

Social Inclusion and Community Activation Programme 2018-2023 (SICAP)

LDC Annual Progress Report 2023

LOT – Choose an item.



Riailtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach

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The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021-2027

Purpose of the 2023 Annual Progress Report

The purpose of the 2023 Annual Progress Report is to capture the role that SICAP played in responding to the needs of SICAP target groups during the year. In doing so, this report will capture beneficiaries' needs in your Lot in 2023, the approaches used by the programme to respond to these needs, alongside challenges faced and lessons learned during the year. As this is the final year of SICAP 2018-2023, where appropriate, please include examples that illustrate the long-term, developmental approaches taken to support target groups as well as the cross-programme, integrated approach utilised.

There is a dedicated section within this year's Annual Progress Report where you can outline the details of the supports that you have provided to the Ukrainian arrivals and/or people seeking International Protection in your Lot.

There is a dedicated section to allow you to describe your work in responding to your chosen Lot priority groups within the National Programme Priorities.

Space is also provided for you to reflect on the supports provided by DRCD and/or Pobal in 2023.

Report size guide: 8-11 pages, excluding Annex 1. A page number guide is provided for each question. This can be adapted slightly to suit your reporting needs.

Two-three photographs can be included (optional), with the understanding that relevant permissions have been received and captions describing the photographs are provided. We would strongly encourage you to include photos and/or links to short videos if possible.

1. Please describe the needs of SICAP beneficiaries in 2023 and, where applicable, your responses to these needs. (3-5 pages)

Guidance: Please consider individuals, LCGs, SEs, children and families, non-caseload individuals, and complete the below table. **Please do not include details on Ukrainians/International Protection applicants in this section** as there is a dedicated Ukrainian section within this report. The following questions may be useful to reflect on:

- What types of supports did beneficiaries require during the year? What did these supports look like? Please consider **individuals, LCGs, SEs, children and families, and non-caseload individuals**, when providing your answer.
- Please bear in mind the programme’s horizontal principles (i.e., promoting an equality framework, applying community development approaches, and developing collaborative approaches) when providing your answer.

Beneficiary type	Identified needs in 2023	LDC Responses to needs
<p>Individuals</p>	<p>As in previous years, there remains a significant cohort of long-term unemployed clients that have not gained employment and are presenting with complex issues emanating from social isolation, poor health, rising cost of living, homelessness, and the other fall out effects of the pandemic. These issues have compounded the situation for those seeking employment with low levels of educational attainment, poor digital literacy, and intergenerational unemployment. Intensifying unemployment blackspots which previously persisted in the catchment area prior to the pandemic</p> <p>There has been increased numbers of refugees in our catchment area seeking employment support.</p>	<p>Nationally, the unemployment rate stood at 4.8% for 25–62-year-olds and 12.8% for 15-24 -year-olds, in November (CSO 2023), however the post-COVID recovery picture for many of the residents in DNP catchment area is a vastly different, with over 50% unemployment rates and complex personal and family circumstances. Clients of the LAES and SICAP employment service are presenting with multitude of complex barriers that require intensive support from staff and other external agencies.</p> <p>In response to this, a gamut of individual and group personal development, career guidance, industry specific trainings and employer engagement activities were designed to address the needs and overcome barriers for the long-term unemployed, International Protection Applicants, the underemployed, and those of working age who fall outside the current activation process. Referrals both from and to SICAP programmes ensured DNP clients were supported along a continuum of interventions addressing their social, personal and employability needs.</p> <p>DNP’s Employment Liaison Officer piloted a number of initiatives in 2023, such as site visits, sourcing apprenticeships, video inputs from employers to build DNP’s bank of resources for use in workshops and to guide the work of the ELO and guidance staff. In 2023, due to the significant increase in IPA referrals, pre-employment and intensive English employability programmes were established. Due to the amended work permit rules for</p>

