

EUROPEAN COMMISSION
Directorate-General for Education and Culture

ANNEX III

Technical implementation report and financial statement

T E M P U S **Joint European Project**

23199-2002

(Agreement n°)

The Reports		Deadlines	
		2-year JEP	3-year JEP
1st Report :	- progress report on the action's implementation	1/12/2003	
2nd Report :	- progress report on the action's implementation - statement on the costs incurred	1/07/2004	1/03/2005
3rd Report :	- technical implementation report - financial statement	30/10/2005	30/10/2006

Structure of the Report

Part I: Progress Report on the action's implementation

Part II: Financial report

Part II. a.: Statement on the costs incurred

Part II. b.: Summary statement of the receipts and expenditure of the action

The technical implementation reports and financial statements are to be returned in FOUR copies by registered mail (date as per postmark).

One copy (with the original signatures)

Three copies (of which two with the supporting documentation)

Head of Unit

Tempus Programme - USA / Canada

Directorate-General for Education and Culture

European Commission B7-6/68

B – 1049 Brussels (Belgium)

DECLARATION

This declaration should be completed and signed by the following people:

1. the beneficiary of the Joint European Project;
2. the person who is legally authorised to represent the beneficiary institution.

We, the undersigned, certify that we have submitted all the required documentation, including the documents listed in the checklist.

Furthermore, we certify that the information given in this technical implementation report and financial statement is correct to the best of our knowledge and complies with the requirements of the provisions of Article II.15 of the grant agreement.

We are aware that amendments to these documents will not be accepted after the date of submission.

Name of the beneficiary institution: **University of Hohenheim**

Name of the beneficiary: Prof. Dr. J. Zeddies

Name of the legal representative: **Prof. Dr. H.-P. Liebig**

Function: **Professor**

Function : **Rector**

Done at: **Stuttgart**

Done at: **Stuttgart**

Date: **28.11.2003**

Date: **28.11.2003**

Signature:

Signature:

Seal of the beneficiary institution:

Part I: Progress Report on the action's implementation

1st REPORT: PROGRESS REPORT ON THE ACTION'S IMPLEMENTATION

DESCRIPTION OF THE START-UP ACTIVITIES

Please provide a **description** of approximately four pages of the **activities** that have taken place in the first three months of the project, including if relevant, any deviations from the original plans. Please also provide comments on the methodology chosen for the project management and the cooperation to date replying to the following questions:

1. What preparatory activities have already taken place?

During the first three months of the project the following activities have been carried out:

- two representatives of the consortium participated in the Tempus co-ordinators conference in Rome
- the first co-ordination meeting has been prepared, work plan and budget have been revised
- the first co-ordination meeting has been held in Moscow (RF) from 07. October – 12. October 2003
- the first networking meeting has been conducted in Moscow (RF)
- for project offices have been established in Hohenheim (D), and Moscow (RF)
- younger lecturers for East-West-retraining-mobilities have been pre-selected

During the first co-ordination meeting, the objectives and activities of the project have been discussed among all participating institutions. The work plan has been rescheduled and adapted to the new regulations of the grant agreement and the project budget has been revised. The co-ordination meeting was organised in combination with the first networking workshop. Therefore it was possible that representatives of all consortium members could participate in the co-ordination process.

During the networking meeting the curricula and teaching programmes in Agricultural Extension at MTAA and the EU universities have been presented to the representatives of the Russian agricultural universities. Teaching materials developed in the frame of previous TEMPUS-projects have been disseminated, discussed and reviewed.

2. What are the selection criteria for the different groups of persons that will participate in the development of activities on one hand and in the mobility on the other hand?

The persons participating in the development of activities are the local co-ordinators of the partner universities involved as well as the heads of departments relevant to the topic of the project, i.e. the heads of the departments of Agricultural Extension, and the deans of the economic faculties of the Russian agricultural universities. These persons have been identified beforehand, already during the application phase.

The persons participating in mobilities will be selected according to their professional skills and specialisation, their language skills and their age. In mobilities related to curriculum development, mainly key professors of the departments of Agricultural Extension will participate. Younger teachers for retraining visits to EU-universities will be pre-selected by the local co-ordinators of the partner universities. During the co-ordination meetings the final decision on the persons will be made. Teachers from EU-universities visiting the partner universities for teaching purposes will be selected according to their professional background.

The selection procedure of the key professors and younger teachers from the Russian agricultural universities assumes that they have basic knowledge on Agricultural Extension and sufficient foreign language knowledge gained in frame of previous projects or programmes. In addition short term intensive language courses (English and German) will be organised in order to prepare them for their stay abroad.

