***Minutes of the 2nd partnering meeting, 29 June 2020***

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| **Partner responsible** | UNITO |
| **Date** | 03/07/2020 |
| **Author(s)** | Francesca Sanna |

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# Agenda of the 2nd Partnering meeting

|  |  |  |  |
| --- | --- | --- | --- |
|  | The Zoom link for the meeting is: <https://us02web.zoom.us/j/81784306839> | | |
|  | Project results & Future activities |  |
| 13:50 | **Welcome** | Remigio Berruto (UNITO) |
| 14:00 | **WP1 - Skills needs identification (ISEKI)**  *Task 1.1: State of the Art (UNITO), M1-M6*  *Task 1.2: Stakeholders strategic mapping (LLL-P), M1- M6*  *Task 1.3: Country and EU focus groups (ISEKI), M2-M9*  *Task 1.4: Bottom-up surveys (ICOS), M6-M12*  *Task 1.5: Future trends analysis (WUR), M8-M15* | Francesca Sanna (UNITO)  Riccardo Gulletta (LLL-P)  Luis Mayor (ISEKI)  Billy Goodburn (ICOS)  Jacques Trienekens (WUR) |
| 14:40 | **WP1 – Q/A** |  |
| 14:50 | **WP3 -** **New tools and training design (UNITO)**  *Task 3.1: Methodology definition (UNITO), M4-M9* | Berruto (UNITO) |
| 15:05 | **WP3 – Q/A** |  |
| 15:10 | **WP4 - Implementation (AERES)**  *Task 4.3: Map creation, update and use (UNITO), M4-M48*  *Task 4.4: Translation (CONFAGRI), M4-M48* | Francesca Sanna (UNITO)  Rossi/Tomao (CONFAGRI) |
| 15:20 | **WP4 – Q/A** |  |
| 15:30 | ***Virtual Coffee break*** |  |
| 15:45 | **WP5 - Sustainable action plan (ICOS)**  *Task 5.1: National and EU regulatory frameworks (ConfagriPT), M7-M20*  *Task 5.2: Funding opportunities (LLL-P), M7-M20* | Claúdia Camacho (ConfagriPT)  Riccardo Gulletta (LLL-P) |
| 15:55 | **WP5 – Q/A** |  |
| 16:00 | **WP6 – Quality Assessment (CERTH)**  *D6.1: Quality plan (CERTH), M1-M4*  *D6.2: Evaluation Grids (INFOR), M5-M6* | Aivazidou/Rodias (CERTH)  Giuseppe Vanella (INFOR) |
| 16:20 | **WP6 – Q/A** |  |
| 16:30 | **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) |
| 16:50 | **WP7 – Q/A** |  |
| 17:00 | **WP8 - Project Management (UNITO)**  *Task 8.1: Decision making and internal communication, M1-M48*  *Task 8.2: Administrative and financial management, M1-M48*  *Task 8.3: Progress monitoring and risk management, M1-M48* | Remigio Berruto / Francesca Sanna (UNITO) |
| 17:20 | **Future activities and next meetings** |  |
| 17:50 | **Questions and Comments** |  |
| 18:00 | **Conclusion and greetings** |  |

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

# Participants

Following the list of the participants (42):

