

*LIFE 10 ENV/SE037*

## **Action 4: Project meetings for the Project Management Group**

The 25th PMG meeting. The updated action plan is at the end of the notes.

### **Minutes**

7 April 2016

#### **Attendees**

Coordinating beneficiary: Lena Stigh (PM), Katarina Ryckenberg, Åke Åkerblom, Arne Nilsson, Maria Arnstål,  
Wipak: Pekka Weeraratne  
Karolinska: Hans Gulliksson, Linda Larsson  
Primo: Daniel Jaworski

#### **Not attending**

Karolinska; Petter Höglund, Beatrice Aspevall Diedrich/ Maria Matl,  
Melitek; Jesper Laursen  
Haemotronic: Ettore Ravizza/ Alice Ravizza  
Primo: Krzysztof Debski

#### **Agenda**

1. Result from Karolinska
2. Bags for user test
3. Are you up to date regarding time sheets and other financial documents?
4. Final seminars
5. Update from other actions. What is going on?
6. Next meeting

#### **The meeting**

##### **1. Result from Karolinska**

Hans told the meeting about the promising results achieved at Karolinska. The in-vitro tests are almost completed and the storage tests show that the red cells are approaching acceptable storage time. One conclusion is that new cell additive storage solutions would be an interesting future research area to explore. Hans suggested that the results from the project should be reported in a manuscript which could lead to a publication. This in accordance with action 20: Technical publication based on the evaluation results of blood bags.

## 2. The production of the bags for the user tests

PM briefed the meeting about the progress reported by Alice. A new tool for improved welding have been made and Primo will deliver improved tubings. Bag production is planned April 20-21 at Haemotronic.

Daniel confirmed the facts regarding new tubings and told the meeting that the production of the new tubings started today.

Alice will visit Karolinska with 20 sets for trials with water. She has suggested May 9-10-11 and are waiting for Hans or Petter to confirm the date. Hans will respond including Åke in the loop.

If these tests confirm enough high quality the user tests can start in June.

It is important to check with Alice for suitable sealers – metal clips or other solution.

## 3. Are you up to date regarding time sheets and other financial documents?

The progress report no 2 was delivered 28<sup>th</sup> of February to the commission. CB received signed time sheets from all of you. However, some of the supporting documents are still missing.

Arne reminded the meeting that the monitor pointed out that the economic reports shall comply with the partnership agreement and sent in regularly.

Region Jämtland Härjedalen has had problems receiving mail during a period and therefore Maria requests everyone to resend documents and add [lena.stigh@jegrelius.se](mailto:lena.stigh@jegrelius.se) as a copy to be on the safe side. Please mail them again.

**Maria has not received any documents regarding costs from 2016.**

Some of you have not sent the following:

Salary slip or extracted pay roll register per calendar year per employee

This is to report annual gross salary; the actual salary included obligatory social charges.

An extract from the analytical accounting system showing the project costs booked on the specific cost account/project code. (Primo)

Regarding travel expenses, duration and purpose of the travel should be included in the description. There must be supporting documents for travel expenses (ledgers for cars, expense reports etc). Car rental procedures need to be explained.

#### **4. Final seminars**

Action 21 - organisation of the final seminars. The plans are formed and there will be 4 final workshops. Östersund, Orlando, Copenhagen and Düsseldorf.

Heath Care Without Harm Europe will organise a conference in Copenhagen and they have responded utterly positive to the PVC free Blood bag participating in several of the conference events. Katarina will together with HCWH plan for the project to be responsible for presentation, host parallel seminar, poster etc.

Düsseldorf is in November and Katarina needs help and information from Wipak, Melitec, Haemotronic and Primo regarding good and fruitful arrangements.

We decided that for presenting the evaluation result to the target group within Transfusion medicine, the expert meeting of BEST (Biomedical Excellence for Safer Transfusion) is best suitable. It takes place in Orlando. EBA will probably also be present. Hans will send an abstract applying for an oral presentations of the result and maybe a poster. Perhaps Stephan Meinke, who has been performing the in-vitro evaluation at Karolinska, also is able to join Hans at the conference. We will check budget.

#### **5. Update from other actions. What is going on?**

Katarina is working on the next newsletter.

PM is filling in a mandatory Life database with the purpose to monitor certain indicators by EC.

PM has been in contact with EBA by mail regarding follow-up from Birmingham and most of you have received the draft of their procurement requirements referring to the project.

PM will also procure an LCA after discussions with Ettore, Alice and Arne. The scope depend on budget.

#### **6. Next PMG meeting**

24th of May 13-14 CET

Those of you that haven't filled in the doodle sheet with suggestions for this year. Please do.

**ACTION PLAN**

<b>Action</b>	<b>Activity</b>	<b>Take action</b>	<b>Deadline</b>	<b>Delivered</b>
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 feed-back about Inception reports	Jegrelius	14/09/2012	
1	16. Visit by monitor	Jegrelius		24/05/2012 22/08/2012 04/11/2013 16/10/2014 3/09/2015

1	17. Visit Melitek	Jegrelius	Oct 2012	22/10/2012
1	18. Visit Totax/Primo	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	2015
1	24. Amendment about postponed Mid-term report	Jegrelius		31/01/2013
1	25. Amendment request Ben 7	Jegrelius, Krzysztof		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	In progress report 2	28/02/2016
1	30. Progress report 2	Jegrelius	28/02/2016	28/02/2016
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	May 2015	01/06/2015
1	35. Amendment request new legal status of CB	Jegrelius	May 2015	01/06/2015
1	36. Change of financial officer	Jegrelius		14/09/2015
1	37. Amendment approved	Jegrelius		18/11/2015
1	38. Revise partnership agreement	Jegrelius		
1	39. Procure second LCA	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		All had links, but renewal is needed
2	6. Make correction on map	Jegrelius		16/12/2011

