

# Addressing the current and Future skill needs for sustainability, digitalization and the bio-Economy in agriculture: European skills agenda and Strategy

## Minutes of the 4<sup>th</sup> Project meeting 17 March 2021

<b>Partner responsible</b>	ICOS, LVA, UNITO
<b>Date</b>	22/03/2021
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## 1 Agenda of the 4th Project meeting

The Zoom link for the meeting is: <https://us02web.zoom.us/j/87178024711>

Project results & Future activities		
9:30	<b>Welcome</b> Urška Primec, Project officer – EACEA	Remigio Berruto/ Patrizia Busato (UNITO)
9:40	<b>Pact for skills: communication with European Commission</b>	Remigio Berruto (UNITO) Daniele Rossi (CONFAGRI)
9:50	<b>WP1 - Skills needs identification (ISEKI)</b> <i>Task 1.1: State of the Art (UNITO), M1-M6</i> <i>Task 1.2: Stakeholders strategic mapping (LLL-P), M1- M6</i> <i>Task 1.3: Country and EU focus groups (ISEKI), M2-M9</i> <i>Task 1.4: Bottom-up surveys (ICOS), M6-M12</i> <i>Task 1.5: Future trends analysis (WUR), M8-M15</i>	Francesca Sanna (UNITO) Pauline Boivin (LLL-P) Luis Mayor (ISEKI) Billy Goodburn (ICOS) Jacques Trienekens (WUR)
10:40	<b>WP1 – Q/A</b>	
10:50	<b>Virtual Coffee break</b>	
11:00	<b>WP2 – Priorities and strategy design (CONFAGRI)</b> <i>Task 2.1: Analysis of skill gaps and new profiles creation (AC3A), M12-M15</i> <i>Task 2.2: Profiles prioritization (Confagri PT), M14-M18</i> <i>Task 2.3: European strategy formulation (WUR), M12-M48</i>	<b>Daniel Rossi/Camilla Tomao</b> Alexandre Desbourdes (AC3A) Domingo Godinho (ConfagriPT) Jacques Trienekens (WUR)
11:30	<b>WP2 – Q/A</b>	
11:50	<b>WP3 - New tools and training design (UNITO)</b> <i>Task 3.1: Methodology definition (UNITO), M4-M9</i>	Remigio Berruto (UNITO)
12:00	<b>WP3 – Q/A</b>	
12:10	<b>WP4 - Implementation (AERES)</b> <i>Task 4.3: Map creation, update and use (UNITO), M4-M48</i> <i>Task 4.4: Translation (CONFAGRI), M4-M48</i>	<b>Marg Leijdens</b> Francesca Sanna (UNITO) Camilla Tomao (CONFAGRI)

12:30	<b>WP4 – Q/A</b>	
12:40	<b>Lunch time</b>	
13:40	<b>WP5 - Sustainable action plan (ICOS)</b> <i>Task 5.1: National and EU regulatory frameworks (ConfagriPT), M7-M20</i> <i>Task 5.2: Funding opportunities (LLL-P), M7-M20</i>	<b>Billy Goodburn</b> Cátia Rosas (ConfagriPT) Pauline Boivin (LLL-P)
14:00	<b>WP5 – Q/A</b>	
14:10	<b>WP6 – Quality Assessment (CERTH)</b> <i>Task 6.1 - D6.1: Quality plan (CERTH), M1-M4</i> <i>Task 6.1 - D6.2: Evaluation Grids (INFOR), M5-M6</i> <i>Task 6.2: Quality assessment (EFB) M5-M48</i>	<b>Dionysis Bochtis</b> Efthimios Rodias (CERTH) Giuseppe Vanella (INFOR) C. Koidis/D. Aidonis (EFB)
14:30	<b>WP6 – Q/A</b>	
14:40	<b>Virtual Coffee break</b>	
14:50	<b>WP7 - Dissemination and communication (ACTIA)</b> <i>Task 7.1: Dissemination plan (LVA), M1-M9</i> <i>Task 7.2: Communication and dissemination campaign (FIAB), M1-M48</i>	<b>Gemma Cornuau</b> Katerina Stollewerk (LVA) Concha Avila (FIAB)
15:15	<b>WP7 – Q/A</b>	
15:30	<b>WP8 - Project Management (UNITO), M1-M48</b> <i>Task 8.1: Decision making and internal communication</i> <i>Task 8.2: Administrative and financial management</i> <i>Task 8.3: Progress monitoring and risk management</i>	Remigio Berruto / Francesca Sanna (UNITO)
16:00	<b>Future activities and next meetings</b>	
16:30	<b>Questions and Comments</b>	
17:00	<b>Conclusion and greetings</b>	

