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| **Date** | | **1 Dec 2017** | | **Time** | **15:30 – 22:00** |
| **Organization** | | PDA Italy Chapter: Joint Executive and Steering Committe | | **Venue** | Milan, Hotel degli Arcimboldi |
| **Meeting Subject** | | General Assembly and elections for the 2016-18 timeframe | | | |
| **Meeting Agenda** | | **15.30 – 16.00**                    Registration Open and welcome  **16.00 – 16.15** Welcome and Opening Remarks - Gaetano Fiorentino, *Presidente PDA Italy Chapter*  **16.15 – 17.00**                    ***“New EP Monograph for WFI Production by Membrane Processes: Regulatory & technological Challenges for Industry"*** **-** Paolo Curtò, *Managing Director DOC srl*  **17.00 – 18.00**                    **Open Panel discussion,** Industry Perspective **-** Merck Life Sciences  **18.00 – 18.30**                    **GENERAL ASSEMBLY**: activities and Chapter’s Italy Mission - *Gaetano Fiorentino,* PDA Italy Chapter President  **18.30 – 18.45****Final balance 2014-2016** – *Lucia Ceresa,* *PDA Italy Chapter Treasurer*  **18.45 – 19.15**                    **Q&A for future activities**  **19.15 – 20.00**                    Aperitif and vote, scrutiny of manual and on line votes, election of the Executive and Steering Committee (E&SC)  **20.00 – 22.00** Social dinner | | | |
| **Attendees Name** | | Ando Bergamini, Lucia Ceresa, Paolo Curto’, Andrea Di Voira, Mauro Giusti, Massimo Golia, Massimo Inguglia, Antonio Legnani, Renato Lorenzi, Angela Molaschi, Luisa Montanari, Giuseppe Paganini, Alessandro Pauletto, Giuseppe Ruggirello, Michele Simone, Andrea Simonetti, Garbiele Peron (via web). | | | |
| **Note taker** | | M. Simone | | | |
| Key Points of Discussion and agreed actions | | | | | |
| No. | Topic | | Highlights | | |
|  | Planning 2017 Chapter’s events | | * New EP Monograph for WFI Production by Membrane Processes: congress to be scheduled and logistics to be fixed. Only 1 location (Florence) or 2 based on geografics? Georg Roessling suggested to schedule it not before end of April to get all needed documentation; * Other already agreed events, e.g. Mega trends in sterile manufacturing at Merck Serono, Bari facility, shall be scheduled ensuring that no conflicts with PDA Europe events;   + Ensure that a formal peer review and final approval is done for any presentation to be given during PDA Italy Chapter events.   + Scheduling and event logistics shall be fixed in a timely manner.   + Evaluate how to ensure that a cascading is done when E&SC representatives attend to PDA US and EU events. * Planning, scheduling based on priority of other events shall be discussed during the first meeting of the new E&SC | | |
|  | Improve Networking the Italy Community | | * Launch of on line Survey in the PDA Italy Chapter web site to share technical resources, provide new networking opportunities and increase interactions with members to listen their voices on specific needs and get involved in the community with volunteer activity. * Improve the web site to evaluate the feasibility to create specific folders for E&SC. * Re-consider to host at least one Plant or Laboratory Tour annually. | | |
|  | Improve communication channel within E&SC | | * Steering Committee’s remote meeting shall be planned bi-weekly while meeting F2F shall be planned quarterly. | | |
|  | Vote’s scrutiny and final results | | * Based on scrutiny of on line and manual votes, it was concluded that the EC will include the following members with the reported role:  |  |  | | --- | --- | | Ceresa Lucia, Vice President | 22 | | Molaschi Angela, President | 20 | | Legnani Antonio | 14 | | Paganini Giuseppe, | 13 | | Fiorentino Gaetano, as Past president | 14 |  * It was decided to let each candidate who got at least 1 vote to be part of the SC. Therefore the following members will be part of the SC based upon their consensus:  |  |  | | --- | --- | | Giusti Mauro | 20 | | Golia Massimo | 20 | | Martignoni Antonella | 12 | | Simone Michele | 10 | | Ruggirello Giuseppe | 9 | | Peron Gabriele | 9 | | Ruggirello Giuseppe | 9 | | Inguglia Massimo | 8 | | Macciò Stefano | 8 | | Curtò Paolo | 7 | | Giannetto Antonino | 6 | | Baselli Vincenzo | 4 | | Simonetti Andrea | 1 |     It was also proposed to create a “ Accounting auditor’s college” as an authoritative group budget control. Proposed members to be confirmed during the meeting planned on 6 Dec 2016:  Massimo Inguglia (D.O.C.), Giuseppe Ruggirello (C.T.P. System), Gabriele Peron (Stevanato Group) and Massimo Golia (Pall) as designate. | | |

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| **Action items Tracker (P: planned; C: completed; O: ongoing)** | | | | | |
| **No.** | **Status** | **Action Item** | **Owner** | **Target date** | **Notes** |
| 1) | O | Include the planning of upcoming events in the agenda of next E&SC meetings | Angela | Based on frequency of meetings |  |
| 2) | O | Propose improvements | All | 31 Jan 2017 |  |
| 3) | O | Evaluate conference tool and procedures taking in account that GoToMeeting’s contarct is going to expire | Angela & Lucia | 31 Dec 2017 |  |
| 4) | O | Confirm roles of EC and ask for consensus to all members eligible in the SC | Lucia | 09 Dec 2017 |  |