

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

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

Minutes

4 Dec 2012

Attendees

Melitek; Jesper Laursen

Totax; Krzysztof Debski

Karolinska; Inger Johed

Coordinating beneficiary; Lena Stigh, Linda Andersson, Marina Gregorsson

Katarina Ryckenberg, Jegrelius - Regional Council of Jämtland

Not attending

Wipak: Pekka Weeraratne - problem with connection to OpenMeeting

Regional Council of Jämtland: Arne Nilsson (Linda instead)

Haemotronic: Mattia Ravizza

Karolinska; Hans Gulliksson

Agenda

1. Status updates action by action from everyone.
2. Proposal for next years PMG meetings: 12Feb, 21May, 10Sep, 3Dec
3. Extra effort demanded to make a good progress report
4. Other questions

The meeting

1. Status updates action by action

1.1 Action 1

- Remarks from European Commission
The project has responded to the remarks from the Commission following the Inception report. The instruction and template regarding timesheets and cost reports are updated and available on the website.
- Lena has visited Melitek in Denmark 22th Oct and Totax/Primo in Poland 6th Nov.

1.2 Action 2, 3, 5,8, 10

- Website

Katarina reported regarding the website which has had a lot of trouble. It has been high jacked several times since Halloween. Also a worm has infected the code and it destroys documents. A temporary solution is now installed, with an automatic update of the correct version every 5th minute. The programming code in Joomla has to be updated to the latest version to avoid further intrusions as soon as possible. This will be executed by the administration department, IT support, Regional Council of Jämtland.

- Media activities.

Media activities by Melitek have resulted in a part of a publication from Danish eco council about substitution of hazardous substances. A link to the publication is on the website.

Both Lena and Jesper has been interviewed by the editor of Medical Plastics News for an article focusing on DEHP in medical devices. The publication has a link on the web site.

An article about Melitek including their work for PVC free blood bag have been published in national Danish morning newspapers.

Melitek has been interviewed in National Danish TV.

In Denmark a movie is being produced for education within nursing schools. In this movie both blood bags and the hazardous PVC/DEHP topics.

Wipak has reported about project activities in their newsletter.

Krzysztof reported that Primo/Totax will release a new website version in January 2013 were an introduction to the project will be published.

In January 2013 Medical Plastics News will make an issue with visits to Southern Sweden and Denmark and perhaps there will be an article about the project regarding to development.

- EU Conference

Jesper has participated in an EU conference in Copenhagen where the project were picked as one of the good examples within EU Star/ LIFE.

- CleanMed

CleanMed Europe in Malmö was a success. The project made a lot of new important contacts, new signings of the petition and the project was picked as one of the best examples and presented in plenum. The workshop was well attended

and resulted in fruitful discussions and networking with similar European projects – public and within the industry - with the same aim – to phase out PVC/DEHP. The presentations from all speakers at the workshop are on the website.

Lena and Katarina also participated in the HCWH, Health Care Without Harm, board meeting that discussed the planning of next CleanMed Europe. It will be held in Oxford 17-19 of September 2013.

- Forum for a non- toxic environment
The 15th of October - Project manager Lena Stigh represented PVCfreeBloodbag at The Swedish Chemical Agency's annual conference in Stockholm.
- Medical National Conference 2012
The project got an abstract accepted for the Swedish Medical National Conference 2012. A new Prezi presentation was made for a 15 minutes presentation, but unfortunately Lena had to cancel due to a cold.
- Mapping of European healthcare
The work of mapping European healthcare continues.
- 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.
- Continue the survey to map European healthcare and those organisations that buy blood bags. How many blood bags are bought annually and how many blood transfusions are performed in Europe.
- The project will continuously produce different information material and also give always to help the dissemination of information regarding our aims and work.

1.3 Action 12

Jesper informed the meeting regarding the status. Melitek has delivered the first batch of compound to Wipak. It is good but it needs some small modifications. Melitek and Wipak continue the work.

1.4 Action 13

Wipak has received the first batch of compound from Melitek. They have run the first trials to produce film from and it went very well but it needs some small modifications. Melitek and Wipak continue the work.

1.5 Action 14

Totax/Primo is in standby position with the tubes. They are ready to start their work when Melitek and Wipak are satisfied with the construction of the film.

1.6 Action 15

Jesper has had contact with Mattia and for Haemotronic it is possible to step in January 2013.

1.7 Action 16

Lena has a question from Hans at Karolinska. He wonders when the first bags, for tests with blood, will be arriving. This question could not be answered during the meeting. Lena will try to get an answer as soon as possible.

Karolinska is making an agreement with a company delivering of storage solution need for evaluation. Lena has been looking into the agreement as well and provided legal support from a firm in Östersund.

1.8 Action 17

Jämtland county councils participation will start next year. Lena will make another introduction presentation to the whole apartment. They will start to set up user test protocols with other county councils in Sweden next year.

2. Next years PMG meeting

Next PMG will be the 20th of February 2013, 1300 CET, OpenMeeting or maybe Skype.

The following meetings of next year, 2013.

21th May 1300 CET

10th Sep 1300 CET

Beginning of Dec – Lena will send out the date. 3rd of December was not working.

3. Extra effort demanded to make a good progress report

Lena pointed out that an extra effort is demanded to make a good progress report. The progress report has a deadline of 1st of Feb 2013 and a lot of things must be updated. Time- and Cost reports from everyone and Technical status is needed..

We have to make an amendment in the progress report regarding the midterm report due to delays. The project has not been able to use all the hours and money estimated until the date of the midterm report, but probably will with a postponement of a couple of months.

And with this adjustment the project still will be finished according to the original time plan. Though – we need good arguments and correct figures to underpin our request for the amendment – so please send in all relevant information in good time for the progress report.

Since we did not have to send the first progress report to the EC they requested all content in the first progress report to be included in next progress report.

- The mentioned Deliverables

<u>Deliveries</u>	<u>Delivered</u>	<u>Original deadline</u>
– Progress Report 1	30/09/2012	(01/08/2012)
– Progress Report 2		(01/02/2013)
– Mid-term Report with payment request	30/10/2013	

4. Other questions

- There is a request to try to use Skype instead of OpenMeeting since there is a lot of technical problem. Earlier this was not an option for Wipak. Lena contact Pekka at Wipak to see if there have been any changes.

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	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 1	Jegrelius	01/08/2012	
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 2	Jegrelius	01/02/2013	
1	21. Visit Wipak	Jegrelius	2013	
1	22. Visit Haemotronic	Jegrelius	2013	
1	23. Visit Karolinska	Jegrelius	2013	
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	
2	9. Secure web site	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
4	1. Send headsets, recommended by our It-support, to all PMG members.	Jegrelius	10/10/2011	yes
4	2. Individual	Jegrelius	31/10/2011	Yes

	<i>“OpenMeetings” will be arranged between project manager and all members together with IT support.</i>	<i>PMG members</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 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>	
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	4. Survey # blood bags and # blood transfusion	Jegrelius		
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 Specification"	Melitek		01/06/2012
13	1. Start of action, delayed due to 12.1 and 12.4	Wipak	01/01/2012	01/10/2012
14	1. Start of action, delayed due to 12.1 and 12.4	Totax	01/01/2012	27/12/2012?
15	1. Start of production	Haemotronic		07/01/2013 ?
16	1. Start of evaluation	Karolinska		01/02/2013 ?
17	1. Test protocol user tests	Jegrelius/Jämtland County Council	2013	
17	2. New start-up meeting	Jegrelius/Jämtland County Council	19/02/2013	