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

## 2 Participants

Following the list of the participants (58):

Partner	Country	Attendant
<b>UNITO</b>	Italy	Remigio Berruto (RB) Patrizia Busato (PB) Francesca Sanna (FS)
<b>CONFAGRI</b>	Italy	Daniele Rossi (DR) Camilla Tomao (CT)
<b>WUR</b>	The Netherlands	Jacques H. Trienekens (JHT)
<b>ISEKI</b>	Austria	Luis Mayor (LM) Ana Ramalho (AR) Christoph Knöbl (CK) Rui Costa (RC)
<b>ICOS</b>	Ireland	Billy Goodburn (BG)
<b>AERES</b>	The Netherlands	Marg Leijdens (ML) Jan Gundelach (JG) D van Straten (DvS)
<b>AP</b>	Austria	Josef Petschko (JP)
<b>UHOH</b>	Germany	Daniel Fenrich (DF) Michael Bregler (MB) Susanne Braun (SB)
<b>CERTH</b>	Greece	Efthimios Rodias (Efr)
<b>ACTIA</b>	France	Christophe Cotilon (ChC) Gemma Cornuau (GC)
<b>GAIA</b>	Greece	Ioanna Kalyva (IK)
<b>Confagri PT</b>	Portugal	Claúdia Camacho (CIC) Domingos Godinho (DoG) Debora Lucero (DeL) Catia Rosas (CaR)
<b>SCOOP</b>	Spain	Irene Cerezo (IC) Ruth Ferreiros (RF) Juan Sagarna (JS)

<b>GZS</b>	Slovenia	Matej Kirn (MK) Tina Buh (TB) Urska Pivk Kuporovic (UPK)
<b>LVA</b>	Austria	Julian Drausinger (JD) Katharina Stollewerk (KS)
<b>UCLM</b>	Spain	Jose M. Tarjuleo (JMT) Manuel Andrés Rodrigo (MAR)
<b>AC3A</b>	France	Alexandre Morin (AM) Alexandra Desbourdes (AD)
<b>FIAB</b>	Spain	Concha Avila (CA)
<b>FDE</b>	Belgium	Jonas Lazaro Mojica (JLM)
<b>FENACORE</b>	Spain	David H. Gomez (DHG)
<b>INFOR ELEA</b>	Italy	Giuseppe Vanella (GV) Erica Giordano (G)
<b>SEVT</b>	Greece	Fotini Salta (FoS)
<b>LLL-P</b>	Belgium	Pauline Boivin (PBo) Erika María Somlyay (EMS)
<b>ANIA</b>	France	Juliette Chauveau (JC) Francoise Gorca (FrG)
<b>PlantETP</b>	Belgium	Amrit Nanda (AN)
<b>EFB</b>	Greece	Christos Koidis (CK) Dimitrios Aidonis (DA)
<b>Fj-BLT</b>	Austria	Josef Rathbauer (JR)
<b>PA</b>	Finland	Tuija Huhtamäki (TH)
<b>EfVET</b>	Belgium	Maria João Proença (MJP)
<b>CEPI</b>	Belgium	Giulia Fadini (GF) Lisa Kretschmann (MC)
<b>Project Officer</b>	Belgium	Urska Primek (UP)
<b>DG AGRI</b>	Belgium	Federico Guzzo (FeG)

## 3 Minutes and Results

The virtual meeting was opened to join from 9.15, the meeting started promptly at 9.30.

Prof. Berruto welcome everybody describing the agenda of this meeting, explaining that each WP section will be followed by a Q/A sections and a breaks (virtual coffee breaks and lunchtime) at about 15:30. He introduced Urska Primes the Project officer from the EACEA who thanks for the invitation and made a little welcome speech.

RB thanks WP1 leaders for the very good job done despite the covid-19 situation; no significant delays are occurred so far.

