

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

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

Minutes

6 Sep 2012

Attendees

Wipak: Pekka Weeraratne

Melitek; Jesper Laursen

Coordinating beneficiary; Lena Stigh, Arne Nilsson, Marina Gregorsson

Katarina Ryckenberg, Jegrelius - Regional Council of Jämtland

Not attending

Haemotronic: Mattia Ravizza

Karolinska; Hans Gulliksson, Inger Johed

Totax; Krzysztof Debski

Agenda

1. Status update action by action.
2. What is next?
3. Other issues

The meeting

1. Status update action by action

1.1 Action 1

- Earthquake in May

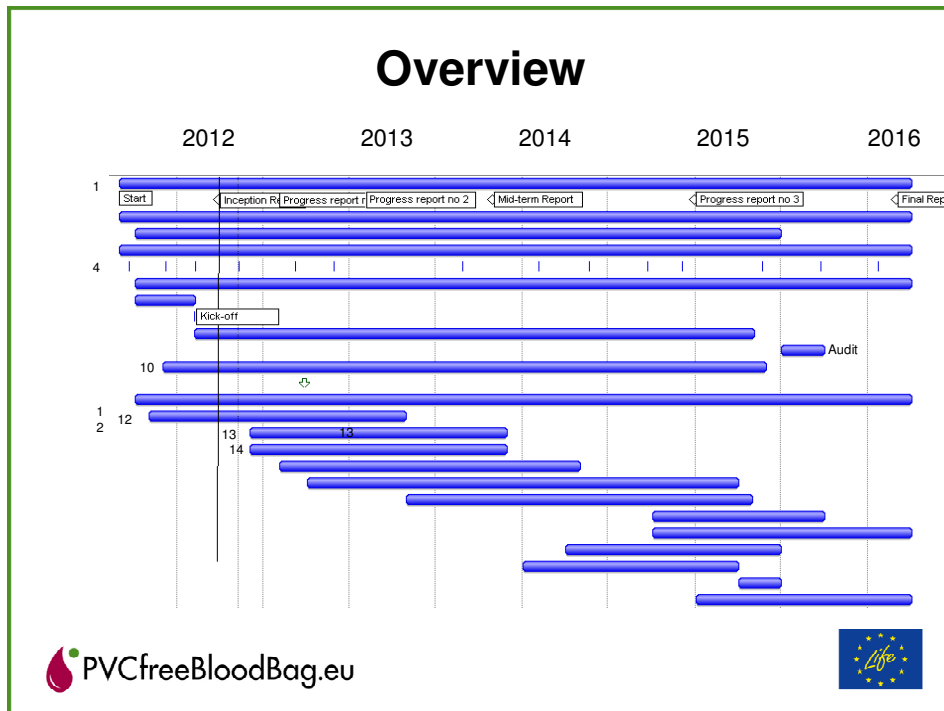
Lena reported from a telephone conversation with Mattia Ravizza, Haemotronic regarding the effects of the earthquake in Italy in May. One of the companies' factories was destroyed and four employees lost their lives. Haemotronic has been engaged in different actions after the catastrophe. Some of the production has moved to Carbonara, but they are nearly back on track with full production.

The production of the bag is delayed but how much is hard to predict today. Lena will talk to the beneficiaries in order to adjust the project plan and to determine if we need to apply for a longer project period.

- **Monitor**
The 24th of May Diderick Velthoen, our former project monitor visited Östersund and reviewed all actions in the project.
The 2nd of July the project was appointed a new monitor, Pekka Hänninen. He paid Östersund a visit the 22th of August. The monitor met Linda, Arne and Lena to discuss administration and economics.
- **Time and cost reports**
Pekka Hänninen view contains some new ideas contrary to the instructions given at the start of the project. The project will act according to this new information which means changes of our timesheets. The new timesheets will be available on the website for October's reports. The reports already sent in are valid that is we do not have to make new ones.
For the cost reports new templates will be used – one for each partner. Linda will fill in the templates and then they will be returned for signing.
- **Inception report**
Feedback from the Commission was received by mail the 3rd of September. It was over all positive. They wanted the information in the monitoring protocol in their own excel template and wanted us to update the monitor about the delays. The complement will be delivered within two weeks to the Commission
- **Deliverables**
Lena Stigh went through all the deliveries. The first progress report will be ready at the end of September, but only forwarded to the monitor and not the Commission. The second progress report with delivery in February 2013 will have the first progress report attached.

