

*LIFE 10 ENV/SE037*

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

The 18th PMG meeting. The updated action plan is at the end of the notes.

### **Minutes**

7 April 2015

#### **Attendees**

Coordinating beneficiary: Lena Stigh (PM), Linda Andersson,  
Arne Nilsson, Katarina Ryckenberg  
Wipak: Pekka Weeraratne, Jouni Vikman  
Karolinska: Nicole Klemets, Hans Gulliksson  
Melitek; Jesper Laursen  
Primo: Daniel Jaworski

#### **Not attending**

Coordinating beneficiary: Ulf von Sydow/ Marina Gregorsson,  
Karolinska; Beatrice Aspevall Diedrich/ Maria Tengvall Linder,  
Haemotronic: Ettore Ravizza/ Alice Ravizza

#### **Agenda**

Progress and status in project actions.  
Next meeting

### **The meeting**

#### **Action 1. Project management**

The 10<sup>th</sup> of March we was informed that mid-term payment was released. The report has been approved, but still with remarks on some issues. Most of them we already have responded to, but we just have to do it once more.

Linda informed us that she will forward all shares to beneficiaries as soon as she got clearance from the financial department in Region Jämtland Härjedalen.

Linda would like to get information if there are any changes of the beneficiaries' bank accounts.

Next on the to-do list is the amendment of the Grant Agreement. It will include the prolongation of the project, the change of organisation from Region Council of Jämtland to Region Jämtland Härjedalen and changes in budget. The changes does **not** mean more financial support, merely moving budget posts from one action to another, if helping us fulfilling our objectives.

This amendment was supposed to be sent to EC in the end of March 2015, but has been postponed since it depends on the result of the first in-vitro tests. In a letter of 6th February the EC set the month of May as latest time for the amendment.

PM has spoken to our new monitor Inta Duce on the phone and gave her an update on the projects progress. Discussions regarding all aspects of the project will continue in April, when a draft of the amendment is available.

### **Action 2. Web sites and media work**

The web site in WordPress format was launched 11 March 2015 and project documents have been updated with new contact data. The new documents that shall be used with new instructions how to repost time are at the web site.

Next press release is planned in connection with the start of the in-vitro evaluation.

A short presentation film of the project together with Karolinska is planned. The head of Environment Charlotta Brask from Stockholm Count Council has agreed on being part of the film representing “demand”. PM will write a script and discuss further with Katarina and Nicole.

### **Action 3 and 10. Dissemination of information and increase demand**

A draft of a third newsletter have been made. At the moment we will await if the in-vitro tests will take place during the next month and we can write about the results. A newsletter will be published anyway in May. Among other information the Webinar in October will be advertised.

Nicole informed us that during this summer Karolinska has employed Erik Stenholm for a couple of weeks. He will try to find suitable contacts within the procurement and purchase structure of blood bags in European healthcare. He will start the 8<sup>th</sup> of June.

Regarding CleanMed in Copenhagen 21-23 October 2015, PM has been informed that the conference has been postponed until next year. Instead we have been suggested to run a webinar together with HCWH. The PMG meeting suggested 21 or 22 of October as a date. Jesper agreed on being a part of the webinar and favours Thursday the 22 of October. PM will send a positive response to HCWH.

Katarina and Nicole will start the planning and organisation and script of the webinar immediately. There will be separate meetings with those involved in the webinar.

European Blood Alliance is one of the most important organisations to get support from. Hans and Beatrice would prefer to present the project when we have some evaluation result. Next annual meeting is in June/July 2015.

As PM said earlier it is very important to get EBA's support for the projects objectives even without actual evaluation result. Their support would facilitate other EBA-members to sign the petition. EBA is already taken part in other EU-funded projects.

<http://www.europeanbloodalliance.eu/activities/>

Project manager Lena Stigh is invited to speak at the conference at opening of the new Nordic Centre for Sustainable Helthcare in Mamö - May 28<sup>th</sup>. How to get more sustainable innovations within healthcare.

**Action 21. Workshops**

The planning of the four final workshops is continuing. Send in all ideas and suggestions to Katarina or Nicole. What should the workshops be named?

The last of these workshops will be held in Östersund in September 2016, at the same time as the international UNESCO annual meeting 12-16 September.

Hans earlier three suggestions were

- European Blood Alliance (EBA), late 2015 or first half of 2016. Oral presentation.
- BEST Collaborative, April-May 2016. Oral presentation.
- International Society of Blood Transfusion (ISBT), summer 2016. Oral presentation poster. They decide.

**Action 15 and 16. Bag production and evaluation**

Neither Alice nor Ettore could attend today's meeting. PM will set-up a meeting inviting Daniel, Jesper and Ettore to discuss time schedule and technical issues.

It is important to start the in-vitro test in mid-May at latest. Before that the sets of bags need to be tested with water once more.

