#### Guidelines for Tasks 1.1 DatabaseCurricula, courses, best practices and relevant projects

#### Guidelines for Task 1.2 DatabaseStakeholders Strategic Mapping and Mobilisation

*Table of content*

[1 State of the Art 3](#_Toc39864757)

[1.1 How to contribute 3](#_Toc39864758)

[1.2 Structure of the databases 4](#_Toc39864759)

[1.2.1 Organisations/Stakeholders database 5](#_Toc39864760)

[2 The state of the art of the training and education methods in the sector of sustainability, digitalization, and the bio-economy in agriculture 6](#_Toc39864761)

[2.1 Curricula-courses/Best practices/Projects database 6](#_Toc39864762)

[2.2 Database of Policy and Advocacy stakeholders 9](#_Toc39864763)

[3 Structure of the database in the management portal 12](#_Toc39864764)

[3.1 Organisation/Stakeholder 12](#_Toc39864765)

[3.2 Curricula/courses 13](#_Toc39864766)

[3.3 Best practices 15](#_Toc39864767)

[3.4 Project 16](#_Toc39864768)

[3.5 Policy and advocacy stakeholders 17](#_Toc39864769)

[4 Future use of the database 19](#_Toc39864770)

# State of the Art

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 and projects, included 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.

UNITO, task 1.1 leader, will create an online database, by means of the open source platform Drupal, storing all relevant research. The database will be created in the FIELDS project management platform and it will be available through the project’s public website. It will be kept updated during the project lifetime and maintained afterwards, allowing to aggregate and continuously be updated with sectoral knowledge and intelligence at European level.

## How to contribute

Partners will cooperate at national level to make advantage of synergies in their research and they will contribute to this task by providing detailed insights from their specialization angle:

1. Agricultural sustainability, management of natural resources and climate action: UNITO, CONFAGRI, ICOS, ISEKI, FIAB, SCOOP, UHOH, CEPI, FDE, ACTIA, ANIA, EFFAT, CERTH, EFB, PlantETP, AP, LVA, SEVT, FIAB, UCLM, PA, GZS-ZKZP, AC3A, BIC, EfVET, FENACORE

2. Digital technologies, digitalization, big data and artificial intelligence: UHOH, CERTH, EFB, PA, UCLM, SCOOP, UNITO

3. Bio-economy, circular economy and bio-based products: ISEKI, FIAB, LVA, UHOH, CEPI, AP, CERTH, EFB, ACTIA, SEVT, UCLM, ICOS, SCOOP, AC3A, CONFAGRI, BIC, EfVET, PlantETP

EfVET and LLL-P will lead a search of available frameworks, action plans, materials, studies (ESCO, EQAVET, PanoramaSkills, etc) and how to link them with the project.

All the involved partners will create an account, in case they have not done it yet, on the management portal (<http://www.erasmus-fields.eu/management>) and they will upload all the relevant information related to their domain. The working method is desk and online research, networking, etc.

## Structure of the databases

The structure is divided in 5 main fields:

1. **Organisations/Stakeholders**
2. Curricula/courses
3. Best practices
4. Projects
5. Policy and Advocacy

An extract of the structure in an excel table is shows in the following Figure 1, available in the shared Google Drive folder.

<https://drive.google.com/file/d/12gylD3_HFkKpRtrpdZxP9iMOvZd_LSv3/view?usp=sharing>



**Figure 1.** Structure of databases

The databases contents will be visible and linked to the public FIELDS website for all the interested ones.

For any question, comment or feedback please send an email to the web designer:
Francesca Sanna francesca.sanna@unito.it

### Organisations/Stakeholders database

The Organisations/Stakeholders database is to be considered as the main database to be fulfilled before insert records in the others databases. Indeed, the latter are linked to the first one as an “Entity reference”. In this database are also included the VET Colleges, VET providers, HEI, trainers, etc.

How to contribute: Please use the online module (<http://www.erasmus-fields.eu/management/?q=node/add/organisation>), filling it with the information available on the different websites consulted or from the direct contact you had with relevant colleges/institutions.

