

## ESF Action Notes: 2007 – 2013 programme

Action Note	Date Issued	Review Date	Title	Description
001/07	19/12/07	31/03/08	2007-2013 ESF Programme: Creation Of A Regional Publicity Network	<p>This note asks Government Offices and LDA ESF Team Leaders to:</p> <ul style="list-style-type: none"> <li>• copy this Action Note to their regional CFOs for 2007-2013;</li> <li>• seek a representative from each CFO (other than the LSC) to join the regional ESF publicity network;</li> <li>• ask CFOs to note the details of the first meeting of the network (10-11 March 2008 in Sheffield);</li> <li>• nominate a representative from their GO/LDA to join the network; and</li> <li>• forward contact details of GO and CFO representatives, with confirmation that they will attend the meeting on 10-11 March, to Hugh O'Daly (hugh.o'daly@jiu.gsi.gov.uk) in ESF Division <u>by 18 January 2008</u>.</li> </ul>
002/08	02/04/08	30/08/08	2007- 2013 ESF Programme: Development Of Co-Financing Organisation ESF Communication Plans	<p>Each CFO is required to produce a CFO ESF communication plan. This action note sets out:</p> <ul style="list-style-type: none"> <li>• action required by CFOs to develop draft plans by 30 May;</li> <li>• action required by GOs/LDA and ESF Division to consider and comment on draft plans;</li> <li>• the timetable for completing actions (Annex A); and</li> <li>• the required content of plans (Annex B)</li> </ul>
003/08	04/04/08	31/12/10	2007- 2013 ESF Programme: Distribution Of Project Plaques	<p>ESF (and match) beneficiaries and providers (and their sub-contractors) are required to display an ESF plaque at the main location(s) at which each project is delivered to participants.</p> <p>This action note sets out action required by CFOs (and GOSW and GONW in the case of the non-CFO beneficiaries/providers in Cornwall and Merseyside) to order project plaques from the Managing Authority (ESF Division) and to distribute them to providers (and through providers to sub-contractors).</p> <p><b>Replaced by Action Note 018/09</b></p>
004/08	11/04/08	31/08/08	2007-2013 Forecasting Expenditure for 07-13 Programme.	<p>This note gives guidance on the forecasting action needed by Government Offices (GOs)</p>

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005/08	28/07/08	31/12/10	2007-2013 Providing Management Information and Providers	<p>This Action Note describes the Management Information (MI) to be provided to the Managing Authority, ESF Division (ESFD), and also the format of the MI.</p> <p>IT departments are required to confirm:</p> <ul style="list-style-type: none"> <li>- that the MI described in this Action Note will be collected; and</li> <li>- that the MI can be provided in the XML format contained in the schema.</li> </ul>
006/08 plus App 1-4	14/08/08	31/10/08	2007-2013 Revised ESF Funding Allocations.	<p>If not already started, discussions should take place with regional CFOs, individually and/or collectively, to see what proposals there might be to use the additional funds. Concrete proposals can be taken forward to production and appraisal of a supplementary CFO Plan.</p>
006/08 Supp	08/12/08			<p>Updated in Supplement issued 08/12/08</p>
007/08 plus 6 annexes	14/08/08	31/03/09	007 - 2007 -2013 Manual Claims.	<p>This note gives guidance on the interim manual process for the submission and certification of claims for expenditure in the 2007-2013 programme.</p>
008/08 plus Annexes A-I	15/08/08	31/08/09	2007 -2013 Regional Selection of Themes for Innovative and Transnational Activity for 2007-2010.	<p>This action note sets out plans to launch a call for proposals for innovative and transnational activity at the end of October 2008.</p> <p>To prepare for the call, regional Managing Authority teams and the LDA should co-ordinate the selection of regional themes for innovative and transnational activity from the menu which has been developed by the innovation, transnationality and mainstreaming sub-committee.</p> <p>Regional Managing Authority teams and the LDA should return pro-formas (annex H) to the central Managing Authority confirming the regional selection no later than <b>15 October 2008</b>.</p>

