

2012 CALL LEONARDO PARTNERSHIPS PROGRESS REPORT

Grant Agreement period: 1.8.2012 – 31.7.2014

Due 30 June 2013

Please complete, sign and send this progress report to the UK National Agency (Ecorys) by 30 June 2013, as requested in Article 7 (Monitoring, Evaluation and Control) of your Grant Agreement.

The report will be used by your National Agency for monitoring purposes. Please include copies of any outputs, materials or examples of good practice from your Partnership that have been produced to date. You do not need to include any boarding passes or certificates of attendance at this stage.

Please read the **guidance note** at **Annex 2** of this document carefully before completing your progress report.

Checklist:

The report must be:

- | | | |
|-----------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| completed electronically | <input type="checkbox"/> | |
| completed in full | <input type="checkbox"/> | |
| sent as an electronic version to leonardo@uk.ecorys.com | | <input type="checkbox"/> |
| signed by the contact person (original signature) | | <input type="checkbox"/> |
| signed by the Head of organisation (original signature) | <input type="checkbox"/> | |
| sent as a paper copy to Ecorys | <input type="checkbox"/> | |
| sent by 30 June 2013 | <input type="checkbox"/> | |

If you have any queries please contact the Leonardo helpline on 0845 199 2929 or email leonardo@uk.ecorys.com.

Please send the completed form to:

Leonardo UK National Agency
Ecorys
Albert House, Quay Place
92-93 Edward Street
Birmingham
B1 2RA

AND the electronic copy to leonardo@uk.ecorys.com

1. General information

Project reference no.	2012-1-DE2-LEO04-11659-1
Title of Partnership	Teaching Permaculture in Europe: Sustainable Ways of Sharing Knowledge
Name of your organisation	Permaculture Association
Role of your organisation	<input type="checkbox"/> The Coordinator <input checked="" type="checkbox"/> A partner
Partner organisations (name and country)	<ul style="list-style-type: none"> • Permakultur Akademie, Germany • Permaculture Association, Britain • Asociacion Cambium Permacultura en Formacion, Spain • Permaculture Association Sweden, Sweden • Leo Bakx Aardwerk, Netherlands • Sustainable Ireland Cooperative Society Ltd t/a Cultivate, Ireland • Université Populaire de Permaculture, France • Selishte Zeleno Uchilishte, Bulgaria • Permakultur Danmark, Denmark • Projeto novas descobertas, Portugal • Elävän Kulttuurin Koroinen-yhdistys, Finland • Društvo za permakulturo Slovenije, Slovenia

1.1 Organisation data

Please fill in these tables **if data has changed** since your application¹.

Full legal name			
Address			
Postcode		City	
Country			
Telephone 1		Telephone 2	
Mobile		Fax	
Email address			

1.2 Contact Person

Title		First name	
Family name			
Department			
Position			
Work address	<i>(if different from above)</i>		
Postcode		City	
Country			
Telephone 1		Telephone 2	

¹ If any of these details change before the end of the project please let us know by email so we can update our records. This information will be used in the Final Report form we will send to you in 2014. The Legal Signatory should be someone with authority to sign contracts on behalf of your organisation, e.g. Director, Head of Department, Chief Executive or similar.

Mobile		Fax	
Email address			

1.3 Legal Signatory

First name		Family name	
Position		Email	

2. Partnership content

2.1. Please describe briefly the Partnership activities undertaken and the results achieved so far (please make reference to the original objectives of your Partnership as set out in your application):

The Partnership consists of 12 funded partners and several guest participants, which have met 4 times so far (August 2012, Germany; October 2012, Slovenia; March 2013, Portugal; May 2013, UK). All meetings had between 45 and 50 participants, with about 1/3 newcomers / trainees at each meeting.

The Partners collaboratively designed a working structure that allows us to share tasks within the Partnership and rotate the preparation of the meetings around small groups.

Each meeting has a focus on one of the objectives of the Partnership, as well as allowing time to exchange about the other objectives. So far, the partners have focused on the following objectives:

- To form a network of European teachers (1st meeting, Germany; strengthened and diversified at subsequent meetings)
- To learn from other organisations' experience (2nd meeting, Slovenia)
- To exchange about different curricula and course formats (3rd meeting, Portugal)
- To support teachers in practising teaching methods and in enhancing their teaching quality (4th meeting, England)
- To enable teachers to visit permaculture projects and see practical solutions in other countries and climatic conditions (each meeting)
- To promote cultural exchange, diversity and inclusion within the permaculture network (each meeting)

The remaining objective is "to create a handbook with methods and curricula, PDF brochure about organisational structures, a booklet about best practices and a website which displays the results."

