

LIFE 10 ENV/SE037

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

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

### **Minutes**

18 Feb 2014

#### **Attendees**

Karolinska; Hans Gulliksson

Melitek; Jesper Laursen

Wipak; Pekka Weeraratne

Haemotronic; Ettore Ravizza

Coordinating beneficiary; Lena Stigh (PM), Linda Andersson, Marina Gregorsson

Katarina Ryckenberg, Jegrelius - Regional Council of Jämtland

#### **Not attending**

Primo: Krzysztof Debski

#### **Agenda**

1. Will we manage to fulfil the Mid-term report requirements?
2. Production of bag
3. Time sheets and cost reports
4. Revised Partnership Agreement
5. Visit by EC 4<sup>th</sup> of April
6. New website
7. Other activities
8. Next PMG meeting

#### **The meeting**

##### **1. Midterm report**

The delivery date of the Midterm report is 30/04/2014.

In this report budget from the start until the last of March 2014 will be reported.

In order to get next payment from EC, 150 % of the first amount received has to be reported by the end of March 2014. Linda need as much information as possible in advance. Do not save everything until March!

Prior to the visit from the commission, 4<sup>th</sup> of April, our monitor Pekka Hänninen needs to have a draft of the Midterm report. This draft will also be available at the meeting the 4<sup>th</sup> of April.

## **2. Production (Action 12-15)**

Ettore sent a draft of their project plan ahead to discuss. Ettore reported to the meeting that they are ready for production. They have made adjustments in machines in relation to different parameters. They now need to know the final design of the bag in order to order tubes from Primo.

Hans would like to get a drawing of a conventional double bag from Haemotronic. Ettore will circulate a drawing.

Hans pointed out that it probably will be too late according to the timetable to start the proper evaluation before summer. A start of the evaluation is more likely in mid-August. These tests demand the final bag.

Could the process gain time if a preliminary bag could be produced earlier as a ground for further development? Preliminary tests could then be made before the summer.

PM would like a bag to show the visitors from the Commission as an example of technical results.

Ettore was not sure if they would manage to produce a bag good enough for preliminary studies until June but that they are able to send trial bags to show a first design to the meeting from the Commission and also to the other beneficiaries.

## **3. Time sheets and cost reports**

Linda tells the meeting that every beneficiary has to report more costs to her. She requests everyone to get in contact with her by mail or phone. She will help out us much as possible.

## **4. Revised Partnership Agreement**

The amendment of the grant agreement regarding Primo as an additional beneficiary was formally approved 6 December 2013. When Krzysztof visited Östersund 8 January 2014 he signed the revised document and PM, Lena Stigh sent the document for circulation. Representatives from Karolinska, Melitek and Haemotronic have signed. The Document is on its way to Wipak.

## **5. Visit by EC 4<sup>th</sup> of April 2014**

Stefan Welin and Tommy Sejersen from the Commission will visit CB in Östersund together with our monitor Pekka Hänninen. Hans Gulliksson from Karolinska and either Mattia Ravizza or Ettore Ravizza from Haemotronic will attend as requested.

The EC demands that a draft of the Midterm report should be ready.

The representatives from Haemotronic and Karolinska should present their complete documentation including budget.

At the visit they expect to see technical result, result on an increased demand and the economic documentation in place.

## **6. New web site**

Joomla will be exchanged for Wordpress as the website format, probably during next month.

## **7. Other activities**

PM will visit Wipak in Nastola the 11<sup>th</sup> of March.

## **8. Next PMG meeting**

Next PMG will be the 11<sup>th</sup> of March 13-14 CET.

**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	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

				04/11/2013
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	11/03/2014
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		Sent June 2013 Approved 6 Dec2013
1	26. Revised Partnership Agreement from 2013	Jegrelius		
1	27. Mid-Term Report	Jegrelius	30/04/2014	
1	28. EC visits CB	Jegrelius, Karolinska, Haemotronic		04/04/2014
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, Transform to new formate	Jegrelius		
2	10. Update "map" with Primo Profile	Jegrelius		Jan 2014
3	1. first Notice board	Jegrelius	01/11/2011	14/10/2011

	<i>set-up</i>			
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. Newsletter	Jegrelius		First May 2013
3	10. Presentation about how to get a non-toxic product, Procurement conference	Jegrelius		10/10/2013
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. After Kick-off.	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 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		
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		
10	5. Influence on EU-legislation regarding EDC	Jegrelius, HCWH		Oct 2013
12	1. Delivery of first compound to Wipak	Melitek	01/01/2012 will be revised	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	Melitek		01/06/2012

	<i>Specification</i>			
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	
14	2. Delivery of tubings	Primo		
15	1. Start of production	Haemotronic		May 2013
15	2. Production of first prototype bag			March 2014
16	1. Start of evaluation	Karolinska		Aug 2014
17	1. Test protocol user tests	Jegrelius/Jämtland County Council	2014	
17	2. New start-up meeting	Jegrelius/Jämtland County Council	27/02/2013	