



Focus on Forestry First

MENTORING
Scheme rules

2021-2022



MENTORING CONTENTS

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Section A - Introduction

This guidance is for trees and timber businesses in Wales, who wish to apply for a Mentor or wish to be a Mentor. The details contained within this booklet are not exhaustive and may be updated.

The purpose of Forestry Focused Future (FFF) is to:

- Increasing the productivity, diversity and efficiency of the trees and timber sector, improving their competitiveness and resilience, reducing their reliance on subsidies;
- Improving the environment, encouraging sustainable land management practices, the sustainable management of our natural resources and climate action;
- Promoting strong, sustainable rural economic growth and encourage community-led action development.

Mentoring – aims to provide a framework to enable mentoring within the trees and timber sector.

- Focus on Forestry First Ltd. (FFF Ltd.) will recruit mentors, who will cover a wide range of skills.
- The mentors will be matched to the businesses and individuals (self-employed) and the relationship managed by FFF Ltd staff.
- Mentors can be selected by the Mentee if appropriate.
- The approach is flexible.
- Mentoring can be one to one; or one to a team to deal with work practice; or to establish good business practices. It could be one mentor delivering a co-ordinated range of support or just for a specific issue.
- Monitoring by FFF Ltd staff will be flexible to evaluate the benefit. They will gather data and responses.
- FFF Ltd. will support Mentors where required so they are effective.

Overall programme aim is to maximise productivity, efficiency and profitability through developing industry competent staff.

This scheme also supports the commitment of woodland set out in the Welsh Government's woodland strategy, Woodland for Wales.

Forestry Focused Future is jointly funded by the Welsh Government and the European Commission as part of the Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020.

Forestry Focused Future is governed by the Rural Development Programmes (Wales) Regulations 2014 SI No. 3222 (W. 327) which applies to the Rural Development Programmes, Council Regulations (EU) No. 1305/2013, 1303/2013 and (EU) No. 1306/2013, Commission Regulation (EU) No. 808/2014 and (EU) No. 809/2014 and Commission Delegated Regulation (EU) 640/2014 and 807/2014 (all as amended from time to time). Copies of the regulations are available online via www.gov.wales or hard copies can be requested from the Rural Payments Wales Customer Contact Centre.

Focus on Forestry First Ltd

This is the not for profit company that delivers the Forestry Focused Future Scheme on behalf of Welsh Government.

State Aid

- Grants provided under this scheme are aid which fall within the scope of the State Aid frameworks because Articles 107, 108 and 109 Treaty for the Functioning of the European Union (TFEU) apply to support given for rural development under the Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020 (ref: SA 43466).
- From 01 July 2016 the State Aid Transparency requirements set out in article 9 of Commission Regulation (EU) No 702/2014 of 25 June 2014 declaring certain categories of aid in the agricultural and forestry sectors and in rural areas compatible with the internal market in application of Articles 107 and 108 of the Treaty on the Functioning of the European Union require any individual awards of aid above a 500,000euro threshold (for Agriculture) to be reported directly to the European Commission on a 6 monthly basis. The information will be published via the Welsh Government and European Commission Transparency Website.
- Grant provided under the following options in this scheme is compliant aid because it respects the conditions set out in Article 32, 33 and 35 of Commission Regulation (EU) No 702/2014 (Agriculture Block Exemption Regulation).

Section B – Eligibility

Mentees

To be eligible for the Mentoring support you or your business must:

- have a residential or business address within Wales.
- be a public or private business including self-employed, municipality or an association working in the trees and timber sector.
- be registered as a beneficiary on the Forestry Focused Future and have a training agreement. Your training agreement can be stand alone or part of a different scheme. You must renew your training agreement annually to continue to receive mentoring support.

Mentors

To become a Mentor, you must be registered as a Mentor with FFF Ltd.