Deliveries	Delivered	Original deadline
– Project Web site	21/10/2011	(01/10/2011)
– Notice Boards	18/11/2011	(01/11/2011)
– A plan for the implementation phase		(01/12/2011)
– Monitoring protocol	27/03/2012	(01/12/2011)
– Initial Report	21/03/2012	(30/11/2011)
– LCA of PVC blood bag	23/03/2012	
– Presentation of the LCA	08/02/2012	
– Inception Report	30/03/2012	(01/04/2012)
– Progress Report 1		(01/08/2012)
– Progress Report 2		(01/02/2013)

1.2 Project overview



1.3 Action 2, 3, 5, 10

- Website
The website has been updated with additional text to the Life logotype.
- Media activities
There has been quite a lot of media activity since the last PMG meeting in May. The result from our LCA performed by Raul Carlson was presented in a press release that caused a lot of attention. Comments and responses from are outlined on the website.

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 in on the website.

Jesper Laursen have also spoken with a journalist for "Styrelsen for Forskning og Innovation" about innovation system for a publication.

Both Lena and Jesper has been interviewed by the editor of Medical Plastics News for an article focusing on DEHP in medical devices. As soon as the publications are ready links will be provided on the web site.

- Panel discussion
Jesper has participated in a telephone panel discussion representing the project and Melitek.

- CleanMed
CleanMed Europe in Malmö is coming up. The project will be represented by Lena, who will give a lecture, and Katarina, who will be responsible for a parallel session focusing on PVC replacement strategies in healthcare.
In association to the conference new information material is being produced.
In adjacent to the conference there will be a HCWH meeting.
- Mapping of European healthcare
During the summer started the work of mapping European healthcare and those organisations that buy blood bags with the help of a student, Amitis Moazedian, from Mid-Sweden University. Her task was to found out how many blood bags are bought annually and how many blood transfusions are performed in Europe divided on countries.
The survey will be continued since not much statistics was achieved.

1.4 Action 4

Next meeting changed from 28 November to 4 December.

1.5 Action 12

Jesper Laursen, Melitek informed the meeting regarding the status. Melitek are ready to deliver compound to Wipak.

1.6 Action 13

Pekka will discuss time table and details with Jesper and Lena.

1.7 Action 14

The production in Totax is being transferred to Poland.

1.8 Action 16

Karolinska was able to start erythrocyte studies in September 2012.

The required storage solution will be available by then. It is of course important that In order to do further plans for the evaluations the need to know when they will have the first bags.

Hans Gulliksson has agreed on being in the SCENIHR expert working group about DEHP in medical devices.

2 Actions - What to do next

2.1 Action 1

- The first priority is to revise the timetable regarding action 12-17. PM will talk with Mattia about the consequences of the earthquake.
Lena, Jesper and Pekka will have a telephone meeting to discuss the matter
- The draft of the plan for Action 12-17 will be updated by all beneficiaries.
- PM will visit the beneficiaries starting with Totax and Melitek this autumn.

- Progress report 1 will be finalised before the end of September, but only forwarded to the monitor

2.2 Action 2

- The web site will be updated with more pictures and information. There will be a new link added, External Links, for useful information and links to projects that we cooperate with. Katarina Ryckenberg will be happy if you send her pictures.
- Our web support Jonas will be at parental leave for half a year and in mean while we will get support from Desirée Lövenberg.
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2.3 Action 3, 8 and 10

- 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.
- CleanMed Europe; Katarina Ryckenberg and Lena Stigh will arrange a buyers group meeting and produce communication material to increase demand. Start Increase demand campaign. Increase the number of signers of the petition. Inger Johed, Karolinska and Krzysztof Debski, Totax will also attend the conference.
- EURO star, 23 October, Jesper Laursen, Melitek will participate in a panel discussion and present the project.
- Hans Gulliksson, Karolinska will be a member of the expert committee, SCENIHR, Scientific Committee on Emerging and Newly Identified Health Risks
- Lena Stigh will present the project at a conference – forum for a non toxic environment- held by Swedish Chemical Agency, October 15.
- The project has got an abstract and a presentation approved at the Swedish annual national medical convent, November 30.
- 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.

2.4 Action 4

- Next PMG will be the 4th of December 2012, 1300 CET, OpenMeeting
PM will send out proposals for next years meeting.

- **Next PMG meeting**
04 Dec 2012 at 1300 CET, OpenMeeting

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	

1	18. Visit Totax	Jegrelius	Nov 2012	
1	19. Revision of time table	Jegrelius	30/09/2012	
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	
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.			
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	PMG members	15/10/2011	yes

	<i>next year2012</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>		
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>	
12	<i>2. Gather material for 12.3</i>	<i>Melitek</i>		<i>yes</i>
12	<i>3. Workshop “Material</i>	<i>All beneficiaries</i>	<i>08/02/2012</i>	<i>08/02/2012</i>

	<i>Specifications</i>			
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	01/09/2012?
14	1. Start of action, delayed due to 12.1 and 12.4	Totax	01/01/2012	01/09/2012?
15	1. Start of production	Haemotronic		01/12/2012 ?
16	1. Start of evaluation	Karolinska		01/12/2012 ?
17	Test protocol user tests	Jegrelus/Jämtland County Council		