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PERMIND: Permaculture applied in the recovery process of people with mental illness

PROJECT PROCEDURES MANUAL








**Agreement number: 2017-1-ES01-KA204-037996
(September 2017)**

1. INTRODUCTION

This procedure manual is designed to be a tool to help the transnational partners of the ERASMUS+ PERMIND project and also a useful management tool.

Its core objectives are:

-  To help ensure efficient project management.
-  To give an overview of the project.
-  To give information for each of the project's tasks.
-  To ensure and maintain good relations between all the participating partners.
-  To ensure effective and accurate reporting.

The project coordinator has drawn on its experience of successful project management to apply a set of management rules, as described in this procedural manual, to all project activities, respecting the rules of the ERASMUS+ programme.



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2. THE PERMIND PROJECT

SUMMARY (from project application)

PERMACULTURE AS THERAPY (ECOTHERAPY)

1- The concept "culture" appears between the XVIII and XIX century, related to an improvement or cultivation process, inspired in the agriculture, so we can say that the **agriculture is the heart of the mankind culture**, a connecting element for communities all over the world. Over the years, in an increasingly urbanized world, we forgot the importance of the agriculture and thus the connection with the land, being the beginning of many problems. **It is proven that horticultural therapy may be helpful in treating mental illness**, helping to create a sense of purpose and allowing being in a relaxing environment. Several studies have reported the benefits of horticultural therapy and garden settings in reduction of pain, improvement in attention, lessening of stress, modulation of agitation, lowering of as needed medications, antipsychotics and reduction of hospitalizations.

2- **"Cultures cannot survive for long without a sustainable agricultural base and land use ethic"**, it is indeed this sentence, coined by Bill Mollison (1928), a scientist and biologist considered as the father of permaculture alongside with David Holgrem (1955), to sum up the philosophy of permaculture. In the communication from the Commission to the European parliament, the council, the European economic and social committee and the committee of the regions "Options for an EU vision and target for biodiversity beyond 2010" (Brussels, 19.1.2010, COM (2010) 4 final), it is said that "The promise of permaculture as an effective protector and restorer of biodiversity should be explored and enhanced".

NON-FORMAL LEARNING

3- Defined as "learning that is intentional from the learner's point of view and embedded in planned activities not explicitly designed as learning". PERMIND is based on it and also on learning by doing to fix the knowledge.

MENTAL HEALTH CHALLENGES

4- The mental health of its citizens is a vital but under-valued resource within the EU. It is estimated that one in four people experiences a significant mental health problem in their life, so the problem really affects everybody. Although employment is identified as providing people with a social identity, sense of meaning and sense of self-esteem (being linked with EU's policy objectives of prosperity, social inclusion, security and

public health), it is very difficult for this target group to get a job, as declared by the WHO in 2010: “mental disabilities are associated with unemployment rates that can reach 90%”.

Based on the above, the PERMIND project tackles the challenge of providing high quality training in permaculture for people with mental health issues to **create sustainable slow growing communities, thus increasing their knowledge, competencies and work opportunities**. This will be achieved through an **eLearning platform and a teaching app**, being this last one fed by the own trainees during a 1-year pilot course. Digital and social skills like team working, commitment, communication, self-confidence, resilience, responsibility, etc. will be trained during a pilot course using permaculture as an ecotherapy to reach their own personal recovery plan. PERMIND promotes values such as sustainability, natural rhythms, social and environmental respect, community growth, entrepreneurship or active learning by:

- Development of a **technical curriculum** to establish a permaculture orchard considering the learning needs of the people with mental illness.
- **Development of key competences** of the people with psychic discomfort to improve their quality of life and their employment opportunities.
- Providing people suffering from mental health challenges with a **relaxing activity in direct contact with the patterns of nature**, where they feel comfortable, increase their self-esteem and start thinking in their future, planning their own project of life in a slow way (green care).
- Creation and maintaining of a **didactic app and an eLearning platform**, being both open educational resources where all the didactic materials will be available for free.
- Promotion of the entrepreneurship capacity by creating a **Virtual European Mix Cooperative** (green entrepreneurship).
- **Fighting against the stigma and stereotypes** related to mental illness, approaching people with mental illness to their neighbourhood.





