



## **2007 - 2013 ACTION NOTE**

<b>Reference Number</b>	<b>010/08</b>
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### **CFO and non-CFO Contributions to Annual Reports for 2008**

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## **WHO**

Regional MA Teams, LDA EPMU, CFOs and non-CFOs, 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 2008.

## **CLEARED**

David Oatley, Head of MA: Policy Team  
Jocelyn Dann, ESF Team, WWEG Delivery Directorate, DWP.  
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Regional MA Teams  
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# BACKGROUND

1. Each regional CFO and non-CFO beneficiary is required to provide an annual narrative contribution to inform the AIR (starting from the 2008 AIR due with the Commission by 30 June 2009).
2. As well as informing the AIR, it is also planned that the contributions provide information for related purposes (e.g. annual progress reports on equal opportunities and sustainable development to the sub-committees/PMC; annual progress report on publicity to the PMC). The aim is to collect information for a number of purposes in one request and so avoid duplication of effort.
3. Manual 2 Section 2.33.3 sets out the requirement to provide narrative contributions to the AIR.
4. One narrative contribution is required from each regional CFO (i.e. LSC and DWP will provide 10 contributions, one for each region plus Cornwall). Phasing-in issues should be covered separately in the NW and Y&H CFO reports.
5. The contributions will not need to include financial and indicator data, as these will be provided by the ESF MI system.

# ACTION

6. Each CFO and non-CFO beneficiary should produce a narrative contribution (covering ESF and match) using the pro-forma at Annex A, and send their contributions to GOs/LDA by 13 February 2009.
7. DWP and LSC national offices should arrange for their regional CFOs to produce contributions and send them to their GO/LDA, providing steers and national level input as appropriate.
8. Non-DWP/LSC CFOs should produce contributions and send them to the GOs/LDA.
9. GOSW and GONW should ask non-CFO beneficiaries in Cornwall and Merseyside to produce contributions.
10. GOs/LDA should ask any TA projects in their regions to produce contributions. (TA projects will only need to complete sections relevant to them and do not need to supply case studies.)
11. The Government of Gibraltar should prepare a report on its projects.
12. When they have received the CFO and non-CFO contributions, GOs/LDA and the Government of Gibraltar should use them to produce composite regional/Gibraltar reports. They should submit the regional/Gibraltar report for endorsement by their regional/Gibraltar ESF committees, using written procedure if necessary, and send it to Tony McMahon ([tony.mcmahon@dcsf.gsi.gov.uk](mailto:tony.mcmahon@dcsf.gsi.gov.uk)) in

MA: Policy Team by 31 March 2009. The regional reports will then be integrated into the AIR and other relevant reports (e.g. equal opportunities, sustainable development and publicity progress reports).

13. The proforma at Annex A has been developed to help CFOs/non-CFOs to construct their contributions. GOs/LDA/Government of Gibraltar should use the same headings for their regional/Gibraltar reports. Clearly, at such an early stage in the programme with less than a full year's activity in 2008, it may not be possible to provide comprehensive information under each heading. Contributors should provide as much information as there is available.
14. The timetable for providing and assimilating regional contributions is set out at Annex B.

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