|  |  |  |
| --- | --- | --- |
| 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)  Christoph Knöbl (CK) |
| ICOS | Ireland | Billy Goodburn (BG) |
| AERES | The Netherlands | Marg Leijdens (ML)  D van Straten (DvS) |
| AP | Austria | Josef Petschko (JP) |
| UHOH | Germany | 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 | Irene Cerezo (IC)  Ruth Ferreiros (RF) |
| GZS | Slovenia | Vesna Milicic (VM)  Matej Kirn (MK)  Tina Buh (TB) |
| LVA | Austria | Julian Drausinger (JD)  Katharina Stollewerk (KS) |
| UCLM | Spain | Jose M. Tarjuleo (JMT)  Manuel Andrés Rodrigo (MAR) |
| FIAB | Spain | Concha Avila (CA) |
| FDE | Belgium | Jonas Lazaro Mojica (JLM) |
| INFOR ELEA | Italy | Giuseppe Vanella (GV) |
| SEVT | Greece | Fotini Salta (FoS) |
| LLL-P | Belgium | Riccardo Gulletta (RG) |
| ANIA | Frances | Juliette Chauveau (JC) |
| PlantETP | Belgium | Amrit Nanda (AN) |
| Fj-BLT | Austria | Josef Rathbauer (JR) |
| PA | Finland | Tuija Huhtamäki (TH) |
| EfVET | Belgium | Maria João Proença (MJP) |
| CEPI | Belgium | Giulia Fadini (GF)  Michele – Cepi (MC) |
| HIGH ADVISORY BOARD |  | Kjell Ivarsson |

# Minutes and Results

The virtual meeting was opened to join from 13.50, the meeting started promptly at 14.00.

Prof. Berruto welcome everybody describing the agenda of this meeting, explaining that each WP section will be followed by a Q/A section and a break (virtual coffee break) at about 15:30.  
He introduced Kjell Ivarsson from the High Advisory Board who thanks for the invitation. RB thanks WP1 leaders for the very good job done despite the covid-19 situation, no significant delays are occurred so far.

## WP1 - Skills needs identification (ISEKI)

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

FS summarized the aims of task 1.1, 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 Deliverable 1.1 - Stakeholders strategic plans and analysis report is ongoing. The growth strategy of the sector will be summarized through the available material and directives from the EU, producers associations and industries, in a comprehensive report in M6 by UNITO, UHOH, CONFAGRI and WUR.

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

* Organisations/stakeholders database: 146 records inserted so far;
* Curricula/Courses database: 93 records inserted so far, (21 Bio-economy; 57 Sustainability; 11 Digitalization; 15 Soft-skill; 10 Entrepreneurship; 43 Business as usual);
* Best practices database: 3 records inserted so far;
* Projects database: 19 records inserted so far (4 Bio-economy; 13 Sustainability; 7 Digitalization; 2 Soft-skill; 4 Entrepreneurship; 3 Business as usual);
* Policy and advocacy database: 18 records inserted so far.

### Task 1.2: Stakeholders strategic mapping (LLL-P), M1- M6

RG with the contribution of MJP form EfVET are in charge of this task, part of this map is embedded in the databases in the management platform. The two partners set an agriculture, forestry and bio-economy educational and VET provider list. All partners contributing, introducing information in the online database.

The mapping helps to identify potential stakeholders interested in the project, to be involved in WP7 Dissemination and communication activities. This also ensure further classification of stakeholders in specific target groups and classification support the WP2 and WP3 activities.

RG illustrate the Organisation/Stakeholder database structure, result of intense collaboration with the other partners involved and numerous periodic meetings held in last months.

MJP illustrate the curricula/courses database structure, specifying the criteria used for select the information of the type of training delivered by VET schools, higher VET provider and other training provider. Also, the professional profiles and skill related has been discussed during the preparation of the database structure, in particular the use of ESCO platform. She also explains the other information inserted in this online database.

RG remembered, as agreed during the KO meeting in Turin, that another database including policy-makers, decision-makers and other relevant stakeholders for advocacy has been set, due to the expertise of LLL-P of European platform involved in FIELDS. He illustrates this database in detail.

As far as the stakeholder/target group classification is concerned, RG listed the target groups identified in the project, including the level of benefit.