	<p>Clients continue to present needing supports in relation to mental and physical health. DNPs assessment of individual need was based on ongoing feedback from clients, day to day observation of difficulties facing our target groups and insights from our participation on local networks.</p>	<p>IPA's, DNP increased its networking activities to include organisations such as the Irish Refugee Council, employer representative organisations such as IBEC. Employers were informed of the work permit conditions that applied to eliminate any doubt that existing when hiring IPA's.</p> <p>DNP strive to address the mental health challenges facing clients across our catchment through the provision of low threshold, quality of life enhancement programmes. It is hoped that by participating in wellbeing activities, it will assist this vulnerable group manage their complex personal and domestic environments. In 2023 over 400 participants participated in our individual programmes and while circa 400 participated in our non-caseload programmes and workshops</p>
<p>Local Community Groups</p>	<p>LCGs presented with need in relation to financial sustainability, dealing with conflict, running effective meetings, establishing themselves as new groups, needs identification, succession planning, project management, publicity and promotion, and effective engagement with decision making structures.</p>	<p>In response to these identified needs, DNP delivered group training on the following: Grant Writing, Conflict Resolution, Minute Taking, Succession Planning, Area Profiling, Project Management and Time Management. DNP has noted that many LCGs do not feel comfortable and/or have the skill set required for meaningful engagement in processes and structures which influence policy. In response to this DNP organised an information session on the DCC Public Participation Network (PPN) which was delivered by a member of DCC PPN staff. DNP Community Development Team encourage LCGs to join the PPN and this introductory information session was intended to demonstrate the potential of the PPN for influencing policy which impacts directly on life in the local community. Financial sustainability remains a key concern and in response DNP delivered 4 workshops on writing grant applicants. Two of these workshops were for the general public and 2 were specific to those who wished to apply for the DNP Community Grant. Many LCGs applying for the DNP Community Grant are evolving and have never applied for public funding. The training for this application is at entry level and is intended to provide training specific to the requirements of the DNP application form, while also providing a general overview of how to prepare a grant application.</p> <p>A workshop on Area Profiling and Pobal maps demonstrated how LCGs can identify deprivation in various communities while also highlighting relevant data in relation to factors such as age profile, age dependency rates, family composition and levels of unemployment. This data can assist</p>

		<p>in identifying priority need, targeting and in preparing funding applications which are supported by primary data. In addition to group training individual bespoke mentoring was provided in relation to public presentation skills, conflict resolution, governance (constitution development, roles, and responsibilities of board members) and optimising use of social media.</p> <p>The DNP Social Inclusion Network and the Dublin Northwest Community Workers & Volunteers Network both provided opportunities for sharing models of best practice and for peer support. The Social Inclusion Network met on 3 occasions in 2023. Networking aspects were followed by capacity building training in Project Management, Grant Writing, and an information session on the PPN. The Dublin Northwest Community Workers and Volunteers Network met on 4 occasions in 2023. Each session consists of an information/networking session followed by guest presenters. Presenters included Saol Clubhouse, Finglas Cabra LADTF, Avista, Finglas Tidy Towns, CDETB, Codema (climate action) Connecting Cabra, and Tusla. This network provides an ideal opportunity for collaboration between community, voluntary and statutory partners. The annual Social Inclusion Seminar took place on Feb 3rd. This event also provided opportunity for networking and for getting information on the DNP Community Grant for 2023 which was launched at the seminar.</p>
<p>Social Enterprises</p>	<p>Social Enterprises and LCG's presented with a need for specialist support to grow their business or explore developing a social enterprise.</p> <p>Youth services expressed a need for environmental awareness support for their young people.</p> <p>LCG's presented with a need to explore diversifying their income through traded activity.</p>	<p>DNP, through SICAP funding, sourced a specialist business mentor to work intensively with these social enterprises/local community groups to explore their challenges. These organisations also received support from DNP staff through one-to-one meetings.</p> <p>DNP responded to this need by designing a sustainability-based competition called Revive which encouraged young people in the catchment to develop a social enterprise idea which would reduce the amount of material sent for waste treatment. The competition involved a workshop followed by a sales pitch to a panel of judges and was developed in collaboration with two local youth services. The workshop element was co-delivered by DNP staff and Global Action Plan. The competition aspect was informed by the UBU Pathway.</p> <p>Supports were offered through one-to-one and group meetings by DNP staff to explore the need and to offer supports.</p>

