protocol	27/03/2012	(01/12/2011)
– Initial Report	21/03/2012	(30/11/2011)
– LCA of PVC blood bag	23/03/2012	
– Presentation of the LCA	08/02/2012	
– Inception Report	30/03/2012	(01/04/2012)

## 2.2 Project overview



## 2.3 Action 2, 3, 5, 10

- Website
 

The website is our projects platform for exchange of information – both internal and external information. Information, news and results continuously added.
- Press releases
 

The last press release presented the LCA performed by Raul Carlson and commissioned by our project. It has caused some attention in which Katarina was informed. You received the information from Katarina. PM contacted the monitor to discuss the situation and he then contacted the commissions represent. We agreed on that the study and the result only complement the mentioned Schenir report and that the study is in line with project objectives. We choose not to take action.
- Monitoring plan
 

The monitoring plan is accessible at the website
- Communication plan
 

Katarina Ryckenberg has produced at communication plan including target groups, activities and so on.
- Walk of Life+ 21th May
 

To celebrate EU LIFE+ 20<sup>th</sup> anniversary events will be arranged and take place all over Europe. Our project did not have a schedule event and therefore arrange “Walk of Life” were we encourage everyone to take a walk, as far as they please.

Katarina urged all to get the blood pumping by participating and also spread the information.

- CleanMed  
PM Lena Stigh informed about the large European medical convent and fair that will take place in Malmö, Sweden this September. PVCfreeBloodbag will organize one of the parallel sessions and will also give one lecture. This convent is a good opportunity to interact with people and organizations important to the project and to increase the demand of PVC free blood bags. Lena Stigh and Katarina Ryckenberg have registered and will attend.

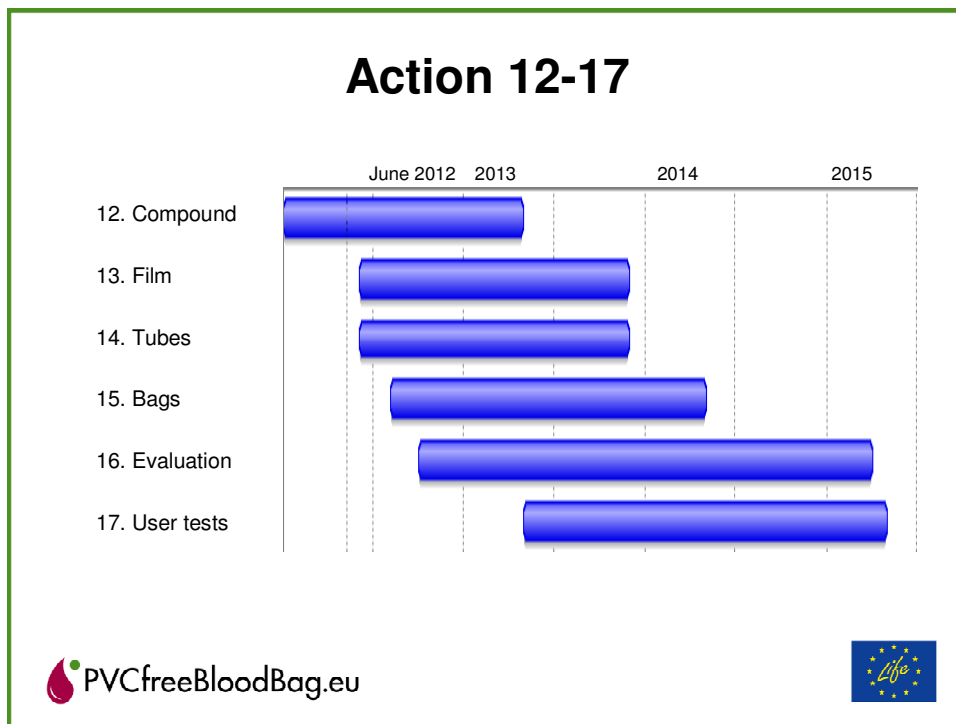
#### 2.4 Action 4

Two changes in the PMG group composition have been made. Regional Council of Jämtland had a re-organisation meaning there is no Head of Jegrelius any longer. Instead the Head of the Unit were Jegrelius belong will attend the PMG meetings. The unit leadership is a shared leadership between Marina Gregorsson and Ulf von Sydow. The second change is that Krzysztof Debski is replacing Peter Michael Haugvik as the representative of Totax.

Wipak has now made the arrangements so they are able to attend OpenMeetings. Lena and Pekka had a test meeting.