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

The Country and EU focus groups (FG) organisation are ongoing under the supervision of ISEKI. In the following table are listed in green the FG already conducted and in blue the FG to be conduct at the beginning of July.

|  |  |  |
| --- | --- | --- |
| Country | Date (2020) | Partners |
| **Austria** | **18 May** | **ISEKI, LVA, JF-BLT, AP** |
| **Ireland** | **27 May** | **ICOS, PA** |
| **EU-Policy** | **9 June** | **FDE, LLL-P, EfVET, ISEKI, Plant ETP, CEPI, COPA-COGECA** |
| **Italy** | **8 June** | **CONFAGRI, UNITO** |
| **Germany** | **10 June** | **UHOH** |
| **France** | **15 June** | **ANIA, AC3A, ACTIA** |
| **Nederland** | **23 June** | **AERES, WUR** |
| **Greece** | **25 June** | **EFB, GAIA, SEVT, CERTH** |
| **Spain** | **26 June** | **FIAB, UCLM, FENACORE, SCOOP, CONFAGRI-PT** |
| **Slovenia** | **1 July** | **GZS** |
| **EU-Forestry** | **2 July** | **CEPI** |

What’s next

* Upload D1.4 (FG Guidelines) in the management portal (UNITO)
* After the Focus Group, Reporting:
  + Focus Group report. Please use the template provided in Focus Group Guidelines (Annex V).
  + This report will be included in D 1.5 “Focus Group Analysis”, as a reference of each Focus Group.
  + As a “thank you” note, you may send the executive summary to your participants outlining the main outcomes from your discussion.
* Transcription
  + From the FG **video recording**.
  + **First in local language**, manually or software/web assisted. Instructions for transcribing through YouTube have been provided.
  + **Check and edit text** to ensure a good quality transcription.
  + **Translate transcription into English**. Translation functions/tools can be used (e.g. Microsoft Word or Google Translate). **Check translation.**
  + The final English transcription will be used in the data processing step.
* Data processing
  + Files necessary to do the FG analysis by ISEKI. Three files: **Index file**: assign codes to participants, **Skill list file**: file with the skill rankings; **Data processing file**. It shows processed information from the FG conduction.
  + Templates for these files have been provided
  + Austrian data processing files have been provided as reference
* Summary
  + Focus Group report (Word document).
  + Transcription in English (Word document).
  + Processing files (3 Excel files): index file, skills list file, data processing file
  + Instructions, templates and examples have been provided by e-mail.

LM ask to send the latest by 31st July 2020 to ISEKI-Food Association [line@iseki-food.net](mailto:line@iseki-food.net)

DR expressed concern about the translation of the transcription from local language into English, since this point is not included in the DoW and this is a hard task and time-consuming. LM said this will be useful to avoid losing important parts of the FG discussion. RB suggested to translate just a sort of summary of the transcription, not all. LM said that he will talk with his other colleagues involved and they will have a second discussion in an upcoming meeting.

### Task 1.4: Bottom-up surveys (ICOS), M6-M12

BG explained the deliverables included in this task:

* D1.6 - Web-based Survey in the following languages:
  + English, German, French, Greek, Italian, Dutch, Spanish, Slovenian and Finnish
  + Start in September and due in October 2020 (M10)
* D1.7 - Survey Analysis Report (English Only), Due December 2020 (M12)

A bottom up survey has been proposed:

Structure, break the survey into 5 sections as follows:

* Introductions, this section gives a broad overview of
  + the project and outlines the following.
  + Project information
  + Contact information
  + Confidentiality agreement
  + Data protection – opt in clause
* General Information, this section seeks to capture information, such as:
  + Country of participation
  + Job Profiles
  + Sectors of operation
  + Operational Categories
  + Stakeholders Information
  + Breakdown of the Agricultural Sector - Attempt
* Skills, this section aims to capture information surrounding current and future skills identification and prioritisation:
  + Sustainability
  + Digitalisation
  + Bioeconomy (Agriculture, Forestry & Food)
  + Soft Skills
  + Entrepreneurship / Business Skills
* Education & Training, this section aims to capture information surrounding training and education to support skills development (existing and any missing training).
* Industry Insights, this section aims to capture information surrounding Business to support task 1.5.
  + Challenges
  + Trends
  + Business Models
  + Strategies
  + Business Operations
  + Strategic Business Tools

