# 1st FIELDS WP1 meeting

**Subject:** Tasks 1.1 and 1.2 kick-off meeting

**Participants:** Francesca Sanna (UNITO), Maria Joao Proença (EfVET), Riccardo Gulletta (LLL-P), Luis Mayor (ISEKI)

**Date:** 10 March 2020, 10:30-12:30

**Main topics discussed:**

* Due to the special situation in Italy, UNITO will probably ask to the European Commission permission for delaying deliverable deadlines. Anyway, meeting participants agreed on maintaining the initial deadlines. In case of a confirmed delay a decision will be taken on changing dates or not. UNITO will inform on the EC decision.
* LM explains that the data validation procedure consists on a "fast check" on the coherency of the data (clear mistakes in the data, spam, etc.). Partners will upload the information on the database, task leaders will receive alerts on the new added information and they will validate (or not) the information, for example pressing a "validate" button in the database. UNITO will include this option when developing the database in the FIELDS platform. LM additional info: If we need that partners collect the information before the database is implemented in the platform, they will save the collected data in an excel file. When database in the platform is ready, they will upload the data.
* RG suggest include a "glossary" document to standardise the meaning of some important terms (for example "bio-economy”). LM will include this suggestion in the risk management plan.
* Different accessibility levels (consortium partners, general public, ...) should be implemented in the FIELDS platform "map" in case some confidential information is to be updated. See later on after databases content will be clarified.
* Task 1. 1 and 1.2 leaders will have the support of FIELDS partners in the database structure and content (e-mail, online meetings, etc).
* It is not clear in Task 1.2 the purpose of including information such as curricula, certification, etc. It is important to know whether the purpose of Task 1.2 is to have a list of education-training providers with some information on them (for networking and project engagement), or the information to be collected will be also used, for example in WP2, to analyse the skill gaps. For the first case a desk search maybe is enough. For the later a personal contact (phone, email) and a request to provide some detailed information (through a questionnaire, i.e. survey monkey) could be necessary. To be clarified by project coordinator UNITO. Important to not overlap work between WPs (WP2, WP3) and to consult stakeholders the fewer times the better, otherwise they will not collaborate. LM will propose this topic in the risk management plan, and will try to clarify it with UNITO (and maybe with WP2 and WP3 leaders) to not delay the task.
* Tasks 1.1 and 1.2 are to be implemented from M1 to M6 (as DoW says). DoW also says databases will be kept updated during the project lifetime. Who is going to update the databases after the end of tasks at M6? This needs clarification. LM will include this topic in the risk management plan.
* For both tasks, draft documents for: i) plan of activities (including deadlines), ii) database structure and iii) guidelines for partners contribution to databases (what, how to collect). LLL-P and EfVET will send the information to Luis end of this week. UNITO will send information end of next week. After that we will meet to discuss on the prepared documents.