<p>Children and families</p>	<p>Consistent with previous years therapeutic and transition supports from primary to secondary schools as well as supports during school holidays were the highest needs for children in 2023.</p> <p>A parallel theme emerged for frontline professionals on the Regional Educational Network who reported being over stretched due to staff shortage.</p>	<p>DNP through SICAP funding supported the delivery of programmes focused on therapeutic, transition and school closure supports, to address these issues.</p> <p>Two workshops on mindfulness and meditation were facilitated in the Sanctuary to support professional selfcare. Feedback from participants was very positive. This is likely to be replicated in 2024</p>
<p>Non-caseload individuals</p>	<p>Young Ballymun, a locally based ABC (Area Based Childhood) initiative expressed a need for support in delivery of an exercise programme for young children. Parents of these children were participating in a Sláintecare funded exercise programme.</p> <p>DNP supported Mellow Spring Childcare Development centre, an Early Years facility with development of a sensory pod for children with additional needs.</p>	<p>DNP supported Young Ballymun to deliver three exercise programmes to children aged 4 to 12 years. Twenty-five children participated on these programmes which were delivered by Little Fitness. One of the programmes was specific to children with autism. Little Fitness is also supported through the DNP Social Enterprise programme. These fitness programmes complimented a Sláintecare funded parenting programme.</p> <p>Provision of sensory equipment for the sensory pod has enabled staff to provide relief from anxiety for children with sensory issues. This has also minimised disruption to activities for other children at this facility and reduced stress for staff as children impacted by sensory issues and anxiety have access to a safe, calming environment on site.</p>

2. Please provide an overview of SICAP supports provided to the Ukrainian arrivals/International Protection Applicants in your Lot. (1-2 pages)

Guidance: What types of supports did Ukrainians/International Protection Applicants require during the year? What did these supports look like? What challenges or barriers have you experienced? What has helped you overcome these barriers/challenges?

Supports provided for Ukrainians and International Protection Applicants (IPAs) included welcoming events, language and employment supports, information events and collaboration with LCGs on organisation of a sporting event.

DNP's English language provision expanded in 2023. Fáilte Isteach English Language conversation classes were held weekly in Cabra (3 classes) and in Ballymun (1 class). One hundred and sixty new students joined these classes in 2023. The arrival of over 300 IPAs to Airways, a direct provision centre adjacent to DNP's catchment area resulted in DNP collaborating with Empower on delivery of English classes to this group of IPAs. Detailed assessments of English language skills were conducted in mid-July. Assessment was followed by the commencement of six English classes per week (each class was offered twice a week i.e. total of 12 classes) in the Axis Centre, Ballymun in mid-August. These ranged from absolute beginners to upper intermediate. Classes ran until December 15th and will resume in January 2024.

DNP in collaboration with other partners organised several welcoming events. The intention in organising these events was that of providing a welcoming environment for people who had experienced trauma and displacement. These events also provided an opportunity to provide a safe, social space where representatives of LCGs, residents, sports organisations and statutory organisations can meet with refugees and asylum seekers and develop insight into priority need. DNP collaborated with DCC, Ballymun Child and Family Resource Centre, the Axis Centre, CDETB, Jesuit Refugee Service, Peter McVerry Trust, and Helping Irish Hosts (organisation supporting families hosting Ukrainian refugees). Transport was provided to and from venues as well as music, food, and entertainment for children.

Sport has been identified as having strong potential for promoting integration and for providing an opportunity for residents to meet and gain an understanding of the situations of refugees and asylum seekers. DNP supported Ballymun Regional Youth Resource Centre in the organisation of the Pele Cup a football tournament which actively reached out to and was successful in engaging IPAs. DNP also supported the annual Ballymun Running Festival. Both events were successful in engaging asylum seekers living in the catchment alongside strong participation from local residents.

In April 2023 DNP in collaboration with Helping Irish Hosts organised a coffee morning for Ukrainian Refugees. Fifteen Ukrainian refugees attended. Information was provided on DNP supports and as a result several in attendance engaged with DNP Enterprise and Employment Services. Three participants attended a Back to Work Enterprise Allowance information session a few weeks later. DNP also organised a day trip to a local beach for Ukrainian refugees' resident in the Shanowen complex in Santry (formerly student accommodation). Eighty people went on this day trip including 9 wheelchair users. The trip included dinner in a nearby hotel. Feedback was positive and moving with some very elderly people advising that they had never seen the sea.

There is strong demand for Employment Services particularly from IPAs with a strong emphasis on sector specific employment e.g. forklift training, security, Safe Pass, and manual handling. DNP is mindful of the need to build capacity of this target group to access quality employment rather than low paid employment with poor conditions. To this end DNP provides a wide range of professional employment services. The Refugee Support Officer initially refers to the SICAP Guidance Officer and the ELO. If appropriate clients are then offered a general information session on employment supports followed by an in-depth pre-employment programme delivered by the DNP Employment Support Team. This programme provides information and guidance on job search, and how the Irish labour market works. Guest speakers from recruitment agencies presented on their services. Participants were offered one to one sessions with the Employer Liaison Officer following this pre-employment programme. Approximately 54 beneficiaries of these employment supports were successful in securing work.

