

**European Social Fund**  
**Equal 2001 Call – Action 2**



**Development Partnership Progress Report and  
Interim Claim Form**

**Section 1 Development Partnership details**

Development Partnership name  
Curiad Calon Cymru

Dossier Number  
05E020WAO

End of claim (*month and year*)  
March 2006

**Section 2a Expenditure incurred (actual)**

Please confirm that you have completed and attached the Expenditure and Revenue Spreadsheet to this claim by ticking this box.

	<b>Actual expenditure - cumulative</b>	<b>£</b>
A	Staff costs – cumulative	
B	Beneficiary costs – cumulative	
C	Other costs – cumulative	
D	Transnational costs – cumulative	
<b>E</b>	<b>Total gross costs – cumulative (A + B + C + D)</b>	<b>0</b>
F	Revenue – cumulative	
<b>G</b>	<b>Total net costs – cumulative (E – F)</b>	<b>0</b>

*Must agree with row A in the Expenditure and Revenue Spreadsheet*

*Must agree with row B in the Expenditure and Revenue Spreadsheet*

*Must agree with row C in the Expenditure and Revenue Spreadsheet*

*Must agree with row D in the Expenditure and Revenue Spreadsheet*

*Must agree with row F in the Expenditure and Revenue Spreadsheet*

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**Section 2b Match funding contributed (actual)**

*You should only complete this section when you are submitting General Statements of Expenditure; otherwise, please leave this section blank. Please make sure that the ESF meets all the requirements detailed in Chapter 2 of the guidance on preparing progress reports and claiming payments in Action 2.*

	<b>Match funding and ESF – cumulative</b>	<b>£</b>
<b>H</b>	<b>Public match funding – cumulative</b>	
<b>I</b>	<b>Private match funding – cumulative</b>	
<b>J</b>	<b>ESF – cumulative</b>	
<b>K</b>	<b>Total ESF and match funding – cumulative (H + I + J)</b>	<b>0</b>

*Please make sure that the ESF does not exceed the figure in the Action 2 Agreement.*

<b>L</b>	<b>Public match funding intervention rate (H÷G) x 100</b>	<b>!Zero Divide</b>
<b>M</b>	<b>ESF intervention rate (J÷G) x 100</b>	<b>!Zero Divide</b>

*Please make sure the public match funding intervention rate is at least 10%.*

*Please make sure that the ESF intervention rate does not exceed the figure in the Action 2 Agreement.*

**Section 3 Beneficiaries (actual)**

<b>Actual beneficiaries</b>	
Number of starters – cumulative	
Number of completers – cumulative	
Number of ongoing participants – cumulative	
Number of early leavers – cumulative	
Number of companies supported - cumulative	

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#### **Section 4 Progress of the Development Partnership**

**Please detail the Development Partnership's progress since the last interim claim under the following headings.**

a Development Partnership's aims and objectives

Following formal approval of the project, the main focus of activity for the DP in this period has been the recruitment, induction and training of EQUAL staff. In total thirty one FTE posts were advertised. Approximately one hundred and seventy applications were received.

All partners within the DP conducted the recruitment process in accordance with the CCC Equal opportunities policy. The interview process across the DP reflected best practice with formal interview panels convened, candidates being asked common questions, detailed records kept and feedback to unsuccessful candidates being given. In accordance with Employment Law, all candidates will be issued with written Terms and Conditions of employment within twelve weeks of commencing work.

In all cases partners within the DP succeeded in making successful appointments. The appointees reflect a good gender balance and a wide range of ethnic backgrounds. There is also a diverse skills mix amongst the appointees which will allow development in the course of the project. The skills background of the appointees reflects the clusters/cross cutting themes to which they have been appointed. This augurs well for the project and will facilitate making up for lost time due to the delayed start. Excellent support staff have also been recruited across the DP again reflecting a good range of age and ethnicity.

All appointees have been given formal induction within their own organisations. In addition, a three day residential training course was organised to allow all DP members and new staff to meet. The event was exceptionally well attended and feedback indicates that the delegates found it most useful.

The session covered a wide range of topics. All delegates were given a comprehensive insight into the workings of the EQUAL project. All five clusters and three cross cutting themes were discussed in depth. Presentations were given on the EQUAL framework, Transnational work, reporting mechanisms and financial requirements. Delegates were given ample time to network and breakout groups were held to allow delegates from different organisations working on similar clusters to discuss common issues and approaches.

