

ESF THEMATIC NETWORK ON SIMPLIFICATION

REPORT ON SCO PRACTICES

(Draft for the 6th Meeting of the Thematic Network - The Hague – 8-9 June, 2017)

References:

Member State / Region	Netherlands
Reference number (TN's map of SCO practices)	4

Contact details:

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Type of SCO reported <i>(Please choose one of these types of SCO: flat rate financing, standard scale of unit costs, lump sum).</i>	UNIT COSTS
Type of activities covered by the SCO <i>(Please indicate what type of activities is targeted by the SCO).</i>	Activities aimed at labour market activation to detainees, such as training and coaching of prisoners.

A. PROJECT DESCRIPTION

A1. Description of the type of operation <i>(Please describe in brief what types of operations are covered by SCO)</i> The activities during the intervention period can consist of different activities like labour orientation, jobsearch skills, social and communicational skills, vocational education and training labour market or basic training. All focused on reducing the distance to the labour market. The direct costs of this operation consist of procurement of education and training, books, clothes, tuition fees and so on.
A2. Definition of outputs/results <i>(Please give a short definition of outputs and/or results)</i>

Period of intervention during the detention of the detainees. This is the number of calendar days from the start of the intervention (the date the intake takes place) until the moment the participant exits the intervention.

A3. Beneficiaries *(please indicate the types of beneficiaries involved in the operations covered by SCO)*

The only beneficiary is the Ministry of Security and Justice.

A4. Target group(s) *(Please list target groups within projects covered by SCO)*

detainees in the sector Prison Services.

detainees in forensic care (Forzo)

juvenile offenders

B. METHODOLOGY AND CALCULATION METHOD

B.1 Methodology *(please indicate which methodology/ies has/have been used: Fair, equitable and verifiable method / use of existing EU schemes for similar types of operation and beneficiary / Use of existing own national schemes for similar types of operations and beneficiaries / use of rates and specific methods enshrined in the regulation or in a delegated act / use of a draft budget /combination of methodologies). Please indicate if the concerned SCO has been covered by Art. 14(1) ESF)*

Participants are selected when they meet the minimum criteria

If the participant meets the minimum criteria, the responsible casemanagers will make an individual plan for the intervention (trajectplan). In this individual plan is also taken into account (partly professional judgement) the following criteria: the employment opportunities in the labour market, motivation for the intervention and the behavior record.

In order to verify the total number of calendar days of intervention per participant that will be declared, the evidence can be found in the participant files. The different detention institutions keep separate files for each participant. Next to demographic and regular information, information is collected about the intervention activities of the detainees.

When, according to the judgement of the casemanager, the detainee is a promising participant in the ESF Project the casemanager starts the intervention by performing an intake and filling out an intake form. In this intake form various data is collected, amongst others, the date of the intake (intervention starts directly after the intake) and the arrangements which are made for the participants and the steps needed to achieve the best possible result (a paid job, a certificate of a

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training, etc). These arrangements and foreseen steps for the participant are included in an individual interventionplan (trajectplan). The file of the participant is updated every 3 months and also when milestones are achieved.

When the intervention for the participant ends an “exit form” is filled out and the intervention file is closed. The exitform will be dated on the day the intervension is terminated.

The number of calendar days between the starting date of the intervention (the date of intake on the intake form) and the exit date from the intervention (on exit form) determines the number of days in intervention for the calculation of the standard costs (Q).

The main reason for closing a file is usual the ending of the prison sentence.

We choose to calculate with the number of calendar days of the whole period of intervention because this is a simple way based on the information available (historical data).

B.2 Calculation Methods *(please describe how the calculations have been made)*

Based on two declarations of the applicant the total costs of the whole project has been calculated and divided by the total number of days of the interventionperiode. This has been done for the three different target groups and therefore three different prices are calculated.

B.3 Data source *(please indicate the type of data used and the data source)*

Historical data. Data produces by the applicant (DJI) in their final declaration of the years 2014 and 2015. These numbers have been checked by the MA and the declaration is incorporated in the costs declared to the EC and thus subject to the audit (on a sample basis) by the AA.