This will be the focus topic of the next meeting in Spain. The format and media used to convey the information will change, to using the website and a wiki for sharing teaching methods and session plans (see below).

Concrete results have been:

Escherode Germany, August 5-7, 2012:

1. We spread information about the Partnership to newcomers and on the newly established website: <http://permateachers.eu>
2. We presented partner organisations to each other,
3. We implemented a structure of organisation (based on the “Viable Systems Model”) for the Partnership,
4. We worked out more details of the work-programme for the 2 years,
5. We formed teams for the different tasks and functions of the Partnership,
6. We met at a permaculture site as a practical example.
7. A short slideshow of the meeting was produced: https://www.youtube.com/watch?v=qMAbqS1IM_I

Trenta, Slovenia, October 21st to 25th, 2012:

1. We gathered questionnaires on educational structures from: Denmark, England, France, Germany, Ireland, Netherlands, Portugal, Italy, Austria, Croatia, Czech Republic, Slovakia, the Canary Islands,
2. We made SWOC-analysis (Strengths, Weaknesses, Opportunities, Constraints - and Solutions) of different educational structures,
3. We looked at “lessons learned” from this meeting and made a design how to better organise the next meeting,
4. We visited a permaculture farm and a bee keepers’ museum.

Vale da Lama, Portugal, March 25th to 30th, 2013:

1. We collected various course curricula, different formats of courses, session plans and an overview of the content that most teachers teach,
2. We worked on the clarification of the structure of the Partnership so that it is more easily accessible for newcomers,
3. We decided to focus on a WIKI as the main place where the outcomes of the Partnership will be published and started to work out templates to upload information,
4. We stayed on the site of a permaculture project and got involved in practical work here, and visited 2 more permaculture projects on the last day of the meeting,
5. A video of interviews of attendees at this meeting was produced: <https://www.youtube.com/watch?v=HP9CDfzPeXo>

Leeds, England, May 27th to June 1st, 2013:

1. We ran a Creative Teaching Methods training course as an option before the actual meeting in Leeds,

2. We exchanged about Pedagogy, methods, stories of success and failure and apprenticeships in teaching,
3. We hosted a talk by Jon Walker, consultant, on the Viable Systems Model, to further improve our working structure,
4. We saw presentations about various permaculture projects in Leeds, visited a local sustainable & affordable housing project, a nearby permaculture farm and community garden.
5. We worked with Open Space Technology to enable as many people as possible to participate in exchange of information, knowledge and learning processes,
6. We did a World Café Method to collect wishes, ideas and visions for the continuation and development of this project beyond July 2014 and created a group to work out details,
7. We started to fill the WIKI with content and results.

Some reflections on the experience so far:

The project has been enormously valuable for the Permaculture Association. We have gained some useful insights into the European permaculture scene. We have started to develop new, closer relationships with partner organisations and are already planning more collaborative projects for the future, as well as having hosted a job shadowing visit as a result of the partnership, with more planned. Also, some of the outputs of the partnership, such as the wiki for sharing teaching resources have fulfilled some of our own aims, so the partnership is contributing to our wider strategic objectives.

Staff that have been involved in the project have also developed; some of the challenges that the project has thrown up have stretched them and created an array of learning opportunities that weren't anticipated at the time of writing the application. For example, I have learned the importance of slowing down, and using a genuinely inclusive, participatory approach to leadership when working cross-culturally, as the scope for miscommunication and misunderstanding is much greater. Others have gained greater experience of facilitation methods and developed communication skills. More generally, we have all gained a deeper understanding of the diversity of approaches to team work across cultures and between individuals.

Hosting the UK meeting was both challenging and rewarding; the logistics of hosting everyone in Leeds was difficult as, being such a business-orientated city, Leeds has very little affordable accommodation that would be suitable for this group. So, we opted to host the guests with local families instead. This made the logistics much more complex, but the inter-cultural exchange much richer, as visitors were able to spend time in British homes and mix with many more people than those directly involved in the partnership.