Lines of communication have been established between all EQUAL Development Officers. The Project Manager was in attendance at the session and has agreed support and reporting mechanisms with all DP representatives and Development Officers.

Excellent progress has been made in developing Action Plans for all clusters and cross cutting themes. AWEMA developed a progress report template which was shared with the DP. Action plans are now complete for the majority of clusters and all will be finalised shortly.

Plans are in hand for attendance at Employment Week in Brussels in May 2006. Arrangements for attendees were finalised at the training session and the DP will be well represented at the event.

AWEMA continues to ensure synergy between EQUAL and all other activities undertaken by the organisation, including International Development. This practice will be reflected across the DP

The womens cluster and isolated households cluster have made early progress. The womens cluster is focusing on the development of a community enterprise creche and bringing training into refuge centres for women fleeing domestic violence. The isolated households cluster has designed a questionnaire to facilitate a baseline survey of isolated households, has plans to conduct in depth casework for nine isolated households with one already identified and is examining existing training and race equality schemes from a representative sample of statutory service providers. Meetings are planned with those providers in the coming months. The migrant workers/refugee cluster has contacted over two hundred organisations and individuals to begin outreach work. On the broader Social Enterprise front, research has begun in Cardiff and contact made with Community Groups in the Docks area to ascertain potential.

b Equal opportunities

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b Equal opportunities

Equal opportunities is at the core of the remit of CCC. It is a DP which covers virtually all issues relating to equal opportunities - women, economic migrants, isolated households, unemployment /underemployment and capacity building.

This remit was reflected in the conduct of the recruitment process and in the running of the training session. In the course of the training session all groups and issues were given a platform and great care was taken to ensure presenters and topics reflected the principle of Equal Opportunities.

The Action Plans which have been, or are in the process of being developed by the DP have specific emphasis on all key EQUAL themes including equal opportunities.

Already Development Officers have commenced outreach work with the objective of including community groups within the decision making process of EQUAL. All Action Plans will be the subject of extensive discussion with Community groups to ensure they are fully involved in development and implementation.

Plans are in hand to include community groups in further DP meetings - three DP meetings have already included representatives from community groups.

Plans are also in hand to involve community groups in the internal evaluation mechanism currently being developed by CCC .

The final composition of the DP, which has evolved from initial inception covers all the issues associated with Equal Opportunities and now comprises members and staff with the broadest range of ethnicity, gender, age and geographical spread.

The Project manager has provided preliminary advice to the DP on best practice employment and will continue so to do over the course of the project.

c Innovation

From its inception innovation has been at the heart of CCC. The rationale for the clusters originated from consultation with Community groups.

The development of Action Plans has focused heavily on this theme with all development officers being made aware that it is imperative the EQUAL adds value and additionality while still tapping in to existing resources and mechanisms.

The womens group has begun to focus on the development of a community enterprise creche and the concept of bringing training into refuge centres for BME women fleeing domestic violence. The isolated households cluster is undertaking ground breaking research on the issues facing isolated households/ individuals and is examining existing training and race equality schemes from existing statutory providers.

AWEMA continues to explore opportunities for synergy with other organisational activities and this will be reflected in the overall work of CCC. For the womens cluster, who are focusing on a community enterprise creche, contact has been made, facilitated by WEFO with GENESIS who have a Wales wide remit on childcare facilities. This type of innovative approach and partnership working will continue to be a core focus throughout the project..

d Empowerment

Community groups are at the heart of the CCC action plans. They were at the heart of the cluster and cross cutting theme development. They have been and will continue to be involved in the development and delivery of action plans and will be formally involved in the evaluation process.

In the course of the recruitment exercise partners were encouraged to interview as many candidates as possible, recognising that participation in the selection process was an empowering experience.

Development officers were encouraged, in the course of the training session to speak and present on the clusters/themes they represented and have been encouraged to take responsibility for the development of their action plans adopting a wholly inclusive approach with other Development Officers, CCC partners and community groups.

The ethnic , gender, age and geographical diversity of the Development Officers and support staff employed by the DP is the first step in practically demonstrating the range of talent and skills which exists in the BME community. When the project progresses to the stage of engaging employers it will be the Development officers who will act as primary interface. They will be the most effective demonstration of BME capacity in the workforce and will prove the most potent argument to employers for increasing diversity.

