# 3rd 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), Luis Mayor (ISEKI)

**Date:** 9 April 2020, 14:30-16:50

**Main topics discussed**

* FS shows the work done on the unification of task 1.1 and 1.2 databases structure ad taxonomy. She commented that UNITO is also working in the unification of the guidelines, and that the document will be available soon.
* LM prepared a document to send to WP2 on what information they need to carry out task 2.1. The document was discussed during this meeting. Most of the previous requirements from WP2 have been accepted, others will be included in Task 1.4 (survey) and few of them have not been accepted. LM will write Camilla Tomao (CONFAGRI) indicating that there is no need of a meeting and kindly explaining what has /has not been accepted from their proposal.
* The document with information to be collected on education and training, including WP2 suggestions, has been sent to Task 1.1 and 1.2 partners by LM. Main outcomes:
* A link on the education/training activity will be included. In this link task 1.2 or any other interested partner will be able to access to detailed information on the activity (including activity objectives, learning outcomes, modules, etc. if available).
* Partners will rank A, B, C indicators on the completeness of the information provided in the link commented before. Recommendations for the use of these indicators will be given in the guidelines/helpdesk. In this way Task 2.1 (and any other interested) may indentify the links with the most complete information for the analysis of the current state of training/education.
* Provide a definition of proposal topics (sustainability, digitalisation, bio-economy and soft skills) in the guidelines/helpdesk.
* Explain the concepts of initial/continuous training in the guidelines/helpdesk. LLL-P will provide this information.
* Interest in collaboration and interest in the topics of the proposal will be asked in task 1.4 (survey). It will not be collected in tasks 1.1 and 1.2.
* LM explains the current state of Task 1.3. Online Focus Group guidelines have been sent to partners. Partners are providing input, and final guidelines will be available late April or early May. The first Focus Group will be held in Austria (late April or early May) to serve as a pilot test for the following.

Next activities

* Finish database structure and guidelines by UNITO. LLL-P, EfVET and ISEKI will be contacted by e-mail, zoom... for support when necessary. When guidelines are ready and databases implemented UNITO will contact them for revision. Although next meeting is in two weeks, let's advance in these activities as much as possible, we are delayed in tasks 1.1 and 1.2.
* Finish the final Focus Group guidelines (Task 1.3) after partners' input.
* Next meeting 23 April (Thursday) at 14:30. Please UNITO provide Zoom link.