

**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. <https://www.gov.uk/government/collections/esf-case-studies-2007-to-2013-programme> (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 114 to 126 of the 2013 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. <b>NO FURTHER ACTION NEEDED BY CFOs AT THIS STAGE.</b></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 2014 should include details of:</p> <ul style="list-style-type: none"> <li>• i) any specific measures (e.g. website/newsletter articles, press releases, tweets etc) to support the 2014 ‘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.25 projects),</li> <li>• the 2014 ESF Leader Mainstreaming Award winners –</li> </ul>	<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"> <li>• the opportunity for providers to participate in (or organise) regional and local level Skills Show ‘Have a Go’ or ‘Experience’ events (potentially continuing into 2015) to ESF providers and others.</li> <li>• broader ESF support for young people, sustainable development and equality of opportunities (particularly gender equality)</li> <li>• other successes so far (participant/project stories, events/ awards, milestones reached etc..)</li> <li>• 2011-2014 priorities and funding opportunities</li> </ul> <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"> <li>• news or case studies submitted to ESF Division</li> <li>• ‘Improving People’s lives’ 2013-2014 (Revised autumn</li> </ul>	<p>particularly welcome.</p>	
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	<p>2014) booklets issued to projects/ others [<i>the booklet was sent to CFOs in September</i>]</p> <ul style="list-style-type: none"> <li>• project plaques issued in 2014 - and programme to date (if known)</li> <li>• ESF A3 size (plaque design) posters issued in 2014.</li> </ul> <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 2015, including in relation to any planned publicising of details of outcomes/ achievements from the 07-13 programme (and any related legacy/archive website page plans post programme close).</p> <p>ix) brief details of any use of social media (Facebook, Twitter etc.)</p>		
5) Equal Opportunities and disadvantaged target groups	<p><b>Gender equality (Priorities 1/4 and 2/5)</b></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>	All CFOs MA for Convergence HE and Merseyside Complementary	200 ( a few paragraphs)