RB stated that this is a very important and strategic activity since the results will be used for the future trend analysis and all partners should have a look on it. BG agreed and is open to receive comment and feedback. DR suggest to have a meeting with BG to help him to revised the survey

### Task 1.5: Future trends analysis (WUR), M8-M15

JT presented the Task 1.5 Scenario Development, WP1 inputs and deliverable:

* Input task T1.1/D1.1-D1.2: current trends and policies on sustainability, bio-economy and digitalisation (D1.1), past national and EU based projects, EU policy papers, reports, best practices (D1.2). (in agri-food and forestry)
* Input tasks T1.3/D1.5 and T1.4/D1.7: trends/challenges agri-food and forestry
  + D1.8 Trends in digitalization, bioeconomic, sustainability (soft skills + entrepreneurship?) (covering the value chain)
  + D1.8 Scenario development (3 on EU level and 3 on country level)
* Input T1.3/D1.5 and T1.4/D1.7: Skill needs and training needs
* Input T1.1/D1.2, T1.3/D1.5, T1.4/D1.7: State of the art of education and training methods and analysis of best practices in education and training
  + D1.8 Education and skills policies (harmonized over EU) for different scenarios (general, will be further worked out in WP2.3)

Additional inputs needed:

* Trends and scenarios (additional to information provided by D.1.1/D1.5/D1.7)
  + EU Foresight reports agri-food sector, including growth strategies related to sustainability.
  + EU/country reports/publications on developments in Sustainability, Digitalisation, Bio-economy, (Soft skills and entrepreneurship)
  + EU/country reports/publications on status and development of farm and value chain business models (e.g. family/corporate, size, organization (e.g. coops), product diversification, markets, etc.)
* Skills and training needs
  + Reports/publications (EU and sector/region/business model specific, complementary to D1.5 and D1.7 output)

#### Results:

**Task 1.1:** Meeting held the 25 June to define the firsts steps on the growth strategy of the sector (D1.1), 15 contribution already received from the partners. 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. The D1.2 is in preparation, we are finalizing the revised draft

**Task 1.2:** The VET list and classification (D1.3) is in preparation, RG and MJP are finalizing the revised draft and will be sent to the HSC by the end of next week.

**Task 1.3:** D1.4 Focus Group Guidelines (M6) ready to be sent to the High Steering Committee (HSC)

**Task 1.4:** The survey as structured at the moment is too long and time-consuming, it is thought to structure it so as not to exceed 15 minutes, FS states that this problem has already arisen during a meeting and she suggests reviewing the list of soft skills after carrying out all the FG in order to check what the soft skills are most highlighted and what not. BG will share the first layout of the survey by early August.

**Task 1.5:** Next steps and challenges: Identify main drivers for scenario analysis (economic, social/cultural, political/legal, technical, environmental). Will skill and training needs have identified in tasks 1.3 and 1.4 fit with scenarios? To be discussed in next WP1 meetings.

DR stated is very important to help JT for T1.5 and ask partners to send to him and other WP1 partners, forecasts, trends, reports they have that is in light with the project in order to select them and use for this task. DR added that agreed with JT for the national scenarios and we need just two/three scenarios to compare.

## WP3 - New tools and training design (UNITO)

### Task 3.1: Methodology definition (UNITO), M4-M9.

RB presented a methodology of training, enabling new pedagogical models, such as the flipped classroom.

He highlighted the differences versus the traditional method, the advantages and the benefits. See full presentation in the management portal: [T3.1\_fields-flipped-classroom.pptx](http://www.erasmus-fields.eu/management/sites/default/files/event/T3.1_fields-flipped-classroom.pptx)

MJ asked about who are the type of students target. RB: we ranged from farmers, to consultant to university students at different level of training. Concerns arose from MJ on farmers as students since they usually do not have much time to follow classes, RB suggested to prepare dedicated lessons or videos.

