Co-funded by the Erasmus+ Programme of the European Union

FIELDS – addressing the current and Future skIll needs for sustainability, digitalization, and the bio-Economy in agricuLture: European skills agenDa and Strategy

Minutes of 2nd Virtual meeting, 28 May 2020

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1 Agenda of the 2nd virtual meeting

28/05/2020	**The link for the 2nd Zoom meeting is: https://zoom.us/j/915378309**	
14:30	**Welcome and logo presentation**	Remigio Berruto (UNITO)
14:35 14:40	**WP1 - Skills needs identification** *Task 1.1: State of the Art (UNITO), M1-M6* *Task 1.3: Country and EU focus groups (ISEKI), M2-M9*	Francesca Sanna (UNITO) Luis Mayor (ISEKI)
14:50	**WP4 - Implementation (AERES)** *Task 4.3: Map creation, update and use (UNITO), M4-M48*	Francesca Sanna (UNITO)
15:00 15:10	**WP6 – Quality Assessment (CERTH)** *D6.1: Quality plan (CERTH), M1-M4* *D6.2: Evaluation Grids (INFOR), M5-M6*	Aivazidou/Rodias (CERTH) Giuseppe Vanella (INFOR)
15:20 15:25	**WP7 - Dissemination and communication (ACTIA)** *Task 7.1: Dissemination plan (LVA), M1-M9* *Task 7.2: Communication and dissemination campaign (FIAB), M1-M48*	Cotillon/Cornuau (ACTIA) Drausinger/Stollewerk (LVA) Concha Avila (FIAB)
15:30	**WP8 - Project Management (UNITO)** *Task 8.1: Decision making and internal communication, M1-M4*	Berruto/Sanna (UNITO)
15:40	**Questions and Comments**	
16:00	**Conclusion**	

The meeting was recorded and used internally by the Coordinator to prepared the minutes.

2 Participants

Prof. Berruto welcome everybody describing the agenda of this meeting. He thanks WP1 leader in particular for the very good job done so far instead of the covid-19 situation, they were so active and no delays are occurred.

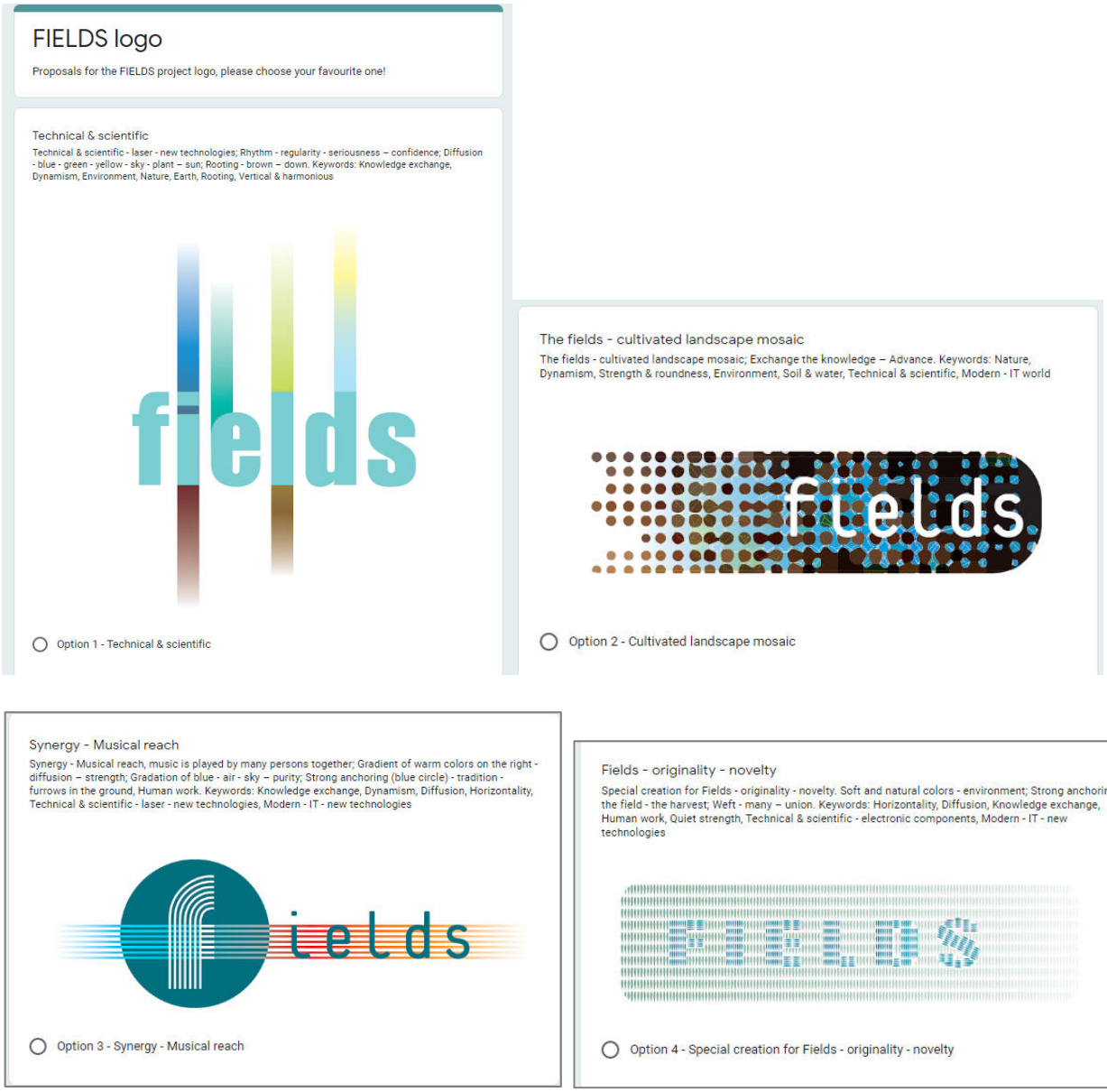
Following the list of the participants (41):

