



European Union
European Social Fund
Investing in jobs and skills

2007-2013 Action Note

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Contributions to Annual Reports for 2013

Who

CFOs, MA, GLA, ITM Unit, 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 2013.

Cleared

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Ian Chapman, Head of ESF Managing Authority
Paul Higginbottom, Contracted Customer Services, DWP
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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; the Government of Gibraltar; and the ITM Unit for innovation projects.

Action

6. 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.
7. The Government of Gibraltar should provide a contribution for Gibraltar.
8. The ITM Unit should provide a short description and performance update on ITM projects.
9. The MA should provide a short description and update on all TA projects, and contributions on Convergence HE and Merseyside complementary projects.
10. All contributions should be sent to tony.mcmahon@dpw.gsi.gov.uk **by 31 March 2014.**
11. The ESF Policy and Evaluation teams will carry out an analysis of CFO/non-CFO performance MI up to November 2013 using the CFO/non-CFO performance reports provided for the March 2014 PMC.
12. A template for project examples is provided at Annex B. Where appropriate, refer to existing project examples on websites (e.g. www.dpw.gov.uk/esf (news + ESF in Action case studies sections))

13. **Project examples should not be case studies of individual participants but should refer to the work of a project as a whole.**

14. The timetable for providing and assimilating contributions is set out at Annex C.

15. The AIR for 2012 can be found at: <http://www.dwp.gov.uk/docs/esf-annual-report-2012.pdf>.

Contact

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EUROPEAN SOCIAL FUND 2007-2013

GUIDANCE ON CONTRIBUTIONS TO ANNUAL REPORTS

Contributors should use the relevant sections of this guidance to draft contributions using the number of words indicated as a guide.

Project examples should be provided on the attached template (Annex B). Project examples are not included in the word count for each section. Where appropriate, please refer to existing project examples on websites (e.g. www.dwp.gov.uk/esf (news + ESF in Action case studies sections)– there is no need to draft these again.

Topic	Information required	Main Contributor	Word Count Per CFO/Non-CFO Per Region (unless otherwise stated)
1) ESF Added Value	<p>A national assessment of how ESF has added value to national employment and skills programmes in terms of :</p> <p>a) volumes – numbers of additional clients/learners, job entries and qualifications funded by ESF (i.e. not match)</p> <p>b) scope – a description of the additional activities that ESF is funding to complement, extend or enhance national employment and skills programmes</p> <p>c) innovation – a description of innovative/new types of provision funded by ESF.</p> <p>d) process – a description of any enhancements or improvements to delivery processes as a direct result of managing ESF funding.</p>	DWP, NOMS and Skills Funding Agency CFOs	800 per national CFO
2) Response to redundancies	DWP and SFA CFOs to update information provided at paras 174 to 195 of the 2012 AIR (section on contribution to economic recovery)	DWP and SFA	

<p>3) Performance against Priority 1, 2, 4 and 5 targets (including regional equality targets for disabled, older, ethnic minority and female participants)</p>	<p>Analysis and report on annual and cumulative performance against output and results targets.</p>	<p>MA: Policy and Evaluation Team based on MI and March 2013 PMC progress reports. SFA CFO to provide breakdown of Next Step participants by target group. NO FURTHER ACTION NEEDED BY CFOs AT THIS STAGE.</p>	<p>500</p>
<p>4) Publicity</p>	<p>A summary of CFOs implementation of their CFO communication plans [Or if a non CFO – main publicity measures and supporting information on an ESF Communications strategy/approach and the resulting achievements]</p> <p>The CFO/non CFO summary for 2013 should include details of:</p> <ul style="list-style-type: none"> • i) any specific measures (e.g. website/newsletter articles, press releases, tweets etc) to support the 2013 ‘major information activity’ (<u>November to December</u>) to promote ESF progress to date and future priorities - <u>by publicising</u> to a wide range of audiences: <u>the WorldSkills UK – The Skills Show 2013 at the NEC Birmingham on 14-16 November</u> (including the designated ESF exhibition area of c.30 projects), • the 2013 ESF Leader Mainstreaming Award winners – 	<p>All CFOs MA – Convergence HE and Merseyside Complementary strand Gibraltar</p> <p>In addition to national level publicity measures, national CFOs should refer to examples of local level activity where this demonstrates effective practice and has added value. Examples of new/innovative measures such as multi-media/social networking activity, events or publications are</p>	<p>900 per CFO/other</p>