Language competency remains an issue for many refugees and IPAs, and this can limit their ability to benefit from training. Where this is the case, DNP's emphasis is on encouraging participants to attend English language classes and in this way build capacity to engage with training opportunities.

DNP's success in securing funding from the Integration Protection Integration Fund enabled delivery of supports complementary to those funded through SICAP. In response to need a new programme the 'Level Up' programme was designed and delivered. This is a sector specific intensive English Language Programme designed to prepare students for employment by teaching industry specific vocabularies as well as induction in relation to Irish work culture and communication styles. This is a ten-week programme and 8 participants graduated from the first programme on November 22nd. This programme is designed for students with sufficient English language skills to enable them to benefit from tuition and is therefore not suitable for all.

The emergence of the far right and regular anti-immigrant protests across the catchment posed particular challenges. DNP supported the emergence of solidarity groups in Ballymun and Finglas- 'Ballymun for All' and 'Finglas for All' are alliances of LCGs and statutory agencies. DNP supported with printing costs of fliers and covered postage costs to ensure these solidarity statements were delivered to every household in Ballymun and Finglas. DNP continues to support both solidarity groups and is also supporting the emergence of a similar alliance of groups in Cabra.

DNP engaged with Unite Trade Union on delivery of Anti-Racism training to staff in June. With some modification this training may also be suitable for delivery to LCGs. This will be part of our programme of work in 2024 and will be closely linked to the development of a broader Active Citizenship programme.

3. Please provide a brief update on your progress with your Lot Priority groups which you selected in 2021 as part of the mid-programme review. (1 page)

Guidance: Please tell us the agreed priority groups that you are working with and describe the challenges and the successes that you have with this work in 2023.

The introduction of the Older Persons Support Programme in early 2023 has been hugely beneficial in reaching the priority group 'Older People vulnerable to Isolation'. Strong relationships are being developed with LCGs working with and comprised of older people. Focus groups in 2022 provided invaluable information for programme development. Digital literacy skills were identified as a challenge for many, resulting in difficulty accessing available information. Focus group participants identified a need for a central coordinating and information provision role. Mobility issues and inadequate public transport also presented as key challenges. DNP appointed an Older Person's Support Officer in late 2022. In 2023 DNP collaborated with the following on delivery of information sessions for older people and LCGs representing older people: Money Advice and Budgeting Service (MABs), Citizen's Information Centre (C.I.C), Alone, HSE Health Promotion, Chime in relation to hearing loss), Ballymun Community Law Centre (wills and power of attorney), the Dublin Volunteer Centre (volunteering opportunities and best practice in volunteering), Age Action, Sage Advocacy and Dublin City Libraries. This information provision aspect culminated in an information fair on October 4th in the Axis Centre, Ballymun. Twenty-four LCGs, voluntary and statutory agencies had information stands and 70 older people attended. The HSE Health Promotion team were also available to carry out fitness assessments. Alongside information provision two training courses were delivered on use of smartphone. This aspect responds to an expressed need for digital skills training which has a focus on learning for life and for practical use in accessing information and staying connected.

Youth Mental Health -DNP continues to work with and support local youth services and schools through its Reginal Education Network in relation to youth mental health. In 2023 DNP continued to provide support to Poppintree Youth Project in relation to their Consent and Sexual Health programme. This programme is innovative in that it provides factual information in a wide range of areas including contraception, sexually transmitted infections, unplanned pregnancy, pornography, and relevant legislation. Information provision (and opportunity for discussion) is complemented by modules on emotional wellbeing, healthy boundaries, body image, stress management, and alcohol/drug use. Inclusion of a strong mental health and wellbeing component contributes to the development of

resilience as these young people are supported to develop skills in coping with life's challenges complemented by factual information on issues related to consent.

Long Term Unemployed -Clients of the DNP employment service historically have presented with complex individual and family situations; however, staff have experienced a deepening and enhanced numbers of services users dealing with the fallout from the COVID-19 pandemic. Clients are presenting with long-term mental health issues, gang land activities, drug addiction and caring duties to name a few. While some of this can be attributed to the change to the LAES contract, where all referrals are least 2 years unemployed, this does not account for all clients attending the LAES service. This scenario is compounded by the fact that the rate of workplace digitisation during the pandemic has reduced the labour market options available to jobseekers with low educational attainment and / or poor digital skills.