Structure of database: there are **8** areas to be mandatorily filled - as follows:

1. **Partner responsible:** the partner who upload the information, this field will not be visible on the webpage;
2. **Organisation Name:** the institution who manage, lead, organise or prepare the curricula/course/project/best practice;
3. **Organisation Short Name:** The acronym of the organisation name;
4. **Stakeholder type:** identify what type of organisation/stakeholder: VET school, College, Research institute/centre, Mobility Agency, Other (to be specified)
Insert the first 3 letters to show the available organisation and select one.
5. **Organisation description:** brief description of the Organisation (maximum 500 characters);
6. **Address:** Insert the address of the organisation (e. g. street, zip code and city);
7. **Country:** Indicate the country of the organisation;
8. **Website:** provide a link to the main website page of Organisation or the curricula/course/project/best practice;

The others 3 areas are not mandatory but provide useful information and an added value, such as:

1. **Contact person:** Insert the name and surname (or even the role) of the organisation contact person;
2. **Email:** insert the email of the contact person or of the Organisation;
3. **Comments:** Insert relevant information about the organisation**.**

# The state of the art of the training and education methods in the sector of sustainability, digitalization, and the bio-economy in agriculture

UNITO will lead the set-up of the database, in conjunction with EfVET and LLL-P. 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.

LLL-P and EfVET will aggregate an agriculture, forestry and bio-economy education and VET providers’ list. All partners will contribute comprehensive information to LLL-P to feed the list.

Regarding the database on other relevant stakeholders in FIELDS (mainly for WP7 dissemination activities), all partners will provide in the platform a list of stakeholders (farmers, farmers’ representatives, farmer’s advisors, foresters’ representatives and advisors, chamber of agriculture, unions, VET providers, universities, trainers, industries, industry representative) in their network that might have an interest in the project. These stakeholders could be contacted to provide specific information when needed. COPA – COGECA, the European federation of farmers, that exclusively support the project, will provide list of associated partners that could be interested in the training. This database will be created to comply with the GDPR rules.

## Curricula-courses/Best practices/Projects database

The database will register and index the VET providers with their activities, certification, curricula, interest for collaboration, search for partners, language and place with reference of agriculture, forest and related sectors.

Milestones: 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. Milestones per year are set at 30.

Working methods: desk research mostly, direct contact with VET colleges and other relevant educational institutions.

Criteria for selection: The desk research should focus on the following educational institutions:

* Professional School (secondary education, EQF 3-4)
* Higher Vet Colleges (master & bachelors, EQF 5-8)
* Other training and education provider (including independent trainers)

How to contribute: Please use the online module (links below) filling it with the information available on the different websites consulted or from the direct contact you had with relevant colleges/institutions.

Link to be used to add contents:

1. Available curricula/courses: <http://www.erasmus-fields.eu/management/?q=node/add/curricula-courses>
2. Best practices: <http://www.erasmus-fields.eu/management/?q=node/add/best-practices>
3. Projects: <http://www.erasmus-fields.eu/management/?q=node/add/projects>

Structure of the excel file: there are **8** common areas to be mandatory mapped and filled - as follows:

1. **Title:** Title of the curricula-course/best practices/project as indicated by the organisation;
2. **Partner: providing the information:** The partner who upload the information, this field will not be visible on the webpage;
3. **Name VET College/ Organisation:** <Autocomplete field> Insert the first 3 letters to autocomplete the field;
4. **Description:** Brief description of the curricula-course/best practices/project max 500 characters;
5. **Country:** Indicate the country of the curricula-course/best practices/project, select among the list;
6. **Keywords:** single or multi-selection in the existing menu list**;**
7. **Website:** Provide a link to the main website page of the curricula-course/best practice/project;
8. **Data:** provide the data of the last visit to the main page of the Organisation/ curricula/course/project/best practice.

Other areas are specific for each database

For Curricula/courses database only

1. **Language** in which the course is provided: for each training course identify the language in which the training is delivered;
2. **Course type:** Type educational/training.Provide the type of curricula/course (Bachelor, M.Sc., PhD, training etc.), select among the list, single or multi-selection;
3. **Professional Profile:** for each training course, identify the professional profile after completing the training. select among the list;
4. **Online:** IndicateYes if the course in available online;
5. **Type of training:** For each one of the training listed on point above identify if it is initial or continuous training. An "initial training" is a training required prior to beginning a specific work, to start a specific career; a "continuous training" is the ongoing process of developing, maintaining and documenting your professional skills, through courses or training;
6. **Length of the course:** for each course indicate its length. **NOT MANDATORY**
7. **EQF leve**l: for each one of the courses identify the correspondent EQF level. **NOT MANDATORY**
8. **Credits**: number of credits obtained in each course. Alternatively, if this information is not available, please indicate the length of the course in hours. **NOT MANDATORY**
9. **Certification:** indicate what type of certification is awarded to trainees (if any);
10. **Relevance:** Insert A for high relevance, B for medium relevance, C for low relevance;
11. **Quality mechanisms in place:** quality mechanisms in place in line with EQAVET framework. **NOT MANDATORY**

For Best practice database only

1. **Document:** Upload any relevant document such as leaflet, brochure, presentation, etc, if any.