3. PARTNERS AND CONTACT DETAILS

Partner number	Country	Organization	Project manager	Email address	Skype contact
P1	Spain (Valladolid)	Fundación INTRAS	Laura Martínez	imd@intras.es	Proyectos2intras
P2	Spain (Tenerife)	ADP	Juan Sánchez	info@permaculturatenerife.org ; jusangar@ull.es	TO BE COMPLETED
P3	Slovenia	SENT	Kristina Voda Nace Kovac	kristina.voda@sent.si ; nace.kovac@sent.si	TO BE COMPLETED
P4	Greece	EKP&PSY	Anna tsiakiri	anna.neuroduth@gmail.com ; pfitsiou@gmail.com ; ekpsath@otenet.gr	TO BE COMPLETED
P5	Sweden	Changemaker	Per Myren Irene Poggi	per@changemaker.nu ; irene.poggi@changemaker.nu	TO BE COMPLETED


4. PROJECT MONITORING

The Spanish National Agency (SEPIE) and the project coordinator will be responsible for the day-to-day supervision and control. Partners are required to facilitate all the information and documents needed under request of coordinator.

The following control methodologies will be used:

-  Status of the actions, providing information on project commitments and whether these have been fulfilled.
-  The level of technical and economic progress, providing information on project reporting and facilitating all the required documents. This are the reports to be sent to the coordinator.

Money Transfers	Date and % of money transfer
First money transfer 20%	Within 30 days of the date when the last party signs the partnership agreement and once the coordinator has received the first payment from the Agency.
Second money transfer 30 %	Within 30 days of the acceptance of partner' progress report (activity + financial report). <ul style="list-style-type: none"> ○ Reporting period: 01/09/2017-31/03/2018. ○ Deadline to send the report to the coordinator: 30/04/2018.
Third money transfer 30 %	Within 30 days of the acceptance of the official intermediate report (activity + financial report) and payment of the corresponding instalment by the Agency. This joint intermediate report will be sent to the Agency before 31/10/2018. <ul style="list-style-type: none"> ○ Reporting period: 01/09/2017-30/09/2018. ○ Deadline to send the report to the coordinator: 10/10/2018.
Fourth money transfer 20%	Within 30 days of the acceptance of partner' final report (activity + financial report) and final balance paid to the Coordinator by the Agency. This joint 3rd report will be sent to the Agency no later than 30/10/2019. <ul style="list-style-type: none"> ○ Reporting period: 01/09/2017-31/08/2019. ○ Deadline to send the report to the coordinator: 30/09/2019.

-  Status of documentation and products, providing information on project products, the stage of production reached, version, location, etc.

An on-line space has been set up, so all partners can easily exchange documents, products and information related to the PERMIND project.



Google Drive <https://drive.google.com/drive/my-drive>

The persons appearing in the contacts' list have been invited to this shared folder.

P1 is the only organization in charge of managing this common virtual space to avoid duplicating the information, deleting documents by mistake or collapse it uploading too heavy documents.

Partners are required to respect the information in the common space and upload just the needed information for the right development of the action.

Moreover, the coordinator has made a technical chart to monitor the right development of all the activities approved in the project application as well as the deadline to fulfil them. This diagram is available in the Google drive space and will be updated regularly, so all the partners can be aware of the tasks already done, next meetings, pending tasks, etc.

PERMIND: Permaculture applied to the recovery process of people with mental illness											
WORKPROGRAMME	RESPONSIBLE	DEADLINE	2017	2018	2019	CUMMINTS					
1. PROJECT MANAGEMENT AND IMPLEMENTATION											
1. Partnership manual elaboration	P1	31/10/2017	■								
2. Partnership file sharing system developed	P1	30/09/2017	■								
3. Quality, monitoring strategy developed and agreed	P1	30/11/2017	■	■							
4. Dissemination strategy developed and agreed	P1	30/11/2017	■	■							
5. Risk plan developed and agreed	P1	30/11/2017	■	■							
6. Key contacts list produced	ALL	31/10/2018		■	■						
7. Project informative leaflet and poster in all languages	ALL	31/10/2018		■	■						
8. Project newsletters	ALL	31/10/2018		■	■						
9. Creation and manteing of the eLearning social space	P1	31/08/2019		■	■	■	■	■	■	■	■
10. Sending of press releases	ALL	31/08/2019	■			■				■	
11. Technical and financial reports	ALL	several			■						■
M1: KOM in Tenerife, Spain (2 pas)	P2	25-26/10/2017	■								
M2: 1st year meegin in Alexandroupolis, Greece (2 pas)	P4	31/10/2018				■					
M3: final meeting in Gothenburg, Sweden (2 pas)	P5	31/08/2019								■	
Supervisory visit to P1 by P2	P2	31/10/2018			■	■	■				
Supervisory visit to P3 by P2	P2	31/10/2018			■	■	■				
Supervisory visit to P4 by P2	P2	31/10/2018			■	■	■				
Supervisory visit to P5 by P2	P2	31/10/2018			■	■	■				
O1: CREATION OF THE PERMIND eLEARNING PLATFORM											
1.1. Technical development of the elearning patform	P5	31/03/2018	■	■	■						
1.2. Development of the permaculture curriculum	P2	31/03/2018	■	■	■						
1.3. Translation from English into national languages of the curriculum	P1, P3, P4, P5	31/07/2018		■	■	■	■	■	■	■	■
1.4. Pedagogy test in all partners' countries	P1, P3, P4, P5	30/04/2019			■	■	■	■	■	■	■
1.5. Focus groups after the pedagogy test	P1, P3, P4, P5	31/05/2019			■	■	■	■	■	■	■
1.6. Case study description	ALL	30/06/2019						■	■	■	■
1.7. Creation of the virtual European mix cooperative	ALL	31/05/2019						■	■	■	■
1.8. Regular feeding of the permind elearning platform	P1, P5	31/05/2019						■	■	■	■
1.9. Evaluation of the social change after the pedagogy test	P5	31/05/2019						■	■	■	■
1.10. Inclusion of permind in the official certificate of professionalism on agriculture	ALL	31/08/2019						■	■	■	■
O2: CREATION OF THE PERMIND LEARNING APP											
2.1. Technical development of the permind application for mobile/tablet	P5	31/03/2018	■	■	■						
2.2. Development of elearning videos and practical content	P1, P3, P4, P5	30/04/2019			■	■	■	■	■	■	■
2.3. Permind welcome basket-harvest party!	P1, P3, P4, P5	31/08/2019						■	■	■	■
E1: MULTIPLIER EVENTS											
Keep on growing event in all partners' countries	ALL	31/08/2019								■	■
C1: TRAINING OF THE TRAINERS											
C1: Training the trainers in Tenerife, Spain (2 pas)	ALL	31/03/2018	■								