#### Results:

We are at the early stage of this deliverable and In next meetings will be deeper presented and discussed this method.

## WP4 - Implementation (AERES)

### 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.

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.

### Task 4.4 Translation (CONFAGRI), M4-M48

CT stated that this task is very important to ensure transferability of the Strategies and the Content. Translation will be required for the Website, the Dissemination material, the document associated to Focus Groups and the Strategies at regional level. The training material will be translated only into the languages where the training pilot will take place. The adaptation of the material to the Roadmap (T2.4) and Translation will be carried out by the responsible partners as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Course Content Translation | Dissemination Material | Other |
| German | UHOH, AP, FJ-BLT | LVA | UHOH |
| Spanish | UCLM | FIAB/FENACORE | SCOOP |
| Finnish | PA | PA | PA |
| French | AC3A | ACTIA | ANIA |
| Italian | INFOR/UNITO | CONFAGRI | CONFAGRI |
| Dutch | AERES | WUR | WUR |
| Greek | Not translated | CERTH | EFB |
| Portuguese | Not translated | CONFAGRI PT | CONFAGRI PT |
| Slovenian | Not translated | GZS-ZKZP | GZS-ZKZP |

**Course Content** will have to be translated into the 7 languages (German, Spanish, Finnish French, Italian, Dutch + English) where the Pilot Training will be developed.

**Dissemination Material:**

* Leaflet and Poster M4
* Website M6

**Other:**

* Task 1.4. Surveys. M9/M10 Questionnaire will be translated by each country and later posted onto the website.
* Strategy
* Curricula

#### Results:

**Task 4.3:** About 65 records has been inserted so far, all the records will be uploaded by the deliverable deadline (D4.3 - Online public platform and map – M12)

**Task 4.4:** Leaflet and Poster text has been sent to the involved partner for translation. Public website content is in preparation and will be sent for translation in a couple of weeks.

MJ from Aeres (WP leader) will send an email to the involved partners for better organise the next steps to do in the following months.

## WP5 – Sustainable action plan (ICOS)

### Task 5.1: National and EU regulatory frameworks (ConfagriPT), M7-M20

ClC introduce the task 5.1 included on WP5 - Long term action plan lead by ICOS. This WP aims at ensuring the long-term sustainability of the strategy and training materials, its future use and the national roadmaps implementation, as well as the curricula uptake by external VET providers.

These goals will be reached with:

* provision of national and EU regulatory frameworks for training and innovation opportunities
* provision of national and EU funding opportunities
* design of sustainability plan and future use of the platform, with exploitation of project results
* plan for future engagement of the stakeholders

This task aims at preparing the roll-out of project deliverables at national and regional levels with the relevant governmental and sectoral authorities

Regulatory framework - specific input:

* FDE will contribute to provide EU regulatory frameworks
* CEPI, EFVET and LLL-P will provide EU regulatory frameworks
* FENACORE contribute with EU and Spanish regulatory framework for water, sustainability and reuse

Regulatory framework – national input

* LVA, AP, FJ-BLT in Austria
* ANIA, AC3A in France
* UHOH in Germany
* GAIA in Greece
* ICOS in Ireland
* CONFAGRI, INFOR in Italy
* AERES, WUR in Netherlands
* CONFAGRI PT in Portugal
* GZS in Slovenia
* SCOOP, FIAB in Spain

Focus on regulatory framework for training

### Task 5. 5.2: Funding opportunities (LLL-P), M7-M24

RG has had to leave and FS briefly explained the task 5.2 on his behalf, in particular:

In this task partners will study and list the funding opportunities available to support the skills strategies and the future use of FIELDS’ outputs.

Two levels will be studied (regional/national and EU levels), each partner will list the regional and national funding opportunities using the EU tender portal and the local authorities’ materials.

