

LSC Contract - General issues



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Branding & Publicity

New logo!

Learners **MUST** be Aware they are being funded by
ESF!

Main Requirements



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The ESF logo must be displayed when ESF opportunities, activities and achievements are described and/or publicised.

All information and publicity materials, including websites, e-communications, correspondence and literature used by participants, advertisements, press releases and other media targeted materials.

Main Requirements



Co-financing Organisations, other beneficiaries and projects must display the NEW ESF Plaques.

ESF and match funded providers must ensure that all participants are notified and reminded of EU and ESF support at the start of and throughout their activity.

ESF logo and EU support are publicised on any document, including any attendance or other certificate concerning the administration of the ESF/ match funded activity.

Logo Guidelines



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European Union
European Social Fund
Investing in jobs and skills

Organisations should read the 2007-2013 ESF logo guidance. This covers the different versions available, the colours to be used, recommended minimum size and examples of how the logo is not to be used.

The logo strapline is 'Investing in jobs and skills'. No other strapline should be used.

Use of the LSC logo

Organisations should use this version of the LSC logo.

Guidelines and logos available from <https://brand.lsc.gov.uk/>

First time organisations will need to complete request access form.



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ESF Publicity Material



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LSC/ESF approval must be sought before any material is printed or issued in the public domain.

The LSC marketing team has the right to refuse the use of the LSC/ESF logos.

PR and Communications



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- Press releases referring to ESF and the LSC should be submitted for approval via your Area Manager for ESF
- Please forward artwork/drafts to the LSC as PDF (max 3mb), on CD (PC friendly) or hard copy to your ESF Area Manager who will seek the approval of the Regional Marketing Team
- Generation of good news stories - organisations will be required to submit case studies on a regular bases , at least twice a year. First call planned for Dec '08

Communication Project



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The SE Regional Technical Assistance project funds support for all the Co-Financing Organisations (CFOs) in the SE - LSC, SEEDA, JCP. More information available from

www.esf2008-2011-se.org.uk

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QUESTIONS

LSC Contract- Sub-contracting



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No changes without written approval of LSC

**New partners only through Open and
Competitive Tendering**

**Cumulative one-off purchase up to £10,000, or
within provider procurement policy, three written
quotes, else OCT**

**All procured activity must meet the contractual
requirements**

LSC Contract- Retention of Documents



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Until at least December 2020

Retention of Documents



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All evidence and ILRs to be kept until at least 2020

We can be audited up to that point and funds would be at risk if documentation was not available

Providers should start thinking about an archive strategy now

Retention can be paper or electronic

LSC Contract- Miscellaneous

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Freedom of Information



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ESF contracts come under the Freedom of Information Act

The LSC will disclose information about the contract if asked

If the provider wants information to be exempt, this is at their cost

Data Protection



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Abide by the Data Protection Act

Data is collected on ILR

Data is shared and ILR has statement of this intent

IPR



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The LSC would not want to own the IPR generated on the project but would want non-exclusive licence so that good work can be disseminated.

Feedback & Complaints



Providers must have procedures in place to resolve complaints and manage feedback

QUESTIONS