

## Human Capital Investment Operational Programme (2007- 2013)

### Progress Report Template

*Each **Intermediate Body (IB)** in the HCI OP is required to submit a progress report at Activity Implementation Plan level to the Managing Authority twice a year as follows:*

*Spring: relating to the entire preceding calendar year*

*Autumn: relating to the period January-June of the current year.*

*This template sets out the reporting requirements for each Monitoring Committee meeting. The Progress Reports to be completed by each IB should be brief and relate only to activity within the reporting period itself. An entry must be made under each heading, even if only to formally record no change.*

**FOR THE REPORTING PERIOD:** January to December 2011

**PRIORITY:** No. 2 INCREASING PARTICIPATION AND REDUCING INEQUALITY IN THE LABOUR FORCE

**ACTIVITY NAME:** Equality Mainstreaming Approach

**ESF 2.9**

#### 1. Activity description

The objective of this activity is to contribute to addressing labour market gaps for specific groups that are experiencing barriers to participation and employment, including those created by gender inequality and wider inequalities. The programme aims to put in place measures to improve labour market access and participation of groups experiencing inequality across the nine grounds covered by the equality legislation. These are gender, marital status, family status, religion, race, membership of the Traveller community, sexual orientation, age and disability.

It is targeted at providers of vocational education, training and labour market programmes and small to medium enterprises and will leverage trade union and employer networks. It supports the development of equality mainstreaming approaches within institutions responsible for the delivery of further education and training and labour market programmes. It supports the development of planned and systematic approaches to equality within the SME sector.

#### 2. Significant Changes in the Operating Environment

No significant change.

#### 3. Commentary on Activity-related progress

The EMU focused on the following areas of work across 4 strands of activity in 2011.

**STRAND A: Support packages to promote Equality Mainstreaming within the VEC and Further Education sector**

The Equality Mainstreaming Unit issued a public Call for Proposals on 21 April 2011 seeking applications from VECs (Vocational Education Committees) to develop projects that would apply an equality mainstreaming approach for the inclusion of Travellers in mainstream vocational education and training. The VEC sector was in

the process of reviewing its services in order to ensure that Traveller learners would not be disadvantaged in accessing mainstream courses once the Senior Traveller Training Centres are phased out.

During 2011, we funded 7 VECs to develop and implement action plans to prepare VECs to facilitate the inclusion and integration of Traveller learners. The receivers of funding were – County Cork VEC, Limerick College of Further Education, County Wicklow VEC, North Tipperary VEC, City of Galway VEC, County Galway VEC and Roscommon VEC. All of these participants successfully concluded their projects with a minimal seed funding and carried out a number of significant actions: focus groups, training sessions on Traveller culture and Equality, consultations with Traveller learners and VEC staff, senior management meetings and the drafting of action plan on Traveller inclusion into mainstream VEC provision. The projects followed loosely the process model that had been developed by Co. Louth VEC in a similar project funded by EMU in 2010.

### **STRAND B: Sectoral Projects to support workplace equality**

The aim of this strand of funding is to support the formation of strategic partnerships to devise and implement projects that support workplaces to be planned and systematic in their approaches to equality. The intention is that these workplaces become proactive in combating discrimination and promoting equality. Five sectoral projects were successfully concluded during 2011. Each of these projects demonstrated a partnership approach including employer and employee representatives in the design and delivery of their actions. The following are some of the project achievements.

The **Irish University Association's Equality Network** developed and tested an online equality and diversity training module on workplace equality for all staff within the university sector. The online programme allows each participant the flexibility to complete the course at times and places that are most convenient to them. The need for this type of flexibility was identified early in the project. The programme consists of 5 modules and participants can save their progress and return at any time.

**Module 1 – Understanding Diversity**

**Module 2 – What's it got to do with you?**

**Module 4 – From Compliance to Commitment**

**Module 4 – Recruitment & Selection**

**Module 5 – Dignity & Respect**

Six universities were actively involved in the implementation of this project. These were:

- Trinity College Dublin
- University of Limerick
- National University of Ireland Galway
- University College Cork
- University College Dublin
- Dublin City University

Full details of this project can be viewed on [www.leadequalitynetwork.com](http://www.leadequalitynetwork.com).