	<i>concerning Totax and Melitek</i>			
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	April-Maj 2014	11/03/2015
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	Sep 2015	22/10/2015
2	13. Identify media channels	Jegrelius/ Karolinska		
2	14. Launch Web site in Word press format	Jegrelius		11/03/2015
2	15. Short project movie recording 5/05/2015	Jegrelius/ Karolinska	April-June 2015	19/01/2016
2	16. Involvement in Dutch TV-programm Radar	Jegrelius/Karolinska		March 2016
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 CleanMed Europe	Jegrelius		08/05/2013
3	8. Attend CleanMed 17-19 Sept 2013	Jegrelius		19/09/2013
3	9. Newsletters	Jegrelius		May 2013 Aug 2013 May 2015
3	10. Presentation about how to get a non-toxic product, Procurement conference	Jegrelius		10/10/2013

3	11. Dialogue meeting at Swedish Chemical Agency	Jegrelius	16/06/2014	16/06/2014
3	12. Presentation to Stockholm County Council	Karolinska	09/09/2014	09/09/2014
3	14. Webinar with HCWH	Jegrelius/ Karolinska/ Melitek	22 Oct 2015	22/10/2015
3.	15. Presentation at kick-off NCSH	Jegrelius		28/05/2015
3.	16. National Procurement meeting about medical devices	Jegrelius, Karolinska		29/09/2015
3	17. Twitter account opened	Melitek/Jegrelius		Jan 2016
3.	18. Presentation of project and in-vitro evaluation	Jegrelius/Karolinska	12/05/2016	
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.	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
5.	2. Outcome Indicator database	Jegrelius	29/04/2016	
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		
8	4. Attend HCWH AGM	Jegrelius		06/11/2014
8	5. Contact Life Childprotect	Jegrelius		Dec 2014
8	6. Seminar Swetox	Jegrelius		28/01/2015
8	7. Invite other project to ginal seminars	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/ Karolinska		
10	4. Survey # blood bags and # blood transfusion	Jegrelius/ Karolinska		Oct 2015
10	5. Influence on EU-legislation regarding EDC	Jegrelius, HCWH		Oct 2013
10	6. Visit to Finnish Red Cross			10/04/2014
10	7. Present project on EBA meeting	Karolinska/ Jegrelius		16/10/2015
10	8. Project presentation "Nordic Center sustainable healthcare"	Jegrelius	28 May 2015	28/05/2015
10	9. Webinar with HCWH	Karolinska/Me litek/CB		22/10/2015
12	1. Delivery of first compound to Wipak	Melitek	01/01/2012 will be rev	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
14.	2. Delivery of tubings	Primo		Oct 2014
14.	3. Make new tool	Primo		May 2014
14.	4. Delivery of new tubings	Primo	April 2016	
15	1. Start of production	Haemotronic		May 2013
15	2. First prototype bag	Haemotronic		March 2014
15	3. Design discussion	Haemotronic	April 2014	12-14 May



	<i>Visit Karolinska</i>			<i>2014</i>
15.	4. Delivery of bags to Karolinska for evaluation	Haemotronic	Before summer 2014	
15.	5. Physical properties First trial	Haemotronic/ Karolinska		<i>20-21 jan 2015</i>
15.	6. Verification of bag Second tests	Haemotronic/ Karolinska	8-9 June 2015	
15.	7. <i>Delivery of bags for in-vitro evaluation</i>	<i>Haemotronic</i>		<i>Sept 2015</i>
15.	8. <i>Verification of bags for user test</i>	<i>Haemotronic</i>	<i>May 2016</i>	
16	1. <i>Start of evaluation</i>	<i>Karolinska</i>	<i>Aug 2014</i>	
16	2. <i>Replace Inger</i>	<i>Karolinska</i>	<i>April 2014</i>	<i>Sep 2014</i>
16	3. <i>Recruit new BMA</i>	<i>Karolinska</i>		<i>Jan 2015</i>
16	4. <i>Start of in-vitro study</i>	<i>Karolinska</i>	<i>Sep 2015</i>	<i>Oct 2015</i>
16	5. <i>New staff</i>	<i>Karolinska</i>		<i>Sep 2015</i>
16	6. <i>End in-vitro evaluation</i>	<i>Karolinska</i>		<i>Mar 2016</i>
17	1. Test protocol user tests	Jämtland County Council	2014	
17	2. <i>New start-up meeting</i>	<i>Jegrelius/Jämtl and County Council</i>	<i>27/02/2013</i>	
17	3. <i>Discussion with Alice regarding user tests</i>	<i>Östersund Hospital</i>		<i>02/02/2015</i>
17	4. <i>Attend trial tests</i>	<i>Åke Åkerblom, Östersund Hospital</i>	<i>08/06/2015</i>	
20.	1. Write manuscript for publication	Karolinska		
20.	2. Send manuscript	Karolinska		
21	1. <i>Start planning</i>	<i>Jegrelius, Karolinska</i>	<i>01/03/2014</i>	<i>Oct 2014</i>
21	2. Set dates	Jegrelius/Karol inska		
21	3. Webinar survey start	Katarina, Nicole, Jonas		<i>25/11/2014</i>
21	4. Östersund Arrange seminar	Jegrelius	September	
21	5. Copenhagen/CleanMed Dialogue HCWH	Jegrelius/Katar ina	19-20 Oct	
21	6. Düsseldorf		Nov 2017	
21	7. Orlando - Send abstract	Karolinska		
22	1. Final workshops	Jegrelius	01/07/2015	