**Action 14 Production of tubings**

Daniel asked for more feed-back on the tubings in order to make adjustments in time. PM will forward this to Ettore.

**Action 17. User tests**

Åke will be involved in the next trials in Karolinska in order to make a test protocol. This test protocol will be discussed and circulated among the other Swedish hospitals that will be involved in the user tests. PM will contact these healthcare organisations again introducing Åke.

Alice suggested that we should make a short film about the handling of the bags with instructions in Swedish, English and Italian. This making the testing uniform.

**Next PMG meeting**

2 June        13-14 CET

The following meetings are scheduled to

15 September 13-14 CET

10 November 13-14 CET

**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
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	
1	24. Amendment about postponed Mid-term report	Jegrelius		31/01/2013
1	25. Amendment 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		
1	30. Progress report 2	Jegrelius	31/12/2014	?
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	
1	35. Amendment new organisation - CB	Jegrelius	May 2015	
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 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

				<i>protocol at web site</i>
2	9. Secure web site, Transform to new format	Jegrelius	April-Maj 2014	
2	10. Update "map" with Primo Profile	Jegrelius		<i>Jan 2014</i>
2	11. Press release	<i>Jegrelius/ Haemotronic</i>		<i>05/11/2014</i>
2	12. Press release when in-vitro starts	Jegrelius/ Karolinska		
2	13. Identify media channels	Jegrelius/ Karolinska		
2	14. Launch Web site in Word press format	<i>Jegrelius</i>		<i>11/03/2015</i>
2	15. Short project movie	Jegrelius/ Karolinska	April-May 2015	
3	1. first Notice board set-up	<i>Jegrelius</i>	<i>01/11/2011</i>	<i>14/10/2011</i>
3	2. Disseminate more Noticeboards and project information	<b>Jegrelius, All</b>	<b>Continuously</b>	
3 (and 10)	3. Attend HCWH meeting in Malmö to disseminate project information and take a part in planning CleanMed 2012 in Europe	<i>Jegrelius</i>	<i>09/12/2011</i>	<i>09/12/2011</i>
3	4. Communication plan -first draft	<i>Jegrelius</i>		<i>14/05/2012</i>
3	5. Prezi project presentation	<i>Jegrelius</i>		<i>29/11/2012</i>
3	6. Send abstract to ISBT conference in the Netherlands	<i>Jegrelius</i>	<i>03/Mar/2013</i>	
3	7. Send abstract to CleanMed Europe	<i>Jegrelius</i>		<i>08/05/2013</i>
3	8. Attend CleanMed 17-19 Sept 2013	<i>Jegrelius</i>		<i>19/09/2013</i>
3	9. Newsletter	Jegrelius		May 2013 Aug 2013
3	10. Presentation about how to get a non-toxic product, Procurement conference	<i>Jegrelius</i>		<i>10/10/2013</i>
3	11. Dialogue meeting at Swedish Chemical Agency	<i>Jegrelius</i>	<i>16/06/2014</i>	<i>16/06/2014</i>
3	12. Presentation to Stockholm County Council	<i>Karolinska</i>	<i>09/09/2014</i>	
3	13. 3 <sup>rd</sup> Newsletter	<i>Jegrelius/Karolinska</i>	March 2015?	
3	14. Webinar with HCWH	Jegrelius/ Karolinska/ Melitek	Oct 2015	

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
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
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		
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		
10	8. Project presentation "Nordic sustainable healthcare"	Jegrelius	28 May 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
15	1. Start of production	Haemotronic		May 2013
15	2. First prototype bag	Haemotronic		March 2014
15	3. Design discussion Visit to Karolinska	Haemotronic	April 2014	12-14 May 2014
15.	4. Delivery of bags to Karolinska for evaluation	Haemotronic	Before summer 2014	
15.	5. Physical properties First trial	Haemotronic/ Karolinska		20-21 jan 2015
15.	6. Verification of bag	Haemotronic/ Karolinska		
16	1. Start of evaluation	Karolinska	Aug 2014	
16	2. Replace Inger	Karolinska	April 2014	Sep 2014
16	3. Recruit new BMA	Karolinska		Jan 2015
16	4. Start of in-vitro study	Karolinska		
17	1. Test protocol user tests	Jämtland County Council	2014	
17	2. New start-up meeting	Jegrelius/Jämtl and County Council	27/02/2013	
17	3. Discussion with Alice regarding user tests	Östersund Hospital		02/02/2015
17	4. Attend trial tests	Åke Åkerblom,		



		Östersund Hospital		
21	1. Start planning	Jegrelius, Karolinska	01/03/2014	Oct 2014
21	2. Set dates	Jegrelius/Karolinska		
21	3. Webinar survey start	Katarina, Nicole, Jonas		25/11/2014
22	1. Final workshops	Jegrelius	01/07/2015	