**SIPTU (Services Industrial Professional Trade Union) and the Commercial Mushroom Producers (CMP)** reviewed the existing employment policies and procedures for workers in the mushroom industry to ensure their compliance with equality legislation. They developed an Employment Handbook for employees in the mushroom industry. Given the variety of languages spoken by employees in this sector, the Employment Handbook was translated into Polish, Russian, Latvian, Lithuanian and Romanian.

**Irish Business and Employers' Confederation (IBEC)** undertook to research, develop and pilot a gender pay audit tool. Tackling the gender pay gap remains an ongoing issue in the Irish and European labour market. Results from the CSO National Employment Survey of August 2011 reports that the gender pay gap in Ireland has widened. The purpose of the project is to assist employers to carry out a gender equal pay audit. IBEC successfully developed a template and guidelines for companies who wish to conduct a gender equal pay review.

During the pilot phase of this project, IBEC engaged with a range of organisations to ensure the review tool was relevant and effective. The review tool was piloted amongst different companies across a variety of sectors. These included a number of Irish Medical Devices Association companies and a multinational financial services company based in Dublin. The gender review tool will be disseminated and promoted with employers at HR forums, IBEC events and networks. It is also envisaged that the Gender Pay review tool will be available to member via the members section of the general IBEC website.

**The Gay and Lesbian Equality Network (GLEN)** developed and piloted a high quality interactive online self-assessment tool on lesbian, gay and bisexual diversity, for employers in the financial services and in the information technology sector. Citigroup, Ernst and Young, Ulster Bank, Microsoft, Dell and IBM participated in the pilot phase. The tool includes 15 downloadable resource guides. These guides include information on good practice from a range of organisations including An Garda Síochána, IBM, Microsoft, University College Cork, Irish National Teachers Organisation and the Public Service Executive Union. The online assessment tool is available here. [www.diversitychampions.ie](http://www.diversitychampions.ie)

**One Family** developed a project in partnership with Marks & Spencers, Boots and Superquinn. They produced a practical tool-kit on tips for employing and retaining lone parents. *Six Steps to Promote Equality for Lone Parents in the Retail Sector* introduces the key elements of successful retail businesses as well as detailing six practical steps to promote equality for lone parents in the workplace. Finally, it showcases a number of good practice examples from retail businesses.

### **STRAND C: Supports to Trade Unions' and Employers' Networks**

During 2011, EMU issued a call for proposals for trade unions' and employers' networks to develop projects to encourage, inform and support planned and systematic approaches to workplace equality. The following three organisation were approved for funding:

### **Irish Small and Medium Enterprises Association (ISME)**

ISME developed a handbook for SMEs (Small and Medium Enterprises) on Equality in the Workplace. This was made available to all members of ISME and also to visitors on the ISME website. The handbook was officially launched at the ISME Annual Delegate Conference held on November 11<sup>th</sup>, 2011 at the RDS in Dublin. It is available on the following website <http://www.isme.ie/advice-page54874.html>

### **Irish Congress of Trade Unions (ICTU)**

Congress have designed a comprehensive equality course as part of the general provision of Congress Education and Training Service. The course is available on the INTO learning site, [www.intolearning.ie](http://www.intolearning.ie). It was introduced to trade union equality and education and training contacts at a joint meeting of the Education and Training Committee of Congress on 29<sup>th</sup> November. The online course will prepare trainees for face-to-face sessions on taking a case to the Equality Tribunal and will be supported by a Congress resource previously funded by EMU - 'Equality How? An ICTU guide to taking a cases under the Employment Equality Acts 1998-2011). This resource is available at: <http://www.ictu.ie/equality/equalitytribuna.html>

### **Irish Business and Employers' Confederation (IBEC)**

On the 29th November 2011, IBEC organised a seminar and networking event in the Burlington Hotel, Dublin. The aim of the seminar was to showcase some of the equality and diversity work that employers in Ireland are engaged in. A particular emphasis at the seminar was put on highlighting and promoting a range of tools, resources and guidelines that have been developed over the last few years, many with the support of the Equality Authority or the Equality Mainstreaming Unit,

There were presentations from a range of key employers including Citi, Dell, Deloitte and Ernst & Young highlighting a range of different diversity initiatives. Attendees spanned small, medium and large employers, private and public sector and NGOs. The majority were from the financial services, ICT, health and pharmaceutical sectors.

