

LOGO



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

D8.2 – Intranet CMS	
Document description	Private Intranet section designed within the project website, with the use of an open source content management system (CMS).
Partner responsible	UNITO
Due date	31/03/2020
Work package title	Project management
Task title	Task 8.1: Decision making and internal communication
Status*	F
Author(s) and date	Francesca Sanna - 26/03/2020

*F: final; D: draft; RD: revised draft





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1 FIELDS management portal

To ensure an efficient private communication amongst partners, a private Intranet section was designed within the project website by UNITO, with the use of an open source CMS (content management system). The private area contains the updated contact list, a repository of tasks, activities and deliverables with their status and assignment to a partner, follow-up option of open tasks, an active calendar view, a space for document sharing and the option to download templates, guides, dissemination tools, etc. All deliverables are stored there. There will also be a forum page reserved to the partners in order to keep in one place their reporting problems or issues that could arise during the project. In this way, everybody joining the conversation at a later stage will know the history behind the last post. The content management system will allow each partner to check his performance against the quality plan.

The private repository, namely CMS or project management portal is available at the following link:

<http://www.erasmus-fields.eu/management/>

This link will not appear in the menu of the public page, it is only for internal use. Each partner will provide a link to the project website on his own official page.

Each partner will create at least one account to be able to upload documents, reports and events, monitoring the deliverables status and download documents and templates.

All deliverables, in draft version, shall be uploaded in the CMS shared among all partners with reasonable advance to their deadline. Each task leader should upload the deliverable in the CMS at least four weeks in advance before the official deadline in order to allow all responsible partners to review its content within one week at the latest. Indicatively, the use of CMS (Intranet) will help the partners to make any amendments on the deliverables. Once the final draft of a deliverable is ready, its WP leader shall control the revised draft version and send the final one to the HSC at least two weeks before the official deadline. The status of the deliverable will be then changed to “Submitted”.



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1.1 Home page

Project FIELDS Management

MAIN MENU

- HOME
- DELIVERABLES
- ACTIVITIES
- DOCUMENTS
- EVENTS
- INDICATORS
- STAFF DAYS
- DATABASE
- PARTNERS

MASQUERADE

Enter the username to masquerade as.

WELCOME

to the project management website for the partners of Addressing the current and Future skill needs for sustainability, digitalization, and the bio-Economy in Agriculture: European skills agenda and Strategy - FIELDS

Use the menu at the top-right to explore!

NAVIGATION MENU

- Add content
- Log Out

1.2 Deliverable page:

<http://www.erasmus-fields.eu/management/?q=deliverables>

In order to work on a deliverable: Click "LINK TO EDITABLE DOCUMENT". You will redirect to the draft of the corresponding deliverable in Google Drive.

Partner responsible: Deliverable name:

Title	Partner responsible	Draft on GDrive	File final version	Due date	Time until due
D1.1 - Growth Strategy - state of the art	UNITO	LINK TO EDITABLE DOCUMENT	NO FILE <input type="button" value="Edit this field"/>	30/06/2020	2 months 1 week hence
D1.2 - Repository of previous projects and best practices	UNITO	LINK TO EDITABLE DOCUMENT	NO FILE <input type="button" value="Edit this field"/>	30/06/2020	2 months 1 week hence
D1.3 - VET and stakeholders lists and classification	LLL-P	LINK TO EDITABLE DOCUMENT	NO FILE <input type="button" value="Edit this field"/>	30/06/2020	2 months 1 week hence

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1.3 Activities page

<http://www.erasmus-fields.eu/management/?q=activities-view>

Activities

WP n°: Partner responsible: Partners involved: Activity description:

Title	WP	Partner responsible	Partners involved	Activity description	End date
WP1 - Skills needs identification	I	ISEKI	UNITO, CONFAGRI, WUR, ISEKI, ICOS, AERES, AP, UHOH, CERTH, ACTIA, GAIA, CONFAGRI PT, SCOOP, GZS, LVA, UCLM, AC3A, FIAB, FDE, FENACORE, INFOR, SEVT, LLL-P, ANIA, Plant ETP, EFB, PA, Fj-BLT, EFVET, CEPI, EFFAT, BIC	This Work Package lead by ISEKI aims at establishing a general overview of the labor market in agriculture, forestry and related sector (including the bio-economy) in order to define present and future skills needs.	31/03/2021
Task 1.1: State of the Art	I	UNITO	UNITO, CONFAGRI, WUR, ISEKI, ICOS, AERES, AP, UHOH, CERTH, ACTIA, GAIA, CONFAGRI PT, SCOOP, GZS, LVA, UCLM, AC3A, FIAB, FDE, FENACORE, INFOR, SEVT, LLL-P, ANIA, Plant ETP, EFB, PA, Fj-BLT, EFVET, CEPI, EFFAT, BIC	To collect the information about the state of the art, all partners will participate and provide information related to their domain, in a form of curricula available, best practices, relevant projects, EU funded projects, regional pilot projects and best practices carried in the sector as well as concrete examples of policies and initiatives at the national levels.	30/06/2020

