# 5th FIELDS WP1 meeting

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

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

**Date:** 23 April 2020, 14:30-16:45

**AGENDA TOPICS**

Tasks 1.1 and 1.2. Databases and guidelines.

* FS shows the 4 databases (related to both tasks) implemented in the project management website. The databases will be linked to the future project platform, and are: i) organisations/stakeholders; ii) curricula/courses; iii) best practices and iv) projects.
* FS also points that it is important the decide now the databases structure, since it will be difficult to do changes once databases are officially launched.
* Some changes/suggestions for the database fields are discussed. Changes will be implemented next week.
* Policy and advocacy stakeholders will be a different database, available for the moment only to project partners. ISEKI will check GDPR issues (if any) associated to include personal data in the databases and how to overcome them. LLL-P will try to reduce the number of columns in this database.
* RB suggests to organize an event to present the databases 7 May at 14:30. There is agreement. WP1 bi-weekly meeting will be held after this event at 15:30 (some flexibility depending on the duration of the databases presentation)
* FS commented that guidelines for collecting information for all databases will be ready next week, merging documents prepared for UNITO, LLL-P and EfVET.
* FS and MJP commented the importance to somehow relate Curricula-Courses database with ESCO database

(<https://ec.europa.eu/esco/portal/home?resetLanguage=true&newLanguage=en>). MJP said that it is quite difficult this task through a desk search, at least from a VET studies point of view. MJP: next week she will insert data in the database and try to compare ESCO database profiles and the profiles offered by the VET providers (comparison of ESCO professional profiles and professional profiles at the end of the course).

* MJP also comments that it is difficult to find through a desk search information on the "Quality mechanism in place" for VET providers. Anyway, we are going to see what we find by a desk search and then we will decide what to do afterwards (personal contact, survey...)

Tasks 1.3 Focus Groups

* LM informs that Task 1.3 is going well accordingly to timelines, and that ISEKI is receiving partners input for the preparation of the defintitive Focus Group guidelines. Some partners have also sent the date of their respective Focus Groups. After this information no questions arose.

WP1 quantitative indicators for the FIELDS quality plan

* FS, LM and MJP agreed on numbers for quantitative indicators for tasks 1.2, 1.3 and 1.4, in concordance with information from the DoW. They also discussed and agreed on indicators for task 1.1 (at least 30 best practices and 30 policies, one per partner), Number of previous projects (2 per partner, the one who was indicated in the project proposal and an additional one). For task 1.5, LM will contact WUR (task leader).

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| **Task** | **Qualitative indicator** | **Quantitative indicator (Numerical target)** |
| T 1.1 | Relevance of best practicesRelevance of past project outputs | Number of best practices, policies (60, at least one of each per partner)Number of previous projects (60, at least 2 per partner) |
| T 1.2 | Full set of information available for VET providers | Number of VET providers listed (30 M12, 120 M48) |
| T 1.3 | Focus group guideline validated by QCUsability of focus group outputs | Number of attendants per focus group (5-10)Number of questions answered in focus groups (each participant 75%) |
| T 1.4 | Questionnaire validated by QCSurvey filled in entirely | Number of surveys filled in (300) |
| T 1.5 | Exhaustivity of scenariosScenarios validated by industries | Number of scenarios (…)WURNumber of skill needs identified (...)WUR |

**OTHER TOPICS**

* It was also discussed who is to participate in WP1 meetings. It was agreed that:
	+ Participation is requested for UNITO (project coordinator), ISEKI (WP1 leader) and task leaders of the active tasks at the moment of the meeting.
	+ Participation is welcome to task leaders from other WP1 tasks not active at the moment of the meeting. They will be invited but is not compulsory their participation.
	+ The participation of other project partners can be requested if necessary.

**NEXT ACTIVITIES**

* ISEKI Announce database presentation event (7 May, 14:30). Early next week.
* ISEKI contact WUR (Task 1.5) and finishes quantitative indicators. Next week.
* For the next WP1 meeting (7 May 15:30), ISEKI invite also Task 1.4 and 1.5 leaders (participation not mandatory for them).
* Next week test databases (upload, cross check, explore...), provide input to UNITO (LLL-P, EfVET, ISEKI).
* UNITO finalize guidelines for collecting/uploading information.
* ISEKI will consult GDPR issues on personal data.
* Prepare brief programme for the databases presentation (by email, zoom if needed): UNITO, LLL-P, EfVET, ISEKI. Next week or early the following.
* ISEKI will start contacting Focus Group organisers about the organization of each Focus Group.