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European Union
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Investing in jobs and skills

2007-2013 Action Note

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Cross Cutting Theme **Mainstreaming Leader Awards** **Scheme (2014)**

Who

ESF Co-financing Organisations (CFO).

What

This action note sets out the action required by CFOs to nominate and help select award winners for the ESF Mainstreaming Leader Awards scheme 2014.

Cleared

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Background

1. ESFD will be launching the 2014 ESF Sustainable Development and Equal Opportunities Mainstreaming Leader awards during **week commencing 7 July**. The awards were first launched in 2010 and aim to recognise ESF providers, including sub-contractors, who have made a special commitment to promoting **either** equal opportunities or sustainable development.
2. The arrangements for this year's awards will be similar to those for last year. The awards will apply at **national** level only. CFOs are asked to identify suitable providers and encourage them to apply for the awards via the awards section of the following website: www.gov.uk/dwp/esf-2007-2013
3. Providers and sub-contractors can, of course, nominate themselves via the award section of the ESF website and need not have a prior discussion with their CFO or CFO provider. However, CFOs and CFO providers will be notified of the application at a later date to check that they are content for the application to proceed. ESFD received a small number of applications last year which are still eligible for this year's awards and will be automatically re-entered for this year's scheme. ESFD will let CFOs know which providers have been re-entered.
4. ESFD will sift, score, and shortlist the applications centrally. ESFD will consult the CFOs on short-listed applications to ensure that they are eligible for the award scheme and are content for the applications to be submitted for the final assessment stage of the award. CFOs will be invited to nominate assessors for the two national assessment panels (sustainable development and equal opportunities) which will assess applications during the last week of September.
5. The awards recognise two distinct ways in which the cross cutting themes can be promoted:
 - by mainstreaming sustainable development or equal opportunities within the provider/project's delivery arrangements using a **mainstreaming policy and implementation plan**; or
 - by running a **specialist project** - for example, by specialising in helping specific target groups or delivering services that have a particular environmental focus when promoting jobs or skills (including promoting green skills for new or existing jobs).
6. **In addition there will be a special award for good practice in promoting gender equality and in particular, for encouraging more women to participate in ESF activity.** This award is not necessarily aimed at specialist gender provision – any provider who has demonstrated good and effective support which promotes gender equality and **greater female participation** through the delivery of its activities is welcome to apply.
7. The awards aim to promote good practice and share ideas and understanding on the best ways in which the cross cutting themes can be implemented and promoted whilst delivering ESF-funded activity. The awards will be used to inform future training materials or toolkits by providing real, practical examples of good practice and support as well as providing publicity opportunities.
8. The awards will operate at national level only with national winners being selected following a scoring and sift processes which will be undertaken centrally by ESFD. CFOs, and members of the ESF Gender Equality and Equal Opportunities Sub Committee and the ESF Sustainable Development Sub Committee will be invited to

take part in the assessment of the short-listed applications in the last week of September.

9. The award will be open to all providers or sub-contracting projects that are currently being funded under the ESF programme in England or were funded in the academic year 2013/14 (August 2013 to July 2014). CFO staff can encourage providers/projects that they feel are strong in one or both the cross cutting themes to submit an application form. Providers or projects can nominate themselves. ESFD will notify the CFOs of any self-nominated applications they receive and clear any self-nominated applications with the appropriate CFO if they reach the short listed stage.
10. There will be up to five 'national champion' awards, i.e.:
 - ESF Equal Opportunities Mainstreaming Leader
 - ESF Equal Opportunities **Specialist Project** Mainstreaming Leader
 - ESF Gender Equality Award – for good practice in promoting gender equality (**applicants do not need to be a 'specialist' gender project**)
 - ESF Sustainable Development Mainstreaming Leader
 - ESF Sustainable Development **Specialist Project** Mainstreaming Leader
11. The award scheme will be launched on the national ESF website during week commencing 7 July and the closing date for nominations is **22 August 2014**.
12. The process for sifting and selecting each award winner is detailed in the attached Annex. In mid-July, ESFD will produce a briefing pack for the national assessment panels for the equal opportunities and sustainable development Mainstreaming Leader Awards.
13. The two national assessment panels will each comprise **at least** three members and will consist of a combination of CFO and other partners. Both panels will be chaired by Duncan Carnie. Panel members will not be able to assess applications co-funded by their own organisation. ESFD will brief the assessment panels. ESFD will be responsible for recording the process used, why the winner was selected and the ranking of other candidates in order. The record will be signed by the assessment panels and retained on file by ESFD.
14. ESFD will provide feedback to unsuccessful applicants as well as notify winners and organise the certificate and awards.
15. If a CFO wishes to discuss nomination, scoring and assessment arrangements please consult Duncan Carnie in ESFD (contact details below). The sifting and scoring process will need to sift-out any ineligible applications. The national panels will need to assess the short listed applications and identify winners by 26 September. Winners will be notified by 3 October 2014.
16. The awards are likely to be a certificate plus a suitable 'sustainable' award i.e. a sapling tree. Winners will be invited to receive their certificate at an award presentation at the planned UK National Skills Event which is likely to be held on **either 13 or 14 November 2014** at Birmingham NEC (the date will be confirmed closer to the time of the event). Winners will also be asked to provide a short 10-15 minute presentation at one of the event's ESF seminars on the day (which could be attended by up to 150 people). ESFD will brief the ESF Mainstreaming Leader award winners on what will be required in terms of the presentation.
17. Winners will feature in national ESF publicity including the following website:
www.gov.uk/dwp/esf-2007-2013