Following the seminar, IBEC had requests from a number of employers to engage with them on developing a diversity strategy or setting up networking groups or awareness programmes. Three new organisations also joined the IBEC Diversity Forum.

## **STRAND D: Research and Resources**

### **Equality Mainstreaming Annual Conference**

The Equality Mainstreaming in Further Education and Training conference took place on 25th October in Dublin Castle. Minister of State Ciaran Cannon T.D. officially opened the conference. The sub-title of the conference was "Achievements and Challenges". The conference provided an opportunity to showcase the work of the Equality Mainstreaming Unit to date through a presentation by the Head of the EMU Carole Sullivan.

The conference also featured as keynote speaker Professor Sheila Riddell from the University of Edinburgh. A third speaker was Dr Padraig Kirk, CEO of Co. Louth VEC, who presented the learning from the 2010 EMU funded project on the inclusion of Traveller into VEC Mainstream provision. The second part of the conference featured the presentation and testing of two on-line equality training tools. The first one was the on-line employment equality training programme developed by the Irish

University Association Equality Network as part of a sectoral project funded by EMU. The second tool was the on-line disability equality training programme developed and funded by the National Disability Authority (NDA). The testing of these e-learning tools provided for an interactive session during the conference.

During the conference, various equality mainstreaming tools were disseminated. The Equality Benefits Toolkits for the Public and Private Sector were distributed in hard copy to conference participants.

The Equality Mainstreaming Unit also launched a new Equality Mainstreaming USB key at the conference. These USB keys contain many of the equality resources which have been developed and produced with funding from the EMU. They also usefully contain a number of Equality Authority resources and research publications. The USB keys have proved very popular with a continued demand for them. A limited number of USB are available from the Equality Mainstreaming Unit.

### **Equality Works for SMEs**

The Equality Mainstreaming Unit produced a new booklet in 2011. Hardcopies are available from the Equality Authority. This publication presents a number of good practice examples of equality actions taken by SMEs (Small and Medium Enterprises) and shows how they have benefited from taking action on equality. The SMEs projects were supported through a scheme for SMEs run by the EMU between 2007 and 2010.

### **Public Sector Equality Learning Network**

The Public Sector Equality Learning Network availed of four learning events during 2011.

A learning event on Mental Health issues in the workplace and in employment was held at the Equality Authority on 17th May 2011. The event included contributions from Shine/ See Change, Amnesty International and the Equality Authority. The event focussed on stigma and discrimination around mental health. It also gave the participants the opportunity to discuss a case-study based on employment equality law and mental health.

Another event open to PSELN members and to other HR representatives from public sector bodies was held on 20th July 2011. The event's title was: 'Why equality matters: developing equality skills in the public sector' and it focussed firstly on how to make case for equality at a time of recession and secondly, on how to undertake an equality review of employment practices and to enable participants to discuss a case study about applying equality in practice within a public sector organisation. This second interactive part of the event was facilitated by Maria Gilsenan. The first part of event featured a presentation by Terry McDonough from the National University of Ireland Galway.

A one-day workshop on Religious Diversity Awareness was held at the Equality Authority in Dublin on 29th November 2011. The workshop focussed on religious diversity awareness and how to respond to organisational needs in relation to religion. The learning event was facilitated by Diversiton, a non-profit organisation based in Northern Ireland.

A final workshop for the PSELN members was then held on 6th December 2011. It gave practical guidance on how to deliver an Equality Awareness workshop, drawing from the piloting of the PSELN Equality Awareness module developed in 2010.