### 3.1 WP1 - Skills needs identification (ISEKI)

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

Francesca Sanna presents an overview of T1.1. The objective was to establish a general overview of the labor market in agriculture, forestry, and related sectors, and summarize the growth strategies of the sector. The information for the deliverable

D1.1 was gathered by means of literature research, contributions received from partners, and extensive discussion meetings. The report was written in cooperation with UHOH, WUR, and CONFAGRI. To collect further information about the state of the art, an online database was created by UNITO to store all relevant information provided by the partners.

This database forms the basis for the deliverable D1.2 Repository for previous projects, results, and best practices. It will be kept updated during the project lifetime and maintained afterwards as well as further used in T4.3 and T5.2. Partners can continue to contribute to the platform and a guideline with recommendations for data collection and data uploading can be found on Google Drive.

The database already includes 180 organizations, 109 Curricula, 13 best practices, 26 projects, and 22 policies and advocacies.

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

Pauline Boivin from LLL-P presents an overview of T1.2. All partners were involved in this task. The aim was to build a repository of training providers, institutions, courses/curricula, and stakeholders in general that can be mobilized. The mapping helped further classify the stakeholders in specific target groups which supports the planned activities of WP2 Priorities and strategy design and WP3 New tools and training design. The list of potential stakeholders can also contribute to WP7 Dissemination and communication.



The objective was to include 120 stakeholders until the end of the project whereby 180 were already acquired within the first year.

Remigio reminds the partners to continue to add information to the database as it will help create better training materials. It will also be important for the sector skills alliance. Pauline agrees, as it is a big reference in this sector.

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

Luis Mayor gives an overview of the FIELDS Focus Groups. ISEKI was the leading organization for this task, with all project partners being involved in the activities. The planned duration was M2-M9 but there was a delay in the finalization of the deliverable D1.5. The objective was to gather information about skill needs in agriculture, forestry, and related sectors, identify existing and missing trainings as well as related target groups. Two deliverables, D1.4 Focus Group guideline and D1.5 Focus Groups analysis, were prepared for this task. In total, 11 Focus Groups were conducted between May and July 2020. The skills analysis on a global level revealed a major preference towards business related skills whereas on a national level, skill requirements varied depending on the respective national needs. Participants of the Focus Groups found certain skills among others, the skill regarding communication and engagement with customers, market, and society, as well as the knowledge/ability to understand the whole value chain missing from the skills list. Asked how the ranking of the skills will change over the course of the next 5-10 years, digital and sustainability skills were said to gain importance in the future. The analysis of the skills that needed more training showed the most important skills were also the ones with the most training needs. Between the countries, there were again significant differences in the training needs. Participants expressed the need for more practical training, closer interaction between universities and companies, as well as a higher demand for blended learning, with a focus on innovative methodologies.

### 3.1.4 Task 1.4: Bottom-up surveys (ICOS), M9-M12

Billy Goodburn presents the progress of T1.4 Skills Needs Identification. The foreseen end of this task was M12, but the finalization of the report is delayed. The objective of this task was to build upon the findings of the Focus Groups and further assess skills needs, skills gaps, and training needs in agriculture, forestry, and bioeconomy. Therefore, a survey using SurveyMonkey was prepared and disseminated via social media and marketing campaigns. A total of 517 respondents from 23 different countries contributed to the survey.

An initial analysis of their stakeholder profiles showed many participants working in multiple areas. Following on from the Focus Groups, a skills analysis was done on a European, sectoral, and national level to get an understanding of the skill requirements. Participants were also asked which skills were required in the upcoming years, showing digitalization and sustainability skills being the most important, reaffirming the findings from the Focus Groups.

Furthermore, the importance of qualification and certification was looked at as well, trying to find out what companies consider important; are skills alone enough or do they want recognition and qualification for their employees. This could prove helpful with curricula design and the development of training programs

in other WPs. The last question of the survey was aimed at gaining an insight about the business trends, what operating models were used by the businesses, how the strategic business model focus areas looked like, what business strategy skills were needed and what analytical tools were being used. Billy finishes his presentation showcasing some of the challenges that were encountered during the process, some of which were responsible for the delay in the task.

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

Jacques presents the outcomes of T1.5 Future trends analysis. The task is nearly complete with the finalization of its deliverable D1.8 Scenario's analysis expected by the end of March. The analysis, both for the trends and the scenario development, were done on an EU level as well as on a country level for the 7 main countries. The EU policy framework was taken as a starting point for the analysis.

