



ANNEX 1

England and Gibraltar European Social Fund Programme 2007-2013

Glossary of terms

Term	Explanation / notes
Audit authority (AA)	Body designated by the Member State, independent of the <u>managing authority</u> , to be responsible for verifying the effective functioning of the management and control system. Located within Risk Assurance Division of DWP. Art 62 of Reg 1083/2006
Basic skills	Literacy, numeracy and English for speakers of other languages. Information and communication technology will also be a basic skill from 2008. Not to be confused with <u>key skills</u>
Beneficiary	Body responsible for initiating or initiating and implementing <u>operations</u> . <u>CFOs</u> are beneficiaries, as will the small number of <u>providers</u> in <u>convergence</u> and <u>phasing in areas</u> that will hold direct contracts with the <u>MA</u> . Art 2 (4) of Reg 1083/2006
Certifying authority (CA)	Body designated by the Member State to certify statement of expenditure and applications for payment before they are sent to the Commission. Located within ESF Division of DWP. Called the paying authority under the 2000-2006 programme. Art 61 of Reg 1083/2006
Co-financing agreement	The agreement between the <u>managing authority</u> and a <u>CFO</u> to deliver the activities, <u>outputs</u> and <u>results</u> described in the <u>Co-financing plan</u> . Previously referred to as a “contract” or “funding agreement” – these terms should not be used.
Co-financing organisation (CFO)	Organisation that brings together the ESF and match funding in a single funding stream. With a few exceptions, all ESF activity will be delivered by CFOs. CFOs are <u>beneficiaries</u>
Co-financing plan	Plan prepared either singly or jointly by several CFOs in a region to describe the activities, <u>outputs</u> and <u>results</u> that they will procure in order to deliver the employment and/or skills priorities in the regional ESF framework that they have taken responsibility for.
Community grants	Small grants of up to £12,000 to community groups to help develop their skills and capacity to help people in deprived communities into the labour market. Previously called global grants – this term means something different and should not be used.

Term Explanation / notes

Community strategic guidelines	The Community strategic guidelines on cohesion are established by the Council to provide an indicative framework for the intervention of structural funds, taking account of other relevant Community policies. Art 25 of Reg 1083/2006
Convergence	Regions eligible for a higher level of funding because their gross per capita GDP is less than 75% of the average of the EU25. The only convergence area is Cornwall and the Isles of Scilly. Art 5 of Reg 1083/2006
Cross cutting themes	Shorthand term for the themes of equal opportunities and gender equality, and sustainable development as required by EU regulations. Art 16 of Reg 1083/2006 (equality between men and women and non-discrimination) Art 17 of Reg 1083/2006 (sustainable development)
Grant co-ordinating body	Organisation that will be responsible for managing and disbursing community grants. Previously called intermediate body – this has a very specific meaning in the new regulations and should not be used.
Entry level	Qualification level giving basic knowledge and skills not geared to any specific occupations. Ability to apply learning in everyday situations. Eg Skills for Life at entry level.
ERDF	European Regional Development Fund. Operates separately from ESF, with separate programmes in each region.
Indicator	A means of measuring from the management information the success or otherwise in delivering the <u>operational programme</u> . For example, an indicator of the number of people from ethnic minorities gaining jobs would help to assess how well this objective was being met. Indicators are not quantified, and should not be confused with <u>targets</u> , which are quantified.

Irregularity	Any infringement of a provision of Community law resulting from an act or omission by an economic operator which has, or would have, the effect of prejudicing the general budget of the European Union by charging an unjustified item of expenditure to the general budget. Art 2 (7) of Reg 1083/2006
Key skills	Transferable skills that are needed for most jobs. The main key skills are communication, application of numbers and ICT. Wider key skills are: working with others; improving own learning and performance; problem solving. Not to be confused with <u>basic skills</u> .
Levels	The level of qualification in the National Qualifications Framework. Relates to both academic and vocational qualifications and should not be confused with <u>NVQs</u> . There is an <u>entry level</u> , then eight levels.
Level 1	Basic knowledge and skills. May be linked to job competence. GCSEs graded D-G; NVQ level 1; Key Skills level 1; BTEC Introductory Diplomas and Certificates.
Level 2	Good knowledge and understanding of a subject. Appropriate for many job roles. GCSEs grades A*-C; NVQ level 2; BTEC First Diplomas and Certificates.
Level 3	Ability to gain or apply a range of knowledge, skills and understanding, at a detailed level. A levels; NVQ level 3; BTEC Diplomas, Certificates and Awards; International Baccalaureate.
Level 4	Specialist learning, involving detailed analysis of a high level of information and knowledge in an area of work or study. First degree; NVQ level 4; BTEC Professional Diplomas, Certificated and Awards.
Managing authority (MA)	Body designated by the Member State to manage the <u>operational programme</u> . Located within ESF Division of DWP Art 60 of Reg 1083/2006