#### 4. Progress in relation to physical performance indicators and targets

PERFORMANCE INDICATORS:							
Annual and Cumulative Indicators							
A. OUTPUT							
	Region	Current period/Year: (e.g.) Jan. – Dec. 2011 as applicable			Cumulative totals 2007-2011		
		Male	Female	Total	Male	Female	Total
1. Number of enterprise-level Equality Supports delivered to enable employers to develop equality policies and strategies.	BMW			0			83
	SAE			0			199
	NAT			0			282
2. Number of sectoral projects delivered to enable employers to develop equality policies and strategies.	BMW			5			5
	SAE			5			5
	NAT			5			5
B. RESULT							
	Region	Male	Female	Total	Male	Female	Total
1. Number of equality policies/equality and diversity training actions developed by employers.	BMW			0			83
	SAE			0			199
	NAT			0			282
2. Number of equality mainstreaming actions and tools developed by grant beneficiaries at sectoral level.	BMW			5			5
	SAE			5			5
	NAT			5			5
C. IMPACT							
	Region	Male	Female	Total	Male	Female	Total
1. Number of enterprises undertaking additional equality actions 12 months later.	BMW						6
	SAE						1
	NAT						7
2. Number of beneficiaries at sectoral level undertaking additional equality actions 12 months later.	BMW						
	SAE						
	NAT						n/a

Disaggregation of data is not appropriate for these Performance Indicators as they are referring to numbers of enterprises rather than number of people.

There was a new performance indicator agreed during 2011 relating to the numbers of equality mainstreaming actions and tools developed by grant beneficiaries at sectoral level. The target set was 4 per annum. The target was exceeded in 2011 with 5 projects delivered. The Impact Indicator at C.2 was introduced during 2011. Therefore results will not be available until the end of 2012

A total number of 38 SMEs were supported under the SME Grant Scheme during 2010. It should be noted that the impact indicator reported at C.1 in the table above refers to SMEs that received support under the Grant scheme from January 2010 to December 2010. On considering these results, it should be noted that of the 38 enterprises electronically surveyed, only 4 responded, giving a response rate in the region of 8%. We are endeavouring to increase the response rate.

During 2010 we initiated a review of enterprises who availed of the SME scheme to determine examples of good practice. This was made available in 2011. However of those that did respond to the survey all had reported taking additional equality actions 12 months later. We continue to try to improve this response rate with follow-up emails to SMEs who have availed of the Grant Scheme.

In addition, statistics on activity at NUTS III (i.e. Regional Authority) level should be provided in the format contained in the table below and should be gender disaggregated where appropriate. The nature of the indicators available at this level may vary from Activity to Activity (e.g. Number of people trained, number of companies assisted, etc). The type of indicator used should, therefore, be stated. Any significant development at NUTS III level should be commented on.

#### NUTS III Activity Indicator Report for reporting period (Jan – Dec. 2011)

<b>Activity:</b> <i>Number of persons trained</i>			
<b>Indicator Used:</b>			
Region	Total	Gender break-down	
		Male	Female
<i>Border Region</i>			
<i>Midland Region</i>			
<i>West Region</i>			
<b>BMW Total</b>			
<i>South East Region</i>			
<i>Mid East Region</i>			
<i>Dublin Region</i>			
<i>South West Region</i>			
<i>Mid West Region</i>			
<b>SAE Total</b>			
<b>National (BMW + SAE)</b>			

Disaggregation of data is not appropriate for these Performance Indicators as they are referring to numbers of enterprises rather than number of people.

## 5. Progress with regard to expenditure

### Commentary on annual forecast

Expenditure on this measure was lower than forecast for 2011. The expenditure as a percentage of forecast was 30% (as per HCIOP Financial Table). This under-spend is for the most part due to resource constraints on ESF funding routed to the Equality Authority from the Department of Justice and Equality. However it should be noted that the OP Revised Forecast figures for expenditure for this Measure was profiled from 2007 to 2011 thus skewing the percentage forecast in 2011. The programme of expenditure for this programme will continue until 2013 therefore the latest forecast will see the expenditure of €1m for 2011 spread across 3 years to the end of 2013.

### Commentary on cumulative expenditure

Cumulative expenditure as a percentage of total programme forecast is 50%.