The trend analysis started with mega trends, taken from several projects, which were then transferred to the sectors of agriculture, food industry, and forestry. The collected trends were additionally separated into their related categories. On a national level, key issues were collected in addition to the trends and compared between the countries. For the scenario development, a number of already existing scenario studies were taken as basis. Following the project description, a total of 3 scenarios were prepared (sustainable paths, established paths, high tech paths), covering the key elements of the project: sustainability, digitalisation, bioeconomy, and management/entrepreneurship. Those scenarios are described through narratives, with the previously identified trends functioning as the elements of the narratives. Specific skill needs that are linked to the scenarios were gathered for every country, using the same skills previously used by the Focus Groups, adding new ones when necessary.

The results showed different skill needs for different scenarios as well as between different countries. Together, the results of T1.3, T1.4, and T1.5 are going to help identify the most important skill needs and what trainings need to be developed.

#### 3.1.5.1 Q&A WP1

Remigio Berruto asks Jacques who should present the task-matching with the Focus Group skills. Jacques answers that, as was discussed with Billy and Luis, this is part of the WP2 tasks. He states that the 3 reports will be the basis for the selection of skills in WP2, for which he is willing to lend his support but will not be done in WP1. Luis agrees and states that all three of them are part of the task to select the skills in WP2. He adds this could be further discussed. Remigio agrees and states they are still working on the scenarios for Italy. Luis remarks that tasks 1.3, 1.4, and 1.5 identified the skills and their respective importance and it is the task of WP2 to use this information. Jacques states that this is in fact the description of task 2.1 selection and prioritization of skills based on the outcomes of WP1. He reiterates the multiple perspectives provided by the three reports. Remigio thanks.

Luis mentions a question that was posted in the chat by Urska regarding the terminology of business skills. She mentioned that JRC has published EntreComp: The entrepreneurship competence framework in 2016, which includes similar skills. Therefore, she asks whether we can foresee to use the same language. Remigio answered in the chat, that we have to use the ESCO classifications. Luis adds during the discussion

that if it is possible, we can use information from other sources, but it is not the best moment to do it now. Remigio remarks that we could propose ESCO to update some of their skills, if the skills proposed by Urska are not represented by ESCO. Luis agrees and says, that this could be done in WP2, to see whether a chosen skill is in concordance with ESCO, the definition of the skill needs to be changed, or if this is a new skill. Remigio says we have to look at what they provide and eventually propose changes. He continues that this can be done when the new profiles are proposed as they will be final at this point. Luis states that the job profiles need to be the same as the ESCO profiles. Remigio agrees.

### 3.2 WP2 – Priorities and strategy design (CONFAGRI)

Session presented by WP2 leaders Camilla Tomao (CT) and Daniele Rossi (DR) (Confagricoltura). All the partners are involved, and the aim is to build the strategy roadmap and implementation plans. The WP is ongoing since M12 and will last until the end of the project.

Work package deliverables:

D 2.1 (List of occupational profiles) is delayed and will be completed by M15

D 2.2 (Prioritised occupational profiles) to be completed in M18

D 2.3 (European strategy) to be completed in M21 (confidential draft) and M45 (final)

D 2.4 (National Roadmaps) to be completed in M27 (confidential draft) and M45 (final)

D 2.5 (Open transferability framework) to be completed in M27

#### 3.2.1 Task 2.1: Analysis of skill gaps and new profiles creation (AC3A), M12-M15.

Alexandra Desbourdes (AD) from AC3A presented the work developed in task 2.1. The task is delayed due to some internal staff problems in AC3A, also because results from WP1 were needed to proceed. This task should have started in M12 and will begin in March (M15), AD will contact partners involved until the end of March.

The purpose is to analyze skill gaps in the sectors, identify the future skill needs according to the existing training, and to create a baseline of occupational profiles to respond to those needs. The methodology to be followed was presented. Six skills gaps per sector will be identified. At the end of the task a detailed baseline of ten occupational profiles (three per sector) will be created, based on ESCO's criteria. After a revision of profiles, AC3A will compile a baseline strategy document to be used as D3.1 and further used in task 2.2.