The following partners will be responsible for each country:

* Austria: LVA and AP
* France: ACTIA, AC3A
* Germany: UHOH
* Greece: GAIA, SEVT, and CERTH
* Ireland: ICOS
* Italy: CONFAGRI and INFOR
* Netherlands: WUR and AERES
* Portugal: Confagri PT
* Spain: FIAB, SCOOP
* Slovenia: GZS-ZKZP

#### Results:

**Task 5.1:** Until M20 (August 2021), partners will provide the information on the regulatory frameworks.

The list combined by CONFAGRI PT in M21 (September/2021) will give some information to be included in D2.4- National Roadmap (CONFAGRI). The regulatory framework list will also be uploaded into the platform described in T 4.3- Map creation, update and use (UNITO).

Next steps – to build a structure and identify the fields on Framework List

**Task 5.2**: All opportunities provided by the involved partners will be uploaded in the platform made in T4.3 to ensure easy monitoring and use by partners and external stakeholders**.**

BG will have a meeting with RG next Friday to discuss how find funding opportunities across the States. An idea proposes is to set a calendar on upcoming opportunities.

VM ask if partners should create a sort of map or find funding opportunities for each country using the EU portal for the different type of institutes, BG states we should focus on training and skills development, specific on agriculture and sectors around that.

## WP6 – Quality Assessment (CERTH)

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

The quality plan presented by CERTH partner during the previous meeting of 28/05/2020 and sent to the HSC for the quality revision, has been updated accordingly. EfR highlighted the main changes such as the use of the template, and the external evaluation

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

FS remarks that, as previously decided and indicated in the DoW, the external evaluation is not need for each deliverable but this will be done at mid-term and at the end of the project.

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

GV talk about deadlines and the path this deliverable has done, the timing for the evaluation by HSC and to send back the document. The deliverable evaluation grid changed and will be assessed according to the following scale:

1: I disagree, with value 1

2: I slightly disagree, with value 2

3: Neutral, with value 3 🡪 **Threshold for Acceptance**

4: I agree, with value 4

5: I completely agree, with value 5

She also reminds the HSC to always use the last version of the evaluation grid downloadable from the management portal.

LM ask a clarification about to whom send the filled evaluation grids. FS reply that since CERTH and EFB are in charge for the quality of the project, the grids have to be sent to them, and also to the her, as project manager, in order to be uploaded in the portal tool. The filled grids and suggestion of improvement must be sent back also to the task or WP leader who the deliverable report to make the improvement accordingly.

Also, the Evaluation Grids prepared by INFOR changed slightly, GV explaining the edited documents:

* The definitions of the scales
* The questions have been reshaped, to affirmations, so as to avoid giving too neutral answers and judgments as also highlighted by RB.

GV remind to all to always use the Word track-changes in the draft documents so people knows where the edit is.

#### Results:

**Task 6.1- D6.1:** The quality plan document has been uploaded in the management portal and the deliverable has been completed in due time.

**Task 6.1- D6.2:** The final version will be uploaded in the management portal by the deadline of the deliverable (M6 – 30/06/2020), as well as the Annex I - deliverable assessment grid, available to the HSC for the deliverable’s assessments.

## 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

### 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.

KS explain the content of the written document:

* Objectives
* - who are the products? What are the expected outcomes – material to be disseminated
* Target group definition
  + What do they need from FIELDS?
  + Through which channels do we reach them?
* Communication tools and visual identity
* Table relating outcome – target group – to dissemination method
* Time frame setting according to DoW
* Requirements for dissemination material (logo, Eu mentions)
* Surveillance methods for controlling
* Criteria for the evaluation of success

### 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)

**D7.2:** UNITO contacted a web design to develop the project website, which will be available in the 10 project partners’ languages, the first structure has been presented and available at the following temporary link: <https://lucarivastudio.ecommerceopen.it/erasmusfields/>

The website is also optimized for mobile phone and available at [www.erasmus-fields.eu](http://www.erasmus-fields.eu) and added in each organisation website

**D7.3:** First draft of the leaflet, prepared by an external designer, has been presented. It will be available in the project’s partner languages in hard copy, as well as in electronic format through the project website.