For Project database only

1. **Project program:** Indicate what type of the project is (e.g. National, European, Horizon2020, Erasmus+, etc.), maximum 150 characters;
2. **Brochure:** Upload any relevant document such as leaflet, brochure, presentation, etc, if any.

Alternative approach: One other option for mapping the training offer at European level is to carry a survey. The advantage of the survey is that it allows to reach out to a large number of stakeholders (in this case VET Providers) at the same time. It is adequate to Membership Organisations such as EfVET and therefore EfVET will carried out both methods proposed, the survey and the desk research (as complementary to the survey and allowing reaching colleges that are not EfVET Members). The information collected via the survey is the exact same as the one on the Excel Google doc (ultimately the survey will direct respondents to one excel online doc where the information to be responded is the same). Please use this [link to access the survey](https://www.surveymonkey.com/r/J9JCQF9).

Partners are free to choose which method they prefer or using both should this option seem adequate. It is advisable that Partners from the same country work in articulation as a way to avoid duplicating of effort and information. All partners are expected to support the desk research and the mapping exercise. The yearly milestone is set at 30 VET colleges which means each partner should map at least 4 VET colleges.

## Database of Policy and Advocacy stakeholders

LLLP will gather relevant policy-makers and decision-makers contacts at EU level (European Parliament, DG EAC, DG EMPL, DG AGRI, CHAFEA, EACEA, etc.) involved in the main fields of the project, to support the advocacy actions and initiative of the consortium. Other partner organisations will contribute with their contacts (at EU, national, regional and eventually at local level), to enrich the database and to ensure a wider advocacy impact.

Working method: desk research, networking.

Criteria for selection: the policy/decision maker has to be someone that has been previously in contact with the partner organisation; the policy/decision maker has to be involved in the specific fields of the project.

Structure of the database: It is divided in 3 main fields:

* Members of the European Parliament and Members of Parliament (MEPs and MPs)
* Director General (DGs) and Ministries, including regional governments
* Permanent Representations at EU

How to contribute: Please use the online module (<http://www.erasmus-fields.eu/management/?q=node/add/policy-and-advocacy>), filling it with the relevant information. Introduce the information in the proper tab of the Excel, according to the kind of stakeholders. It is not mandatory to fill all the cells, but try to ensure the minimum relevant information. Please use the last column of each tab to provide the name of the organisation introducing the information.

Structure of the module: there are 14 areas to be mapped and filled - as follows:

Please note that some information may not be easily accessible via desk research. In this sense we propose to consider points 1-4; 8-9 as mandatory information and points 5-7; 10-14 as optional.

1. **Partner responsible:** the partner who upload the information, this field will not be visible on the webpage;
2. **Name and Surname**: The name and surname of the stakeholder contact person;
3. **Country:** Indicate the country of the stakeholder, select among the list
4. **Relevance**: Select among the list the geographical relevance of the stakeholder
5. **Stakeholder type**: identify what type of organisation/stakeholder: VET school, College, Research institute/centre, Mobility Agency, Other (to be specified in the “Comment” box). Insert the first 3 letters to show the available organisation and select one;
6. **EU Level**: Select among the list (e.g. Member of European Parliament, Regional governments, Directorates-General, etc.);
7. **Political group:** Please indicate eventually the political party of the stakeholder contact person, if relevant (e.g. for MP and MEP);
8. **Topics:** Single or multi selection of the topics the stakeholder is working on;
9. **Email:** Insert the email of the stakeholder contact person**;**
10. **Function:** e.g. Director, Head of Unit, Policy Officer, Speaker, Spoken-person, Rapporteur**,** etc;
11. **Participation in initiatives:** Please indicate if the stakeholder has been already involved in any initiative run by partner organisations (e.g., a MEP involved in a previous LLLP activity);
12. **Intergroups/Committees:** Some MPs and MEPs are involved in intergroups/committees (“Commission parlementaire” in French), please indicate if the stakeholder contact person is involved in one or more of them;
13. **Comments:** Any other relevant information you may provide regarding the stakeholder;
14. **GDPR:** Check the box if the information relies on GDPR rules. For more information visit the European regulation page https://gdpr.eu.