Monitoring committee	The committee at national level, chaired by the <u>managing authority</u> that has general oversight of the effectiveness and quality of the implementation of the <u>operational programme</u> . Specific tasks are described in Art 65 of Reg 1083/2006. Sometimes referred to as the Programme Monitoring Committee or PMC. Art 63-68 of Reg 1083/2006
National strategic reference framework (NSRF)	Document prepared by each Member State to ensure that assistance from the Structural Funds is consistent with the <u>Community strategic guidelines on cohesion</u> , and which identifies the link between Community priorities, on the one hand, and its national reform programme, on the other. Co-ordinated by DTI and submitted at UK level. Art 27 of Reg 1083/2006
NEET	Young people aged 14-19 not in education, employment or training.
NVQ	National Vocational Qualifications – at various <u>levels</u> .
Operation	A project or group of projects selected by the <u>managing authority</u> of the <u>operational programme</u> concerned or under its responsibility according to criteria laid down by the <u>monitoring committee</u> and implemented by one or more <u>beneficiaries</u> allowing achievement of the goals of the <u>priority axis</u> to which it relates. <u>CFOs</u> will manage one or more operations, which will consist of a number of <u>projects</u> run by <u>providers</u> . Art 2 (3) of Reg 1083/2006
Operational programme (OP)	Document submitted by a Member State and adopted by the Commission setting out a development strategy with a coherent set of priorities to be carried out with the aid of a Fund. Art 2 (1) of Reg 1083/2006
Output	Outputs relate to activity. They are measured in physical terms – eg number of participants. The term should not be confused with <u>results</u> .

Participant	An individual person who takes part on an ESF funded activity. Called a “beneficiary” in the 2000-2006 programmes, which term now has a different meaning.
Phasing in	Areas with Objective 1 status in the 2000-2006 programming period whose per capita GDP exceeds 75% of the average GDP of the EU15. Eligible for regional competitiveness and employment funding at a much higher level until 2010. Covers Merseyside and South Yorkshire. Art 8 (2) of Reg 1083/2006
Priority axis	One of the priorities of the strategy in an <u>operational programme</u> comprising a group of <u>operations</u> which are related and which have specific measurable goals. Usually referred to as a “priority”. Art 2 (2) of Reg 1083/2006
Project	An activity or group of activities run by a <u>provider</u> to help people into employment or to improve their skills in accordance with the objectives of the <u>operational programme</u> and the <u>regional ESF framework</u> . Part of an <u>operation</u> .
Provider	Responsible for delivering a project, under contract to a <u>CFO</u> , or in exceptional circumstances in <u>convergence and phasing in areas</u> , to the <u>managing authority</u> .
Regional competitiveness and employment (RCE)	Regions eligible for funding from the Structural Funds at a lower intensity than those in <u>convergence areas</u> . All areas except Cornwall and the Isles of Scilly. Art 6 of Reg 1083/2006
Regional ESF committee	A sub committee of the <u>monitoring committee</u> , consisting of regional partners, with the responsibility for oversight of implementation of the programme in each region. Can be a joint committee with the regional <u>ERDF monitoring committee</u> .
Regional ESF framework	The high level document developed by the <u>RSP</u> (the Mayor in London) in consultation with the wider regional partnership that sets out the employment and skills priorities for the region in the context of the

	<u>operational programme.</u>
Regional skills partnership (RSP)	Bodies set up under the national skills strategy to develop employment and skills strategies for the region. RSPs consist of the main strategic such as the LSC, RDA, Jobcentre Plus, with a strong demand led employer focus. In London there is a Skills and Employment Board, which is chaired by the Mayor.
Result	Results relate to the direct and immediate effect on participants brought about by a programme, for example entering employment or obtaining a qualification. Not to be confused with <u>output</u> .
Target	Each <u>priority axis</u> in the <u>operational programme</u> has a small number of quantified targets for <u>outputs</u> and <u>results</u> . Targets are quantified (ie have a number attached to them), whilst <u>indicators</u> do not. Art 37 (d) of Reg 1083/2006