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009/08	20/08/08	31/12/10	2007 -2013 Regional ESF Frameworks	This action note sets out the action that should be taken to confirm that no adjustments are needed to regional ESF frameworks in 2008, or if necessary to make adjustments to regional ESF frameworks, by 31 December 2008.
010/08 plus Annexes A-B	14/11/08	31/12/10	2007 -2013 Annual Report for 2008	This action note sets out the process, timetable and information for narrative contributions to the Annual Implementation Report (AIR) and other reports for the calendar year 2008.
011/08 Plus Annexes A-F	19/12/08	31/12/09	2007 -2013 Call For Proposals For Innovative And Transnational Projects: Appraisal And Selection	This action note sets out the process for appraising and selecting applications for innovative and transnational projects.
012/08 plus Annexes 1-2	23/12/08	31/12/09	2007 – 2013 Submission of Profiles	This action note explains why project profiles are required and requests that CFO and Non CFO beneficiaries complete and return any outstanding project profiles by 31 <sup>st</sup> January 2009.
013/08	30/12/08	31/12/11	2007 -2013 Providing Management Information about participants and project providers.	This Action Note describes two changes to the Management Information Schema issued in Action Note 005/08, and also requests names and contact details of IT departments. Further instructions about how and when to send a test file of Management Information (MI) in XML format, will be issued to IT departments on receipt of their contact details.
014/09	20/01/09	31/03/10	2007 -2013 European Social Fund Cohort Survey	This action note sets out the background to the new ESF Cohort Survey. It asks recipients to forward a letter about the cohort survey to all their ESF and match providers by 13 February 2009.
015/09	28/01/09	31/03/09	2007 -2013 Adult Learners' Week (ALW) 2009 Selection Process For Regional ESF Individual Award Winners	This action note sets out action required by regional Managing Authority teams and the LDA EPMU to manage the sifting and selection of the nine regional ESF individual award winners for Adult Learners' Week 2009, in consultation with CFOs and other beneficiaries as appropriate.

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Action Note	Date Issued	Review Date	Title	Description
016/09 Plus Annex	29/01/09	31/12/09	2007 -2013 Call For Proposals For Innovative And Transnational Projects: Appraisal Form	<p>This action note contains an updated version of the appraisal form that should be used by appraisers of innovative and transnational projects.</p> <p>The form has been amended to remove a sentence and three paragraphs at the end of the project description criteria (section 3.2), which were not in the innovation and transnationality appraisal criteria approved by the PMC. Some presentational changes have also been made.</p>
017/09	09/02/09	31/12/09	2007 -2013 Call for proposals for Innovative and Transnational projects: Regional Committee endorsement	<p>This action note provides guidance on avoiding conflicts of interest when Regional Committees are asked to endorse the selection of innovative and transnational projects.</p>
018/09	19/02/09	31/12/13	2007- 2013 ESF Programme: Distribution Of Project Plaques	<p>ESF and match beneficiaries and providers (and their sub-contractors) are required to display an ESF plaque at the main location(s) at which each project is delivered to participants.</p> <p>This action note <u>replaces Action Note 003/08 Distribution of Project Plaques</u></p>
019/09	17/03/09	31/05/09	2007- 2013 ESF-Works regional meetings	<p>ESF-Works is a national Technical Assistance project, delivered by Tribal Education Ltd. Through a national website it will capture and make available the good practice and products being developed under the 2007-2013 ESF mainstream programme. The website will complement the main national <a href="#">ESF Website</a>.</p> <p>This action note describes the ESF-Works project and sets out how Tribal Regional Coordinators will contact regions to discuss the presentation of regional activity on the site and how Tribal will contact projects.</p>

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Action Note	Date Issued	Review Date	Title	Description
020/09	27/03/09	01/01/11	Revised State Aid Guidance	The European Commission have introduced a Temporary Community Framework for State Aid measures to support access to finance in the current financial and economic crisis – for ESF purposes this will be called Small Amounts of Compatible Aid.
021/09	27/03/09	31/12/13	Protocol for retaining original documentation relating to the ESF 2007-2013 programme	This Action Note outlines the protocol for retaining original documentation relating to the 2007-2013 ESF programme
022/09	09/06/09	31/12/10	Guidance for non CFO projects with a number of partner organisations	Further guidance for non CFO projects using other partner organisations to deliver their ESF supported activities.
023/09 Plus annexes 1-7	29/07/09	30/04/10	ESF manual claims process	<p>This note and attachments provide details on changes to the interim manual process for the submission and certification of claims for expenditure in the 2007-2013 ESF programme</p> <p><b>Amendment to Annex 1 sent on 03/08/09</b></p> <p><b>Amendment to Annex 2 sent on 07/09/09</b></p>
024/09 Plus Guidance note (includes Annexes 1 – 4) and Annex 5	26/08/09	31/12/09	Planning for 2011 - 2013	This action note provides an overview of all the action that needs to be taken in preparation for the 2011-2013 phase of the programme, and specific guidance on the development, appraisal and endorsement of CFO Plans. CFO plans need to be completed and endorsed by regional ESF committees by 23 April 2010.