Partner	Country	Attendant
UNITO	Italy	Remigio Berruto (RB) Francesca Sanna (FS)
CONFAGRI	Italy	Daniele Rossi (DR) Camilla Tomao (CT)
WUR	The Netherlands	Jacques H. Trienekens (JHT)
ISEKI	Austria	Luis Mayor (LM) Line Friis Linder (LFL) Rui Costa (RC)
ICOS	Ireland	Billy Goodburn (BG)
AERES	The Netherlands	Marg Leijdens (ML) D van Straten (DvS)
AP	Austria	Josef Petschko (JP)
UHOH	Germany	Susanne Braun (SB) Daniel Fenrich (DF) Michael Bregler (MB)
CERTH	Greece	Eirini Aivazidou (EA) Efthimios Rodias (EfR)
ACTIA	France	Christophe Cotilon (ChC) Gemma Cornuau (GC)
GAIA	Greece	Vasiliki Tsafaraki (VT)
Confagri PT	Portugal	Claúdia Camacho (ClC)
SCOOP	Spain	Juan Sagarna (JS) Ruth Ferreiros (RF)
GZS	Slovenia	Vesna Milicic (VM)
LVA	Austria	Katharina Stollewerk (KS)
UCLM	Spain	Jose M. Tarjuleo (JMT) Manuel Andrés Rodrigo (MAR)
AC3A	Frances	Alexandra Desbourdes (AD)

FIAB	Spain	Concha Avila (CA)
FDE	Belgium	Jonas Lazaro Mojica (JLM)
FENACORE	Spain	David Hernandez (DH) Ignacio Berdugo (IB)
INFOR ELEA	Italy	Giuseppe Vanella (GV)
SEVT	Greece	Fotini Salta (FoS)
ANIA	Frances	Juliette Chauveau (JC)
PlantETP	Belgium	Amrit Nanda (AN)
EFB	Greece	Christos Koidis (CK)
Fj-BLT	Austria	Josef Rathbauer (JR)
PA	Finland	Tuija Huhtamäki (TH)
EfVET	Belgium	Maria João Proença (MJP)
CEPI	Belgium	Giulia Fadini (GF)

3 Minutes and Results

FS presents the four options of FIELDS's logo proposed by ACTIA collaborators:



The selection has been done with a contest in Google form and shared among the partners, the option that received more vote was the no. 1 – Technical & Scientific

Concerns arose from partners: the selected logo seems not to be related to the main topics of the project, moreover it develops too high and this creates formatting problems in official documents (report template and ppt presentation). Other partners suggest to use the selected logo since create a new one will take lot of time and we are already in late.

