

EUROPEAN SOCIAL FUND 2007-2013

GUIDANCE ON REGIONAL CONTRIBUTIONS TO ANNUAL REPORTS

Regional MA teams and LDA EPMU should use this guidance to:

- **commission contributions from CFOs and non-CFOs, adapting the guidance as appropriate to reflect regional circumstances and including the number of words required from each contributor;**
- **produce a synthesis regional report which brings together the CFO/non-CFO contributions and the regional MA team/LDA EPMU's own analysis.**

Contributions are required from each of the nine English regions, Cornwall and the Isles of Scilly and Gibraltar. The contributions from the North West and Yorkshire and the Humber should include specific sections on Merseyside and South Yorkshire under each topic (with the word count expanded accordingly).

Project examples should be provided on the attached template. Project examples are not included in the word count for each section. Where appropriate, please refer to existing project examples on ESF Works by including weblinks – there is no need to draft these again.

Topic	Information required	Main Contributor	CFO/non-CFO Contribution Word Count	Regional Report Total Word Count
1) Regional ESF Frameworks	Explanation of how ESF is supporting the strategy set out in the ESF regional framework with particular reference to target groups or sectors. This should focus on activities and achievements, not regional partnership structures and processes. It should also refer to action taken to respond to the downturn and redundancies. (Include separate section on phasing in for North West and Yorkshire & the Humber. The Cornwall and North West reports should identify the specific contributions of the Cornwall HE and Merseyside complementary funding strands.)	Regional MA team/LDA EPMU (with input from CFOs and non-CFOs)	500	500
2) Performance against Priority 1, 2, 4 and 5 targets (including regional equality targets for disabled, older, ethnic minority and female participants)	Analysis and report on annual and cumulative performance against output and results targets. This should including an explanation of any significant variances from profile. CFOs/non CFOs should report on performance against targets in their beneficiary agreements. GOs/LDA should report on performance against targets in regional ESF frameworks drawing on the CFO/non-CFO analysis. (Include separate section on phasing in for North West and Yorkshire and the Humber.) NB To ensure consistency across regions, section 2	Regional MA/LDA EPMU (with input from CFOs and non-CFOs)	500	500

	should analyse MI data to the end of November 2009 which has been validated by the central MA. The central MA will issue the tables of MI data at the end of January 2010. If necessary complete the other sections and leave this one to later.			
3) Publicity	<p>A summary of the implementation of the communication plan and the resulting achievements, including details of :</p> <ul style="list-style-type: none"> • support for the 2009 information and publicity campaign – including any ‘Response to Redundancy’ project visits by Regional Ministers • ESF events, website pages and publications • numbers of press releases issued and topic(s) covered • activities with other CFOs • monitoring of provider compliance • support for national publicity measures including number of ‘Improving People’s lives’ ESF DVDs and booklets issued to projects • location of CFO plaque and number of project plaques issued 	CFO/non CFO	500	1,000

