

LIFE 10 ENV/SE037

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

Second meeting using "OpenMeetings". Every member has received a headset with microphone and the system has now been tested in individual meetings between PM Lena Stigh and all the members. The test meetings have been successful with the exception of Finland and Wipak, probably due to their firewall. Instructions regarding Open Meetings are now available at the project website – project documents.

#### **Minutes**

7 Dec 2011+ 14 Dec 2011

#### **Attendees**

Karolinska; Hans Gulliksson, Inger Johed  
Coordinating beneficiary; Erik Noaksson, Ulf von Sydow, Lena Stigh  
Support: Katarina Ryckenberg, Jegrelius - Regional Council of Jämtland

PMG members not attending:

Wipak: Pekka Weeraratne (has given input via telephone)

PMG members attending additional meeting 14 Dec 2011

Haemotronic: Mattia Ravizza

Melitek; Jesper Laursen

Totax; Peter Michael Haugvik

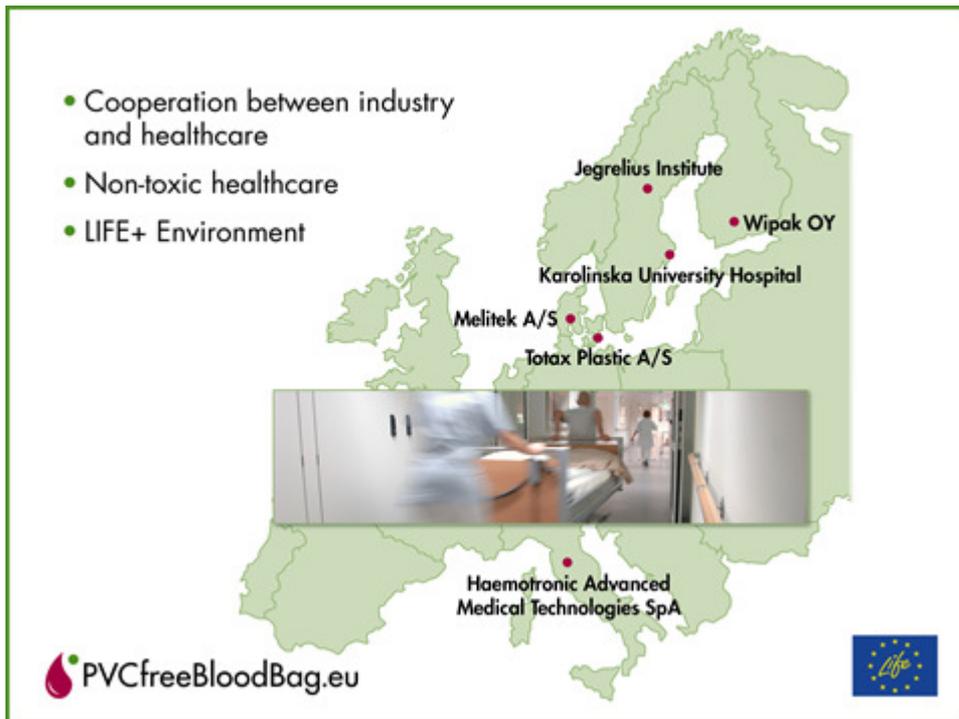
Jegrelius: Lena Stigh

#### **Agenda**

1. Welcome and a short presentation of all attending the meeting
2. Status update from Project Manager
  - Project Management and Communication
  - Partnership Agreement
  - Situation in Administration/Economics
  - Deliverables
  - Activity Reports
  - Life+ Kick-off London
  - Web site
  - Notice Boards
3. Update from Beneficiary 2 about Kick-off 7-8 Feb 2012
4. Input from Beneficiaries; media activities?
5. Action list – What to do next?
6. Questions/ Discussions

## The meeting

Erik Noaksson, Jegrelius Institute welcomed everybody to the meeting. He presented himself. Then all other attendees gave a short presentation of themselves. Ulf von Sydow, Regional Council of Jämtland, represented the economy and administration of the project instead of Arne Nilsson who is on a sick leave. Project manager Lena Stigh presented those absent.



Project manager Lena Stigh shared the agenda via a power point presentation on the screen and the members took turns in talking.

## Partnership Agreement

- Need to be signed before Coordinating Beneficiary are able to distribute beneficiaries their shares
- Bank name and bank account from some beneficiaries is missing
- Feed back?

Jegrelius 

The partnership agreement is in progress but only two of the beneficiaries, Haemotronic and Wipak, have registered a bank account. Lena Stigh pointed out the importance in this matter to distribute the beneficiaries' shares.

## Situation in Administration/Economics

- Lack of personnel resources
- New personnel will be employed and one will be dedicated part time for this project
- No impact on long term time table

Jegrelius 

Ulf von Sydow reported on the situation regarding administration and economics. Due to Arne Nilssons sick leave there has been a temporary delay in this part of the project. Ulf von Sydow told the meeting that two economists will be employed shortly. Job interviews are held right now. One of these economists will handle this project as written in the grant agreement. Ulf von Sydow was aware of the present, tight situation, but promised

that this would be solved rapidly and there will be no problems that will affect the project in its future on-going.