A new logo will be prepared by ACTIA's collaborator, adapting the selected one and send it to UNITO within a week.

3.1 WP1 - Skills needs identification

Task 1.1: State of the Art (UNITO), M1-M6

To collect the information about the state of the art, UNITO created online databases storing all relevant research. The database was created in the FIELDS project management platform and it will be available through the project's public website.

The database will register and index the providers with their activities, certification, curricula, interest for collaboration, search for partners, language and place. A target of 30 institutes to populate the platform is set for year one and a target of minimum 120 is set until the end of the project.

FS give some updates about records inserted in the databases, specifically:

- Organisations/stakeholders database: 39 records inserted so far;
- Curricula/Courses database: 43 records inserted so far, (8 Bio-economy; 16 Sustainability; 3 Digitalization; 12 Soft-skill; other);
- Best practices database: 2 records inserted so far;
- Projects database: 9 records inserted so far (3 Bio-economy; 6 Sustainability; 4 Digitalization; 1 Soft-skill; other);
- Policy and advocacy database: 16 records inserted so far.

Task 1.3: Country and EU focus groups (ISEKI), M2-M9

LM presents the WP1, highlighting that the aim is to establish a general overview of the labour market in agriculture, forestry and related sectors, in order to define present and future skills needs related to Sustainability, Digitalisation, Bioeconomy and Soft Skills. He then describes the ongoing tasks (T1.1, T1.2, T1.3), as described in the previous meeting. Task 1.4 will start on M9 (September) and task 1.5 on M8 (August) but the partners involved already started to discuss about the activities to be accomplished.

The outputs of this work package will be directly used in WP 2 WP 3 WP 4 and WP 7

Task 1.3: Country and EU focus groups (FG) organisation and the preparation of the guidelines are ongoing under the supervision of ISEKI. The aims of FIELDS Focus Groups are:

- Multi-stakeholder approach (Education providers, Advisors, Farmers, Foresters, Agrifood companies, Forest industries, Cooperatives);
- Skills needs in the agriculture, forestry, food industry and related sectors;
- Training needs in response to identified needs, Best training methods.

If partners need to find participants to their FG, app for meeting tool, LM suggest to contact ISEKI

3.1.1.1 Results:

Task 1.1/1.2: The target of 30 institutes to populate the platform is reached (organisation and curricula database), FS asked partners to feed the others databases to reaches in due time the target numbers. Partners agreed.

Task 1.3: Preparation of the FG guidelines: FG conduction, FG questions, skill lists (ISEKI and all) have been done in M2-M5; Pilot FG (Austria) and refine guidelines (ISEKI, LVA, JF-LBT, AP) done in M5.

Deliverable deadline is M6, initially prepared for face-to-face FG it was necessary to adapt guidelines to online format Guidelines were revised in three rounds by task partners.

FG already conducted:

Austria: 18 May; 12 participants; Farmers Cooperatives, Agri Food companies, Educators Foresters and Forest industries; Gotomeeting App

Ireland: 27 May; 13 participants; Farmers Cooperatives, Agri Food companies, Educators Foresters advisors and Government; Zoom App

5 skill lists prepared, corresponding to the categories (DoW + 1).