Communication channels

Communications between the different members of the transnational partnership have an important role to play in project management. Partners are required to notify any changes or delays in the development of their tasks or in the budget foreseen for each of them **in writing**, to avoid misunderstandings.

Depending on specific needs, the following channels will be used:

- ✓ Regular communication will be made by email and by Skype (virtual meetings or quick typing).
- ✓ Reporting documents, like invoices, boarding passes, etc. will be sent by partners to coordinator by email or using the Google Drive common space or even by www.wetransfer.com. We don't need any original documentation, but please keep them in your organizations.
- ✓ Google Drive for all internal project documentation.
- ✓ Telephone for emergencies, when communication cannot be established by any other means.

Meetings

Meetings play an important part in any project and are a reference point for information flow and exchange.

It is the obligation of the project coordinator to organise working meetings in such a way as to achieve their objectives (information exchange, joint problem solving, correct project monitoring, reinforcement of common goals), while avoiding loss of time and the feeling of inefficiency.

The meetings will last from one to two full working days, depending on the topics to be dealt.

The meeting agenda will enable transnational partners to plan their trips and also to prepare subjects to be dealt with. It should indicate:

- ✓ Date, time, venue and duration.
- ✓ Topics to be discussed.
- ✓ Responsibilities of partners for different items.

Confirmation of the persons attending to the meeting is obligatory. This will be done by email sent to the host organisation and to the project coordinator with enough time to prepare everything.

The project coordinator will organise the meetings, taking care of:

- ✓ Drawing up the agenda, together with the host organisation.
- ✓ Communicating all details to partners.
- ✓ Preparing documentation necessary for the meeting (agenda, attendance sheets, etc.).
- ✓ Preparing the meeting minutes.

The host partner will be in charge of:

- ✓ Advising of accommodation and travel options.
- ✓ Providing the location for the event and instructions about how to reach the venue and to suggest hotel options.
- ✓ Organising media and equipment.
- ✓ Organising lunches, dinners and coffee breaks during meeting days.
- ✓ Partners will pay their contribution for meals organised by the host partner.
- ✓ Providing the certificates of attendance, including the stamp of the organization and the signature of the legal representative.



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5. INTELLECTUAL PROPERTY AND COPYRIGHT ON TRANSNATIONAL PRODUCTS

All the intellectual property and copyright of the products developed within the PERMIND project will be property of the consortium.

The PERMIND training course developed will be distributed for free on the PERMIND platform, specifying that it is the result of a project made by the PERMIND consortium and co-financed by the ERASMUS+ programme.



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6. REPORTING PROCEDURES AND TEMPLATES

The lead partner will remind about the reporting timetable and provide the financial and technical templates to do it. These templates are still not available; the document will be updated as soon as they are ready to be use. The coordinator will remind one month in advance about the sending of each of the reports. It is of high important to respect the deadlines and send all the information IN TIME.

The intermediate and final report will be uploaded in the Mobility Tool MT+ by the lead partner, no delays in the sending of the information will be accepted.