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| **Date** | | **22 Jan 2016** | | **Time** | **17:00** |
| **Organization** | | PDA Board | | **Venue** | Actavis Nerviano |
| **Meeting Subject** | | Several topics and next steps | | | |
| **Meeting Agenda** | | **Review the agenda sent by Angela and follow up last meeting open action** | | | |
| **Attendees Name** | | Antonio, Gabriele, Angela, Giuseppe, in person; Lucia, Gaetano via phone | | | |
| **Note taker** | | Giuseppe | | | |
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| Key Points of Discussion and agreed actions | | | | | |
| No. | Topic | | Highlights | | |
|  | Communication to US | | * Gaetano will take care of communicating to US the new board and the letter from the president copying the new board * During the first call with US (end January) the new board will be officialized | | |
|  | Linkedin | | * Massimo Inguglia will take care to promote events through Linkedin…. Needs to understand what we have to give/min requirements to let Massimo doing at best this important task. File format/pic definition, etc… Need to set whom is collecting these info * Gaetano will share linked In credentials to the new board * Info will match the Web info. Lucia will send to Massimo the messages | | |
|  | Admin office CCI Secetary | | * Lucia will continue to take the relationship with administration office * Lucia will take care to get in contact with them for the web site maintenance * Lucia will send a copy of the commercial agreement with the admin office…as of today the cost is 8€/person subscribed. This cost includes other services….see the contract. **During one of the next meeting the executive group will look at possible profitable/useful ways to use these additional paid/included services** * All the charges are listed in the contract and into the addendum approved by the previous executive board. | | |
|  | PDA EU NetworkingPDA EU Networking (cont) | | * Need to promote the agenda of the future events to PDA Europe and among other chapters * The call among chapters has to be set up/proposed * Need to check for a free pass for attending to pda eu events in order to gather and share the highlights among PDA Italy members… **to be done before March by Angela** * Opportunity to ask to Georg about organizing an EU event in Italy…**to be done before March by Angela** * Considering the new PDA EU president and the new board …it would be useful to try to establish a connection with him may be inviting him and show engagement and directions to get his alignment. Angela will do it * Gaetano will share list of EU contacts | | |
|  | Position responsibilities | | * In the website are loaded documents containing the PDA Statute. : <http://www.pda-it.org/chi-siamo/statuto/> * **Lucia will spread them by email to the exec group** | | |
|  | Web site | | * Since the website is a bit old this might need to be revamped/renewed. Primarily contact for the actual Provider (Qwerty) is **Gabriele Peron**. We have already a quote for web Update. Our CCI Secretary will let us know also a quote. within **January we will plan a dedicated web meeting: Lucia, Angela, Alessandra, Gabriele Peron, Davide Contin (Qwerty Studio**). | | |
|  | 2016 Balance sheet | | * The account has been closed last week and Gaetano will forward all movements by beg next year * Positive 3461€ (to be verified if additional 2000USD are already in the balance…most probably yes) * From the amount above needs to take out 500€ +VAT for the election event (una tantum the year of the election only) and quit the admin office (about 900€ semester II 2017) * 2017 forecasted expenses: c.ca 2000€/y admin office (semester I +II), plus 150€ +VAT web managing (first expenses on May 2017). * Arcimboldi hotel will give back 412€ (to be verified if they are already included in the 3400€). * Net should be about 1700€ | | |
|  | Bank account | | * Adm office will communicate in January the new board * Need to confirm if the bank key should be kept and managed by Adm office or by Antonio (Antonio to confirm) | | |
|  | Updates on activities Italy PDA board and next | | * Biweekly call among the executive group with the MOM shared among steering members. Angela will send the invite. Next will be on Jan Fri 13th at 5pm * Bimonthly call among all steering with the aim of sharing outcome, updates on activities, progresses and receive feedbacks * MOM will be shared by e mail and will be loaded on the site * To confirm possibility of FtF with the steering committee * MOM will be shared by e mail to the Steering group and will be loaded on the site by Gabriele | | |