	<p>All CFOs should provide an <b>estimate</b> of the following:</p> <ul style="list-style-type: none"> <li>(i) number and % of CFO providers <u>offering</u> childcare in 2014;</li> <li>(ii) number and % of providers <u>actually providing</u> childcare support in 2014;</li> <li>(iii) number of participants(male and female) receiving childcare support in 2014);</li> <li>(iv) number and % of CFO providers using outreach methods to recruit disadvantaged female participants 2014;</li> <li>(v) number and % of providers offering mentoring support for disadvantaged female participants in 2014;</li> <li>(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 2014.</li> </ul> <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>	<p>All CFOs in Priority 2/5 MA - Convergence HE Gibraltar</p>	<p>Insert number and percentage against indicators (i) – (v)</p> <p>200 (template)</p>
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	<ul style="list-style-type: none"> <li>• action to help women access employment</li> <li>• action to increase sustainable participation and progress of women in employment</li> <li>• access to childcare and elder care where care needs can act as a barrier to employment</li> <li>• support for women returners/ economically inactive women</li> </ul> <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"> <li>• examples of how ESF promotes flexible working and training arrangements to help support work-life balance</li> <li>• examples of lifelong learning and vocational training which has helped low skilled and low paid women workers to improve their progression</li> <li>• examples of how ESF has helped female participants achieve level 2 qualifications in sectors or occupations where they are under-represented</li> <li>• examples of how ESF supports training for women leading to level 3 in sectors or occupations where they</li> </ul>	<p>All CFOs in Priority 2/5 MA -Convergence HE Gibraltar</p>	<p>200 (template)</p>
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	<p>are under-represented</p> <ul style="list-style-type: none"> <li>• examples of women being trained in entrepreneurial skills</li> <li>• examples of projects which also provide mentoring support for women</li> </ul> <p>CFOs should explain how their <b>tendering rounds in 2014 (for provision during the second half of the programme)</b> promoted the types of action listed in the bullet points above (and which are also referred to in the ESF operational programme).</p> <p><b>Care (Priorities 1/4 and 2/5)</b></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"> <li>(i) childcare;</li> <li>(ii) eldercare.</li> </ul> <p>Were there any changes to the way that childcare and elder care was promoted during the contracting rounds for 2014? If so, please describe these changes.</p>	<p>All CFOs MA – Convergence HE and Merseyside Complementary</p>	<p>500</p> <p>350 (i.e. 150 narrative + 200 for the project example)</p> <p>120</p>
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	<p><b>Disability (Priorities 1/4 and 2/5)</b></p> <p>All CFOs to provide a brief summary of how equality for disabled people has been actively promoted in ESF during 2014.</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"> <li>• Learning disabilities</li> <li>• Mental illness/disturbance</li> <li>• Mobility needs</li> <li>• Blindness/visual impairment</li> </ul>	<p>All CFOs</p> <p>DWP</p>	<p>150</p> <p>150</p>
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	<ul style="list-style-type: none"> <li>• Speech impediments</li> <li>• Deafness/hearing impairment</li> </ul> <p><u>In the past year (2013):</u></p> <ul style="list-style-type: none"> <li>• what types of specialist/niche provision <u>have actually been provided?</u> Where possible, indicate scale of support (estimate numbers helped)</li> </ul> <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><b>Ethnic minorities (Priorities 1/4 and 2/5)</b></p> <p>Provide a brief summary of how equal opportunities for people from ethnic minorities has been promoted by ESF in 2014 – including the contracting rounds for the second half of the programme</p>	<p>All CFOs MA – Convergence HE &amp; Merseyside complementary Gibraltar</p> <p>All CFOs MA – Merseyside Complementary</p> <p>All CFO MA – Merseyside Complementary Gibraltar</p>	<p>200</p> <p>100</p> <p>200</p>
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	<p>Provide one example of how ESF has been used to support (select one project example from the following list):</p> <ul style="list-style-type: none"> <li>• targeting of specific communities/ estates</li> <li>• outreach work – targeting specific communities/sub groups (e.g. Pakistani women)</li> <li>• activities which help people from ethnic minorities enter occupations or sectors where they are under-represented</li> <li>• activities which help people from ethnic minorities train for occupations or sectors where they are under-represented</li> <li>• <b>any other support</b> which helps people from ethnic minorities overcome barriers they may face in the labour market including language / basic skills</li> </ul> <p><b>Older workers (Priorities 1/4 and 2/5)</b></p> <p>Provide a brief summary of how equal opportunities for people aged 50+ has been promoted by ESF</p>	<p>All CFOs MA- Convergence HE and Merseyside Complementary</p>	<p>200</p> <p>250</p>
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	<p>Provide one project example of:</p> <ul style="list-style-type: none"> <li>• activities to prolong working lives by re-engaging older workers or retain older workers longer in employment</li> <li>• activities responding the specific needs of older workers</li> </ul> <p><b>Young People NEET (where appropriate in Priority 1/4 only)</b></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><b>Migrants (Priorities 1, 2,3 and 5)</b></p> <p>Examples of any activities targeted at migrants</p> <p><b>Other disadvantaged groups (Priority 1/4 only)</b></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</p> <p>All CFOs MA – Convergence HE and Merseyside Complementary</p>	<p>200</p> <p>200</p> <p>200</p> <p>200</p>
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6) Sustainable Development	<p><b>Horizontal Mainstreaming' (SD Policy and Plan) : -</b></p> <p><b>All CFOs should complete the Sustainable Development Pro-Forma at <a href="#">Annex D</a></b></p> <p>All <b>non-CFO organisations</b> 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 :  (i) green skills / green jobs support delivered as <u>part</u> of a provider's ESF provision; or  (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</p>	<p>All CFOs</p> <p>MA – Convergence HE and Merseyside Complementary 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>

	what is the CFO doing to encourage more?		150
7) 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
8) 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"> <li>• ERDF</li> <li>• European Agricultural Fund for Rural Development</li> <li>• European Fisheries Fund</li> <li>• Lifelong Learning Programme</li> <li>• Youth in Action Programme</li> <li>• Seventh Framework Programme for Research and Technological Development</li> <li>• European Investment Bank</li> </ul> <p>In particular please provide information on:</p> <ul style="list-style-type: none"> <li>• Complementarity with ERDF where the ERDF programme is funding ESF activity under the cross-financing facility (where appropriate);</li> <li>• 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</li> </ul>	<p>CFOs  MA – Convergence HE and Merseyside Complementary  GLA  Gibraltar</p>	200 per EU programme as necessary

	the agricultural and fisheries sectors).		
9) 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 2013.	MA, GLA, Gibraltar	200 per project
10) Evaluation	Update on any evaluations published in 2014 and initiated or in progress in 2014	CFOs, ESF Evaluation Team	200
11) 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