	<p>for equal opportunities and sustainable development (awards were presented at a seminar at The Skills Show)</p> <ul style="list-style-type: none"> • the opportunity for providers to participate in (or organise) regional and local level Skills Show 'Have a Go' or 'Experience' events (taking place into 2014) to ESF providers and others. • broader ESF support for young people, sustainable development and equality of opportunities (particularly gender equality) • other successes so far (participant/project stories, events/ awards, milestones reached etc..) • 2011-2013 priorities and funding opportunities <p>ii) any ESF events, website pages (inc. url to main ESF page) and publications - including booklets, regular newsletters, e-newsletters etc)</p> <p>iii) any publicity activities with others – including CFOs, providers and/or PR Agencies</p> <p>iv) measures to facilitate, monitor and improve provider (and sub-contractor) compliance with publicity requirements - and any outcomes</p> <p>v) support for national and local publicity measures including numbers of:</p> <ul style="list-style-type: none"> • news or case studies submitted to ESF Division • 'Improving People's lives' 2013-2014 booklets issued to 	<p>particularly welcome.</p>	
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	<p>projects/ others [<i>the booklet was sent to CFOs in September</i>]</p> <ul style="list-style-type: none"> • project plaques issued in 2013 - and programme to date (if known) • ESF A3 size (plaque design) posters issued in 2013. <p>vi) numbers of press releases issued and topic(s) covered – plus (if monitored) articles referring to ESF in local media</p> <p>vii) any evaluation of publicity related measures and the main finding(s)</p> <p>viii) an outline of specific publicity plans/priorities for 2014</p> <p>ix) brief details of any use of social media (facebook, Twitter etc)</p>		
5) Equal Opportunities and disadvantaged target groups	<p>Gender equality (Priorities 1/4 and 2/5)</p> <p>Provide a summary of how gender equality has been actively promoted in the contracting rounds for the second half of the ESF programme.</p> <p>All CFOs should provide an estimate of the following:</p> <p>(i) number and % of CFO providers <u>offering</u> childcare in 2013;</p>	<p>All CFOs MA for Convergence HE and Merseyside Complementary ITMU</p>	<p>200 (a few paragraphs)</p> <p>Insert number and percentage</p>