As a result, the access to employment action continues to offer a range of individual one to one, and group guidance and developmental and training supports created to address the needs of the long-term unemployed, IPA, the underemployed, particularly those with temporary contracts and those outside the current activation process, such as disadvantaged women and people with disabilities. A client survey was completed at the end of 2023 to assess the needs of customers accessing the service. This is to ensure that career development services and client requirements are being met. Overall, there was extremely positive feedback from clients that attended the employment service over the past 2 years.

The following programmes, workshop and information sessions were held in the 3rd and 4th quarter.

- Employment Skills 1 Day Programme x 3 (September, October, and November)
- Digital Skills Assessment – October
- Digital Skills Programme 4 hours p/w x 3 weeks – (October and November)
- Positive Steps – Information Session – November
- Positive Steps Programme 4 hours p/w x 3 weeks (October and November)
- Information Mornings – October / November
 - How to Apply for Administrative Job Roles – September
 - Social Prescribing Health and Wellbeing Talk – October
 - My GovID Log In Session – October
 - Tus/CE Work placement – November

In addition to the sessions above, the SICAP guidance worker facilitated the following drop-in services;

- Employment Skills Drop-in Service – Tuesday, Wednesday, and Thursday 11 – 12pm
- CV Drop-in Service – Monday and Tuesday 2 – 4pm

Door to door outreach was introduced as a new area of SICAP work in 2023. The most disadvantaged areas in Finglas were targeted to inform residents of the various services on offer in DNP and to assess the emerging needs of the unemployed in the area. DNP continually strive to ensure that services developed are purposeful and meet the needs of the communities we work in. Residents that requested employment support were offered a one-to-one guidance service within a week.

Post COVID, the employment services department were conscious that links with other community groups, voluntary and statutory organisations needed to be reestablished as the needs of organisations and service users had shifted over the pre and post COVID period. Over the period of June to December meetings were held with local organisations such as Intreo, Sankalpa, CDETB, FAST, DCC (Economic Development Officer), Finglas Youth Service (Connections and Garda Youth Diversion Programme), The Loft, Business in the Community, HSE Finglas Adult Community Mental Health Services. The manager is a member of and attended the following committee meetings; Grangegorman Labour and Learning Forum, ILDN LAES Forum, Finglas Local Employment Opportunities.

Please outline the challenges faced and lessons learned in relation to the overall delivery of SICAP during 2023. Were you able to overcome any of the challenges? If so, please describe. (half a page - 1 page)

In addition to the challenges faced and supports given to individual beneficiaries outlined previously, challenges persist in relation to sustainability of LCGs particularly in relation to financial sustainability and in relation to governance. In 2023 DNP provided four group training sessions on grant writing with a view to supporting LCGs to leverage funding from a range of sources. In addition to this training, the DNP Community Grant programme is structured in such a way as to develop LCG skills in terms of financial planning, administration, and reporting. This has proven effective with emerging LCGs acquiring skills in these key areas and in this way enhancing potential to benefit from additional sources of funding.

Sustainability in terms of governance and leadership continued to present challenges in 2023. Many LCGs are dependent on a small number of members to sustain their activities/provision of services. In many cases these key personnel are members of SICAP target groups and experiencing significant personal challenges. While this lived experience is beneficial in terms of needs identification, it can also result in group members being unavailable/inactive for significant periods of time. Contingency and succession planning can be weak. In some cases, skills and knowledge are not shared resulting in an over dependence on some group members and difficulty maintaining activities and services in their absence. DNP provided group training in succession planning and also offered intensive LCG mentoring tailored to individual LCG need. DNP's experience however is that while mentoring is available consistent follow through on support and recommendations of mentors can be weak. This can be due to a variety of factors including lack of continuity of key personnel, skills deficits, and an emphasis on immediate service provision rather than medium to long-term planning.

DNP has identified a need for new community leadership to address concerns regarding succession planning but also to ensure vibrancy of the community sector in Dublin Northwest. In the final quarter of 2023, under the Empowering Communities Programme (ECP), DNP piloted an introductory community development programme. Experience of running this programme highlighted the need for targeted recruitment of potential community leaders. DNP will build on the experience of delivering this programme in design and delivery of a Community Leadership/Development programme in 2024.