1. Sustainability
2. Digitalisation:
3. Bioeconomy: Agriculture (3a), Forestry (3b), Food Industry (3c)
4. Soft skills
    a. Rank the 5 most important skills within a category and the 10 most important skills considering all categories as a whole:
        i. Communication
        ii. Managing personnel
        iii. Learning at work
        iv. Being resilient, adaptable and proactive
        v. Learning continuously
    b. Homework: collect information and get familiar with the skill list for the Focus Group
5. Business & entrepreneurship

What's next

- Final guidelines, some modifications on the basis of FG Austria and FG Ireland experiences. (ISEKI, ICOS)
- Upload D1.4 (FG Guidelines) in the management portal (UNITO)
- Power point on how to conduct a FG online and how to use the support material (ISEKI)
- Conduct the following FGs (All Task 1.3 partners)
- Transcribing and processing (All partners). Instructions will be provided by ISEKI
- Data analysis (ISEKI)
- Report and D 1.5 (FG Analysis) (ISEKI with partners collaboration)

3.2 WP4 - Implementation

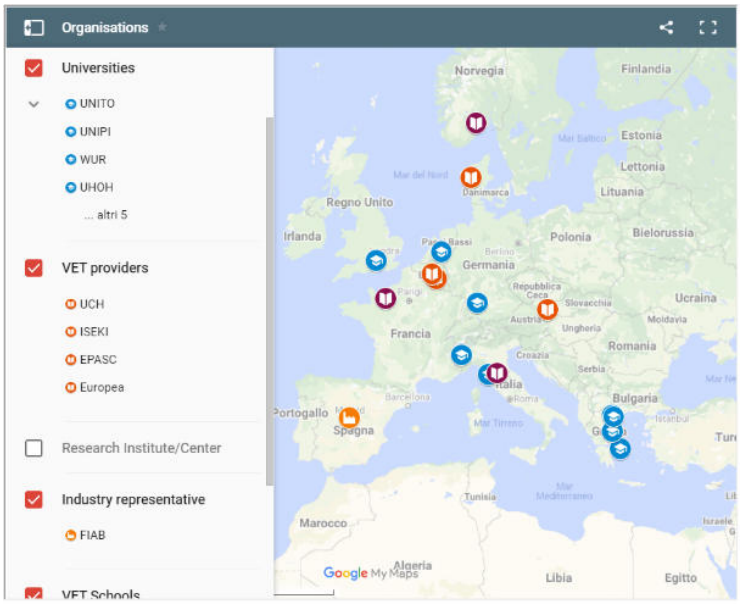
3.2.1 Task 4.3: Map creation, update and use (UNITO), M4-M48

FS highlighted the main point of the task 4.3 in particular that the databases created in task 1.1&1.2 are started to be used in Task 4.3 with the integration of a geographical map as an additional layer on the management portal. The map will be kept updated during the project lifetime and maintained afterwards.

3.2.1.1 Results:

The map of Organisation/Stakeholder listed in the database has been created with a Google maps feature, and linked in the portal and will be liked also in the public website:

http://www.erasmus-fields.eu/management/?q=node/956



Different colours and icons characterize the categories of organisations/stakeholder with the possibility to visualize in the map the ones of interest by flagging in the check-box.

3.3 WP6 – Quality Assessment (CERTH)

3.3.1 D6.1: Quality plan (CERTH), M1-M4

EfR presented the quality plan that include the following points:

- Purpose: D6.1 aims to ensure the quality of the project outputs and check the compliance with the defined objectives; The major objective of D6.1 is to monitor the project implementation and to set tangible performance measures.

- Audience: D6.1 will be used by: the FIELDS Project Management team; the Steering Committee (SC) and the High Steering Committee (HSC), both responsible for meeting the project objectives and ensuring the quality of the project output; the Quality Committee, responsible for reviewing internally the project outputs according to the Quality Plan; all Consortium Partners (WP and task leaders), responsible for preparing the project deliverables; The High Advisory Board (HAB), responsible for monitoring the project, correcting and improving the outcomes