#### 2.5 Action 12

- Jesper Laursen, Melitek informed the meeting regarding the status. The material specification has almost been completed. It has been meetings with OEMs and also meetings and interviews with blood bank units in order to understand the entire system for the blood bag. There have been discussions with Mattia Ravizza, Haemotronic regarding requirements compared to expectations and with Pekka Weeraratne, Wipak about the correct structure of the film. It has been quite some background work but it will pay off in the long term. The next step is to schedule eventual modifications.



### 2.5 Action 13

- There are two parallel productions to consider at Wipak. One external and one internal and these two needs to be synchronized. A bit extra time is needed to get the designing as good as possible from the beginning.

### 2.6 Action 14

- Krzysztof Debski at Totax also agreed on moving the time schedule as above. The tubes are small but an important part in the construction of the bag.

### 2.8 Action 16

Karolinska will be able to start erythrocyte studies in September 2012.

The required storage solution will be available by then. It is of course important that they know when the first bags can be ready in order to do further plans for the evaluations.

## 3 Actions- What to do next

### Action 1

A plan for the implementation phase delayed, but not as relevant anymore. A draft of a plan for Action 12-17 will be sent out to all beneficiaries. The draft will include activities from the application part C and need to be updated by all beneficiaries.

Next report to the commission is the progress report with delivery date 1 August 2012. This report is a good opportunity to show that we are up to date with costs and on track regarding action 12-17. In other words cost and time reports are needed in time for Linda to make the financial part.

### Action 2

The web site will be updated with more pictures and information. Katarina Ryckenberg will be happy if you send her pictures.

Disseminate information about the web site. It is important that everyone puts a link at their own website.

Use project and Life logotype.

### Action 3, 8 and 10

Continue to spread Notice boards. Noticeboards are everything from mails, newsletters, announcements, results, press releases etc.

The communication plan is a living document and it will be continuously upgraded and updated.

Notice board/project information at all beneficiaries web sites

Prepare activities CleanMed Europe; Katarina Ryckenberg and Lena Stigh will arrange a buyers group meeting and produce communication material to increase demand. Start Increase demand campaign.

Continue working with Life+ project SUBSPORT and Safeblood. We will also try to find other project to cooperate with.

Map European healthcare and those organisations that buy blood bags. This summer a student will practice five weeks at Jegrelius in Östersund. This student will help out with our project and with this mapping and make an initial survey of how many blood bags are bought annually and how many blood transfusions are performed in Europe.

### Action 4

Next PMG the 6th of September 2012, 1300 CET, OpenMeeting

### Action 12

Set material specification and deliver material to Wipak when Wipak is ready to start.

### **Next PMG meetings**

06 Sep 2012 at 1300 CET, OpenMeeting

28 Nov 2012 at 1300 CET, OpenMeeting

**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	partly
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. Progress report	Jegrelius	01/08/2012	
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	Jegrelius	15/10/2011	Yes

	<i>letter of intent about the web page.</i>			
2	4.Update with pictures and information	Jegrelius	Continuously	
2	5. Link to project web site from beneficiaries web site	All except Jegrelius		
2	<i>Make correction on map concerning Totax and Melitek</i>	<i>Jegrelius</i>		<i>16/12/2011</i>
3	<i>1. first Notice board set-up</i>	<i>Jegrelius</i>	<i>01/11/2011</i>	<i>14/10/2011</i>
3	2. Disseminate more Noticeboards and project information	Jegrelius, All	Continuously	
3 (and 10)	<i>3.Attend HCWH meeting in Malmö to disseminate project information and take a part in planning CleanMed 2012 in Europe</i>	<i>Jegrelius</i>	<i>09/12/2011</i>	<i>09/12/2011</i>
3	Communication plan first draft	Jegrelius		<i>14/05/2012</i>
	<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>
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 –</i>	<i>Karolinska</i>	<i>?/2011</i>	<i>yes</i>



	<i>Date decided in Oct and place in early Nov</i>			
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		
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		
10	4. Survey # blood bags and # blood transfusion	Jegrelius		
12	1. Delivery of first compound to Wipak	Melitek	01/01/2012 will be revised	
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		
13	1. Start of action, delayed due to 12.1 and 12.4	Wipak	01/01/2012	01/05/2012?
14	1. Start of action, delayed due to 12.1 and 12.4	Totax	01/01/2012	01/06/2012?
15	1. Start of production	Haemotronic		01/09/2012 ?
16	1. Start of evaluation	Karolinska		01/10/2012 ?
17	Test protocol user tests	Jegrelius/Jämtland County Council		