- Mentors and Mentees will be matched according to their knowledge experience and skill requirements. A Mentee can choose a Mentor if they are aware of someone who can undertake this role and FFF Ltd consider there is a good match. Otherwise FFF Ltd will select a suitable Mentor.
- Mentors and Mentees cannot be part of the same team.
- FFF Ltd will provide training and support where required to develop Mentoring skills were required.

Section C – Mentoring Scheme

What is Supported?

Mentees

- Mentoring can support the development of the skills planned or delivered.
- Mentoring can provide advice and support underpinning a qualification you are working towards.
- Mentoring can support your career or business development.
- Mentoring must take place in Wales.

Mentors

The Mentoring Scheme will fund the Mentors time spent supporting their Mentee(s). This will be at a flat rate payment per hour for a maximum number of hours per month.

Level of Support.

Mentees

- Mentees must pay a one off arrangement fee of £20.00 to enter the Mentoring Scheme.
- Mentees can expect up to 10 hours support per month from their Mentor.
- The Mentoring agreement will be agreed by you and FFF Ltd and usually for a year, but not beyond end 30 April 2022.

Mentors

Mentors will receive £30/hr up to the agreed maximum number of hours in the Mentoring Agreement (maximum of 10 hrs/month). This includes any expenses.

Information we require to enter the Mentoring Scheme.

Mentee

The Mentee will not need to provide any additional information as they are already registered as a beneficiary on the Skills Development or Professional Pathways Scheme(s).

The Mentee must have the Mentoring Scheme added to their Training Agreement(s).

If you are just entering the Mentoring Scheme, then you must register as a Beneficiary and have a Training Agreement that includes Mentoring. See Section D How to Apply.

Your annual training plan must remain live and not lapsed. This may mean you will need to renew it and pay a further annual registration fee.

Mentor

Mentors must complete the Mentor Application form and receive confirmation that they are registered Mentors.

Section D – How to Apply

Application for a Place on a Mentoring Scheme.

You must firstly be registered as a Beneficiary. If you are not registered, then please complete the application form.

Application to enter the Mentoring Scheme is then via your training agreement. If you do not have an existing Training Agreement, then we will create one for you.

If you have existing Training Agreements at least one training agreement must be live and Mentoring must be added to it.

There is a one off arrangement fee of £20.00 payable when mentoring is approved as part of your training agreement.

Once you have included Mentoring in your training agreement we will find you a Mentor if you have not selected a suitable candidate. We will then develop the Mentoring Agreement.

Once the Mentoring Agreement is in place the main communication is between the Mentor and Mentee.

If you have a query then please contact us on info@focusonforestryfirst.co.uk or 0808 178 2757.

Payment

The Mentee is required to pay their annual registration fee as a beneficiary. Plus a arrangement fee of £20.00 to enter the Mentoring Scheme.

The Mentor will enter into an agreement with FFF Ltd to be paid at the mentoring rate of £30/hr for their time as set out in their Agreement(s). This also contains our payment terms.

Legislation Changes (Including Changes in Interpretation)

European Regulations may change from time to time and you will be required to abide by any changes imposed following notification from the Welsh Government.

Changes to Scheme Rules

We may need to make changes to your contract including payment rates. For example, we may need to scheme rules to take account of any changes within the Welsh Government Rural Communities – Rural Development Programme for 2014-2020 or revise payment rates. We will publicise changes in Gwlad, on the Welsh Government website (www.gov.wales) and will notify you were necessary.

Complaints Procedure

Complaints will be dealt with under the Focus on Forestry First Ltd Complaints and Appeals Policy and Procedure. For a copy or for further advice on how to make a complaint please contact Focus on Forestry First Ltd, details in Section F.

In addition, you may also choose to contact: Public Services Ombudsman for Wales,

1 Ffordd y Hen Gae,
Pencoed,
CF35 5LJ

Website: www.ico.org.uk

Section E – General Data Protection Regulation: Privacy Notice

This notice informs you about Focus on Forestry First Ltd use of the information used in connection with your application for aid under the Welsh Government's Rural Communities – Rural Development Programme for Wales 2014 – 2020 schemes. It also explains the Welsh Government's processing and use of your personal data and your rights under the General Data Protection Regulation.