During the evaluation session at the UK meeting, we polled 39 participants to see how they felt the partnership was meeting the aims of the Leonardo da Vinci programme that we identified in the application. The results were as follows:

Aim 1: Do you feel that the partnership has improved your employability? Yes – 37

Aim 2: Do you feel that the partnership has improved your teaching quality? Yes - 35

Aim 3: Do you feel that the partnership has improved your organisation's capacity? Yes - 27

A tangible expression of the first aim is that new work opportunities have already arisen from the partnership; several of the participants have been invited to teach at partners' institutions as guest tutors or as mentors for individuals.

Also, partner organisations have been able to promote each others' activities more effectively: for example, the Permaculture Association (UK) recently received a query from someone looking for a course in Germany, and we were able to recommend our partner organisation and give details of where to get more information.

2.1a Please provide details of any social media you use to promote the project.

- Website: <http://permateachers.eu>
- Twitter: I've tweeted about the partnership from my personal account occasionally, e.g.
 - https://twitter.com/Joe_L_Atkinson/status/321211772663107585
 - https://twitter.com/Joe_L_Atkinson/status/336494361275674624
 - https://twitter.com/Joe_L_Atkinson/status/332873728688009216
 - https://twitter.com/Joe_L_Atkinson/status/337895732403118080
- Wiki: <http://wiki.permateachers.eu>
- Youtube videos:
 - https://www.youtube.com/watch?v=qMAbqS1IM_I
 - <https://www.youtube.com/watch?v=HP9CDfzPeXo>

2. 2. What problems/obstacles have you met in the implementation of the Partnership, if any? How have these problems been they solved?

Managing the diversity within the project has brought a number of challenges.

A major challenge has been balancing the desire to widen participation and include as many people as possible (which supports the objective of forming a network of teachers) with the practical need to maintain enough continuity within the project to deliver the other objectives. In particular, during the 3rd meeting, we observed that some newcomers brought a great deal of enthusiasm, but this manifested as a tendency to take discussions on a given topic or piece of work right back to the beginning, rather than observing the state of progress and contributing appropriately.

As a consequence, “old timers” who had been involved in the project from the beginning felt that their contribution to the project had not been recognised or honoured, and newcomers felt that there was no opportunity for them to contribute meaningfully, or that their contributions weren't being taken seriously.

The newcomers also felt frustrated by certain aspects of the way the project was run and certain details of the programme (specifically they wanted more focus on content and less on discussing details of “how to manage” the Partnership); meanwhile, those who had written the application and put hours of their time into organising the partnership felt unappreciated.

We have responded to these challenges by conducting more thorough inductions for newcomers to the project at the beginning of meetings and by splitting the groups so that people with different levels of information can participate without frustration. Also, the participants from each country made extra efforts to brief new attendees prior to the meetings.

While the language of the partnership is English, the diversity of English language skills has continued to create an inclusion challenge. Because so many of the participants' English is so good, those who are less confident are in a very small minority, and tend to get left behind, or find the meetings very tiring. This is despite the problem being acknowledged and highlighted frequently, with repeated requests for native and fluent English speakers to slow down and speak clearly. We have used some whispering interpretation in some sessions, and this has helped a little, but of course brings other problems – such as the interpreters' contributions to sessions being stymied.

Another challenge that we have faced has been how to enable some degree of participation for unfunded partners: those organisations that contributed to writing the application, but did not receive the funding from their national agency (Italy and Latvia), or potential partners that failed to engage in time to be included in the bid process (e.g. Permaculture organisations in Czech Republic, Croatia, Austria, Belgium, Switzerland, Ukraine etc). We decided to facilitate unfunded partners' participation by reducing their event fee.

A major challenge has been (and remains to be) for the participants to stay in touch in between meetings, especially in the working groups, as these have been formed by interest rather than proximity of participants to each other. Using the Internet to collaborate with a multi-lingual group spread out over several time zones and countries is one of the major learning experiences! The partners try to move towards getting the work done at the meetings themselves, plus there is usually time allocated to the question of “how will we stay in touch and work together until the next meeting?”. The solution for that issue was the decision made for all to have regular Skype meetings using Team viewer and start adding (again on a regular basis) their input to the WIKI.

Finally, it has emerged that the funded partners have not communicated enough during the application period and before the start of the project about how certain outcomes were going to be financed. Due to this, the partners have made budget-plans which do not allow for printing all of the material that has been planned. Although there was awareness of the “Accompanying Measures”, the partners did not have the resources to apply for this funding. The solution for now is to focus on online publication of the results and the various products that have been planned on the WIKI.

