



European Union
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Investing in jobs and skills

2007 - 2013 ACTION NOTE

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Regional Contributions to Annual Reports for 2009

WHO

Regional MA Teams, LDA EPMU 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 2009.

CLEARED

David Oatley, Head of MA: Policy Team
Karen Wynn, Employment Group Delivery Directorate, DWP.
Claire Hayes, LSC National Office
Andrew Hitter, GOE
Geoff Johnson, GONW

BACKGROUND

1. Each region and CFO or non-CFO beneficiary is required to provide narrative information to contribute to the preparation of the AIR. (Click here to [see the 2008 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 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](#) sets out the requirement to provide narrative contributions to the AIR.
4. The process and guidance for contributions has been revised following feedback on last year's AIR. A working group of representatives from regional MA teams (GOE and GONW) and CFOs has advised the central MA on this.
5. One narrative contribution is required from each of the nine English regions, Cornwall and the Isles of Scilly and Gibraltar. The regional contributions should include relevant information provided by regional CFOs and non-CFO providers where appropriate. Phasing-in areas should be covered separately in the North West and Yorkshire and the Humber regional reports.

ACTION

6. Regional MA teams and the LDA EPMU should commission contributions from their regional CFOs and non-CFO beneficiaries (in Cornwall and Merseyside) using the guidance at Annex A. The guidance can be adjusted to reflect regional circumstances and including the number of words required from each contributor. CFOs and non-CFOs should send their contributions to the Regional MA and LDA EPMU no later than 26 February 2010. Regional DWP and LSC CFOs should copy their contributions to their national offices.
7. Regional MA teams and the LDA EPMU should then produce a regional report, synthesising the CFO/non-CFO contributions, and adding their own analysis. The regional report should be sent to the central MA (tony.mcmahon@jiu.gsi.gov.uk) by 31 March 2010.
8. The regional reports should also be copied to regional committees for clearance (using written procedure as necessary) by 30 April 2010. Any changes made by regional committees should be notified to the central MA.
9. The central MA will integrate the regional contributions into the AIR and other relevant reports (e.g. equal opportunities, sustainable development and publicity progress reports).

10. To ensure consistency across regions, section 2 of the report on targets 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, this section of the report can be completed after the other sections.
11. Regional MA teams and LDA EPMU may wish to ask certain regional TA projects to contribute to appropriate parts of the report. However, it is not necessary to ask every TA project to complete every section of the report or to provide project examples.
12. There is no need to send the guidance to or request contributions from innovative and transnational projects. The Regional MA and LDA EPMU should instead produce a brief summary of its innovative and transnational projects and their achievements so far, at section 5. If any further information is needed on innovation and transnationality, the central MA will commission this from the ITM Unit.
13. The Government of Gibraltar should prepare a report on ESF in Gibraltar.
14. A template for project examples is provided at Annex B. Where appropriate, refer to existing project examples on ESF-Works. Project examples should not be case studies of individual participants but should refer to the work of a project as a whole.
15. The timetable for providing and assimilating regional contributions is set out at Annex C.

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