The data controller for the information submitted as part of your application is Focus on Forestry First Ltd, 37, Hospital Road, Builth Wells, Powys LD2 3HE.

The data protection officer for the same information is the Data Protection Officer, Focus on Forestry First Ltd, 37, Hospital Road, Builth Wells, Powys LD2 3HE.

Email: info@focusonforestryfirst.co.uk

The information will be processed and managed by Focus on Forestry First Ltd in accordance with its obligations and duties under the following European Regulations:

- Council Regulation (EU) No 1303/2013
- Council Regulation (EU) No 1305/2013
- Council Regulation (EU) No 1306/2013
- Commission Regulation (EU) No 640/2014
- Commission Regulation (EU) No 807/2014
- Commission Regulation (EU) No 808/2014
- Commission Regulation (EU) No 809/2014
- General Data Protection Regulation (EU) No 679/2016

The information will primarily be used for the purposes of processing and determining applications for financial support. However, Focus on Forestry First Ltd may also make use of the information supplied for other purposes, which will include those connected with its functions and duties under the Common Agricultural Policy of the European Community and with its statutory environmental obligations.

Focus on Forestry First Ltd does not collect any special category data.

Your information will be stored in accordance with the Commission Implementing Regulation (EU) No 908/2014, "Conservation of Accounting Information".

Reasons for sharing personal data

EU legislation requires checking of scheme eligibility, and to conduct these checks Welsh Government may share information with:

- Natural Resources Wales
- Animal and Plant Health Agency
- Veterinary Medicine Directorate
- Welsh Local Authorities
- Food Standards Agency Wales
- DEFRA
- Other UK Government Agriculture Offices.

- Regulatory authorities, such as HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police.

The information may be used for the following:

- compilation of reports of aggregated data and/or summary statistics to be made publicly available
- informing decisions relating to policy changes and funding including research studies conducted on behalf of the Welsh Government to inform Monitoring and Evaluation of Rural Development Schemes
- protecting applicant's interest in land conservation and issues that may arise due to funding queries
- allowing partner organisations to fulfil their legal duties
- shared with fraud prevention agencies who will use it to prevent fraud and money- laundering and to verify your identity
- publication of certain information and responding to requests for information.

The Publication and Disclosure of Information

Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests Focus on Forestry First Ltd may be required to release information, including your personal information.

Rights under the General Data Protection Regulation (GDPR)

The GDPR gives individuals rights in respect of the personal data held on them. These rights include:

- the right to be informed (this notice)
- the right to ask for and receive copies of the personal data that the Welsh Government holds about them, although the Welsh Government can sometimes withhold some data or not provide copies
- the right, in some circumstances, to prevent or restrict the Welsh Government processing personal data
- the right, in some circumstances, to have wrong data rectified
- the right, in some circumstances, to have data erased (to be forgotten).

If you wish to exercise any of your rights under the GDPR, you should contact the Focus on Forestry First Ltd at the address provided at the beginning of this notice.

Individuals also have the right to ask the Information Commissioner, who enforces and oversees the GDPR, to assess whether or not the processing of their personal data is likely to comply with the GDPR. The Information Commissioner can be contacted at:

Information Commissioner's Office,
Wycliffe House
Water Lane,
Wilmslow Cheshire SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Section F – Contact Details

Welsh Government's website: www.wales.gov.uk/environmentandcountryside and bi-monthly Gwlad magazine contain key information.

Contact details are as follows:



Focus on Forestry First

37 Hospital Road,
Builth Wells, Powys, LD2 3HE

Tel: 0808 178 2757

info@focusonforestryfirst.co.uk.
www.focusonforestryfirst.co.uk