The Development Officers from across the DP came together to design a beneficiary record form which captured the required data for the project without being intrusive. The views of their respective Community groups were reflected in this process.

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e Transnational work

CCC has transnational partners in; Spain, Finland and The Netherlands(NL). Lines of communication are well established and TCAs have been processed.

A productive visit to Finland was undertaken by the Programme Director and the Transnational Manager. Discussions focused on the nature and format of the transnational work.

There are six transnational themes; Training, Support, interactive Networks (IN), Connections to the Labour Market (CLM), Community Cohesion (CC) and Empowerment.

A lead partner has been agreed for each of the themes. They are; Training (Spain), Support (NL), Interactive Networks (Finland), Connections to the Labour Market (Wales) Community Cohesion (Wales) and Empowerment (Finland).

A meeting is planned for April in Amsterdam where partners will focus on the methodology and approach to the transnational work

f Monitoring and evaluation

Invitations to tender (ITT) were issued for the external evaluation contract. The contract has been awarded to IAGO, a company with extensive experience of evaluation of EQUAL projects.

A programme of work has been agreed with IAGO and they were active participants in the training session, the transnational visit to Finland and will participate in the forthcoming visit to Amsterdam.

The mechanism for internal evaluation is under active discussion with the DP.

The action plans have been formulated in such a way that they outline a sequential process from activity to steps and allow for capture of quantitative and qualitative outputs and outcomes

A single beneficiary record form was designed by the Development Officers from across the DP ensuring consistent data capture and subsequent monitoring and evaluation.

The Project Manager is in the process of developing a Microsoft Outlook database to record beneficiaries.

Time monitoring and apportionment were discussed extensively at the training session and all mechanisms relevant to this are now in place

A reporting timetable and reporting format has been agreed across the DP

The Project Manager has advised the DP on procurement processes for EQUAL and will continue to provide advice on match funding criteria and employment practice and policies.

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g Activities, outputs and outcomes

Thirty one FTE staff have been recruited. They have received induction and training on EQUAL  
Action Plans have been produced in consultation with the DP and Community Groups  
Reporting structures and timetables have been agreed  
Beneficiary record forms have been developed and harmonised  
Preliminary outreach work has begun.  
Research has commenced in the Isolated Households cluster together with preliminary evaluation of existing training and race relations policies of statutory bodies.  
The womens cluster has begun exploratory work in a community enterprise creche and bringing training to refuge centres for BME women fleeing domestic violence.  
The refugee/migrant workers cluster has contacted over 200 organisations and individuals to raise awareness of EQUAL and engage as appropriate  
The evaluation tender has been awarded  
The mechanism for internal evaluation is in development  
A transnational visit has taken place

h Dissemination and mainstreaming

In the course of the training programme, all delegates were made aware of this issue. It was made clear that dissemination is not time driven and can begin as soon as the DP considers itself ready.  
All Development Officers were made aware of the qualitative outputs of the project , in particular the need to produce Best Practice Guides and compile databases. The need to begin collating data for these exercises was emphasised.  
  
A video diary of all activities continues to be compiled and a video record of the transnational visit was made.

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i Other comments

**Section 5 Bank account details**

Account number

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Bank sort code

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Name of bank

Cost centre details *(if appropriate)*

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Address

Postcode

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### Section 6 Certification

**I certify that:**

- I have already claimed an advance payment.
- The expenditure declared is eligible for ESF purposes and has been spent on the Development Partnership.
- The Development Partnership activities and outputs stated are accurate.
- I agree to repay on demand any payments made if, after investigation, the Development Partnership has not been carried out in line with the ESF regulations and the Development Partnership Agreement.
- I understand that it is my responsibility to declare any significant changes in line with the Action 2 Agreement and **Equal** guidance.

Name (in CAPITALS)

Position in organisation

Signed

Date

Official stamp of lead partner or DP Ltd

*If the lead partner or DP Ltd does not have an official stamp, you should send a letter on the organisation's headed paper explaining this. The same person who signed this form must sign the letter.*



The Crystal Mark is Plain English Campaign's seal of approval. It means this document is as clear as it can be for its intended audience.