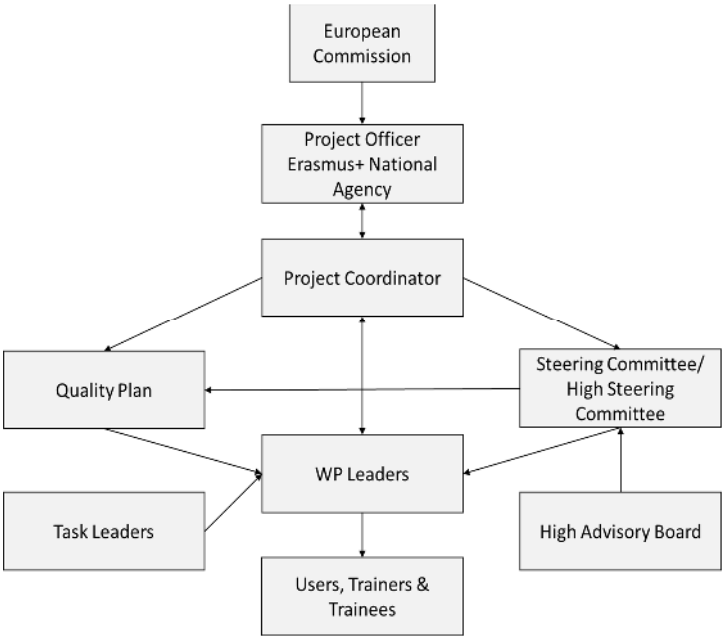
- Document Standards: All draft deliverables are written in English; each deliverable will contain task description and summary; the deliverable will be handed in before the deadline. Template of projects file contains:
    - Names and logos of all partners
    - EU logo Erasmus+
    - FIELDS logo and project description
    - The Agreement contract number
    - Standardized chapter sequence
    - Publication date
    - Status: D, Draft; FD, Final Draft, A: Approved
    - Author(s) name(s) and partner

- Deliverables' / Indicators' / Dissemination Events' Assessment:

- Management Tool: Two online platforms used during the project for different purposes: 1) the Content Management System (CMS) and 2) the Learning Management System (LMS).

- Consortium Meetings:
    - biannual project meetings and online meetings (every two months) will be organised among the partners. The FIELDS consortium will also meet once a year.
    - The detailed agenda of the project meetings shall be distributed at least 10 days prior to each biannual meeting and 3 days before each online meeting.
    - Every partner responsible of a task or deliverable, is encouraged to prepare a short presentation to exhibit the state of work and arrange the discussion amongst participants.
    - The minutes of transnational and virtual meetings will be prepared by the Coordinator or the WP leader organizing the meeting and shared among participants by 2 weeks after the event.

- Management Structure:



The risk Assessment Plan has been prepared by UNITO and integrated in the document

3.3.1.1 Results:

The quality plan document has been uploaded in the management portal and the deliverable has been completed in due time.

3.3.2 D6.2: Evaluation Grids (INFOR), M5-M6

GV presented the Evaluation Grids prepared by INFOR explaining in detailed the main points of the documents:

- Evaluators
- Deliverable assessment process:
  - Type of deliverable
  - Document and data control
- The grading system
- Learning material validation
- Annex I: deliverable assessment grid
- Annex II: learning material assessment grid

3.3.2.1 Results:

The document has been uploaded in a Google drive shared folder in order to received comments and suggestion by the partners in the following two weeks, then the final version will be uploaded in the management portal by the deadline of the deliverable (M6 – 30/06/2020)

3.4 WP7 - Dissemination and communication (ACTIA)

WP7 aims to ensure to reach the largest possible target audience while advertising the project results. The network of the associated partners (EFFAT, BIC) and of the entity supporting the project (COPA-COGECA) will also be used for a wider reach of farmer association and cooperatives

3.4.1 Task 7.1: Dissemination plan (LVA), M1-M9

GC described the aims of this task, the deliverable7.1 (Dissemination plan) will be developed by LVA in collaboration with FIAB, CONFAGRI, ACTIA and UNITO by M9, and will be validated by all project partners during a project meeting. The common goal is to communicating and disseminating the project's objectives outputs, interim and final results.

3.4.1.1 Results:

The main content of dissemination plan is to develop a strategy to:

- Outline the key dates/times of dissemination activities based around the dates of deliverables of the WPs.
- identify most efficient methods to ensure project results and strategies are communicated and adopted by EU policy makers and into existing and future legislation at EU and Member states

3.4.2 Task 7.2: Communication and dissemination campaign (FIAB), M1-M48

GC listed the deliverable to be accomplished in this task:

- D7.2: Public Website (M3)
- D7.3: Project leaflet and poster (M6)
- D7.4: Report on dissemination action (M48)

3.4.2.1 Results:

D7.2: UNITO contacted a web design to develop the project website, which will be available in the 9 project partners' languages, the first structure will be available in a week and it will be shared among partners in order to receive comments and concerns. It is presumed to put it online in a month and presented during the next partnering meeting.

