



European Union
European Social Fund
Investing in jobs and skills

2007-2013 Action Note

Reference Number: 099/15
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ESF Co-Financing Organisation (CFO) Evaluations 2011- 2014

Who

ALL ESF Co-financing organisations (CFOs)

What

This action note updates Action Note 094/14. It requires CFOs to update the ESF Evaluation Team on the progress they are making in evaluating their ESF activities during 2007-2013 and to submit their final published evaluation reports as soon as possible. This Action Note also requires CFOs to nominate a representative to attend the ESF Evaluation Working Group meeting on 24 November 2015 to discuss progress being made.

Cleared

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Background

1. All CFOs are required to undertake their own evaluations of their activities – as set out in the ESF Programme's Beneficiary Manual 2 (see Annex A for the extract from the manual covering this requirement). Evaluations are required to assess to what extent CFOs have achieved their ESF objectives, contributed to ESF programme objectives, programme effectiveness, delivering value for money and added value.
2. The ESF Evaluation Team would like to consider the results and findings of the CFO evaluation reports when they prepare the ESF Synthesis of Evidence report for the period 2011-2014.
3. The ESF Evaluation Team (Sonia Jemmotte) wrote to all CFOs in April 2014 asking them for evaluation information (this was an action point from the PMC meeting held in March 2014). Replies were mixed and some were missing. Action Note 094(14) was issued in December 2014 to remind CFOs of their evaluation requirement. The ESF Evaluation Team called a meeting of CFO representatives on 15 January 2015 to discuss requirements and progress. Since then, a number of reports have been copied to the ESF Evaluation Team but some reports are still outstanding and clarification is required on the publication status of reports.
4. The European Commission desk officer made it very clear at the October 2015 PMC meeting that the CFO evaluation reports are a requirement.

Action

5. All CFOs will need to take the following **urgent** action **by 23 November 2015**:
 - send details of the evaluation work that they have undertaken to evaluate ESF activity for 2011-2014 to anna.taylor@dwp.gsi.gov.uk
 - include copies of any evaluation reports (including findings and recommendations) that have been completed so far, indicating which reports have been published and providing estimated publication dates of those still awaiting publication;
 - provide a progress report on any evaluation work that is not yet completed (with details of any emerging findings) along with an estimated time of completion; and
 - nominate somebody to attend the next ESF Evaluation Working Group meeting in Sheffield on 24 November 2015 to discuss the progress they are making - please send details to: duncan.carnie@dwp.gsi.gov.uk
6. All CFOs will need to take the following action **by 29 February 2016**:

Submit all final CFO evaluation reports.

Contact

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Annex A

Extract from Manual 2 CFO Beneficiary Guidance

2.32 Evaluation

2.32.1 The DWP ESF Evaluation team will evaluate the ESF programme at the national level (and also at the Convergence area level where appropriate). CFOs will contribute to the national evaluation process, for example by taking part in qualitative interviews with evaluators or supplying information to help inform research or survey work.

2.32.2 At the CFO level, CFOs will evaluate the contribution made by their CFO plans to the Operational Programme. This may take the form of a joint evaluation with other CFOs.

2.32.3 The DWP ESF Evaluation Team cannot carry out or commission CFO-level evaluations as it must remain functionally independent. However, CFO evaluations will be sent to the DWP ESF Evaluation Team so that they can inform the national evaluation.