# PICTS Contract

# Schedule 13

# European Social Fund Requirements

**Document Info**

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**Revision History**

| Version | Date | Details of Changes | Author |
|---|---|---|---|
| 0.1 | 18/11/16 | First draft | Sharpe Pritchard |
| 0.2 | 19/11/16 | Update to add note about applicability | Sopra Steria |
| 1.0 | 14/12/16 | Final version for completion | Sharpe Pritchard |

**Note – only those obligations specifically stated as applying at 'provider level' in this Schedule 13 shall apply to the PROVIDER.**

## Information and publicity

This section of the guidance:

- sets out the information and publicity requirements for the procurement, management and delivery of activity covered by the CFO Plan, including both ESF and national match funded activity.
- is supplemented by additional publicity information and resources on the ESF website (www.esf.gov.uk), including: the Communication Plan for the England and Gibraltar ESF programme for 2007-2013; downloadable versions of the 2007-2013 ESF logo and supporting guidance on its use; and information on the distribution and display of ESF plaques and posters.

CFOs and their providers (both ESF and match funded) must acknowledge the financial support from the European Social Fund and European Union. CFOs are responsible for ensuring that all ESF and match funded supported activity:

- is publicised to ESF and match funded participants and the general public.
- complies with the information and publicity requirements of the Secretary of State as set out in the CFO Agreement; and the European Commission as set out in articles 2-10 and Annex I of European Commission regulation (EC) No 1828/2006

To meet the regulatory requirements, the CFO and its providers must implement specific ESF information and publicity measures. At CFO level these must include the following:

- developing, implementing and reviewing an ESF Communication Plan, which sets out the strategy and measures through which the CFO and its providers will meet information and publicity requirements, including:
    - publicising funding opportunities to potential applicants;
    - using the ESF logo in line with guidance;
    - raising awareness of EU/ESF support amongst ESF and match funded participants and the general public;
    - providing their details and project details for the Managing Authority's list of approved beneficiaries and operations; and how information and publicity measures will be reviewed and evaluated.
- displaying the 2007-2013 ESF logo (downloadable from www.esf.gov.uk along with supporting guidance) and references to financial support from the European Union on all information and publicity measures related to the 2007-2013 ESF programme. These include, but are not restricted to use on:
    - websites, e-communications, correspondence and literature used by the public and participants;
    - ESF programme documents such as Co-financing plans;
    - advertisements, press releases and other media targeted materials;
    - any other document concerning the administration of ESF or match funded activity.

- disseminating as widely as possible information on funding opportunities offered by the joint assistance from ESF and CFO match funds, including clear and detailed information on at least the following:
    - the funding available and conditions of eligibility to be met in order to qualify for financing;
    - a description of the procedures for examining applications for funding and of the time periods involved;
    - the criteria for selecting the operations to be financed;
    - the contacts who can provide information on the measures to be co-financed.
- displaying an ESF 'Approved Co-financing Organisation' plaque for the 2007-2013 programme at the CFO's main office. Plaques are provided free of charge by the Managing Authority, and must be positioned in a prominent location where they are clearly visible to staff, participants and others using the building.
- distributing an ESF plaque and ESF posters provided by the Managing Authority, to each ESF and match funded provider, with instructions that they must be positioned in a prominent project location where they are clearly visible to staff, participants and wherever possible, others using the building.
- providing data to the Managing Authority about the CFO, measures in the CFO Plan and its providers of ESF and match funded activity, for inclusion in the publicly accessible list of CFOs and projects.
- giving ESF and match funded providers clear and comprehensive information about information and publicity requirements through contractual arrangements, supporting guidance and other measures. At provider level, these requirements include, but are not restricted to:
    - ensuring all ESF and match funded participants (covered through the induction process) are notified and reminded of EU and ESF support throughout their activity.
    - displaying the ESF logo and publicising EU support in line with ESF guidance on any document, including any attendance or other certificate concerning the administration of the ESF/ match funded activity.
- in line with Article 7.2(d) of Commission Regulation (EC ) No 1828/2006, providing data about the project to the CFO, for inclusion in the publicly accessible list of CFOs and their providers.
- nominating a representative to participate in the Managing Authority's national network of CFO publicity contacts to share good practice, ensure consistency and agree specific actions.
- reviewing provider compliance with information and publicity requirements through formal monitoring checks and other measures, and instigating the taking of remedial activity where necessary.

In addition, the CFO is required to undertake and/or support other measures to publicise the ESF programme that are agreed at national and regional levels and/or which may be required by the Managing Authority. Such measures may arise from:

- the Communication Plan for the 2007-2013 England and Gibraltar ESF Programme (and any updates to the Plan).
- the annual Information and Publicity Plan (developed each year by the Managing Authority in consultation with CFOs).
- the CFO may also be asked to support requests arising from national, regional or local EU/ESF programme committees and/or publicity networks.

- requests made by the Managing Authority at national or regional level, which may include but are not restricted to the following:
  - planning and delivery of national and regional campaigns or events to publicise ESF;
  - developing and issuing press releases;
  - developing, maintaining and updating (complementary) ESF websites;
  - producing and distributing electronic and/or hard copy newsletters and/or other publicity materials such as booklets;
  - submitting news stories and case studies showcasing activities, outcomes and added value;
  - organising and publicising ESF visits by VIPs such as Government Ministers and representatives of the European Commission;
  - contributing to the production of annual implementation reports required by the European Commission and the evaluation of information and publicity activity; and
  - general networking and exchange of good practice.

**Audit**

Both prime providers and subcontractors of match funded provision are subject to audit controls and review. The following is a list of the bodies, which require access for audit purposes - it is not exhaustive:

- European Social Fund – ESF Audit Authority;
- The European Court of Auditors;
- The European Commission's Auditors;
- The National Audit Office;
- DWP and Pensions Risk Assurance Division; and
- other bodies as required by or on behalf of DWP/European Commission.

Failure to meet audit requirements results in a high financial risk for both suppliers and DWP, as funds used inappropriately or for ineligible customers or purposes are recoverable.