



EUROPE & SCOTLAND
European Regional Development Fund
Investing in your Future



EUROPE & SCOTLAND
European Social Fund
Investing in your Future

NOMINATIONS FOR ADVISORY GROUPS FOR THE 2007-2013 PROGRAMMES



PURPOSE

1. Applications are being sought for a limited number of additional members of the Advisory Groups which were established last year for the 2007-13 European Social Fund (ESF) and European Regional Development Fund (ERDF) Programmes. This will ensure a good representative balance of external stakeholders with relevant experience and expertise.
2. The Advisory Groups have a key role in delivering the Programmes. They appraise the applications made for funding under the different priorities of the Programmes and provide recommendations to the Programme Monitoring Committee on which projects should be funded. Consisting of groups of individuals with policy, project delivery and Structural Funds expertise, the Groups will review the applications of one (in some cases, several) of the Programme Priorities as part of the application approval process.
3. Determining the membership of the Advisory Groups is a responsibility of the Scottish Government as Managing Authority for the new Programmes. Applications should be submitted in time for the appraisal of second round applications. There are different deadlines for the Programmes operating in different parts of the country:
 - For Highlands & Islands Advisory Groups a response is required **no later than Friday 19 September 2008**.
 - For Lowlands and Uplands Advisory Groups a response is required **no later than Friday 28 November 2008**.
4. Applications can be submitted by e-mail to the Scottish Government via post at the address below, or by e-mail to europeanstructuralfunds@scotland.gsi.gov.uk.

Billy McLaren
Head of Business Management & Support Team
European Structural Funds Division
Scottish Government
Meridian Court
5 Cadogan Street
Glasgow G2 6AT

PROCESS

5. Applications should consist of a cover letter and CV.

Cover letter

The letter by the applicant should set out the following:

- The Advisory Group for which the applicant wants to be considered (see Annex A below)
- A statement setting out the reasons why the applicant wishes to be part of the Advisory Group
- Summary of key and relevant experience and expertise, taking account of the terms of reference and criteria for Advisory Group members (set out in Annex B below)
- Contact information

CV

A brief CV, providing detail of the relevant expertise and skills of the applicant should be attached. This should take account of the desired criteria for Advisory Group members set out in Annex B below.

ANNEX A: ADVISORY GROUPS

Lowlands and Uplands Scotland Programmes 2007-13 (LUPS)

LUPS Advisory Group 1

- European Regional Development Fund Priority 1: *Research and Innovation*

LUPS Advisory Group 2

- European Regional Development Fund Priority 2: *Enterprise Growth*

LUPS Advisory Group 3

- European Regional Development Fund Priority 3: *Urban Regeneration*

LUPS Advisory Group 4

- European Regional Development Fund Priority 4: *Rural Development*

LUPS Advisory Group 5

- European Social Fund Priority 1: *Progressing into Employment*

LUPS Advisory Group 6

- European Social Fund Priority 2: *Progressing through Employment*

LUPS Advisory Group 7

- European Social Fund Priority 3: *Improving Access to Lifelong Learning*

Highlands and Islands Scotland Programmes 2007-13 (H&I)

H&I Advisory Group 1

- European Regional Development Fund Priority 1: *Enhancing Business Competitiveness, Commercialisation and Innovation*
- European Social Fund Priority 2: *Investing in the Workforce*
- European Social Fund Priority 3: *Improving Access to Lifelong Learning*

H&I Advisory Group 2

- European Regional Development Fund Priority 2: *Enhancing Drivers of Sustainable Growth*

H&I Advisory Group 3

- European Regional Development Fund Priority 3: *Enhancing Peripheral and Fragile Communities*
- European Social Fund Priority 1: *Increasing the Workforce*

You can gain a fuller understanding of the Priorities in the Operational Programme documents for each of the Programmes at www.scotland.gov.uk/structuralfunds and on the ESEP and HIPP websites at www.esep.co.uk and www.hipp.org.uk.

ANNEX B: ADVISORY GROUP (AG) CRITERIA - TERMS OF REFERENCE

- Membership will initially be to the end of 2010. Those wishing to continue on the Group will need to re-apply.
- Members will be expected to participate fully in all relevant AG activities, including the training provided before any applications are sent for appraisal. Consistent inability to do so will result in a re-assessment of membership.
- Members will require to act in an objective and non-partisan way.
- Members must not advocate projects within their constituency or interest.
- In the event that a project application, under consideration by an AG, derives from the employing organisation of a member of the AG, that member cannot speak to the project in question and will be asked to disengage themselves from the appraisal process – including removing themselves physically from the room during any discussion.
- No member of the AG can advocate or represent a project in any way where their employing authority has a financial or other formally expressed interest in the project. The AG member can neither advocate for the project nor speak in answer to points of clarification or matters of a technical or factual nature.
- Where appraisal groups meet to discuss specific projects, discussions will be recorded in a summary, unattributable, minute. This minute will be available to any person requesting it in order to conform with the Freedom of Information (Scotland) Act 2002, which introduced important rights for all to access information held by Scottish public authorities.
- The names of AG members and their organisations will also be published pro-actively on IAB websites, also in line with the Freedom of Information (Scotland) Act 2002.
- In order to promote objectivity and the exchange of frank and impartial views and comments, it is essential that AG members respect the confidential nature of the proceedings of any meetings that take place.
- Accordingly, members must not report the context of any part of an application or of any detailed discussion to any third party, and in particular must not attribute any discussion, score or comment to any one or more members of the AG.
- In the event that a member of an AG is unable to appraise applications or attend any specific meeting no substitution will be allowed, as this appointment is on an individual basis.
- Membership of the AG is not remunerated.
- As an AG member you will have access to sensitive information about projects. In using the eUORSYS system to access information, you will be asked to confirm, through a public disclosure document, that any access privileges provided will be undertaken in conformity with the rules set out above.

Desirable Criteria for Advisory Group Members

- Specific practical knowledge of project design and delivery. The practical experience of Advisory Group members in the type of activity that would be funded by the Priority is essential. This could be specific sectoral or local knowledge that could be usefully applied to the Priority or knowledge gained from 'hands-on' experience of working in particular types of projects or with particular beneficiary groups.
- General knowledge of economic development in the Programme area. Structural Funds support key economic development activity in the Programme area, so a good background knowledge of economic development policies, activities and key players is important to enable members to assess how best to use Structural Funds. This is particularly true of the particular Priority for the Advisory Group member, where expert knowledge of existing activity and proven good practice in project delivery would be desirable.
- Ability to analyse and appraise best value added in public sector spending. Members must be able to think in analytical and strategic terms, particularly with respect to the use of Structural Funds in bringing the best value added to public sector spending in Scotland.
- A commitment to public service. In light of the use of the Funds to support economic and social goals in the Programme area, members should have a clear commitment to public service in their activities and display the capacity to act on behalf of wider Scottish interests in discharging their duties.
- Knowledge of European funding. A background knowledge of the Structural Funds and their use in Scotland is not essential, but it will be useful if members are to understand the context of the new Programmes and ensure that the 2007-2013 Programmes leave a key legacy for Scotland.