#### Results:

**Task 7.1:** 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

LVA and ACTIA will have a meeting to better discuss this task.

**Task 7.2 – D7.2:** The provisional link will of the website will be shared among partners by email in the following days in order to received feedback and comments. It is presumed to put it online in a month and presented during the next meeting.

All partners will insert the link of project website to their webpages organisation.

**Task 7.2 - D7.3:** The communication materials, as indicated by CA, are:

* the final logo, presented to the partners, has been uploaded in the management portal;
* Template: FS presented the deliverable, the report and the PowerPoint templates. These have been uploaded in the management portal.
* Leaflet: first draft has been written by UNITO and will be shared with all partners shortly. Partners will be responsible for the translation and printing in the corresponding languages.
* 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
* Other communication activities:
  + 7 national workshops (LVA, AERES, CONFAGRI, ACTIA, FIAB, ICOS, PA)- engagement of farmers, foresters, industry organisations, VET and education providers.
  + 1 final conference in Brussels, all partners and the umbrella organisations (FDA, Copa Cogeca WP RES, EFFAT, CEPI)
* FIELDS presentations – all partners will identify events, workshops, meeting or conference related, to present FIELDS goals, ongoing works, results to attract stakeholders and reach targeted audience.

CA provided to the project manager an excel file related the dissemination activities and FS uploaded it in the management portal. All partners have to update it with the dissemination done.

## WP8 - Project Management (UNITO)

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

The final version of the Consortium Agreement has been sent to all partners to be signed and returned to UNITO. At the moment, 19 signed pages has been received. FS ask the partners who have not yet done, to send back to her the correspondent signed page as soon as possible in order to complete the process in timely manner.

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.

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

FS stated she received lots of requested of clarification about financial and management matters. She proposed to organise a webinar on financial issues, the use of timesheet template, the deadlines Q/A proposed by partners etc.

### Task 8.3: Progress monitoring and risk management, M1-M48

The progress report (M1) has been prepared and uploaded in the portal. The coordinator prepared periodically the flash reports

The risk Assessment Plan has been prepared by UNITO and integrated in the Quality plan.

#### Results:

**Task 8.1:** Partners are asked to send to FS an email also to confirm they acceptance of the document in the present form.

**Task 8.2:** Timesheet template has been uploaded in the management portal in order the partners start to get familiar with this format. The webinar will be organised in October/November, or before the first reporting in M13.

**Task 8.3:** the first flash report has been sent to the project officer in April, the second flash report is in preparation and will be sent in due time.

## Next actions and meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Date | Place | Host |
| Kick-off | M1 | Turin, Italy | UNITO |
| Management Meeting 1 (MM1) | M13 | Vienna, Austria | ISEKI/LVA |
| MM2 | M25 | Paris | ANIA |
| MM3 | M37 | Wageningen, Netherlands | WUR |
| MM4 | M45 | FIAB | Spain |
| Final conference in Brussels | M48 | FDE | Brussels |

In addition, the HSC will meet also on **M6, M18, M31 and M42**, with only representatives of the WP leaders. Other partners are welcome to participate.

In addition, a **virtual conference call** will be organized every 2 months to closely monitor the evolution of tasks and deliverables of the project

The HAB with representatives of COPA COGECA will participate to meetings in M13 and M45 upon invitation

Dedicate WP meetings will be organised periodically, as done so far, and only the involved partners in the specific WP will attend, in order to avoid to bother other non-involved partners.

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 weeks considering the covid-19 situation at European level.

No more question from partners. The meeting finished at 17:30.

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/1192>