Deliverables		
• Project Web site	21Oct 2011	(01/10/2011)
• Notice Boards	18 /11/2011	(01/11/2011)
• A plan for the implementation phase		(01/12/2011)
• Monitoring protocol		(01/12/2011)
• Initial Report - Draft		(30/11/2011)
• New deliverables:		
LCA of PVC blood bag as pdf		(29/02/2012)
Presentation of the LCA		(08/02/2012)

 Jegrelius

Lena Stigh, project manager, told the meeting that the project follows the delivery plan with minor adjustments. The monitoring protocols will be accessed on the website for everyone to read. Actions 3 and 10 regarding communication are ahead of time schedule. There is a draft of the initial report, including the project from the start until the last of November. This report will be finalised this year, if the economic facts from the administration are reported to the project manager in time.

There is a new action added which include a Life Cycle Assessment of a PVC/DEHP blood bag. The result from the LCA will be presented at the projects kick off seminar in Copenhagen 7-8th of February 2012.

## Web site

- A communication platform for both us, EC monitoring and healthcare
- All project documents except budget, drafts and beneficiaries timesheets.
- Comments? Improvements?
- Pictures

Jegrelius 

The project website is up and running. It is a perfect platform for open communication in the project and its achievements can be followed.

The website is in need of pictures and illustrations and Communication officer Katarina Ryckenberg, will gladly collect the contributions from all project members. If there is a need of any improvements and changes – please tell.

The attendees of the meeting thought the website to be easy to navigate on.

## Notice Boards and project dissemination

- Banner/roll up poster produced
- Hand-outs/Flyers with the same info as on the banner.
- Notice boards sent to  
Swedish Environmental Protection Agency,  
The Swedish Environmental Management Council,  
the Swedish Association of Local Authorities and Regions  
Healthcare Without Harm

Jegrelius 

Notice boards and project dissemination are carried out accordingly to the project plan. Different information materials have been produced. There was a suggestion that the handouts/flyers should be accessible on the website and all the PMGs websites.

## Life + Kick off in London

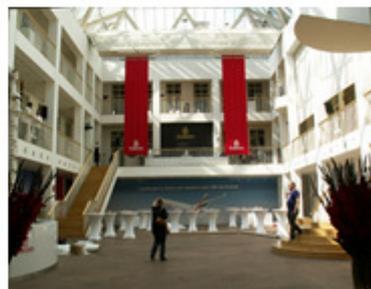
- Common Provisions
- Project managers and economist
- Life+ projects from Malta, UK, Irland, Denmark, Sweden
- Confirmation
- One Danish project about reducing Plastic Waste

Jegrelius 

PM Lena Stigh reported from the Life+ Kick off in London were she met with 20 other Life+ projects PMs and economist. The London meeting was not rewarding regarding networking, but confirmed that our project is well planned. There is one Danish project which might be of interest to us to work with. It handles the issue about reducing plastic waste.

## First seminar

- Nationalmuseet in Copenhagen
- Februari 7-8
- Start with lunch at 12 pm
- Dinner buffet at 5 pm
- Closing lunch 12 pm
- Booked for 80 person
- The number can be increased



## Speakers

Moderator Who? Åke Wennmalm?

Lena - The project 35 min + questions

Hans - The situation in transfusion medicine  
35 min + questions

Jesper – How long?

Pekka - How long?

Peter - How long?

Mattia - How long?

Consultant – Life Cycle Assessment of PVC bag 1-2 h

Dr from Vienna – good example of phasing out PVC

HCWH/ Lena Invitation to join HCWH and the project

Jegrelius 

The project Kick off seminar will be held in Copenhagen 7-8<sup>th</sup> of February 2012. Karolinska is responsible for this event. Inger Johed from Karolinska told the meeting that the premise for the seminar is booked. 80 participants are estimated to come but it's possible to welcome up to 150. The total cost is still not decided and it depends on the cost for the food. Karolinska will collect this information. The program with lecturers and the invitation are under construction together with PM Lena Stigh and CO Katarina Ryckenberg.

Suggestions of moderator of the seminar: Ethel Forsberg, Gary Cohen HCWH, Åke Wennmalm

Suggestions of lecturers: Ann-Marie Vass Karolinska, Gavin W. ten Tusscher Holland. Anja Leetz from HCWH has suggested a doctor from Vienna.

The invitation and registration for the seminar will be on the website. Everyone is to promote the seminar.

### **Action plan – What to do next**

The meeting discussed the actions and all activities included in the actions.