1.4 Document page:

<http://www.erasmus-fields.eu/management/?q=documents>

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DOCUMENTS

Document language: Document type: Partner responsible:

Title	Document description	Document language	Document type	File draft	File final version	link	Partner responsible
	The press release were printed in the weekly						
short report Kick off Bauernzeitung March 2020	The Newspaper is printed in 116.000 copies, the report was in the part for Lower Austria, Vienna and Burgenland and is printed in 51.900 copies. 98% of the copies are for subscriber.	German	News letter	short report Bauernzeitung March 2020.pdf	short report Bauernzeitung March 2020.pdf		FIAB
	COUNCIL RECOMMENDATION on a European Framework for Quality and Effective Apprenticeships	English	Guidelines	CELEX_32017DC0563_EN_TXT.pdf			UNITO

1.5 Event page

<http://www.erasmus-fields.eu/management/?q=events>

EVENTS

Event type:

Title	Event type	Location	Country	Date	Agenda	Practical info	Minutes	Presentations
2nd Project Partner meeting in Ljubljana	Meeting	Ljubljana, Slovenia	Slovenia	29/06/2020 to 30/06/2020				
6th International ISEKI-Food Conference	Conference	Nicosia	Cyprus	08/07/2020 to 10/07/2020				
Kick-off meeting in Wien	Consortium meeting	LVA- Fachverband der Lebensmittelindustrie Room Harmer, Zaunergasse 1-3, Wien, Austria	Austria	27/01/2020	Download agenda			1. Download presentation

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1.6 Indicator page:

<http://www.erasmus-fields.eu/management/?q=project-indicators>

The screenshot displays the 'Project FIELDS Management' website interface. At the top, there is a navigation menu with links for HOME, DELIVERABLES, ACTIVITIES, DOCUMENTS, EVENTS, INDICATORS, STAFF DAYS, DATABASE, and PARTNERS. The main content area features a 'Welcome' message and a 'Project indicators overview' section. The 'Project indicators overview' section includes a 'Date for the indicator overview' filter with 'Start date' (Jan 2020) and 'End date' (Dec 2020) dropdown menus, and 'Apply' and 'Reset' buttons. A 'MASQUERADE' section is also visible on the left side of the page.

1.7 Staff days page:

<http://www.erasmus-fields.eu/management/?q=staff-days>

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Staff days

WP (number) Staff category Partner

Title	WP	Task	Date	Partner	Staff category	days
UNITO-WP1 Staff category 1	1	1.1	01/01/2020 to 30/06/2020	UNITO	1-Manager	25
ANIA-WP1 Staff category 2	1	1.4	01/06/2020 to 31/01/2021	ANIA	2-Teacher/Trainer/Researcher	5
FIAB-WP1 Staff category 2	1	1.4	01/06/2020 to 31/01/2021	FIAB	2-Teacher/Trainer/Researcher	5
LLL-P-WP1 Staff category 2	1	1.3	01/02/2020 to 30/09/2020	LLL-P	2-Teacher/Trainer/Researcher	18
AP-WP1 Staff category 2	1	1.2	01/01/2020 to 30/06/2020	AP	2-Teacher/Trainer/Researcher	10
ACTIA-WP1 Staff category 2	1	1.3	01/02/2020 to 30/09/2020	ACTIA	2-Teacher/Trainer/Researcher	12
UNITO-WP1 Staff category 2	1	1.2	01/01/2020 to 30/06/2020	UNITO	2-Teacher/Trainer/Researcher	5
CEPI-WP1 Staff category 2	1	1.3	01/02/2020 to 30/09/2020	CEPI	2-Teacher/Trainer/Researcher	20
GAIA-WP1 Staff category 3	1	1.4	01/06/2020 to 31/01/2021	GAIA	3-Technician	5
CONFAGRI PT-WP1 Staff category 2	1	1.2	01/01/2020 to 30/06/2020	CONFAGRI PT	2-Teacher/Trainer/Researcher	18

1.8 Database page:

<http://www.erasmus-fields.eu/management/?q=node/871>

View
Edit

Database

- [Curricula/Courses](#)
- [Best practices](#)
- [Project](#)
- [Stakeholder](#)



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1.9 Partners page

<http://www.erasmus-fields.eu/management/?q=partners>

MASQUERADE

Enter the username to masquerade as.

Welcome

to the project management website for the partners of
Addressing the current and Future skill needs for
sustainability, digitalization, and the bio-Economy in
Agriculture: European skills agenda and Strategy - FIELDS

Use the menu at the top-right to explore!

NAVIGATION MENU

- Add content
- Log Out

Partners

logo	Title	Long name	Description	Country	Contact person	Email
	UNITO	Università degli Studi di Torino	UNITO, DISAFA Department offers the Agricultural sciences, Science and Food Technology both at bachelor and Master's Degree. About 2000 students are enrolled in curricula related to the agricultural sector offered within the department.	Italy	Francesca Sanna	francesca.sanna@unito.it