

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

The eight PMG meeting. The updated Action plan is at the end of the notes.

Minutes

21 and 27 May 2013

Attendees

Totax; Krzysztof Debski

Karolinska; Hans Gulliksson

Wipak; Pekka Weeraratne

Melitek; Jesper Laursen

Coordinating beneficiary; Lena Stigh, Arne Nilsson,

Katarina Ryckenberg, Jegrelius - Regional Council of Jämtland

Not attending

Haemotronic; Mattia Ravizza, Karolinska; Inger Johed, Regional Council of Jämtland:

Marina Gregorsson/Ulf von Sydow

PM received status from Mattia on phone the 24 May

Agenda

1. Delivery of compound to Poland
2. First bag production trials
3. Film production
4. Feed-back from EC on the progress report
5. Media Activities; in general, conferences, events, film, Increase demand/
Networking; Brussels, ISBN, CleanMed
6. Amendment about one additional Beneficiary
7. Other issues
8. Next PMG meeting

The meeting

The OpenMeeting 21 May did not turn out well. There were problems with the sound again and also disturbance from construction work on the building. Therefore we continued the meeting the 27 May as a normal telephone conference.

1. Delivery of compound to Poland

The material is identified, complete and good to go from Melitek when Primo is ready. Primo had a busy time with the close down of Totax, but are now ready to produce the tubings in the second part of June.

Krzysztof need information about the dimensions' from Mattia.

2. First bag production trials

Haemotronic has received the film from Wipak and started the first tests.

The preliminary weldings went well. Machinability/ physical properties are first priority and then a standard IV-bag is going to be made.

The chemical and physical properties have to be verified and they must be good enough for a bag to be evaluated by Karolinska.

When the properties are satisfying the design of the bag should be made in dialogue with Hans at Karolinska.

3. Film production

PM received material, both film and welded trial bags the 24th of May.

Film from second trial was sent to Haemotronic in the end of April.

Wipak are ready for making film in regularly production line if the results from Haemotronic are satisfying. However the production line is fully booked in June so the film trials will start after the summer break around week 34 – 35.

4. Feed-back from EC on the progress report

4.1 The requested amendment changing the delivery of the Mid-term report from 30/10/2013 to 30/04/2014 was approved.

4.2 PM should pay serious attention to following up on the production and testing of the bags.

4.3 Amendment about additional beneficiary should be sent in asap

4.4 Encourage all beneficiaries to do media work. Reference to Life important; use intended logotypes. There are three different kind of Life logotype with the additional text below or on either side. PVCfreebloodbag logotype should also be used. All logotypes will be available on our web site.

4.5 Time sheets shall be signed and sent in within the first two weeks of the month following the one they relate to. Two signatures! As in the instructions on our website.

4.6 Invoice copies shall have a reference to project Life10 ENV/SE/037-
PVCfreebloodbag

5. Media actions, network and increase demand

- Website has been hacked once more. The work to secure the website continues.

- Media activities

The interview by Philippa Jones at Chemical Watch the 25th of Feb turned into an article published on their web site. A part of it is on our web site.

Hans Gulliksson has been invited to contribute in the journal Vox Sanguinis under the title "Should DEHP be eliminated in blood bags?". Publication date is not set yet.

- PM Lena Stigh was, in March, invited to the European Parliament in Brussels. She participated in a lunch debate on how to move towards a non-toxic European healthcare. The event titled: "Towards Non-toxic Healthcare: Alternatives to Phthalates in Medical Devices" was organised by Health Care Without Harm (HCWH) Europe and hosted by French MEP Corinne Lepage. In addition she also participated in a policy strategy meeting on phasing out EDCs in medical devices.
- ISBT International Society of Blood Transfusion Conference 2013
The submitted abstract was rejected so PM will not attend the meeting. The costs did not seem justified when only minor dissemination of information is possible. Hans will not attend this conference but most probably will he attend a Transfusion Conference in US in October.
- "Hazardous Chemicals in our Blood" The Ecological Council in Denmark has released a documentary on phthalates in medical devices. In the film the PVCfreeBloodbag project is referred to several times and project member Melitek participates as a good example of companies that aims towards safer chemical compounds. The film is suitable as a basis for teaching and discussion. It is aimed primarily at high school students, student nurses and health interested citizens. The film is published at the project website.
- CleanMed Europe 2013 – Oxford 17-19 September
The project will not hold a session this year. A poster abstract has been approved and PM will most probably attend at the CleanMed Europe Conference to increase demand and disseminate information.
- All project members should continue to spread Notice boards. Noticeboards are everything from mails, newsletters, announcements, results, press releases etc. It is important that notice board/project information is published at all beneficiaries' web sites.
- Katarina has sent out a project newsletter targeting healthcare. This has also been sent out to all project members. I would preferable if everyone spread this newsletter within their networks.
The next newsletter will shortly present all project members involved in the process of the new blood bag. Katarina will prepare texts with facts about the different members that she will send out for response before the newsletter is distributed.
- Survey of estimation of the number of blood bags and number of transfusions made in Europe is continued and a question link is attached to the newsletter. This will also give more input to the mapping of European healthcare and those organisations that buy blood bags.

- In order to increase demand it is important to inform about PVCfreeBloodbag whenever it's possible. It could be in connection with a conference, meeting, seminar etc. There is available information, in different forms, for print out from the project website. If anyone needs help with any other project related information – please contact Katarina or Lena. Katarina would also appreciate if she could be informed about information activities where the project is mentioned.

6. Amendment about one additional Beneficiary 7

The factory in Denmark has been closed and all machines and equipment have been moved to Poland. A draft of the amendment along with 4 attachments has been sent to monitor for advice before sending it to EC. He has responded and PM will send a document for Krzysztof to sign and send back.

When the amendment is approved a new Partnership Agreement is needed. PM will find out what more about necessary changes and contact Krzysztof Debski.

7. Other issues

The meeting agreed on that telephone meeting, is going to be used in forthcoming PMG-meetings.

The user tests, Action 17, will be postponed because the obviously need bags. Lena held a meeting the 27th of February at the involved department at Jämtland county council.

8. Next PMG

Next PMG will be the 10th of September 2013, 1300 CET
27th November 1300 CET

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	2013	
1	24. Amendment about postponed Mid-term report	Jegrelius		31/01/2013
1	25. Amendment Ben 7	Jegrelius, Krzysctof	asap	
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	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		
3	9. Newsletter	Jegrelius		First May2013
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. 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	Jegrelius/Karolinska	16/12/2011	16/12/2011

	<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</i>	<i>01/01/2012</i>	<i>14/06/2013</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>01/09/2013</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>	