3. Please describe the division of tasks between the various institutions of the consortium for both aspects concerning academic coordination and administrative management. How will this division of tasks be managed in terms of communication and decision-making?

In general, all consortium member institutions are participating equally in the decision making process. This is ensured by a frequent communication and the co-ordination meetings where all decisions are discussed and made on a co-operative basis.

However, in order to have an efficient and well functioning project management structure the main tasks and responsibilities are divided between the consortium members.

The University of Hohenheim, is the beneficiary of the MP and will be responsible for all financial relations to the European Commission and the European Training Foundation, for the elaboration of the progress reports and other documents together with the co-ordinating institution.

The University of Wageningen is responsible for the training programme of Russian professors and younger teachers in NL, for the organisation of the training visits of RF teaching staff to Wageningen.

Both Wageningen University and the University of Hohenheim provide information on the structure and content of their study programmes in Agricultural Extension and will be responsible for curriculum and course development as well as for teaching assignments of the EU professors to RF.

Moscow Timiryazev Agricultural Academy is the co-ordinator of the project and is responsible for all administrative relations to the European Commission and the European Training Foundation, for the elaboration of the progress reports and other documents together with the beneficiary as well as for the continuous communication with consortium members.

MTAA is also responsible jointly with contact persons from other Russian universities for the selection and preparation of the staff members for the mobility to EU and the organisation of the intensive courses taught by Western professors in RF. In collaboration with the beneficiary MTAA is also responsible for purchase of equipment, publishing of teaching materials, quality control and monitoring of the project.

The project is managed by a Committee made up of one representative of each consortium member. The Committee meets twice a year in order to co-ordinate the project activities, to evaluate the progress of the project and to decide on the project budget.

The day to day management of the project will be done in close co-operation between the partners by the local contact persons or administrative staff members. For these tasks two project offices have been established, one at beneficiary institution in Stuttgart-Hohenheim (D), the second at the co-ordinating institution Moscow (RF). There is a regular and frequent communication between the project offices and all consortium members by means of email fax and telephone.

4. Please provide an outline of the plans for the purchase of equipment.

As described in the project application equipment will be purchased mainly for those consortium member universities who have not participated in previous TEMPUS-projects. Each of these 9 Russian agricultural universities will be equipped with one multimedia computer system that shall be used for distance education purposes at the departments of Agricultural Extension. In addition modern literature will be purchased and transferred to the universities' libraries.

In particular the following equipment shall be purchased:

LIST OF EQUIPMENT	Beneficiary university, Ref. No	Number of units	Price per unit, €	Amount requested from Tempus in €
YEAR 1				
<i>Distance learning:</i>				
Multimedia PC + Monitor	5-13	9	700	6300
Scanner	5-13	9	200	1800
Web-camera	5-13	9	100	900
Distance learning software	2	1	4130	4130
Modem	2	1	200	200
Digital Video-camera	5-13	9	600	5400
Audio	2, 4-13	9	30	270
Books, Periodicals	2, 4-13	11 sets	1200	13200
Total				32200

The main part of the equipment will be purchased in the Russian Federation in March-May 2004 and immediately installed at the partner universities.

5. What changes are there compared to the original plan?

Compared to the original application there is only a change in the schedule of the younger teachers' mobility to EU-universities (activity 2.1).

During the first co-ordination meeting it has been agreed between the consortium partners to carry out all younger teachers' mobilities to EU-universities (8-week-visits) during the first project year (February-May 2004).

The main reason for this decision was that the new curricula for specialisations in Agricultural Extension shall be introduced at the Russian Universities in September 2004 already. Therefore, and in order to have the necessary teaching materials available and younger teachers trained by that time, the younger teachers' mobilities, that have been planned for the second project year, have been brought forward to the first project year.

TABLE OF ACHIEVED/PLANNED OUTCOMES

Please complete a table for each outcome following the order of your original application and as follows:

- For the 1st Report : « activities carried out» and «achieved results» if any, since the start of the project, « planned activities» and « planned results», and «proposed changes» until the end of the action

Do you foresee changes compared to the activities proposed in the original application :



No

Title and reference number of the outcome :

Outcome No. 1: Dissemination of the new programmes and courses

Activities carried out and achieved results

Activities carried out	Month when the activity took place
1.2 Networking workshops and conferences in Russian universities	10/2003

Achieved results

The first networking workshop with participation of representatives of all consortium members has been conducted in Moscow. Curricula in Agricultural Extension of MTAA and EU universities have been discussed. Existing teaching materials have been disseminated.