Outreach to female IPAs has proved challenging. There is strong take-up from male IPAs particularly in relation to employment supports. Female IPAs are not engaging with DNP to the same extent. This is due to a variety of factors including those of a cultural nature, absence of language skills and childcare responsibilities. Initial steps were taken in late 2023 in exploring the possibility of facilitating female IPAs to cook their own meals in a community location. Outreach indicates that this would meet a need in relation to provision of culturally appropriate meals as well as providing a social outlet for participants and an opportunity for DNP to conduct further needs assessment. DNP is currently in discussion with a local school with a view to using the school kitchen for these cookery sessions. It is envisaged that DNP would also organise childcare. This initiative would also be supported by DNP Sláintecare provision ensuring input from two qualified Community Nutritionists.

4. Please describe an approach or project that worked well in 2023 that you think would be useful to share with other SICAP implementers. (half a page)

Guidance: Please do not use the same project or approach that you used for your 2023 case study. This should be a different project.

The DNP Older Persons Support programme was particularly effective in 2023. Focus group feedback from 2022 and a period of service mapping in early 2023 provided the context for needs assessment. The approach adopted included delivery of information sessions, digital skills training, and intensive mentoring for emerging and existing LCGs. DNP collaborated with relevant organisations on topics of interest to older people e.g. wills and Inheritance, The Fair Deal Scheme, advocacy, health issues, hearing loss etc. Using community development approaches, DNP consulted with

older people and their representative LCGs and in this way a programme of information sessions evolved organically based on consultations and staff observations.

In response to reported challenges related to communication and access to information, DNP delivered two training programmes on use of smartphones. This training was delivered in small groups and did not require any prior knowledge of use. DNP has found this approach to be effective. Participation is enhanced by DNP having developed relationships of trust with participants through previous engagement.

DNP supported the emergence of new LCGs comprised of and representing the interests of older people. In this there was strong synergy with the ECP in Cabra West B with initial contact in Broome Lodge Older People's complex (run by Clann Housing) being in relation to ECP supports. ECP staff linked residents to the SICAP funded Older Persons Development Officer and as a result residents received SICAP mentoring support in relation to starting a resident's LCG. Mentoring focussed on development of a constitution and roles and responsibilities of committee members.

Finally, DNP processes applications for the Senior Alert Scheme (SAS) personal alarms. This function facilitates a lot of contact with individual older people and their families and provides a valuable opportunity for needs assessment, particularly in relation to those vulnerable to isolation. In 2023 the addition of the Older People's Support Programme facilitated stronger outreach and promotion of the SAS to LCGs and organisations working with older people.

Please reflect on the programme supports that DRCD and/or Pobal provided to LDCs in 2023. Were they helpful? Would you recommend any changes in approach or content? (quarter of a page)

Guidance: Please consider the SICAP thematic workshops, guidance provided etc.

Pobal provided excellent and detailed advice and support in relation to the 2023 SICAP Case Study. Technical support in relation to IRIS continues to be excellent and crucially is provided in a timely manner facilitating DNP staff to fulfil reporting requirements. The Pobal Development Officer is always approachable and has provided invaluable support if and when required.

5. Please provide any more comments or information that you think DRCD/Pobal should be aware of around SICAP (quarter of a page)

Annex 1 – Updates to the IRIS database

Please confirm that you have completed the following end-of-year requirements:

✓	A narrative for each of the 2023 Actions has been input in the Update on Progress field under the End of Year report section of the action record. The <i>Action Progress Report</i> can be generated to view the updates for each action. Please note that for Lots which contain offshore Island communities, but are not Island specific Lots, LDCs are required to provide details of work carried out with Islands in their action narrative.
✓	2023 financial and beneficiary data input is complete.
✓	2023 data quality issues identified on system dashboards and views have been rectified.
✓	Potential duplicate records have been reviewed and deactivated if appropriate.
✓	2023 data follow-up has been carried out, as appropriate (e.g., LLL activity outcomes, still in employment/self-employment).
✓	ESF exit data has been recorded for ALL Individuals supported to date.
✓	ESF 6-month follow-up has been recorded for Individuals who exited SICAP up to end May 2023.
✓	LDC contact information and staff member listing are up to date.
✓	2023 End of Year Financial and Monitoring report (including the signed costs charged report, Lot Summary Report, and goal outcome reports) has been uploaded to IRIS.