	<p>For those who do offer care help, what types of support are provided (e.g. financial, crèche etc.)? How flexible is the support?</p> <p>Is the support taken-up by participants? Any issues/problems arising?</p> <p>Disability (Priorities 1/4 and 2/5)</p> <p>(i) What arrangements have the DWP prime contractors made in the region to ensure that they will be able to provide <u>a range of specialist support/niche provision</u> for any of 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>In the past year :</p> <ul style="list-style-type: none"> • what types of specialist/niche provision have actually been provided? • where possible, indicate scale of support (estimate numbers helped) 	<p>DWP CFO/prime contractor</p> <p>Nationally-set `standard text' replies will not be accepted</p>	<p>100</p> <p>150</p> <p>250</p>	
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	<p>(ii) One or two project examples and information describing how LSC CFO (and where appropriate other CFOs/non-CFOs) are providing specialist support for disabled people</p> <p>(iii) One example of how ESF has helped retain disabled workers and those with severe health conditions in work.</p> <p>(iv) Provide one example of how a LSC project or non-CFO organisation has made adaptations to premises, equipment (this could include software) to support a disabled person / people who are disabled.</p> <p>Ethnic minorities (Priorities 1/4 and 2/5)</p> <p>Provide two examples of how ESF has been used to support (select from following list):</p> <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 	<p>LSC CFO/other CFO/non-CFO</p> <p>LSC CFO/other CFO/non-CFO</p> <p>LSC CFO/other CFO/non-CFO</p> <p>CFO/Non-CFO</p>	<p>150</p> <p>150</p> <p>150</p> <p>200-300</p>	
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	<ul style="list-style-type: none"> • activities which help people from ethnic minorities train for occupations or sectors where they are under-represented • support meeting specific needs of ethnic minorities including language / basic skills <p>Older workers (Priorities 1/4 and 2/5)</p> <p>Soft information or anecdotal evidence on any issues or problems arising from providers and their subcontractors helping older workers return to employment or stay in employment during the recession.</p> <p>One or two project examples of:</p> <ul style="list-style-type: none"> • activities to prolong working lives by re-engaging older workers or retain older workers longer in employment • activities responding the specific needs of older workers <p>NEETs (where appropriate in Priority 1/4 only)</p> <p>Information on activities to engage NEETs or those at risk of becoming NEETs, and one or two project examples.</p>	CFO/non-CFO	200	
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	<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>	CFO/non CFO		
5) Innovation and transnationality	<p>Provide a summary of the dedicated innovative and transnational projects in your region and what they have achieved so far.</p> <p>If applicable, provide examples of innovative activities undertaken by CFO/non-CFO projects/providers (outside of the dedicated innovation strand. Describe how they add value to existing provision and how they are being mainstreamed.</p>	<p>Regional MA/LDA EPMU</p> <p>NB There is no need send this request to ITM projects. ITM projects may be included in the examples at sections 4 and 6 where appropriate.</p>	500	500
6) Sustainable Development	<p>How many of the following have been running for one year or longer in your region?</p> <ul style="list-style-type: none"> • LSC CFO projects • Other CFO projects • non CFO organisations <p>How many of these do not have a SD policy which at least meets the minimum criteria set out in ESF</p>	CFO/non-CFO	500	1,000

	<p>guidance manuals 2/3 as appropriate?</p> <p>What action has been taken to remedy the lack of an SD policy?</p> <p>(NB This information is not required from DWP CFOs as their providers have a contractual requirement to produce policies and plans and are monitored by DWP contract managers.)</p> <p>How many specific environmentally-focused employment and skills projects/activities are being supported by CFOs/non-CFOs in your region (e.g. training in environmental management and protection skills, and eco-friendly technologies, environmental conservation projects with a focus on skills or jobs etc).</p> <p>In Priority 2/5 only: If there is little in the way of specific projects, what is the CFO doing to encourage more?</p>			
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 jointly employers and trade unions, in particular relating to adaptability of workers and enterprises	GOSW (with input from LSC CFO)	300	300
8) Complementarity with other EU	Describe any links to activities funded by other EU programmes such as :	Regional MA/LDA EPMU (with input from CFOs/non-	200 per EU programme	200 per EU programme

funds	<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). 	CFOs)		
9) Business Support Simplification Programme	If applicable describe how provision has complied with this programme	Regional MA/LDA EPMU (with input from CFOs)	300	300
10) Community	If applicable, describe how grants are supporting	LSC CFOs (except	800	800

Grants	<p>regional priorities including:</p> <ul style="list-style-type: none"> • number of applications for grants received; • number of grants awarded; • average value of grants awarded; • number of participants supported through grants; • achievement of soft outcomes, jobs and qualifications; • short case studies of how grants have supported specific targets groups and specific outcomes achieved (case studies to be provided for 10% of completed projects) 	London and Merseyside) plus grant co-ordinating bodies in London and Merseyside.		
11) Regional Technical Assistance	Provide a summary of the regional TA strategy and the regional TA projects. (Include separate section on phasing in for North West and South West.)	Regional MA/LDA EPMU	-	400
12) Evaluation	Describe action taken or planned to evaluate the regional ESF framework and CFO plans, and provide links to any published evaluation reports.	Regional MA/LDA EPMU for regional frameworks CFOs for CFO plans	200	400