Concerning the cumulative expenditure for the programme, in 2009 the expenditure for this programme was reprofiled to a target of €4m. For the most part this was due to resource constraints on matched funding from the Equality Authority. However since 2011, there have also been resource constraints on ESF funding routed to the Equality Authority from the Department of Justice and Equality. This has also contributed to this under spend.

During 2011, the Equality Mainstreaming continued its efforts to achieve a balanced regional spend on activities funded with 49% expenditure in the SAE regions and 51% in the BMW region.

**Table 1 – Expenditure for the Reporting Period Jan. to December 2011 (€m)**

<b>HCI OP €m</b>	<i>Total Programme Forecast*</i>	<i>Total Programme spend</i>	<i>Expenditure as % of forecast</i>	<i>Total co- financed spend</i>	<i>EU Social Funds</i>	<i>National Public Co- financed</i>	<i>Private Co-financed</i>
<i>Source of information within financial tables</i>		<i>Column</i>		<i>Column</i>	<i>Column</i>	<i>Column</i>	<i>Column</i>
<b>Region</b>							
<i>Dublin</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>South East</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>Mid East</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>Mid West</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>South West</i>		0.00	0.00	0.00	0.00	0.00	0.00
<b>SAE Total</b>		<b>0.148</b>	<b>29</b>	<b>0.148</b>	<b>0.0744</b>	<b>0.074</b>	<b>0.00</b>
<i>Border</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>Midland</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>West</i>		0.00	0.00	0.00	0.00	0.00	0.00
<b>BMW Total</b>		<b>0.152</b>	<b>30</b>	<b>0.152</b>	<b>0.0763</b>	<b>0.076</b>	<b>0.00</b>
<b>National (BMW + SAE)</b>		<b>.30</b>	<b>0.00</b>	<b>0.301</b>	<b>0.150</b>	<b>0.15</b>	<b>0.00</b>



**Table 2 – Cumulative Expenditure since January 2007 (€m)**

<b>HCI OP €m</b>	<i>Total Programme Forecast*</i>	<i>Total Programme spend</i>	<i>Expenditure as % of forecast</i>	<i>Total co- financed spend</i>	<i>EU Structural Funds</i>	<i>National Public Co- financed</i>	<i>Private Co-financed</i>
<i>Source of information within financial tables</i>		<i>Column</i>		<i>Column</i>	<i>Column</i>	<i>Column</i>	<i>Column</i>
<b>Region</b>							
<i>Dublin</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>South East</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>Mid East</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>Mid West</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>South West</i>		0.00	0.00	0.00	0.00	0.00	0.00
<b>SAE Total</b>		<b>1.23</b>	<b>54</b>	<b>1.23</b>	<b>0.616</b>	<b>0.616</b>	<b>0.00</b>
<i>Border</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>Midland</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>West</i>		0.00	0.00	0.00	0.00	0.00	0.00
<b>BMW Total</b>		<b>0.87</b>	<b>48</b>	<b>0.87</b>	<b>0.437</b>	<b>0.437</b>	<b>0.00</b>
<b>National (BMW + SAE)</b>		<b>2.10</b>	<b>52</b>	<b>2.1</b>	<b>1.05</b>	<b>1.05</b>	<b>0.00</b>

\* See Financial Tables.

## 6. Data On Participants In Programme Activity Implementation Plan (Commission Implementing Regulation 1828/2006 - Annex XXIII)

### COMPLETE ALL THESE SECTIONS

#### 6.1 NUMBER OF PARTICIPANTS PER YEAR

(People entering, those leaving, carry-over from one year to the next)

	Male:	Female:	Total:
Entrants: (a)			
Leaving: (b)			
Carry-over to next year [ (a) less (b) ]			
<b>Total:</b>			

#### 6.2 BREAKDOWN OF PARTICIPANTS BY GENDER

	Male:	Female:	Total:
Participants:			