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025/09 Plus Guidance note (includes Annexes 3, 5	26/08/09	31/12/09	Revising Regional ESF Frameworks	This action note provides guidance on revising regional ESF frameworks. The deadline for revising frameworks is 31 December 2009
026/09 (Plus Annexes A, B, C)	03/11/09	31/12/09	Regional Contributions to Annual Reports for 2009	This action note sets out the process, timetable and information for narrative contributions to the Annual Implementation Report (AIR) and other reports for the calendar year 2009.
027/09	16/11/09	31/12/10	Submission and receipt of ESF Management Information	This action note sets out the timetable for CFOs and Non CFOs to submit their project and participant management information to the central managing authority. It also sets out the dates by which standard management information reports will be available to regional monitoring committees as well as the dates for the national monitoring committee meetings in 2010.
028/10	06/01/10	31/12/10	Adult Learners' Week (ALW) 2010 Selection Process For Regional Esf Individual Award Winners	This action note sets out action required by regional Managing Authority teams and the LDA EPMU to manage the sifting and selection of the nine regional ESF individual award winners for Adult Learners' Week 2010, in consultation with CFOs and other beneficiaries as appropriate.  <b>Amended version issued on 11/01/10</b>
029/10 Plus Annexes 1,2,3,4	18/01/10	31/01/11	Submission of ESF Claims	This action note sets out the procedures and the timetable for CFOs and Non CFOs to submit their financial ESF claims to the central managing authority.
030/10	02/02/10	31/12/10	INES Access	This action note explains the process for registering MA Regional and Intermediary Body (IB) users for access and training on the ESF INES IT System.

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031/10	11/02/10	31/12/10	INES Access CFO Non-CFO	This action note explains the process for registering ESF Co-financing Organisations (CFO), ESF non-Co-financing Organisations (non-CFO) and Innovation and Transnationality Project users for access and training on the ESF INES IT System
032/10	19/02/10	31/12/10	ESF claims – February 2010	This action note sets out the timeline for the next ESF claim period – February 2010
033/10	24/02/10	31/12/10	Allocations and targets for 2007-2013	This action note sets out the funding allocations and targets for 2007-2013, including sterling allocations for 2011-13, with information about incorporating funding and targets into consolidated CFO Funding Agreements / Memoranda of Understanding.
034/10	05/03/10	31/12/13	Innovative and transnational projects	This action note sets out the information for recording and claiming transnational expenditure by ITM projects.  <b>Amended version issued on 22/03/10</b>
035/10	22/03/10	31/12/13	Business Process after the introduction of INES	This action note sets out the business process following the introduction of the INES web based IT system on the 29 March 2010.
036/10	31/03/10	31/12//13	Transition arrangements post-2011	This Action Note sets out the transition arrangements for the second half of the ESF programme from 2011 onwards. Relevant information issued in previous Action Notes is included to clarify the transition.
037/10	07/04/10	31/08/10	Payment Forecasting 2007-13	This note gives guidance on the forecasting action needed by Government Offices (GOs), ESFD Managing Authority: Delivery, Government of Gibraltar and the London Development Agency
038/10	13/04/10	13/04/11	TA Allocations 2007-13	This Action Note sets out the action required to confirm Regional Technical Assistance Allocations for 2007 - 2013.
039/10	07/05/10	31/12/10	REMINDER: Submission and receipt of MI	This action note is a reminder of the obligations of CFOs and Non-CFOs to provide project and participant information as described in Action Note 027/09 issued on 16 November 2009

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040/10	03/06/10	31/12/10	Submission Of Esf Claims For Staff Costs	This action note gives clarification on the process for Non CFO, Technical Assistance and Innovation, Transnational and Mainstreaming projects claiming staff costs through the INES IT system. This action note comes into effect from the date of issue.
041/10	18/06/10	31/12/13	Reconciliation of provider costs resulting in self declared adjustments.	This Action Note sets out the action CFOs should take when reconciliation of contracted costs results in 'in period' negative values.