# 2nd FIELDS WP1 meeting

**Subject:** Tasks 1.1, 1.2 and 1.3

**Participants:** Maria Joao Proença (EfVET), Riccardo Gulletta (LLL-P), Alessandro Sopegno (UNITO), Francesca Sanna (UNITO), Remigio Berruto (UNITO), Rui Costa (ISEKI), Luis Mayor (ISEKI)

**Date:** 2 April 2020, 14:30-16-30

**Main topics discussed**

* FS shows where the databases will be placed in the project management website. The databases will be ready in about a week, so the partners will be able to upload directly the information to each database, most of them already have an account.
* After discussing the convenience of implementing a tool to validate the correct upload of information to the database, it is agreed that there is no need of this tool and each partner will be responsible for the correct upload of information.
* Task 1.1 databases. FS shows a proposal for the structure of the three databases: curricula/courses, relevant projects and best practices.
* Task 1.2 Databases: RG shows the proposal of *Policy and Advocacy stakeholders database* and *Agriculture, Forestry and related sector stakeholders* *database*. MJP shows the proposal of Education and VET providers database (*Mapping Training Curricula offer in Europe*).
* In view of the DoW, it seems to be an overlap in the collection of curricula from education and VET providers. UNITO indicates that this material is to be collected under task 1.1. LLL-P and EfVET worked on guidelines for collecting curricula information and will be provided to UNITO.
* The detail on the curricula information to collect is not clear and this information will be eventually used by WP2 to perform an analysis of the skill gaps between current education/training skills and desired education/training skills in the topics of the project. LM proposes a meeting with WP2 partners to clarify this point and RB agrees.
* UNITO will take care of GDPR issues, with the collaboration of ISEKI.
* Organisation of Focus Groups and COVID-19 situation. Several alternatives were proposed by ISEKI in the risk management plan and by e-mail (postpone dates, on-line FGs, interviews) due to this special situation. RB states he sent an email to the project officer asking to postpone the deadlines of some deliverables and tasks. RG at the same time proposes to try as hard as possible to maintain the current agenda and avoid having too many commitments in September/October, and in this sense he comments that on-line FGs would fit both to maintain current agenda and to organise Focus groups in the current lock-down situation. There is agreement in the change of the Focus Group format to online Focus Groups.
* Next activities for task 1.1 and 1.2:

1. LLL-P and EfVET will send task 1.2 database structure and guidelines to UNITO.
2. UNITO will provide a similar format to task 1.1 and 1.2 databases and will merge in a single document task 1.1 and task 1.2 guidelines for data collection.
3. Task 1.1 and 1.2 partners will meet next Thursday 9 April at 14:30 to produce the last draft of structure of databases and guidelines. UNITO will provide a zoom link.
4. Structure and guidelines will be sent to WP2 partners. A meeting with WP2 will be organized to discuss on curricula content to be collected in WP1. They will be also able to provide input on database structure and guidelines
5. Final database and guidelines are sent to task 1.1 and 1.2 partners indicating timeline for data collection.

* Next activities for Task 1.3:

1. ISEKI will adapt Focus Group conduction guidelines for online Focus Groups and will send the modified guidelines to task partners. Deadline to fix the data of the Focus Groups will be kept 24 April. Focus groups will be organized from May to July 2020 (no changes in the initially proposed timelines).