Indicators of achievement

Disseminated teaching materials
Individual grantholder reports

Planned activities and results

Activities to be carried out	Month when the activity will take place
1.1 Reviewing, upgrading, publishing (printing) and adaptation for distance learning of the newly developed in MTAA curricula, courses, text-books, case-studies and other teaching materials	12/2003, 01/2004
1.2 Networking workshops and conferences in Russian universities	07/2004

Planned results

1.1 EU and MTAA current curricula of the extension training programmes are studied and reviewed; curricula for the key Russian universities have been developed. CD visits of 12 professors to EU universities and 10 professors to MTAA to learn the current curriculum and courses in EU-partner institutions and MTAA.
1.2 Establishing a sustainable network of Russian Agricultural Universities in the field of Agricultural Extension

Indicators of progress

Revised and newly developed curricula in Agricultural Extension
Disseminated teaching materials
Individual grantholder reports

Changes

Proposed changes

No changes

Title and reference number of the outcome :

Outcome No. 2: Training of younger teaching staff

Activities carried out and achieved results

Activities carried out	Month when the activity took place

Achieved results

Indicators of achievement

Planned activities and results

Activities to be carried out	Month when the activity will take place
2.1 Younger teachers mobility to EU	02/2004-05/2004
2.2 Training seminars and distance learning in Agricultural Extension	04/2004, 11/2004

Planned results
2.1 Altogether 12 younger teachers from RF universities will learn curricula and courses for Agricultural Extension and study materials in the EU partner universities through 2-month study visits in order to prepare them for their future academic career in their home universities at the newly established Departments of Agricultural Extension.
2.2 Younger teachers will be prepared for introduction and delivering the courses for Agricultural Extension, Consulting and Information Technologies at their home universities in 2-week training seminars in RF. The seminars will be taught in RF by western and MTAA professors during their 1-week teaching assignments (4 western and 2 MTAA professors, altogether 12 professors), delivering intensive lectures and teamwork classes in RF. In between the training seminars a distance learning programme for the RF younger teachers will be implemented.

Indicators of progress
Revised and newly developed teaching materials for Agricultural Extension Individual grantholder reports

Changes

Proposed changes
2.1 The new curricula for specialisations in Agricultural Extension shall be introduced at the Russian Universities in September 2004. Therefore, and in order to have the necessary teaching materials available and younger teachers trained by that time, the younger teacher mobilities to EU universities will take place during the first project year already and not in the second project year.

Title and reference number of the outcome :

Outcome No. 3: Purchasing distance education software and special equipment

Activities carried out and achieved results

Activities carried out	Month when the activity took place

Achieved results

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Indicators of achievement

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Planned activities and results

Activities to be carried out	Month when the activity will take place
3.1 Purchasing equipment for distance learning and dissemination purposes of Russian universities	03/2004 - 05/2004
3.2 Purchasing literature and periodicals for Russian universities	03/2005 – 05/2005

Planned results

3.1 Special equipment and software for distance learning and dissemination will be purchased and installed in RF partner universities. Internet access for the distance learning of the RF younger teachers is also supposed to be funded by Tempus. As MTAA and Omsk State Agricultural University already participated in previous Tempus JEPs, the grant for equipment will mainly be used for the other 9 Russian agricultural universities.
3.2 The literature stocks of the libraries at RF universities will be improved with up-to-date extension literature, textbooks and journals

Indicators of progress

The purchased equipment is installed at the partner universities and used according to the objectives of the project
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Changes

Proposed changes

No changes

Title and reference number of the outcome :

Outcome No. 4: Sustainability

Activities carried out and achieved results

Activities carried out	Month when the activity took place
Achieved results	
Indicators of achievement	

Planned activities and results

Activities to be carried out	Month when the activity will take place
4.1 Establishing Departments/Chairs for Agricultural Extension and creation of a network of the Consortium member universities by means of foundation of an Inter-University Association for Agricultural Extension (AEA) supported by regular networking meetings	02/2004 - 09/2004
4.2 Introduction of the Agricultural Extension courses and training programmes (specialisations) into the curricula of the key Russian Agricultural universities	03/2004 – 09/2004
Planned results	
4.1 Chairs and/or regional and interregional centres for Agricultural Extension are established in the key Russian Agrarian universities which will provide training of students and young consultants and managers for regional and local Agricultural Extension Services in long-term perspective. All the Consortium universities are combined into a network and an Inter-University Association for Agricultural Extension has been established.	
4.2 The current curricula at the Russian universities are reviewed, Agricultural Extension courses and training programmes are introduced in the curricula and approved by the Boards of the universities.	
Indicators of progress	
Statute of the Inter-University Association for Agricultural Extension Approved curricula in Agricultural Extension	