# Structure of the database in the management portal

## Organisation/Stakeholder

| **Label** | **Machine name** | **Field type** | **Widget** |
| --- | --- | --- | --- |
| entity\_reference\_organisation\_title | title | Node module element |
| Partner responsible | field\_org\_partner\_responsible | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_partner_responsible/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_partner_responsible/widget-type) |
| Organisation Name | field\_org\_organisation\_name | [Text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_organisation_name/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_organisation_name/widget-type) |
| Organisation short name | field\_org\_short\_name | [Text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_short_name/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_short_name/widget-type) |
| Organisation description | field\_org\_description | [Long text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_description/field-settings) | [Text area (multiple rows)](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_description/widget-type) |
| Stakeholder type | field\_org\_organisation\_type | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_organisation_type/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_organisation_type/widget-type) |
| Address | field\_org\_address | [Text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_address/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_address/widget-type) |
| Country | field\_org\_country | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_country/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_country/widget-type) |
| Website | field\_org\_website | [Link](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_website/field-settings) | [Link](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_website/widget-type) |
| Contact person | field\_org\_contact\_person | [Text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_contact_person/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_contact_person/widget-type) |
| Email | field\_org\_email | [Email](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_email/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_email/widget-type) |
| Comments | field\_org\_comments | [Long text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_comments/field-settings) | [Text area (multiple rows)](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/organisation/fields/field_org_comments/widget-type) |

## Curricula/courses

| **Label** | **Machine name** | **Field type** | **Widget** |
| --- | --- | --- | --- |
| Title | title | Node module element |
| Partner responsible | field\_curricula\_partner\_resp | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_partner_resp/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_partner_resp/widget-type) |
| Organisation | field\_curricula\_organisation | [Entity Reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_organisation/field-settings) | [Autocomplete](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_organisation/widget-type) |
| Description | field\_curricula\_description | [Long text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_description/field-settings) | [Text area (multiple rows)](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_description/widget-type) |
| Country | field\_curricula\_country | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_country/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_country/widget-type) |
| Language | field\_curricula\_language | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_language/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_language/widget-type) |
| Keywords | field\_curricula\_keywords | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_keywords/field-settings) | [Check boxes/radio buttons](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_keywords/widget-type) |
| Course type | field\_curricula\_course\_type | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_course_type/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_course_type/widget-type) |
| Professional Profile/Skills | field\_curricula\_prof\_profile | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_prof_profile/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_prof_profile/widget-type) |
| Online | field\_curricula\_online | [List (text)](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_online/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_online/widget-type) |
| Type of training | field\_curricula\_type\_of\_training | [List (float)](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_type_of_training/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_type_of_training/widget-type) |
| Length | field\_curricula\_hours | [Integer](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_hours/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_hours/widget-type) |
| EQF | field\_curricula\_eqf | [Integer](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_eql/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_eql/widget-type) |
| Credits | field\_curricula\_credits | [Integer](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_credits/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_credits/widget-type) |
| Certification | field\_curricula\_certification | [Text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_certification/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_certification/widget-type) |
| URL | field\_curricula\_url | [Link](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_url/field-settings) | [Link](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_url/widget-type) |
| Data | field\_curricula\_data | [Date](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_data/field-settings) | [Pop-up calendar](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_data/widget-type) |
| Relevance | field\_curricula\_relevance | [List (float)](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_relevance/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/curricula-courses/fields/field_curricula_relevance/widget-type) |

## Best practices

| **Label** | **Machine name** | **Field type** | **Widget** |
| --- | --- | --- | --- |
| Partner responsible | field\_bestp\_partner\_responsible | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_partner_responsible/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_partner_responsible/widget-type) |
| Title | title | Node module element |
| Organisation | field\_bestp\_organisation | [Entity Reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_organisation/field-settings) | [Autocomplete](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_organisation/widget-type) |
| Description | field\_bestp\_description | [Long text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_description/field-settings) | [Text area (multiple rows)](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_description/widget-type) |
| Country | field\_bestp\_country | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_country/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_country/widget-type) |
| Keywords | field\_bestp\_keywords | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_keywords/field-settings) | [Check boxes/radio buttons](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_keywords/widget-type) |
| Program | field\_bestp\_program | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_program/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_program/widget-type) |
| URL | field\_bestp\_url | [Link](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_url/field-settings) | [Link](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_url/widget-type) |
| Document | field\_bestp\_document | [File](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_document/field-settings) | [File](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_document/widget-type) |
| Data | field\_bestp\_data | [Date](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_data/field-settings) | [Pop-up calendar](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/best-practices/fields/field_bestp_data/widget-type) |