	<p>(ii) number and % of providers <u>actually providing</u> childcare support in 2013;</p> <p>(iii) number of participants(male and female) receiving childcare support in 2013);</p> <p>(iv) number and % of CFO providers using outreach methods to recruit disadvantaged female participants 2013;</p> <p>(v) number and % of providers offering mentoring support for disadvantaged female participants in 2013;</p> <p>(vi) number and % of providers offering other specialised, gender –focused support for female participants, including help for female participants in non-traditional sectors / jobs etc in 2013.</p> <p>AND</p> <p>Each CFO to provide one project example illustrating how ESF has supported <u>any</u> of the different types of actions described below in <u>Priority 1/4</u></p> <ul style="list-style-type: none"> • action to help women access employment • action to increase sustainable participation and progress of women in employment 	<p>All CFOs in Priority 2/5 MA - Convergence HE Gibraltar</p>	<p>against indicators (i) – (v)</p> <p>200 (template)</p>
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	<ul style="list-style-type: none"> • access to childcare and elder care where care needs can act as a barrier to employment • support for women returners/ economically inactive women <p><u>AND</u></p> <p>One project example per CFO illustrating how ESF has supported <u>any</u> of the different types of actions described below in <u>Priority 2/5</u></p> <ul style="list-style-type: none"> • examples of how ESF promotes flexible working and training arrangements to help support work-life balance • examples of lifelong learning and vocational training which has helped low skilled and low paid women workers to improve their progression • examples of how ESF has helped female participants achieve level 2 qualifications in sectors or occupations where they are under-represented • examples of how ESF supports training for women leading to level 3 in sectors or occupations where they are under-represented • examples of women being trained in entrepreneurial skills 	<p>All CFOs in Priority 2/5 MA -Convergence HE Gibraltar</p>	<p>200 (template)</p>
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	<ul style="list-style-type: none"> • examples of projects which also provide mentoring support for women <p>CFOs should explain how their tendering rounds in 2013 (for provision during the second half of the programme) promoted the types of action listed in the bullet points above (and which are also referred to in the ESF operational programme).</p> <p>Care (Priorities 1/4 and 2/5)</p> <p>Information about the type of care support offered by ESF providers, issues and problems arising as well as a project example of support provided for lone parents.</p> <p>Please give an indication of the extent to which CFOs and non-CFO providers offer support for :</p> <ul style="list-style-type: none"> (i) childcare; (ii) eldercare. <p>Were there any changes to the way that childcare and elder care were promoted during the contracting rounds for 2013? If so, please describe these changes.</p>	<p>All CFOs MA – Convergence HE and Merseyside Complementary ITMU – demographic change theme</p>	<p>500</p> <p>350 (i.e. 150 narrative + 200 for the project example)</p> <p>120</p>
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	<p>Disability (Priorities 1/4 and 2/5)</p> <p>All CFOs to provide a brief summary of how equality for disabled people has been actively promoted in ESF during 2013.</p> <p>What arrangements have the DWP prime contractors made to ensure that they will be able to provide <u>a range of specialist support/niche provision</u> for any of the needs referred to below if required?</p> <ul style="list-style-type: none"> • Learning disabilities • Mental illness/disturbance • Mobility needs • Blindness/visual impairment • Speech impediments • Deafness/hearing impairment 	<p>All CFOs</p> <p>DWP</p> <p>All CFOs MA – Convergence HE & Merseyside complementary Gibraltar</p>	<p>150</p> <p>150</p> <p>200</p>
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	<p><u>In the past year (2013):</u></p> <ul style="list-style-type: none"> • what types of specialist/niche provision <u>have actually been provided?</u> Where possible, indicate scale of support (estimate numbers helped) <p>Provide one example of how the CFO / non-CFO has promoted access to ESF support, in particular through adaptations to premises, equipment (this could include software) or through making reasonable adjustments to enable access..</p> <p>Ethnic minorities (Priorities 1/4 and 2/5)</p> <p>Provide a brief summary of how equal opportunities for people from ethnic minorities has been promoted by ESF in 2013 – including the contracting rounds for the second half of the programme</p> <p>Provide one example of how ESF has been used to support (select one project example from the following list):</p>	<p>All CFOs MA – Merseyside Complementary</p> <p>All CFO MA – Merseyside Complementary Gibraltar</p>	<p>100</p> <p>200</p> <p>200</p>
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	<ul style="list-style-type: none"> • targeting of specific communities/ estates • outreach work – targeting specific communities/sub groups (e.g. Pakistani women) • activities which help people from ethnic minorities enter occupations or sectors where they are under-represented • activities which help people from ethnic minorities train for occupations or sectors where they are under-represented • any other support which helps people from ethnic minorities overcome barriers they may face in the labour market including language / basic skills <p>Older workers (Priorities 1/4 and 2/5)</p> <p>Provide a brief summary of how equal opportunities for people aged 50+ has been promoted by ESF</p> <p>Provide one project example of:</p> <ul style="list-style-type: none"> • activities to prolong working lives by re-engaging older 	<p>All CFOs MA- Convergence HE and Merseyside Complementary ITM Unit – Demographic change theme</p>	<p>250</p> <p>200</p>
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	<p>workers or retain older workers longer in employment</p> <ul style="list-style-type: none"> activities responding the specific needs of older workers <p>Young People NEET (where appropriate in Priority 1/4 only)</p> <p>Information on activities to engage young people NEET or those at risk of becoming NEET, and one project example per CFO / non CFO.</p> <p>Migrants (Priorities 1, 2,3 and 5)</p> <p>Examples of any activities targeted at migrants</p> <p>Other disadvantaged groups (Priority 1/4 only)</p> <p>Project examples of activities tailored to support needs of other disadvantaged groups such as drug and alcohol misusers, homeless, ex-offenders etc.</p>	<p>Skills Funding Agency and other CFOs targeting young people NEET</p> <p>CFOs where appropriate ITMU – demographic change theme</p> <p>All CFOs MA – Convergence HE and Merseyside Complementary ITMU – active inclusion theme</p>	<p>200</p> <p>200</p> <p>200</p>
6) Innovation and transnationality	Provide a short description and update on performance of ITM projects in 2013(where applicable).	ITM Unit	100 per project