Changes

Proposed changes
No changes

Title and reference number of the outcome :

Outcome No. 5: Quality Control and Monitoring

Activities carried out and achieved results

Activities carried out	Month when the activity took place

Achieved results

Indicators of achievement

Planned activities and results

Activities to be carried out	Month when the activity will take place
5.1 Peer reviews to meet the requirements of The State Educational Standard and to monitor the progress of the project	12/2003, 01/2004
5.2 Ex-post evaluation of teaching process and study materials quality	07/2004

Planned results
5.1 The new courses are delivered at Russian universities by the local professors, senior and specially trained younger teachers. The new training programme (specialisation) is introduced in Russian universities. The new teaching materials are used at Russian universities. The libraries of the universities are supplied with new textbooks and study materials. Distance learning software and special equipment are purchased and installed in Russian universities during the first project year and used in teaching process. Distance learning system is developed and launched in the end of the first project year.
5.2 The teaching process in Russian universities and study materials developed and used during the project are of high quality

Indicators of progress
Peer Committee Monitoring reports Annual reports of the universities, departments and libraries Personal reports of faculty staff members Teaching materials published and printed Ex-post feed-back monitoring report on using new courses and distance learning system in Russian Universities

Changes

Proposed changes
No changes

Title and reference number of the outcome :

Outcome No. 6: Management of the project

Activities carried out and achieved results

Activities carried out	Month when the activity took place
6.1 Co-ordination meetings	10/2003
6.2 Revision of the budget	10/2003

Achieved results

6.1 The first co-ordination meeting has been held in Moscow. Work plan and project budget have been discussed and agreed between all consortium members.
6.2 The project budget has been revised according the TEMPUS-regulations and the decisions during the first co-ordination meeting

Indicators of achievement

1 st technical implementation report revised budget

Planned activities and results

Activities to be carried out	Month when the activity will take place
6.1 Co-ordination meetings	09/2004, 06/2005
6.2 Revision of the budget	10/2003 – 10/2005

Planned results

6.1 During the co-ordination meetings the partners will review the progress of the project implementation, discuss strong and weak points, and make appropriate management decisions, plan future activities and preparations for the networking workshops and conference in RF universities. Both the host institution and co-ordinator are responsible for the organising of the co-ordination meetings
6.2 Carrying out revisions of the budget once a project year (during co-ordination meetings), planning the project activities for the coming year in accordance to the revised budget, preparation of the regular project reports

Indicators of progress

technical implementation and financial reports revised budget
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Changes

Proposed changes

No changes

ACKNOWLEDGEMENT OF RECEIPT

Your name: Prof. Dr. Jürgen Zeddies		
Complete address: University of Hohenheim - 410 B -		
D.....	- 70593	Stuttgart
Country code	Postal code	City

This page of the form will be returned to you on receipt of your technical implementation report and financial statement. Therefore please enter your name and address in the box above. Please remember to send in this page with each of your reports.

Please tick the box corresponding to the report you are submitting:

- 1° Report
- 2° Report
- 3° Report

For internal use only	<table border="1"><tr><td>Joint European Project N° 23199-2002</td></tr></table>	Joint European Project N° 23199-2002
Joint European Project N° 23199-2002		
under the Tempus programme.		
Yours sincerely,		
Done at	Date	

CHECKLIST

WHAT INFORMATION TO BE SENT AND BY WHEN ?

		<u>REPORT SUBMISSION DEADLINES</u>				
		1/12/2003	1/07/2004	1/03/2005	30/10/2005	30/10/2006
	➤ Declaration : duly signed by the beneficiary and the legal representative - Annex III/2	OO XX	OO	XX	OO	XX
PART I Progress report on the action's implementation	➤ Progress Report on the action's implementation - Annex III/3-5	OO XX	OO	XX	OO	XX
	➤ Table on achieved/planned outcomes - Annexe III/6	OO XX	OO	XX		
PART II Financial report	PART II. a. Statement on the costs incurred		OO	XX	OO	XX
	➤ General overview of expenditure – Annex III/7					
	PART II. b. Summary statement of the receipts and expenditure of the action				OO	XX
	➤ Expenditure tables for each budget heading – Annexes III/8-13 (include supporting documents)					
	➤ Individual Grantholders Report (include travel tickets and invoices for travel costs)				OO	XX
	➤ Conventions				OO	XX

Legend: OO = Report for 2-year projects

XX = Report for 3-year projects