

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

The 17th PMG meeting. The updated action plan is at the end of the notes.

Minutes

3 Feb 2015

Attendees

Coordinating beneficiary: Lena Stigh (PM), Marina Gregorsson, Linda Andersson, Arne Nilsson

Wipak: Pekka Weeraratne

Karolinska: Nicole Klemets

Melitek; Jesper Laursen

Primo: Daniel Jaworski

Not attending

Coordinating beneficiary: Katarina Ryckenberg

Karolinska; Hans Gullikson, Beatrice Aspevall Diedrich/ Maria Tengvall Linder,

Haemotronic: Ettore Ravizza/ Alice Ravizza

Agenda

Progress and status in project actions.

Other issues

Next meeting

The meeting

Action 1. Project management

Katarina will not take the notes this time. She had a rough autumn due to severe illness in the family and is now on sick-leave.

Regarding the MidTerm report there are no news from EC. The last news came from our monitor the day before Christmas saying that the report was on Tommy Sejersens desk and we should not expect any technical questions and probably no more on the economics. Pekka Hänninen also told us that he will not proceed as a monitor. Our new monitor is called Inta Duce and PM have not contacted her yet.

Next on the to-do list is the amendment of the Grant Agreement. It will include the prolongation of the project, the change of organisation from Region Council of Jämtland to Region Jämtland Härjedalen and changes in budget. The changes do **not** mean more financial support, merely moving budget posts from one action to another, if helping us fulfilling our objectives.

This amendment was supposed to be sent to EC in the end of March 2015, since it depends on the result of the first in-vitro tests.

Action 2. Web sites and media work

The web site in the new format has not been launched yet, since the petition has not been working properly. PM has asked Jonas on IT-support for help.

Next press release is planned for the start of the in-vitro evaluation.

Action 3 and 10. Dissemination of information and increase demand

Nicole from Karolinska presented herself. She will be working with communication along with Katarina.

One of the task she will start with is looking into information channels as healthcare organisations/ blood transfusion units and suitable magazines/journals. She will also start with the next newsletter.

PM has not got feed-back about the opportunity presenting the project at next CleanMed in Copenhagen 21-23 October 2015.

Unfortunately Alice Ravizza had to cancel her participation in the conference "Biocompatibility Testing and Evaluation for Medical Devices" the 2-3 December in Berlin. Her presentation material was however highly appreciated.

European Blood Alliance is one of the most important organisation to get support from. Hans and Beatrice would prefer to present the project when there are some evaluation result. Next annual meeting is in June/July 2015.

PM said that it is very important to get EBA's support for the projects objectives even without good result. Their support would facilitate other EBA-members to sign the petition. EBA is already taken part in other EU-funded projects.

<http://www.europeanbloodalliance.eu/activities/>

PM has sent the question to Beatrice via mail.

Action 8. Networking with other projects

PM has had contact with the project manager of the LIFE+ project called ChildProtect, LIFE12 ENV/NL/0833. There is a link to them on our web and we will promote their general guide STOP EDC.

PM visited a seminar arranged by Swedish Toxicology Science Research Center¹.

They have EDC's high on their agenda and recently the project *EDC-MixRisk* has been awarded a 6.2 Million Euros grant from the EC, through the Horizon 2020 Research Programme. *EDC-MixRisk* will determine risks for multiple adverse health outcomes based on molecular mechanisms involved after early life exposure to EDC mixtures.

The project will be coordinated from Swetox, Södertälje and involves participation of researchers from six Swedish universities, as well as from France, Germany, Greece, Finland, Italy and USA.

Action 21. Workshops

The planning of the four final workshops has started. They should take place in connection with other adequate conferences. Send in all ideas and suggestions to Nicole. The last of these workshops will be held in Östersund in September 2016, at the same time as the international UNESCO annual meeting. Of course given the projects prolongation is approved.

¹ <http://swetox.se/en/>

Hans has forwarded three suggestions of presentations for people working within the field of transfusion medicine:

- European Blood Alliance (EBA), late 2015 or first half of 2016. Oral presentation.
- BEST Collaborative, April-May 2016. Oral presentation.
- International Society of Blood Transfusion (ISBT), summer 2016. Oral presentation or poster. They decide.

What should this workshop be named and what should its main theme be?

Jonas, Nicole and Katarina have begun looking into the requirements and solutions regarding webinars. First telephone meeting was the 25th of November.

Action 15 and 16. Bag production and evaluation

Hans Gulliksson, Alice Ravizza and the technician Damien Karpinsky tested the performance of the bags on 20-21 January at Karolinska. The sets of bags were tested with water at Karolinska and the general outcome was good. Some adjustments are needed by Haemotronic before the in-vitro tests may start. Next scheduled tests will be in March. Neither Hans nor Alice was present at the meeting, but Alice sent out information on mail and Jesper who also was present in Stockholm provided us with a good presentation of the result.

Damian Karpinski is a technician within the staff of the laboratory. He will be made available for the project when needed.

Action 12, 13 and 14 Production of compound, film and tubings

Jesper is prepared to make more compound if needed.

The performance of the film was good and the quality enough for the in-vitro tests. Some improvements could be made further on.