2.3. Mobility activities

Minimum number of mobilities planned (please tick as appropriate)	<input type="checkbox"/> 4	<input type="checkbox"/> 8	<input checked="" type="checkbox"/> x 12	<input type="checkbox"/> 24
	<input type="checkbox"/> Reduced number of mobilities²			

² In some cases it is possible to request a reduced number of mobilities, for example if you are working with staff or trainees with special needs or have partners in Overseas Territories (OSTs). Any change must be agreed in writing in advance with the National Agency. Please contact your project officer for more information.

2.4. Mobilities carried out between 01.08.2012 and 30.06.2013 (add rows if necessary)		
Mobility description – Destination (country and city) and brief description of activities undertaken during the mobility, including any outcomes of the visit.	Number of participating STAFF	Number of participating TRAINEES
Germany, Kassel/Escherode* August 5th to 7th 2012; Preparatory-meeting: Getting to know each other more closely, defining work and social structure of meetings, outline of next mobility meeting in October. * Meeting held in Escherode to coincide with a major European conference during 1 st - 5 th August and to allow a visit to a permaculture site, thereby meeting one of the objectives of the partnership.	1	0
Slovenia, Ljubljana/Trenta * October 21st to 25th, 2012; Presentation and discussion of educational structures, systems and processes; preparing exchange and discussion of curricula at next mobility meeting. * Meeting was arranged at relatively short notice, so finding a suitable venue in Naklo was challenging for the host.	5	0
Portugal, Vale de Lama March 25th to 30th, 2013; Exchange and recording of curricula of Permaculture Design Courses and other course formats.	5	0
Total number of mobilities:	11	0

2.5. Total number of mobilities to be carried out by 31.07.2014:	12
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2.6. Please provide further details below of the STAFF that have participated in the mobilities to date (add rows if necessary)			
Name	Age Range (Annex 1)	Employment status (Annex 2)	Male / Female
Joe Atkinson	C	B	M
George Sobol	E	E	M
Jan Mulreany	E	E	F
Rakesh Bhambri	C	E	M
Peter Cow	C	E	M
Jon Keane	E	E	M

2.7. Please provide further details below of the TRAINEES that have participated in the mobilities to date (add rows if necessary)

Name	Age Range (Annex 1)	Employment status (Annex 2)	Male / Female

3. Please comment on the support you have received from the National Agency to date and specify whether there is any additional support or guidance you would like to receive to help with the management of your Partnership.

The support from Ecorys has been excellent. In particular, the events have been very useful.

If you have any resources on how to improve speakers' mindfulness of their audiences' diverse language needs, we'd be interested.

Did you find the attached guidance for completing this report useful?

Yes **No** **Did not use it**

Do you have any suggestions for improvement?

4. Grantholder's declaration to be signed by the person legally authorised to sign on behalf of your institution/organisation and by the Partnership contact person in your institution/organisation:

"We, the undersigned, certify that the information contained in this Progress Report is correct to the best of our knowledge."

Date: 25/06/2013	Date: 25/06/2013
Place: Leeds	Place: Leeds
Name and position of the contact person: Joe Atkinson, Learning Coordinator	Name and position of Legal Signatory: Andy Goldring, CEO
Original signature of the contact person:	Original signature of Legal Signatory ³ :

ANNEX 1 - AGE RANGE AND EMPLOYMENT STATUS CODES

Annex 1 - Age range	Annex 2 - Employment status
A 16-24	A Employed (full time)
B 25-34	B Employed (part time)
C 35-44	C Unemployed
D 45-54	D Retired
E 55-65	E Volunteer
F 65-74	F Other (please give details)
G 75-84	
H 85+	

³ If the Legal Signatory is the same as the contact person, please sign and date the form in both sections.

ANNEX 2 - GUIDE TO COMPLETING THE PROGRESS REPORT

The purpose of this guide is to help you complete your Progress Report. Please read the guidance carefully before completing your report and contact the National Agency if you have any questions.

Whilst we recommend you work closely with your partners when completing the progress report, you should ensure that you complete the UK report template. Your report should focus primarily on the activities **your organisation** has undertaken up until the end of June 2013.

Completion of the progress report is a contractual requirement. Please ensure that you provide sufficient information for us to assess the progress of your Partnership against the objectives and activities stated in your application.

1. General information

You should complete this section of the report with general information about your Partnership. The information required is contained in your Grant Agreement and Annex V (List of Approved Partner Institutions). If there have been any changes to this information, you should let us know and include the correct information in your progress report.

