

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

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

Minutes

4 Dec 2013

Attendees

Karolinska; Hans Gulliksson, Inger Johed
Wipak: Pekka Weeraratne, Jouni Vikman
Primo: Krzysztof Debski
Haemotronic: Ettore Ravizza
Coordinating beneficiary; Lena Stigh (PM), Arne Nilsson
Katarina Ryckenberg, Jegrelius - Regional Council of Jämtland

Not attending

Melitek; Jesper Laursen
Regional Council of Jämtland: Marina Gregorsson/Ulf von Sydow

Agenda

1. Status production of bag
2. Midterm report
3. Visit next year by EC
4. Activities by beneficiaries
5. New Partnership Agreement
6. Dissemination of information
7. Next PMG meeting

The meeting

1. Status production of bag (Action 15)

Ettore reported on the status from Haemotronic. They received more film from Wipak in October and are waiting for the tubing's so it can be inserted into the bag. Meanwhile, Haemotronic develops and finalizes the validation of the tools and machines.

Modifications and protocols will be ready.

Krzysztof has not received the data needed for the dimensions of the tubes. Compound from Melitek has arrived. They are able to produce tubings in week 2 or 3 next year.

Ettore will ensure that Mattia sends the suggestions of the best dimensions of the tubes to Krzysztof within a week.

Hans from Karolinska has mailed the specification and requirements of the prototype bag to Mattia, Haemotronic, but has not yet received any feedback.

Ettore will follow up on this in the next couple of days.

Pekka, Wipak would like to know what kind of, brands of, machines Haemotronic uses. Ettore will provide Pekka with information regarding this.

2. 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.

When the projects monitor made his last visit the 4th of November he provided CB with advice about what to report in the Midterm report. All costs including time sheets are especially important. Concrete result from the bag production also need to be in the report.

3. Visit next year by EC

At the end of March 2014 two persons from the Commission is likely to visit CB in Östersund. They would like some of the beneficiaries to attend, preferable Karolinska and Haemotronic. The also demand that a draft of the Midterm report should be ready. PM will inform you as soon as she knows more.

4. Activities by beneficiaries

Haemotronic: Nothing more to add at the moment.

Katarina and Lena asks for Ettore's help to send a picture of Mattia for the web site.

Primo: The meeting lost contact with Krzysztof.

The amendment of Primo as an additional beneficiary has been approved and PM has signed. Now we are waiting for the document signed by the commission.

We welcome Jouni Vikman from Wipak in the project. PM will send the Grant Agreement and the Partnership Agreement to him.

5. New Partnership Agreement

As soon as the Amendment is formally approved a revision of the partnership agreement is needed. PM will send out a document including the changes for all beneficiaries to sign. The document will be attached to the old partnership agreement working as a revision.

6. Dissemination of information

Hans has been to US for a meeting were the members of the European expert group on PVC /DEHP made a presentation of the situation in Europe. The status on the other side of the Atlantic are that there is no strategy regarding these chemical problems yet. The industry try to change to other softeners, Canada avoid it as much as possible.

PM went to LIFE-EDESIA kick-off meeting the 14th of October were she spoke about the challenges in getting a PVC-free blood bag. LIFE-EDESIA is an ambitious project aiming

at facilitating substitution of Endocrine Disrupting Chemicals. Read more at our web site. There were several other speakers and stakeholders at the meeting. According to Professor Federica Chiellini from University of Pisa the new plasticizer DINCH, replacing DEHP, is similar in structure to DEHP and thus might have similar properties as DEHP. The available risk assessment is made by the same company that manufacture the substance, BASF.

PM has supported HCWH with arguments and information in order to strengthen legislation to ban EDC and CMR in medical devices. The 22nd of October the EP voted favourably for the EC proposal to ban hazardous chemicals (EDC and CMR) in Medical Devices.

Katarina told the meeting that the website will be moved to a new system during the spring. The site has been hacked so many times and the security cannot be guaranteed with the program we use today. The site will have the same function and layout as today.

7. Next PMG meeting

There was no date set for the next PMG meeting.

PM will mail a list of suggestions of dates for all PMG meetings next year.

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 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	
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		June 2013
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	Probably end of March 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		
3	1. first Notice board set-up	Jegrelius	01/11/2011	14/10/2011
3	2. Disseminate more Noticeboards and	Jegrelius, All	Continuously	

	project information			
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		
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
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
15	1. Start of production	Haemotronic		May 2013
16	1. Start of evaluation	Karolinska		
17	1. Test protocol user tests	Jegrelius/Jämtland County Council	2014	
17	2. New start-up meeting	Jegrelius/Jämtland County Council	27/02/2013	