## Action Plan

Action 1 See last action plan

Set and Sign Partnership Agreement -All

Time report - All

Instruction for rest of reports to CB

Procure LCA consultant

Initial report

Monitoring Protocol

A plan for the implementation phase - All

Jegrelius 

## Action Plan

Action 2 See last action plan

Update Web site with pictures and  
information

Disseminate information about the web site

Use project logotype

Jegrelius 

### Action Plan

Action 3 See last action plan

Continue to spread Notice boards

Communication plan

Notice board/project information at all  
beneficiaries

Action 3 and 10

Planning activities of CleanMed Europa  
together with HCWH

Jegrelius 

### Action Plan

Action 5 See last action plan

Monitoring Protocol

Jegrelius 

## Action Plan

Action 6 See last action plan

Send out Invitation

Registration on web site

Set detailed program

Procure and write agreements with lecturers

Action 4

Arrange next PMG the 8 of Feb 2012

Jegrelius 

Hans Gulliksson, Karolinska told the meeting about needs for their action, testing of the PVC-free blood bag starting 2013. They are looking for a person with the right competence to execute the test. They need help in finding a person with competence and technical knowledge in analysing potential sources of error/pollutions.

The next PMG meeting will be held directly after the seminar in Copenhagen 8<sup>th</sup> of Feb 2012. That will be the only physical meeting until the last part of the project and it is important that everyone attends.

The meeting decides that PM Lena Stigh contact those members absent at this meeting. They will be summoned at an additional OpenMeeting 14<sup>th</sup> of Dec 2011 at 13.00.

### Notes from additional meeting 14 Dec 2011

PM went through the same agenda as the 7<sup>th</sup> of December.

Concerning the Partnership Agreement we talked about the reports and information from beneficiaries to CB. We all want to minimise the administration and one request was if it is possible to send in reports every third months. PM will look into how to simplify administration without conflict to Common Provision.

Clear is that critical times to have up-dated reports before reports to commission.

EC points out the importance of correct reporting of time, since the time sheets represents our payment into the project. The time reports have to be filled in on a monthly basis and signed afterwards at each beneficiaries place.

The principle of the web site is transparency for monitoring purposes. The confidentiality is also of crucial importance for companies involved. Documents, as minutes, with

information regarding Melitek, Wipak, Totax and Haemotronic have to be reviewed before added on web site. Two weeks for input on draft was decided.

An error on the map on the web site was spotted and will be corrected. There was also a wish for different heading order on “Contacts”; Name on top and title underneath.

PM asked about dissemination of project information and not all have provided information on their web site. Project and Life+ logotype and link to web site is a minimum. The “handout” pdf or the content of it could act as a Noticeboard. The map on it will be corrected and the accessed on the web site.

Regarding the Kick-off Jesper, Peter and Mattia all argued for low fees since we want to reach as many persons in public organisations as possible. One way of lowering the cost could be to skip the second lunch since people tend to go straight home after seminars. AnnMarie Vass and Karolinska were suggested for talking about phasing out PVC. Melitek, Wipak, Totax and Haemotronic will all give company presentation of 20-30 minutes each at the kick-off.

The dead-line for activity in action12 about delivery of compound from Melitek to Wipak is not valid. In order to choose material we first need to compile specifications for material throughout the whole supply chain. This activity has not been proper described in the application, but we discussed the necessity of the activity before we applied for the Life+ grant. It could be part of the implementation plan in Action 1, but in practice probably work best if Melitek is responsible for the activity. All beneficiaries need to be involved in the activity since it is about translating the requirements of the blood bag into requirements on material in all steps of the production. We decided to have a 2 hour workshop after the PMG meeting the 8<sup>th</sup> of February. In order to make this an effective workshop, information has to be gathered in advance. Jesper Laursen from Melitek will gather information during January next year, but all beneficiaries need to list what specifications that are needed to be set.

#### Next PMG meetings

8 Feb 2012 13-15 PMG after Kick-off  
 10 May 2012 at 1300 OpenMeeting  
 06 Sep 2012 at 1300 OpenMeeting  
 28 Nov 2012 at 1300 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	All beneficiaries	28/10/2011	

	agreement			
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 Delayed 31/12/2011	Jegrelius	30/11/2011	
1	6.A detailed plan for the implementation phase Draft ready for next PMG 08/02/2012	All beneficiaries	01/12/2011	
1	7. Sign Partnership agreement	All		
1	8. Instructions for rest of reports to CB	Jegrelius		
1	9. Procure LCA consultant	Jegrelius	12/12/2011	
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	Partly
2	4.Update with pictures and information	Jegrelius	Continuously	
2	5. Link to project web site from beneficiaries web site	All except Jegrelius		
2	Make correction on map concerning Totax and Melitek	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	
	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	Jegrelius PMG members	31/10/2011	Yes, except for Wipak

	<i>together with IT support.</i>			
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		
5	1. Monitor protocol delayed	Jegrelius	01/12/2011	
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	
6	4. Make registration set-up at web page	Jegrelius	16/12/2011	
6	5. Write and send out invitation	Jegrelius/Karolinska	16/12/2011	
6	6. Arrange agreements with external lecturers and moderator	Karolinska/Jegrelius	20/12/2012	
6	7. Set final program	Karolinska/Jegrelius	31/01/2012	
6	8. Produce handouts /info material for seminar	Karolinska Jegrelius	08/02/2012	
12	1. Delivery of first compound to Wipak	Melitek	01/01/2012	will be revised
12	2. Gather material for 12.3	Melitek		
12	3. Workshop “Material Specifications”	All beneficiaries	08/02/2012	
12	4. Set “material Specification”	Melitek		