AD showed the two occupational profiles created by CONFAGRI and detailed how these descriptions should be presented and defined according to ESCO. Regarding to the planning of skill gaps, there are partners responsible for the different sector, however for sustainability, one partner is responsible but several partners will help because it is a wide thematic.

D2.1: List of occupational profiles, was expected by M15 but there will be a little delay.

### 3.2.2 Task 2.2: Profiles prioritization (Confagri PT), M14-M18

Domingos Godinho (DG) presented the aims and the ongoing work of task 2.2. CONFAGRI with the support AERES will create a system to prioritize the training needs obtained from WP1.5 scenarios and occupational profiles from task 2.1. The profiles prioritization will be done according with a set of skills. These skills can be acquired as minimodules, to be used later if the farmer/user is only interested in specific skills/knowledge. The profiles prioritization will be made according to previously defined criteria, and a ranking of skills will be created. The sum of all rankings of skill will provide a global ranking for the occupational profile that will be discussed among partners and will allow to sort out the occupational profiles made in task 2.1. ISEKI will support CONFAGRI and supply data from WP1.

Deliverable 2.2 is expected to be ready in M18 and will lead to the identification of 10 new jobs profiles in task 2.5.

### 3.2.3 Task 2.3: European strategy formulation (WUR), M12-M48

Jacques Trienekens (JT) presented the aims and ongoing work of task 2.3. All partners are involved in this task, but main support will be given by AERES and CONFAGRI in line with ETP strategy. Work developed will support task 2.4. JT presented the methodology to be followed. The first item is how the European Strategy formulation will fit with the European 2030 communication; then the identification of target groups and different methodologies (working together with partners from task 3.1); the alignment with existing skill frameworks; and allocation of training development tasks in collaboration with task 2.4. Also, identify key barriers for the development of needed skills and how to address these barriers. JT also referred collaboration and dissemination strategy and target and resources.

Next steps in close collaboration with partners from tasks 2.1, 2.2, and 2.4: in April (M16) will begin the methodology development; in May/June (August) (M17-M20) is previewed to occur data collection and from June to September (M18-M21) the production of the preliminary strategy report.

A deliverable related to a preliminary strategy plan will be finished in M21 and in M45 will be created a final strategy plan (D2.3).

#### 3.2.3.1 Q&A – WP2

Rui Costa (RC-ISEKI) raised a question about the proficiency of occupational profiles. Camilla Tomao (CT-CONFAGRI) asked the partners' opinion on: should the project design profiles with a basic level of proficiency with space to improvement and progress by users' or should different levels, from medium to high, be prepared regarding technicians' profiles?

RC suggested that is necessary to evaluate the tasks, competences and skills needed and decide which is required educational level needed to perform the task. Project proposed qualification levels should be compared and levelled with the already existing ones and define the necessary levels for the occupational profiles suggested. Sometimes an occupation can be done based on several occupational levels.

Partners discussed that EQF levels of the training are defined in the proposal (EQF level is 4) but EQF 5 might also be used. These levels might have to be considered by training module, some modules may be level 4 and others level 5, or some modules with both levels, as supplementary material. Complementary learning materials could be produced to improve the training of a basic module allowing the modules to be flexible and integrated in different EQF levels. Daniel van Staten suggested that Vocational Educational Training should also be added to the trainings. Francesca Sanna (FS) clarified that the EQF levels were previewed according to each specific subject. Also, there are differences between countries regarding the EQF levels and partners should establish which level to attribute to each subject. FS would like to discuss this issue at the European level.

Regarding task 2.2, Luis Mayor asked Domingos Godinho to clarify what is the semiquantitative data from task 1.3 that is needed to support task 2.2, and it was decided to discuss this point in a later meeting.

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

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

Remigio Berruto presents the progress of T3.1 Methodology definition. The task will properly commence once the profiles are finalized. Depending on the future trend analysis and the analysis of skill gaps, the methodology might change. A study on student preferences for conventional and flipped classroom learning environments was done by UNITO to assess said preferences, and gain experiences in creating corresponding learning methodologies. This was done before the COVID pandemic, which only put online trainings more in the spotlight. The results have shown a preference for flipped classroom teaching methodologies, with them being more convenient and giving a deeper understanding with less time invested. The instructor's competences need to be trained as well, which will be developed through the project activities and some delivered in train the trainer's modules. A proper system for certification needs to be developed as well, as professionals might not have the time to join the whole course, and only after its completion is a certificate rewarded. Remigio then invites all partners in contributing to improve the courses, to make them as efficient as possible.