D7.3: The communication materials, as indicated by CA, are:

- Logo: this point has been discussed at the beginning of the meeting
- Template: PowerPoint, Word, Publisher: the main structures are ready, we are waiting for the logo
- Leaflet: first draft has been written by UNITO and will be shared with FENACORE shortly. Partners will be responsible for the translation and printing in the corresponding languages.
- Website: this point has been previously discussed
- Newsletter: Each 6 months with inputs of WP leaders –In English and translated in all partners' languages. Not started yet. FIAB will launch a doodle for a meeting to WP leaders to decide 1st Newsletter content.
- Dissemination to media articles and press releases:
    - Abstract of the project in each partners website with a link to FIELDS

- Press Releases/Articles published by partners
- Articles to be published in relevant journals to reach targeted audience detailed and according to Dissemination plan task 7.1, thanks to SCOOP

CA will provide to the project manager an excel file to be uploaded in the management portal and all partners have to update it with the dissemination done.

3.5 WP8 - Project Management (UNITO)

3.5.1 Task 8.1: Decision making and internal communication, M1-M4

FS announced that the final draft of the consortium agreement has been uploaded in the shared folder:

https://drive.google.com/file/d/1zQEjmYQ3p_iS-vgjuYSY3rDlvbsKZJgC/view?usp=sharing

Consortium agreement: Partners cannot modify the document but they can add comments and suggestions by 12/06/2020 in order to send to the partners the final version to be signed and returned to them in a timely manner.

Partners are asked to send to FS an email also to confirm they acceptance of the document in the present form.

RB stated that UNITO added a key point in the Consortium agreement related the financial part:

“The Coordinator reserves the right to request, evaluate and validate the documentation (timesheets, employment contracts, eligible costs, etc.) to the Parties, relating to the reference period before proceeding with the transfer of the second pre-financing or final payment and to retain part of the payment in case of non-compliance of the documentation provided.”

This to avoid to make any mistake and payments reduced. UNITO will not take any money as a back-up, but it is just a double check before sent the document to the EU.

In order to improve the communication among partners and to avoid losing important emails, FS created a series of mailing lists using Framalistes:

1 general mailing list, all partners’ contacts included

7 specific mailing list divided in WP, only Task leaders (main contact) will be included in the belonging WP

Partners members (main contact) will receive a confirmation email and they are asked to reply indicating if they agree with the inclusion, **in case they’re not**, they’re invited to send to FS a list with the contact email addresses and specifying in which mailing list they would like to be included.

Another solution to improve the communication has been the creation of a forum in management portal:

http://www.erasmus-fields.eu/management/?q=forum

FS asked the partners to try this solution and give her feedback

3.5.2 Next actions and meeting

The next meeting is scheduled to be on 29 in the afternoon and the 30 of June in the morning, basically the same date and time of the face-to-face meeting fixed in Ljubljana.

Concerns arose from partners about the length of the sections, partners may lose they attentions easily staying in front of a screen for hours. VM (GZS) suggested to organise the meeting like it is a F2F one, with coffee breaks and lunches brakes. MJ (Aeres) gave an advice to stimulate more exchange and discussion. To make the participants more active and not being a listener most of the time, for example: directly asking (specific) people to comment, or let people enter some input on an online tool. E.g. the voting for the logo could have been done life online. DR proposed to restrict the online meeting in one single day and being more efficient. RB explain the reason why we decide to split this in two, we will decide the hours and length.

FS will circulate the proposed agenda among partners at least 10 days before and she will send the Zoom link and the final agenda at least 3 days before the meeting.

A propose to have a face-to-face meeting in Ljubljana in September/October has been done, it will be discussed in the next meeting considering the covid-19 situation.

No more question from partners. The meeting finished at 16:30.

UNITO uploaded all the presentations on the management portal, section event and available at the following link:

http://www.erasmus-fields.eu/management/?q=node/956