

Appendix E – Mandatory Programme & Project Guidance

A list of mandatory, central government guidance used in developing this guidance which applies to RDAs as NDPBs. It is provided to support RDAs to identify more detailed requirements in support of complex projects.

DOCUMENT	ISSUE DATE	ISSUING DEPARTMENT	DESCRIPTION
APPRAISAL			
The Green Book Appraisal and Evaluation in Central Government and Supplements	2003	HMT	High-level appraisal guidance for all public sector-funded programmes and projects.
Public Sector Business Case Resources	2007	HMT	Template for the tool kit for developing business cases.
Additionality Guide - A Standard Approach to Assessing Additional Impacts of Projects	2004	EP for CLG	Guidance on using additionality techniques and reference cases?
Assessing the Impacts of Spatial Interventions – Regeneration, Renewal and Regional Development – the 3Rs	2003	CLG	Best practice guidance on design, appraisal, delivery or evaluation of 3R interventions across a spectrum of activities.
The State Aid Guide: Guidance for state aid practitioners	2007	BERR	Introduction to State aid rules
RISK MANAGEMENT			
The Orange Book: Management of risk - Principles and Concepts	2004	HMT	Source of guidance on identification, assessment and management of risks. DAO(GEN) 18/04
Management of Risk Guidance for Practitioners	2007	OGC/TSO	A generic framework for the management of risk across all parts of an organisation - strategic, programme, project and operational
Managing Risks with Delivery Partners	2005	OGC	The guide draws on the experience of the OGC, HMT and the NAO.
PROCUREMENT			
Transforming Government Procurement	2007	HMT	A range of public procurement reforms to equip the UK with the capability to deliver world class public services.
Gateway Reviews		OGC	
PROGRAMME AND PROJECT MANAGEMENT			
Introduction to Projects		OGC	Sets out roles and responsibilities for delivery (governance) of individual projects, milestones and resources; identifies stakeholders; interdependencies; manages delivery; manages project budgets
Introduction to programmes		OGC	As above for programmes
DAO(GEN) 07/04 Delivering Success In Government Acquisition-Based Programmes & Projects	2004	HMT	Requirements to meet improved deliver of acquisition based programmes and projects

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FINANCIAL BUDGETING, REPORTING AND EXPENDITURE			
Managing Public Money	2007	HMT	The principles for managing public money. It will incorporate DAO guidance
RDA Management Statement and Financial Memorandum	2005	DTI	Guidance to RDAs on financial and management responsibilities
Improving Financial Relationships With The Third Sector: Guidance To Funders And Purchasers	2006	HMT	The guidance sets out the wider context for providing funding to bodies delivering services on behalf of the Government and the stability of relationships.
Audit of Grants to Local Authorities and NHS Bodies	2004	HMT	DAO (GEN 12/04) sets annual audit assurance required in respect of grant payments.
EVALUATION			
Evaluating the impact of England's Regional Development Agencies: Developing a Methodology and Evaluation Framework	2006	DTI	Explains the purpose and methods for the evaluation of the impact of the Agency.
BUILT ENVIRONMENT			
Common Minimum Standards (CMS)	2006	OGC	Standards for the procurement and grant funding of built environments in the public sector
DAO (GEN) 07/05 Clawback: Disposal of publicly funded assets	2005	HMT	Guidance on terms to be included in grants for acquisition or improvement of assets
Guide for the disposal of surplus property	2005	OGC	Consolidates changes since PACE Estates Service Guide (2001)
DAO(GEN) 08/05 Recording Property on e-PIMS	2005	HMT	Mandatory requirement to record property on the OGC system
e-PIMS		OGC	Electronic property information and management system
Register of Surplus Public Land		OGC/EP	Electronic database where all surplus public assets are listed
EUROPEAN PROGRAMMES			
ERDF Official Documents		EC	Website with ERDF documents
ERDF Site for England		CLG	Website containing guidance issued by the English Managing Authority
Rural Development Programme for England 2007-13		Defra	Website with UK official guidance
UK National Strategic Framework EU Structural Fund Programmes: 2007-13	2006	BERR	Sets the main priorities for spending the EU Structural Funds the UK from 2007 to 2013. Provides the high-level strategy for Structural Funds Operational Programmes
European Agriculture Fund for Rural Development	2006/7	EC	Introduces a single instrument to finance rural development policy