##### 3.3.1.1 Q&A WP3

Francesca relays a question to Remigio posed by Daniel in the chat. He asks, what type of students were used in this study of flipped classrooms. Remigio answers, that they used master's students. Daniel acknowledges, that this kind of learning methodologies works very well for HEI. But for lower education, as was shown during the pandemic in the Netherlands, it does not work that well. Remigio answers that we will need to find a way to engage people, as it is important that the produced learning materials are being used wherever.

Francesca then again relays a question to Remigio posed by Pauline in the chat. She asks, if he touched up on the issue of assessment of this flipped classroom research. Remigio answers that the assessment was done in class before the pandemic. He explains that the self-study was done at home, the group work in

class and they had a test after each session to review what had been learned. He further explains that an on-site test was chosen as an online assessment posed the risk of students cheating. Jacques states that they have procedures in Wageningen to prevent this from happening. Remigio says that this poses also a technical challenge. Jacques remarks that this would then be only relevant for courses that provide a certificate. Remigio agrees and states that if people only take the course for one day, it can be assumed they are only interested to this particular subject and don't need a certificate.

### 3.4 WP4 - Implementation (AERES)

Marg Leijdens (ML - AERES) presented an overview of the WP. Task 4.1 (Setup and running of Train-the trainer pilot) lead by AP will only begin in M26. Task 4.2 (Setup and running of Training pilot) lead by AERES will only begin M28. Task 4.3 (Map creation, update and use) is ongoing since M4. Task 4.4 Translation) is ongoing since M4.

Work package deliverables are running on time:

D 4.1 (Feedbacks from trainers) be completed in M.36

D 4.2 (Report and analysis of the training experimentation) to be completed in M.39

D 4.3 (Online public platform and map) was concluded in M12

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

Frasncesca Sanna (FS - UNITO) presented Task 4.3 ongoing and produced work. A database and a geographical map were created to make project outputs visible. The map information is mainly focused on outputs from WP1, WP3 and WP5. This map is accessible at the project website and will be updated along the project duration and maintained afterwards. FS presented an overview of the map and possible search options. The map has already 100 records inserted.

FS referred that map is live and explained how to access the map at the Fields Project Management Portal and at the home page of project website.

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

Camilla Tomao (CT - CONFAGRI) presented the ongoing work in task 4.4. The main objective is to translate contents to ensure transferability both of strategies and training material content. CT explained that the methodology followed was to divide the materials in three categories: Course content, Dissemination material and other materials. Several partners are involved in the translations regarding partner's country language. Course content translation will be performed in the languages of the countries where the pilot training will be developed. Dissemination and other material will be translated in nine languages.



The dissemination material already translated in 10 languages were: the leaflet and poster (M8), the Newsletter 1 (M11) and the majority of the website content (M12). Materials are available in the shared folders. “Other” as translated material included the surveys in all ten languages (task 1.4) and the future deliverables: Curricula (M21); European strategy (M45) and National roadmaps (M45)

CT showed the Deliverables achieved (M1-M15) and the future deliverables (M16-M48).

#### 3.4.2.1 Q&A WP4

Tuija Huhtamaki (PROAGRIA) asked if the national roadmaps should be translated in all languages. It was clarified by Katerina Stollewerk (LVA) that the Roadmap deliverables are public and need to be translated in seven country languages. Marg Leijdens (AERES) suggested that the roadmaps full vs summary translation might depend on the target group that will use the roadmap and their fluency in English language. It was suggested by the coordination team that the production of a summary of the roadmaps in the seven languages should be sufficient and then focus the translation effort in the training content as a priority that can be more useful in the future.

A question about the newsletter subscription was postponed for the Dissemination WP presentation.

## 3.5 WP5 – Sustainable action plan (ICOS)

Billy Goodburn gave a short introduction of the WP5 in general and showed the aims and contents according to the work plan.

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

Cátia Rosas presented the detail elements and timely succession of the national and EU regulatory framework collection and partner’s responsibilities. The national and EU regulatory framework list shall be filled until August 2021 with data referring to relevant documents in national language. The compilation will lead to a further inclusion in D2.4 and will then be uploaded in the platform of D4.3.