<p>7) Sustainable Development</p>	<p>Horizontal Mainstreaming' (SD Policy and Plan) : -</p> <p>All CFOs should complete the Sustainable Development Pro-Forma at <u>Annex D</u></p> <p>All non-CFO organisations should explain: (i) when their contract to deliver ESF started and (ii) whether they have a SD policy and plan in place.</p> <p>All CFOs should provide one example of how their provision is supporting green skills and / or green jobs or how it may have some other environmental focus which helps people learn skills and gain employment by providing examples of :</p> <p>(i) green skills / green jobs support delivered as <u>part</u> of a provider's ESF provision; or</p> <p>(ii) specialist, environmentally-focused projects, including projects sub-contracted to providers.</p> <p>Please complete Annex C if you are describing environmentally projects / sub contractor projects.</p> <p>If there is little in the way of support for green skills or jobs what is the CFO doing to encourage more?</p>	<p>All CFOs</p> <p>MA – Convergence HE and Merseyside Complementary ITMU – ITM Projects, Gibraltar</p> <p>CFOs MA – Convergence HE and Merseyside Complementary Gibraltar</p>	<p>Enter data on Annex D as requested</p> <p>50</p> <p>200</p> <p>150</p>
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8) Joint Social partner activities (Convergence Priority 5 only)	Describe joint social partner activities (capacity-building, training, networking, strengthening the social dialogue and other activities undertaken).	Skills Funding Agency	300
9) Complementarity with other EU funds	<p>Describe any links to activities funded by other EU programmes such as :</p> <ul style="list-style-type: none"> • ERDF • European Agricultural Fund for Rural Development • European Fisheries Fund • Lifelong Learning Programme • Youth in Action Programme • Seventh Framework Programme for Research and Technological Development • European Investment Bank <p>In particular please provide information on:</p> <ul style="list-style-type: none"> • Complementarity with ERDF where the ERDF programme is funding ESF activity under the cross-financing facility (where appropriate); • Demarcation with the European Agricultural Fund and European Fisheries Fund (e.g. how has ESF supported basic skills and other generic training for individuals in the agricultural and fisheries sectors). 	<p>CFOs MA – Convergence HE and Merseyside Complementary GLA Gibraltar</p>	200 per EU programme as necessary

10) Technical Assistance	Provide a short description and assessment of all TA projects, including details of the results achieved so far. MA to provide an updated table as in Annex B in AIR 2012.	MA, GLA, Gibraltar	200 per project
11) Evaluation	Update on any evaluations published in 2013 and initiated or in progress in 2013	CFOs, ESF Evaluation Team	200
12) Committees	A report on the Convergence, London and Gibraltar committees including the number of meetings and key issues discussed and decisions relating to ESF.	MA, Convergence, GLA and Gibraltar	250

European Social Fund 2007-2013

Contributions to Annual Reports

ESF Project Example Template

Location (city, town, or county etc)	
Priority	
Topic	
Project Name	
Provider name	
Prime Contractor or Lead Provider (if the provider is a sub-contractor)	
CFO name (if appropriate) and name of CFO contact	
Provider contact (name, email address and phone number)	
Project start and end date	
Funding: amount (plus if ESF or match)	
Summary of project (200 words max)	Or refer to existing project example on websites (e.g. www.dwp.gov.uk/esf (news + ESF in Action case studies sections))
Participants to date (also confirm date being used)	
Results to date (also confirm date being used)	
Projected number of participants (by project end)	
Projected results (by project end)	

Annex C

Delivery Timetable for the Annual Implementation Report for 2013

Activity	Deadline
ESF Policy Team issues Action Note to CFOs, MA GLA,ITM Unit, and Government of Gibraltar	January 2014
CFOs, MA, GLA, ITM Unit and Government of Gibraltar send contributions to ESF Policy Team	31 March 2014
ESF Policy and ESF Evaluation Teams carry out analysis of CFO/non-CFO performance based on performance reports to March 2013 PMC	30 April 2014
ESF Policy Team produces first draft of AIR for internal comment	30 April 2014
ESF Policy Team produces final draft of AIR for PMC and Ministerial clearance	31 May 2013
ESF Policy Team submits AIR and enters data on SFC	30 June 2013

Sustainable Development Plan Policy and Plans Pro-forma

CFO Name Or Non-CFO name	(a) How many providers have been running for one year or longer.	(b) How many currently have a SD policy and plan which is acceptable? (ie as a minimum, in-line with ESF guidance	(c) What action is being taken to address any shortfall in the number of acceptable policies and plans?