# 13th FIELDS WP1 meeting

**Date:** 16 December 2020, 14:30 CET

**Subject:** State of ongoing tasks

**Participants:** Francesca Sanna (UNITO), Maria João Proença (EfVET), Jaques Trienekens (WUR), Line Friis Lindner (ISEKI), Christoph Knöbl (ISEKI), Camilla Tomao (CONFAGRI), Luis Mayor (ISEKI), Billy Goodburn (ICOS)

**Excused attendance:** Remigio Berruto (UNITO)

**Topics discussed:**

* **Deliverable 1.1** (Stakeholders strategic plans and analysis report). Francesca is working on comments provided by the HSC. Remigio is also working on the document**. Final document will be ready at the end of the week. Francesca will upload the definitive deliverable in the management portal.**
* **Deliverable 1.6** (Survey questionnaire). Deadline for HSC to send assessment sheets is Monday 21. **Luis will send to Francesca the final version of the deliverable to be submitted in the management portal (Tuesday 21).**
* **Deliverable 1.5 (Focus group analysis).** Almost finished the version with partners’ input. **It will be sent to the HSC next Tuesday 22 December by Luis** (after Deliverable 1.6 deadline). Deadline for HSC will be 8 January. In the meantime Francesca will send Francesco Losappio (ESCO) the draft, and the final document when available.
* **Task 1.4**. Current state of the survey: 224 completed, 76 behind (last news 18 December 261, 39 behind). Some activities to increase the number of filled in questionnaires:
	+ Send images and text for social media to all partners (ICOS)
	+ Do other dissemination at the beginning of January.
	+ ISEKI (all done): ISEKI mailing list, ISEKI newsletter (prepared note, to be sent end of December), contact other partners from countries with few responses and ask to disseminate the survey (UHOH in Germany, FoodDrinkEurope-Belgium-industry partners, CONFAGRI-PT in Portugal, Austrian partners, CEPI-forestry sector,
	+ UNITO: contact CONFAGRI and High Advisory Board to disseminate the survey.

Billy showed concern because most of the respondents did not do the “business” part of the survey, important for task 1.5. Jacques said we will use the available information to the best of our ability.

**Survey will be closed 10 January if 300 responses are reached. Otherwise an additional dissemination will be done and it will be closed 17 January**. Once survey campaign is finished, a meeting ISEKI-ICOS will be held to discuss on the survey analysis and report. So far we can say that the analysis will focus on the SurveyMonkey report (no additional statistical analysis is expected). Brief summaries of the questions will be made.

* **Task 1.5.** Jacques updated the plan of activities and it will be presented in the WP2 meeting 17 December, to get feedback from WP2 partners. **A meeting ISEKI, WUR and CEPI** (for forestry aspects) to discuss on specifics of the activity plan and partners involved, **will be held 12 January at 14:30 (to be confirmed by CEPI).**
* Next WP1 meeting 13 January at 14:30: <https://us02web.zoom.us/j/88456336354>