In March 2021 the respective file will be sent out by ConfagriPT; the continuous filling by the partners shall be done until end of August 2021, finalisation in December 2021.

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

Pauline Boivin showed the details about T5.2, the partner’s involvement and objectives as shown in a previous WP5 meeting. T5.2 as a collection of relevant funding opportunities shall build the basis for further applications to sustain the implementation of the training generated by the project.

A concept note and excel file has been produced. The partners shall feed their identified funding schemes from April 2021 until September 2021. Details about the elements to be feeded in were presented. The inclusion in the database of T4.3 in advance is envisaged. Following the filling out of the file a partner survey for the use of funding opportunities is planned for November/December 2021.

Finalisation of D 5.1 and D5.2 until December 2021

### 3.5.2.1 Q&A WP5

Remigio Berruto stressed out the importance of the T5.1. Requests of project partners on details in the filling of the data file, file design were answered.

Francesca Sanna suggested putting the file on Google Drive or the management portal to avoid multiple duplication of the file and to avoid parallel work.

Additionally Remigio Berruto pointed out the importance of the strategic future use of T5.2. Daniele Rossi mentioned the synergy with the “Pact for Skills”. Federico Guzzo mentioned the different stages of implementation of ERDF applications by the member states for funding and invited the project to go further; also on the national level. New funding opportunities were mentioned in terms of digitalisation and technical support instruments.

## 3.6 WP6 – Quality Assessment (CERTH)

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

Efthimios Rodias gave an overview about quality assurance activities in the project and showed the aims and objectives. The status for D6.1 and D6.2 is “submitted” and therefore finalised. The quality plan was presented in detail by CERTH in previous project meeting. The Quality Plan 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, and nominating an external advisor

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

INFOR (P21) developed the evaluation grids for quality assessment of deliverables and reports and will schedule/update the quality assessment activities. The evaluation grid was already presented in detail during the previous project meeting by Giuseppe Vanella (INFOR).



### 3.6.3 D6.3: Quality assessment (EFB), M5 – M48

Christos Koidis (EFB) presented in detail T6.2 and the envisaged quality assessment strategy. The aim is checking of deliverables and implementing and executing the assessment methodology. All this will finally lead to the final quality assessment deliverable D6.3.

Furthermore an outlook was given on T6.3, as it will start later on in M22. A methodology for finding external experts (EE) will be defined for the different areas “sustainability, bioeconomy/forestry, digitalisation”. The responsibilities of the HAB in this context were mentioned and payments issues for the EEs. The corresponding D6.4 (EE assessment report) will be finalised in M32 &M48.

T6.4 EQAVET assessment was introduced lasting from M27-M48 with the corresponding D 6.5 in M48.

#### 3.6.3.1 Q&A WP6

Francesca Sanna announced a meeting to be fixed for clarification of the open EE issues by the end of March.

Remigio Berruto stressed out, that quality assurance topics are accompanying the project forthcoming, but are essential and fundamental basis ensuring proper funding of the project and reminded the partners to follow the QA principles.

## 3.7 WP7 - Dissemination and communication (ACTIA)

Gemma Corneau highlighted the status of WP7. The first three deliverables have been submitted and are in use. Therefore from the WP7 leader the invitation and reminder was spoken out to the consortium to add their dissemination actions to the dissemination report D7.2 on google drive.

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

Katharina Stollewerk presented details and elements of the dissemination plan D7.1. Objectives, expected outcomes, key messages, target groups, communication tools, guidelines and surveillance actions were mentioned. 2 appendices were added to D7.1 for the use of the consortium.

The dissemination plan matches target groups against communication activities as well as available tools against the applicability at each project partner. The procedures for publicising results were presented; again a reminder for the partners feeding the dissemination report was made.

Appendix 1 shows the timeline for each dissemination action to be carried out throughout the project lifetime. Appendix 2 shows all project deliverables and their dissemination level. Quantitative target figures were presented, which the consortium in total shall reach at the end of the project for divers dissemination actions.

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

Concha Avila presented the overall communication campaign and the tools to be used for reaching a wide external (public) audience. Different elements as project logo, dissemination templates, project leaflet and poster are available for use and uploaded on the management portal. A project communication newsletter is available in project partner's languages on the management portal and shall be used to a high extent.