1.1. Organisation data

You should only complete this table **if information has changed** since you submitted your original application. Please check the information included in your application carefully. If there have been any changes, complete the relevant fields with the correct information. If no data has changed, you should leave the table blank.

1.2. Contact person and 1.3. Legal Signatory

As above, you should only complete these tables **if information has changed** since you submitted your application.

2. Partnership Content

This section is intended to give us an overview of how your Partnership is progressing. Please refer back to your original application form before completing it and include as much relevant detail as possible.

2.1. Description of Partnership activities and results

The project activities and results described in this section should reflect the work plan and the original objectives set out in your application. If any activities or results have changed since the application, please explain why.

Provide a comprehensive **overview** of the activities undertaken across the Partnership as a whole, including a summary of the Partnership meetings to date. If there have been any major changes to the roles and responsibilities within the Partnership, please provide details.

You should then describe in more detail **your own organisation's activities** to date, giving details of the work you have carried out within your organisation in the UK; for example, any visits you have hosted, examples of project research or evaluation you have carried out and any work you have done to promote the Partnership.

Consider who has been involved in the project activities to date and what impact the project has had on your organisation so far. You should mention the benefits as you see them for the staff and trainees involved and for any other target groups where applicable. You should also consider what the benefits have been of working at a European level.

Please describe the results of your Partnership to date. You may wish to include examples of the products and materials you are working on. If you have a project website, you should include the web address here.

Remember to include any examples of successes or good practice. If there are any additional outcomes that were not anticipated in the original application, please provide details.

Please also give details of any activities carried out online such as links to project websites, forums, photos or videos.

2.2. Description of problems or obstacles encountered

In this section you should outline any difficulties you have experienced in the project so far. These may relate to working with your transnational partners, achieving your project objectives, undertaking mobilities, or issues within your own organisation such as staff changes or illness.

Please tell us whether you have resolved the issues to date and if so, explain what measures you took to resolve them. If the issues are ongoing, please explain what steps you plan to take in the future to resolve them.

For any problems experienced during your Partnership you can contact your project officer at the National Agency for help and advice.

2.3. Mobility activities

Please tick the box corresponding to the minimum number of mobilities mentioned in Article 3 of your grant agreement.

In some cases, for example where you are working with staff or trainees with special needs or you have partners in the Overseas Territories (OSTs), you may be able to request a reduced number of mobilities. This should be agreed in writing in advance with the National Agency. If you have previously agreed a reduced number of mobilities with the National Agency, please include the details here.

2.4. Description of mobilities carried out from 1 August 2012 – 30 June 2013

In this table you should include details of any **transnational mobilities** undertaken by staff or trainees **from your organisation**. Trips to visit partners within the UK, if applicable, will not count as eligible mobilities and should not be included.

Please provide details of any Partnership visits that have taken place **abroad**, including:

- the dates of the visit
- the destination country **and** town/city
- a brief summary of the visit activities

***Example:** 10-13 December 2012 - Visit to Latvia, Riga. First Partnership meeting to get to know partners; agree project timings and activities; confirm roles and responsibilities; and agree on evaluation questionnaires. The partner roles were agreed and the report of meeting was circulated including action points in preparation for next meeting.*

Eligible mobilities should normally take place in the location where the host partner is based (see Annex V of your grant agreement). If you have undertaken a mobility to an alternative location, please provide details and a brief explanation.

If staff or trainees with special needs from your organisation have travelled with an **accompanying person**, the accompanying person should be included in the table as a **staff** mobility.

2.5. Total mobilities to be carried out by 31 July 2014

Please include the total number of mobilities you expect to have completed by the end of the project. This figure should be equal to or higher than the minimum number specified in your grant agreement.

2.6. Details of staff who have participated in mobilities to date

Please use the codes in **Annex 1** of this document to complete the table. We will use this data to check that the mobilities undertaken to date are eligible and to assist with our reports to the UK Government and the European Commission.

2.7. Details of trainees who have participated in mobilities to date

As above, please use the codes in **Annex 1** to complete the table.

3. Comments on support from the National Agency

We would welcome your constructive feedback on the support you have received from the National Agency to date and any recommendations you have on how we can improve.

We are here to support you in making your Partnership a success. Please contact your National Agency project officer if you have any queries or concerns about your project.

4. Grantholder's Declaration

This section should be completed and signed by hand on the hard copy of the form. You can leave the signature blank on the electronic copy.

If the Legal Signatory is the same person as the contact person, please ensure that the form is signed in **both** places.

[Back to Report](#)