|  | Events and collaterals | | * Next PDA EU event will be in Barcelona March “parenteral primary packaging”….most probably Antonio will attend. N**ext pda eu events to be checked.. Lucia? Giuseppe needs to follow up internally to get the list from his MarCom.** * Second PDA EU **events it will be a PDA ANNUAL MEETING in June (presence and plan need to be confirmed).** * Banners and board sheet are in the Massimo’s hands… Giuseppe will take it on his office. Need to contact Massimo to organize the transfer. * Calendar of the future events will be shared among suppliers/sponsors as promotion activity.. Next meeting it will be drafted a list of suppliers whom to send. Lucia can you prepare a list of the suppliers who participated as sponsors in the last 2 years? * **Supplier must be chose based on the events subject! We cannot have just a general list. Action for next meeting** * Tasks linked to events might be assigned to working groups | | |
|  | Teleconf service provider | | * Teleconf Provider: so far we used GO TO meeting. Possibility to switch to ZOOM. Fee is 16usd/month; others are around 30-35€/month. ISPE is using ZOOM since 6 months and it seems reliable. **Lucia will send the tab with cost and services evaluation. Needs to take a decision by end of Jan** | | |
| Calend | Event Calendar | | * March 1st Prefilled syringes and visual inspection. Will be held in Florence. Attendance fee is 200€/participant There will be the opportunity to exhibit for 600€ per tabletop. Angela and Mauro Giusti will held one panel discussion. Goal: 22 attendees and 3 sponsors. **Engaging sponsors**: **Gabriele for Stevanato, Gae for Frasson and Lucia for Fedegari e Bonfiglioli; Angela for West and BD.** * Mauro already confirm his availabilityrch event: highlights from presenters to be reviewed by Mid February… need to draft a memo during next meeting to communicate to them in advance. Same draft will be used for the same scope in other events * Event on water new reg: it will be held on May 3th in an hotel close to Milan Central rail station. Draft Topics: regulatory, Sanofi as SME (2 case studies); comparison between RO and thermal compression. SME for RO membrane manufacturers who has products used for WFI production….someone from AIFA to make the closure (Stoppa) **Lucia will check with Drssa Stoppa and whom could be sent da pda EU..** Planning committee: Antonio (coordinator), Angela, and TBD. Planned cost per person 600€/p. **Next Jan 13th we need to develop the agenda and set who does what.** * Try to involve Georg and/or the new EU president in the March or May event * Event/Training on LAL test. Will be held on May 23th at Italfarmaco. 15 seats available. 395€/cad attendees. Brochure already done and available. ALL is fixed. **Next Jan we might take time to think about how to spread awareness about the event** * Nov-Dec will be held the summary of the primary packaging event held in Barcelona March 2017 * Bari Event will be last week of September (25 to oct 6th). Giuseppe will communicate it to Bari site and feed back to the executive committee. **Agenda draft need to be ready for END of feb** | | |
|  | Next Meeting | | * Call or meeting will be on Fri Jan 13th at 5pm **Angela will spread the invite** * Waiting to find an alternative more practical solution, Giuseppe will send the MOM file to the exec group to review before publishing/loading in web site | | |

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| **Action items Tracker (P: planned; C: completed; O: ongoing)** | **Status** | **Action Item** | **Owner** | **Target date** | **Notes** |
| **No.** |  |  |  |  |  |
| 1) | 0 | Past President message to PDA for a new PDA IT Board | Gaetano to all of US and then to PDA USA and Europe | January 9 |  |
| 2) | C | Election Results and President message | Lucia to CCI and CCI to all PDA IT members | Dec., 31 |  |
| 3) | P | Final brochure of March events to the speakers for approval | Lucia | January 9 |  |
| 4) | P | CCI-PDA Italy Secretary Contract and addendum to the executive | Lucia | January 9 |  |
| 5) | P | Draft of the 2017 balance | Lucia to Antonio and to all | January 10 |  |
| 6) | P | Copy of the official documents (statuto, atto costitutivo, cambio sede | Lucia to Antonio and to all | January 10 |  |
| 7) | 0 | Preliminary list targeted to each EVENT | Lucia to all | January 12 |  |