Daniel asked for more feed-back on the tubings in order to plan next activities. PM will forward this to Alice and Ettore.

Action 17. User tests

The user tests will simulate handling and use of the bag. Filling, centrifugation, separating, sealing of tubings, freezing et cetera. The first step before the start of these simulated user tests is to set up a test protocol draft. Åke Åkerblom at the hospital of Östersund is responsible for these tests.

The test protocol will be discussed and circulated among the other Swedish hospitals that will be involved in the user tests.

The 2nd of February Åke, Alice and PM had a start-up meeting to have input from Alice regarding the tests in Karolinska. Technical details, number of bags were discussed.

Åke will be involved in the next trials in Karolinska. Alice suggested that we should make a short film about the handling of the bags with instructions in Swedish, English and Italian. This making the testing uniform.

Other issues

Both Karolinska University Hospital and Region Jämtland are public organisations. This means that the principle of public access to official records is valid. E-mails counts as official records.

Next PMG meeting

7 April 13-14 CET

The following meetings are scheduled to

2 June 13-14 CET

15 September 13-14 CET

10 November 13-14 CET

and maybe a "real" meeting at CleanMed 21-23 of October - if we get the chance to present the project.

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		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 feedback about Inception	Jegrelius	14/09/2012	

	<i>reports</i>			
1	16. Visit by monitor	Jegrelius		24/05/2012 22/08/2012 04/11/2013 16/10/2014
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	05/11/2014
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 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		
1	30. Progress report 2	Jegrelius	31/12/2014	?
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	March 2015	
1	35. Amendment new organisation - CB	Jegrelius	March 2015	
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	Jegrelius	15/10/2011	Yes

	<i>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		<i>All had links, but renewal is needed</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	<i>See monitoring protocol at web site</i>
2	9. Secure web site, Transform to new formate	Jegrelius	April-Maj 2014	
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		
2	13. Identify media channels	Jegrelius/Karolinska		
2	14. Launch Web site in Word press format	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	Jegrelius		08/05/2013

	<i>CleanMed Europe</i>			
3	<i>8. Attend CleanMed 17-19 Sept 2013</i>	<i>Jegrelius</i>		<i>19/09/2013</i>
3	<i>9. Newsletter</i>	<i>Jegrelius</i>		<i>May2013 Aug 2013</i>
3	<i>10. Presentation about how to get a non-toxic product, Procurement conference</i>	<i>Jegrelius</i>		<i>10/10/2013</i>
3	<i>11. Dialogue meeting at Swedish Chemical Agency</i>	<i>Jegrelius</i>	<i>16/06/2014</i>	<i>16/06/2014</i>
3	<i>12. Presentation to Stockholm County Council</i>	<i>Karolinska</i>	<i>09/09/2014</i>	
3	<i>13. 3rd Newsletter</i>	<i>Jegrelius/Karolinska</i>	<i>March 2015?</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.</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</i>	<i>Karolinska</i>	<i>20/12/2011</i>	<i>18/12/2011</i>

	<i>facilities, food and refreshments</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 invitation</i>	<i>Jegrelius/Karolinska</i>	<i>16/12/2011</i>	<i>16/12/2011</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>	
8	<i>2. Kick-off LIFE-EDESIA</i>	<i>Jegrelius</i>		<i>14/10/2013</i>
8	<i>3. Act as stakeholder in LIFE-EDESIA</i>	<i>Jegrelius</i>		
8	<i>4. Attend HCWH AGM</i>	<i>Jegrelius</i>		<i>06/11/2014</i>
8	<i>5. Contact Life Childprotect</i>	<i>Jegrelius</i>		<i>Dec 2014</i>
8	<i>6. Seminar Swetox</i>	<i>Jegrelius</i>		<i>28/01/2015</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/ Karolinska</i>		
10	<i>4. Survey # blood bags and # blood transfusion</i>	<i>Jegrelius/ Karolinska</i>		
10	<i>5. Influence on EU-legislation regarding EDC</i>	<i>Jegrelius, HCWH</i>		<i>Oct 2013</i>
10.	<i>6. Visit to Finnish Red Cross</i>			<i>10/04/2014</i>
10	<i>7. Present project on EBA meeting</i>	<i>Karolinska/Jegrelius</i>		
12	<i>1. Delivery of first compound to Wipak</i>	<i>Melitek</i>	<i>01/01/2012 will be rev</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</i>	<i>All beneficiaries</i>	<i>08/02/2012</i>	<i>08/02/2012</i>

	<i>“Material Specifications”</i>			
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
15	1. Start of production	Haemotronic		May 2013
15	2. First prototype bag	Haemotronic		March 2014
15	3. Design discussion Visit to 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	Haemotronic/Karolinska		
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		
17	1. Test protocol user tests	Jämtland County Council	2014	
17	2. New start-up meeting	Jegrelius/Jämtland 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		
21	1. Start planning	Jegrelius, Karolinska	01/03/2014	Oct 2014
21	2. Set dates	Jegrelius/Karolinska		
21	3. Webinar survey start	Katarina, Nicole, Jonas		25/11/2014
22	1. Final workshops	Jegrelius	01/07/2015	