Project abstracts are implemented and placed on each partners' websites. Articles in magazines have been placed, already carried out presentations in conferences and webinars were stated.

Related to social networks the project is put on twitter, LinkedIn and Facebook and figures for recognition on these channels feedback were shown.

#### 3.7.2.1 Q&A WP7

Daniel van Straten asked, if and how the communication target figures will be distributed to the consortium. Remigio Berruto clarified, that a dedicated meeting will be done between UNITO, LVA and FIAB to specify the procedure, which will then later be distributed within the consortium. In principal every contribution is welcomed, each partner can do an approximate downsizing of the figures for himself as approach.

In addition Remigio Berruto made thoughts on producing a professional video to be shared with the partners for dissemination purposes; which could be realised soon.

Louis Mayor offered providing WP1 input for the second newsletter. Remigio Berruto added that different project contents shall be used for different newsletters so not to overload them.

Julian Drausinger asked Rui Costa, if it would be possible to place FIELDS at the ISEKI conference in June 2021. Daniele Rossi added to combine it with the "Pact for skills" there. Rui gave the option for a pre-conference workshop and a potential cooperation with another sector skills project. Remigio Berruto preferred to stick to one project presentation, even less than 1 hour duration.

Concha Avila announced, that LinkedIn problems for accessibility have been solved.

Louis Mayor came up with the issue of different confidentiality levels of deliverables for the use for dissemination (e.g. WP1). Francesca Sanna answered and advised the partners to take care, what content will be used from these deliverables; general and anonymous data can be used.

Francesca Sanna will recheck the availability of dissemination materials in the management portal.

Concha Avila gave the offer for a more easy submission of dissemination actions: Partners can directly send a picture and dissemination data to her, if a feeding of the dissemination report is not possible.

Francesca Sanna reminded the partners to include the project link on each partners' website.

## 3.8 WP8 - Project Management (UNITO)

Francesca Sanna presented the different tasks related to the management of the whole project. Remigio Berruto showed his happiness about the project forthcoming and reminded the partner about the importance of proper financial management and documentation (e.g. timesheets).

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

Francesca Sanna informed about the change of coordinatorship from Patrizia Busato to Remigio Berruto due to internal reasons of UNITO.

An amendment needs to be done due to the fact, that the accession of a new partner AGACA interdependent with project partner SCOOP. The amendment only comes into force when each partner has confirmed and signed. It will be ready beginning of April, the partners will be informed about progress and timeframe for doing the signature.

Irene Cerezo explained the need of AGACA accession due to important reasons. A new distribution of project tasks and budget between SCOOP and AGACA will be elaborated.

Remigio Berruto announces the setup of a series of periodic meetings (see 3.9) for project management issues, WP leaders meetings and HSC.

Francesca Sanna and Remigio Berruto introduce a new internal communication tool – Discord [www.discord.com](http://www.discord.com) – as a platform for exchange of information within the consortium. Each partner has to register. The channels of FIELDS discord were explained and introduced. All future communication shall be carried out via Discord.

### 3.8.2 Task 8.2: Progress monitoring and risk management, M1-M48

The management portal (the project intranet) was successfully established including all foreseen elements. It acts as a data repository as well as a basis for data inclusion from the partners. The financial statement of the consortium for RP1 was submitted on Feb 5, 2021. To prepare the partners for potential upcoming documentation requirements and financial challenges a specific dedicated web meeting will be absolved in M25; for urgent matters in May 2021.

A discussion arose about the design of timesheets and whether the provided EACEA template is compulsory or not. The conclusion was made, that it lies on each partner's responsibility to deliver a valid design for submission.

Dates of the next upcoming meetings were presented (see 3.9). Information on these will be made accessible via Discord.

#### 3.8.2.1 Q&A WP8

Daniel van Straten made a request on how to handle external consultancy within the project. Answer was given by the project coordination.

The project management team will forward a request for clarification to the project officer with regard to the issue of documentation of project work of a person covering more than one role.

Different requests related to repeating of time sheets and fluctuation between different WPs or tasks were discussed.

### 3.9 Next actions and meeting

Meeting	Date	Place	Host
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 **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.

No more questions arose from the partner, the meeting finished at 17:00