

LIFE 10 ENV/SE037

Action 4: Project meetings for the Project Management Group

The 19th PMG meeting. The updated action plan is at the end of the notes.

Minutes

2 June 2015

Attendees

Coordinating beneficiary: Lena Stigh (PM), Linda Andersson,
Katarina Ryckenberg, Åke Åkerblom

Wipak: Jouni Vikman

Karolinska: Nicole Klemets, Hans Gulliksson

Not attending

Coordinating beneficiary: Arne Nilsson, Ulf von Sydow/ Marina Gregorsson,
Karolinska; Beatrice Aspevall Diedrich/ Maria Tengvall Linder,

Haemotronic: Ettore Ravizza/ Alice Ravizza (Public Holiday)

Melitek; Jesper Laursen, Primo: Krzysztof Debski/ Daniel Jaworski

Agenda

The amendment request no 2

Progress and status in project actions.

Other issues

Next meeting

The meeting

The amendment request no 2

The request was sent to EC yesterday by mail and today by DHL.

As you seen in the draft, it includes a prolongation of the project by 12 months, a change of legal status of CB from Region Council of Jämtland to Region Jämtland Härjedalen, technical changes, and changes in budget. The proposed budget changes are all within each beneficiary.

Action 2. Web sites and media work

A short presentation film of the project together with Karolinska will be made. We recorded in Solna the 5th of May. The head of Environment, Charlotta Brask, from Stockholm Count Council was participating, representing “demand”.

Jonas and Katarina will now cut and edit the material.

Primo promotes the project on their web site. 16 April 2015.

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

Action 3 and 10. Dissemination of information and increase demand

Project manager held a presentation at the kick-off conference at the new Nordic Centre for Sustainable Healthcare in Mamö the May 28th. It was about how to get a new safe blood bag into healthcare. Nicole Klemets also held a presentation about Karolinska University Hospital's vision of a sustainable healthcare. The interest was great and both presentations received good response with several questions.

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. Linda informs that Erik Stenholm should use the same time report as everyone else in the project.

The projects launched its third newsletter the 28th of May.

The webinar date 22 of October has been confirmed by HCWH. Jesper and PM will be part of the webinar, but the person representing demand have not been decided yet. The webinar is promoted in the newsletter and it is important that everyone spread information regarding this event. As soon as all speakers are decided a registration form will be available at the web.

European Blood Alliance is one of the most important organisations to get support from. Hans and Beatrice would prefer to present the project to them when we have some evaluation result.

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/>

Action 21. Workshops

The planning of the concluding workshops is continuing. Send in all ideas and suggestions to Katarina or Nicole. What should the workshops be named? We also depend on whether the prolongation of the project will be approved or not.

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 12, 13, 14, 15 and 16. Bag production and evaluation

All beneficiaries have updated their plans to meet the requirements from Karolinska and Haemotronic. Karolinska have received bags for verification and will perform tests next week. The in-vitro test will start in September.

Action 17. User tests

Åke will be part of the tests next week at Karolinska. This will facilitate making 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 earlier 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.

Other issues

Since CleanMed Europe, were we planned to meet, was cancelled this year, another face-to-face meeting is suggested.

The meeting agreed on that being a good idea. We will discuss when and where on mail. However PM would like the prolongation request to be approved first, but the start of the in-vitro test would be a nice occasion.

Next PMG meeting

15 September 13-14 CET

The following meeting is scheduled to
10 November 13-14 CET

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		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 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		
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	01/06/2015
1	35. Amendment request new legal status of CB	Jegrelius	May 2015	01/06/2015
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	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	
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	
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	
3	14. Webinar with HCWH	Jegrelius/ Karolinska/ Melitek	22 Oct 2015	
3.	15. Presentation at kick-off	Jegrelius		28/05/2015

	<i>NCSH</i>			
4	<i>1. Send headsets, recommended by our It-support, to all PMG members.</i>	<i>Jegrelius</i>	<i>10/10/2011</i>	<i>yes</i>
4	<i>2. Individual "OpenMeetings" will be arranged between project manager and all members together with IT support.</i>	<i>Jegrelius PMG members</i>	<i>31/10/2011</i>	<i>Yes</i>
4	<i>3. Set dates for PMG meetings next year2012</i>	<i>PMG members</i>	<i>15/10/2011</i>	<i>yes</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.</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>	<i>Continuously</i>	
8	<i>2. Kick-off LIFE-EDESIA</i>	<i>Jegrelius</i>		<i>14/10/2013</i>
8	<i>3. Act as stakeholder in LIFE-EDESIA</i>	<i>Jegrelius</i>		
8	<i>4. Attend HCWH AGM</i>	<i>Jegrelius</i>		<i>06/11/2014</i>
8	<i>5. Contact Life Childprotect</i>	<i>Jegrelius</i>		<i>Dec 2014</i>
8	<i>6. Seminar Swetox</i>	<i>Jegrelius</i>		<i>28/01/2015</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</i>	<i>Jegrelius/</i>		

	bags in Europe	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 Center sustainable healthcare"	Jegrelius	28 May 2015	28/05/2015
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 Second tests	Haemotronic/ Karolinska	8-9 June 2015	
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	Sep 2015	
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	08/06/2015	

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