### 6.3 BREAKDOWN OF PARTICIPANTS ACCORDING TO STATUS IN THE LABOUR MARKET

	Male:	Female:	Total:
<b>Employed</b> (Total number of employed, including self-employed)			
Self-employed			
<b>Unemployed</b> (Total number of unemployed including long-term unemployed)			
Long-term unemployed			
<b>Inactive persons</b> (Total number of inactive persons, including those in education, training or retirement, those having given up business, the permanently disabled, those fulfilling domestic tasks or other)			
Inactive persons in education or training			
<b>Note: Employed + Unemployed + Inactive = Total number of Participants (by Gender)</b>			

### 6.4 BREAKDOWN OF PARTICIPANTS BY AGE

	Male:	Female:	Total:
Young people (15-24)			
Older workers (55-64)			

### 6.5 BREAKDOWN OF PARTICIPANTS BY VULNERABLE GROUPS, IN ACCORDANCE WITH NATIONAL RULES

	Male:	Female:	Total:
Minorities:			
Migrants:			
Disabled:			
Other disadvantaged people:			

### 6.6 BREAKDOWN OF PARTICIPANTS BY EDUCATIONAL ATTAINMENT

	Male:	Female:	Total:
Primary or lower secondary education (ISCED 1 and 2)			
Upper secondary education (ISCED 3)			
Post-secondary non-tertiary education (ISCED 4)			
Tertiary education (ISCED 5 AND 6)			

**Please note that the SME Grant Scheme was not operational during 2011. Therefore there were no direct participants in 2011.**

## **7. Horizontal issues**

SEE SEPARATE TEMPLATES

## **8. Compliance with EU and National policy**

The Equality Mainstreaming Unit complies with EU and national policies in relation to procurement, competition and state aids. The Unit's work – to support enterprises and labour market programme providers in integrating an equality mainstreaming approach in employment and vocational education and training so as to contribute to eliminating the barriers currently faced by groups under the nine equality grounds in the labour market – also complies with the EU's Lisbon Strategy, Europe 2020, the National Action Plan on Social Inclusion, the National Women's Strategy and the National Action Plan Against Racism.

## **9. Added Value of ESF Interventions**

The ESF is adding value to national policies and projects by providing an opportunity to test out new approaches and new processes in the area of equality mainstreaming. The Equality Mainstreaming Unit's specific remit is work with providers of further education and training to support these bodies to build an equality dimension into how they plan their programmes and deliver their services to groups who may experience discrimination across the nine grounds covered by the equality legislation.

We are in a period of significant policy and implementation change. Along with significant VEC amalgamations a new further education and training authority called SOLAS is to be established. SOLAS will co-ordinate and fund the wide range of training and further education programmes around the country. It is important to review and reshape the supports and services that people need when they are unemployed. It is important that new supports and services such as labour market programmes, the quality and variety of training and education provision, work experience programmes, etc., are designed in a manner that can accommodate diversity and promote equality. It is crucial that equality competency is supported in the new implementation framework.

The ESF is a mechanism which allows us to test out equality action planning, it provides supports for equality impact assessment exercises and has supported a real engagement with SMEs and a variety of sectors to take action on equality such as the Hospitality sector and the Commercial Mushroom Industry.

## **10. Publicity**

The Equality Mainstreaming Unit is complying with the information and publicity requirements of the ESF. The support provided by the ESF is highlighted in the funding provided to enterprises and providers of further education and training through the Equality Mainstreaming Unit. All publications, leaflets, powerpoint presentations, minutes of meetings etc acknowledge ESF funding.

**Examples of Compliance**

- Publication: *Equality in a Time of Change: Mainstreaming Equality in Further Education, training and labour market programmes", Conference Papers 2007-2009*
- Publications: *Equality Works for SMEs*
- Resource: *IUA Equality Network: Online training module*
- Resource: *Equality Mainstreaming USB Keys*
- All publications in association with the Unit's annual VET conference displayed the relevant logos.
- All meeting minutes, agendas and reports to the National Framework Committee and the Measure Advisory Committee display the relevant logos.

**11. Proposals for re-profiling of expenditure (where applicable)**

Not applicable

**12. Proposals to amend Programme Activity Implementation Plans (where applicable)**

Not applicable