C. IMPLEMENTATION OF SCO

(Please describe in brief what implementation rules and conditions have been set out)

The SCO can be implemented the year 2017. The applicant had to check whether all institutions are ready so that all participant files will meet the agreed minimum criteria. Beside the minimum criteria also extra on the spot checks are done to ensure the collected data is correct. Finally the internal audit department will check the ESF procedure once a year.

D. AUDIT TRAIL

(Please provide a brief description of the audit trail for the concerned SCO, including documents, key contents/conditions and procedures)

In the final declaration the calendar days of the intervention period per institution are reported. The calendar days of the intervention period per participant will be checked by the MA by means of a test sample. Selected files are checked on the following criteria:

1. The minimum criteria (age and less than 4 years of sentence to go)
2. Detainee is in one of the institutions in the sector prison services based on the individual court judgment
3. The intake form and individual plan
4. The quarterly updates (each quarterly update their should be at least one activity)
5. The exit form
6. The reported number of days

Finally, the AA can in their audits, pursuant to art. 127.1 of 1303/2013, check the correct application of the standard unit costs. (PxQ)

Extra checks to ensure the right procedure is followed:

Apart from the casemanager the ESF projectleader of the institution signs the intake and exit form and checks if all the requirements are met. The administrator of the detention institution gathers the information monthly and prepares lists with the number of calendar days of intervention. These lists are provided once a month and also signed by the ESF projectleader of the institution.

The signed lists and the related files of the participants are collected by the "ESF bureau¹" each month. The ESF bureau is responsible for the administration of the whole ESF-project and the preparation of the ESF-declaration. The ESF bureau checks the information in the lists with the files of the participants.

The files of all institutes are than combined by the ESF-bureau.

Once a year an employee of the ESF bureau will do a on the spot check at the participating institutions and take samples and will verify if the collected data are correct and if the participants files meets the minimum requirements and report about this. This whole ESF-procedure and the compliance to this procedure is checked by the department 'Audit' of the Directie Audit en Concerncontrol' of DJI once a year.

¹ ESF Bureau is a department of DJI responsible for the administration of the ESF projects and the collection of data from the different institutions.

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E. ASSESSMENT BY THE AUDIT AUTHORITY(IES) INCLUDING EVENTUAL EX ANTE ASSESSMENT

(If relevant, please explain how the audit authority has been involved in preparation and assessment of the SCO).

The audit authority is involved in the process of developing this DA by means of the weekly progress meeting. In this weekly progress meetings the MA and the AA discussed the development and arrangements of this DA together with a representative of The Ministry of Social Affairs and Employment. Also the AA will review the figures on which this SCO is based.

F. IMPACT OR ADDED VALUE FOR THE MA, BENEFICIARIES AND OTHER STAKEHOLDERS

(Please explain how you have perceived impact/added value of the SCO for the MA, beneficiaries and other stakeholders).

Added value for the beneficiaries is that the administration is less complex. No need to fill in time sheets and the keep separate files on the other expenses. Much of the needed information for this DA was already available in the participantfiles. Added value for MA and AA is that the verification and audit can be much quicker because of less separate administration.
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G. SPECIFIC ISSUES FACED WITHIN CALCULATION AND IMPLEMENTATION OF THE SCO

(Please indicate any issues/problems/challenges you have experienced when setting out or implementing the SCO, i.e. high workload, state aid, public procurement, national legislation, revenues etc.)

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H. LESSONS LEARNED AND POINTERS

(Please indicate any unforeseen practical implications that have emerged and any key lessons you have learned from the development and implementation of the concerned SCO practice).

Two main lessons:

1. Always involve the beneficiary when you construct a SCO.
2. Always involve the AA
3. Agree upon the way the verifications from the MA and the audit from the AA is done. Agree upon what supporting documents the beneficiary need to keep.

I. ANNEXES OR LINKS TO ONLINE DOCUMENTS

(Please list documents or links to online documents like complete methodology, calculation methods, documents submitted to the Commission, guidance for MAs and beneficiaries, calls for proposals, audit trail, legal acts etc.).

http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.133.01.0001.01.ENG&toc=OJ:L:2016:133:TOC