



# 2007-2013 Action Note

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## Contributions to Annual Reports for 2014

### Who

CFOs, MA, GLA, DWP Evaluation Team, and the Government of Gibraltar.

### What

This action note sets out the process, timetable and information for narrative contributions to the Annual Implementation Report (AIR) and other reports for the calendar year 2014.

### Cleared

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## Background

1. Each CFO or non-CFO beneficiary is required to provide narrative information to contribute to the preparation of the AIR.
2. As well as informing the AIR, contributions provide information for related purposes (e.g. annual progress reports on equal opportunities and sustainable development and publicity to the Programme Management Committee (PMC), PMC sub-committees and other groups). The aim is to collect information for a number of purposes in one request and so avoid duplication of effort.
3. [Manual 2 Section 2.33](#) sets out the requirement to provide narrative contributions to the AIR.
4. CFOs will provide contributions direct to ESF Division in DWP. In the case of the DWP, NOMS and Skills Funding Agency CFOs, there will be national contributions, with some examples of local level activity where these are requested and add value to national level information- for example in demonstrating effective practice.
5. One narrative contribution is required from each of the CFOs; the MA for TA, Convergence HE and Merseyside complementary projects and the Government of Gibraltar.

## Action

1. Each CFO should provide a contribution using the guidance at [Annex A](#). The DWP, NOMS and Skills Funding Agency CFOs should consult their local colleagues as necessary.
2. The Government of Gibraltar should provide a contribution for Gibraltar.
3. The MA should provide a short description and update on all TA projects, and contributions on Convergence HE and Merseyside complementary projects.
4. All contributions should be sent to [tony.mcmahon@dwp.gsi.gov.uk](mailto:tony.mcmahon@dwp.gsi.gov.uk) **by 31 March 2015**.
5. The ESF Policy and Evaluation teams will carry out an analysis of CFO/non-CFO performance MI up to November 2014 using the CFO/non-CFO performance reports provided for the March 2015 PMC.
6. A template for project examples is provided at [Annex B](#). Where appropriate, refer to existing project examples on websites (e.g. [www.dwp.gov.uk/esf](http://www.dwp.gov.uk/esf) (news + ESF in Action case studies sections)
7. Project examples should not be case studies of individual participants but should refer to the work of a project as a whole.
8. The timetable for providing and assimilating contributions is set out at [Annex C](#).

9. The AIR for 2013 can be found at:

<https://www.gov.uk/government/publications/european-social-fund-esf-annual-implementation-reports>

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