



Reporting: Autumn 2020

Who? What? Where? When?

OR

What have we done? When did we do it?

With whom did we do it? What was the result?

What happens next?

The aim: to accumulate material for the web site & next Interim Report in November 2020.

The Focus

Formal partner reports during autumn 2020 should focus on material and activities created and performed since May 2020

Partners are encouraged to

- include, where necessary, information from earlier in the project in order to create coherence with their recent work.
- add relevant background information & commentary

For LT & FI Autumn reports the focus will be on

- planned and delivered group work including practical activities on the Green Bridges trail.
- work on The Common Task explained in two embedded pages at <https://greenbridgesproject.org/work-programme-may-october-2020/>

For other partners the focus is on

- work outlined in the Briefing papers: on O2 Route map, O3 Information & O7 Stories
- The Common Task (as above)

The approach to presentation is to

“Tell the Story”

The prime function of the web site is ‘to tell the Green Bridges story’.¹

- A story told effectively is also quality record, valuable for internal monitoring & external assessment
- The UK NA were complimentary of the web site in the Arboreal Futures project & after the first Interim Report of Green Bridges
- The Green Bridges web site should become a collection of material for use as an online and printed documentary publication.



¹ Illustration: the mediaeval equivalent of ‘copy & paste’ - an ancient skill



The presentational style should

Be picture based Use diagrams where required

Reports should have

- a pictorial base demonstrating activities & to which are added brief explanatory comments
 - pictures/ photographs that illustrate project activities should have explanatory text
 - Pictures that create a mood, or provide an unstated comment (forming part of a 'story telling' process) are also to be valued²



(image credit: University of Aberdeen)



(image credit: University of Aberdeen)

- References to online mapping processes (eg Google) are helpful
- Reports will be added to the web site (see note on production below)

² Two pictures: The first shows knight stealing a tiger cub. He fools the mother with a mirror into as she imagines her reflection is her cub - & then nurses the mirror. The second, a second a diagrammatic illustration of bees 'homing in' on their hives



Note on production & presentation

*A Word document is preferred (ppt was not easy to create when attempted for the July meeting).
Word allows for easy re-configuring for the web site*

If the above procedures are adopted into the reporting format then the presentation of the report in the virtual meeting should require few spoken words.
Emailing a copy of the report to the coordinators a few days before the meeting will allow both for document checking and a reserve copy being available.

After the presentation there will be time for partner questions.
It would be most helpful if the presenter is connected by video.

This document is available on the web site.

The Reporting & Process diagrams are posted on the web site under their title.
The embedded pdf file is downloadable

Reporting & Process diagrams

They state:

Each Formal Report will receive a 15 minute 'time-slot' for presentation & questions

- Formal Reports from partners should be presented as
- - powerpoint or an equivalent single document
- - pictorial with notes
- - 5 mins (max) length
- - report document shared prior to meeting with meeting host (on mutually agreed date)
- - capable for use as web presentation

and

- Each meeting will last one hour (partners should allow one and half hours for each session to cover any extra detailed discussion)
- 1. 30 minutes: Formal Reporting - At each meeting 2 partners will make a 15 minute formal report
- 2. 20 minutes: Other partners will provide brief updates on progress & any specific issues