Action

18. CFOs will need to :

- give Duncan Carnie the full contact details of the person responsible within the CFO for co-ordinating the identification and nomination of the applicants for the Leader Awards via e-mail as well as a representative who would be interested in joining the national assessment panels;
- send details of the projects that have been encouraged to apply for the ESF Leader Mainstreaming Awards to Duncan Carnie in ESFD
- approve applications that have been short-listed for a national award and which are due to be put forward to the national award panels – this may include self-nominating projects which the CFO/ITMU may not otherwise be aware of (the approval stage will help ensure that awards are not given to projects which have performance/audit issues);
- identify and encourage suitable projects to apply (DWP, Skills Funding Agency and NOMs CFOs should **each** ensure they each have successfully encouraged **six applications, including one for the gender equality award**). The **smaller CFOs** should each aim to encourage at least **one application**.
- nominate one or two people who would be willing to assess shortlist applications during the last week of September, providing full contact details to Duncan Carnie.

Contact

Duncan Carnie, ESFD Policy Team:

ANNEX: 2014 Leader Awards – Action Plan

Action / Key Steps Required	Deliverable / Output	When?	Person / Organisation Responsible?
CFOs send Duncan Carnie contact details of: (i) CFO co-ordinating representative for the awards; (ii) full contact details of a CFO representative who could be involved in the assessment panel in September.	E-mails with contact details (name, phone number and e-mail address) sent to Duncan Carnie	w/c 7 July 2014	CFOs
Application form, guidance for applicants and assessors, publicity flyer finalised	<ul style="list-style-type: none"> • Application form • Guidance (applicants) • Article for website 	w/c 30 June 2014	D. Carnie
National cross cutting theme award launched on national ESF website	<ul style="list-style-type: none"> • ESF Website – article with downloadable guidance and application form (see above) 	w/c 7 July 2014	D. Carnie (article) ESF Publicity Team (website)
CFOs encourage providers to make applications for awards and notify Duncan Carnie of projects likely to submit applications	E-mails to Duncan Carnie with details of projects likely to submit bids Updates should be sent on a weekly basis	Ongoing during July and August 2014 (closing date 22/8/14)	CFOs / ESF Partners

Action / Key Steps Required	Deliverable / Output	When?	Person / Organisation Responsible?
Briefing pack sent out to national assessors	Briefing pack sent to assessors	By 18 July 2014	D. Carnie
Applications completed by applicants and submitted to Duncan Carnie in ESFD	Applications received CFOs will be updated by Duncan Carnie on the applications actually received by ESFD	Applications submitted any time between launch and the closing date of: <u>22 August 2014</u>	
ESFD scores applications and identifies shortlist – up to 3 applications per award category	Shortlist of applications for each award (maximum of 3 applications short listed per award) CFOs notified by Duncan Carnie of short-listed projects CFOs confirm whether they are content for short-listed projects to be put forward for assessment by the national award panels after checking for performance/audit issues.	By 25 August 2014	ESFD and CFOs
Short-listed applications forwarded to the two national assessor panels	Panel members will have 4 weeks to prepare for the national panels which will be held on one day w/c 23 September.	w/c 25 August to w/c 22 September 2014	D. Carnie
National Panel meet to assess and identify winners	This can be done via video-link/telephone conference if some assessors are not able to attend in person.	w/c/ 22 September 2014	Assessment panels

Action / Key Steps Required	Deliverable / Output	When?	Person / Organisation Responsible?
ESFD notifies winners and makes arrangements for award ceremony/publicity etc	Case studies of winners	29 September 2014	D. Carnie ESF Publicity Team
ESFD makes arrangements for award ceremony/publicity etc	Certificates Awards	On-going up until mid-November 2013	D. Carnie ESF Publicity Team
ESF Leader Awards presentation at a national skills event, that is currently <u>planned</u> to be held in Birmingham on either 13 or 14 November 2014 (date to be confirmed closer to the time).		13 or 14 November 2014 (date TBC)	D. Carnie ESF Publicity Team