## Project

| **Label** | **Machine name** | **Field type** | **Widget** |
| --- | --- | --- | --- |
| Title | title | Node module element |
| Partner responsible | field\_proj\_partner\_responsible | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_partner_responsible/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_partner_responsible/widget-type) |
| Organisation | field\_proj\_organisation | [Entity Reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_organisation/field-settings) | [Autocomplete](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_organisation/widget-type) |
| Description | field\_proj\_description | [Long text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_description/field-settings) | [Text area (multiple rows)](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_description/widget-type) |
| Country | field\_proj\_country | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_country/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_country/widget-type) |
| Keywords | field\_proj\_keywords | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_keywords/field-settings) | [Check boxes/radio buttons](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_keywords/widget-type) |
| Project program | field\_proj\_eu\_national\_program | [Text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_eu_national_program/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_eu_national_program/widget-type) |
| Brochure | field\_proj\_brochure | [File](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_brochure/field-settings) | [File](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_brochure/widget-type) |
| Website | field\_proj\_url | [Link](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_url/field-settings) | [Link](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_url/widget-type) |
| Data | field\_proj\_data | [Date](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_data/field-settings) | [Pop-up calendar](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/projects/fields/field_proj_data/widget-type) |

## Policy and advocacy stakeholders

| **Label** | **Machine name** | **Field type** | **Widget** |
| --- | --- | --- | --- |
| Title | title | Node module element |
| Partner responsible | field\_policy\_partner\_resp | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_partner_resp/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_partner_resp/widget-type) |
| Name and surname | field\_policy\_name\_surname | [Text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_name_surname/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_name_surname/widget-type) |
| Country | field\_policy\_country | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_country/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_country/widget-type) |
| Relevance | field\_policy\_relevance | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_relevance/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_relevance/widget-type) |
| Stakeholder type | field\_policy\_stakeholder\_type | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_stakeholder_type/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_stakeholder_type/widget-type) |
| EU level | field\_policy\_eu\_level | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_eu_level/field-settings) | [Select list](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_eu_level/widget-type) |
| Political group | field\_policy\_political\_group | [Text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_political_group/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_political_group/widget-type) |
| Topics | field\_policy\_topics | [Term reference](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_topics/field-settings) | [Check boxes/radio buttons](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_topics/widget-type) |
| Email | field\_policy\_email | [Email](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_email/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_email/widget-type) |
| Function | field\_policy\_function | [Text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_function/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_function/widget-type) |
| Participation in initiatives | field\_policy\_particip\_initiativ | [Text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_particip_initiativ/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_particip_initiativ/widget-type) |
| Intergroups/Committees | field\_policy\_intergr\_commit | [Text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_intergr_commit/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_intergr_commit/widget-type) |
| Comments | field\_policy\_comments | [Text](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_comments/field-settings) | [Text field](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_comments/widget-type) |
| GDPR | field\_policy\_gdpr | [Boolean](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_gdpr/field-settings) | [Single on/off checkbox](http://www.erasmus-fields.eu/management/?q=admin/structure/types/manage/policy-and-advocacy/fields/field_policy_gdpr/widget-type) |

# Future use of the database

The databases will be further used in T4.3 and integrated with a geographical map as an additional layer on the website. It will be upgraded and made publicly accessible by UNITO. It will allow to display, register, sort, classify all information created in the project and in particular:

1. VET providers map with their activities, certification, curricula, interest for collaboration, search for partners, language and place.
2. VET stakeholders
3. Stakeholders interested in the training
4. Stakeholders offering apprenticeship
5. Previous best practices, projects and their outputs
6. Curricula available within the project and outside
7. National and EU frameworks and funding opportunities
8. Public Events made
9. Dissemination material

The database on other relevant stakeholders in FIELDS will be mainly used for WP7 dissemination activities.