



European Union
European Social Fund
Investing in jobs and skills

2007 - 2013 ACTION NOTE

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Submission and receipt of ESF Management Information

WHO

ESF Co-financing Organisations (CFO) , ESF non-Co-financing Organisations (non-CFO), European Secretariat Government of Gibraltar, Government Offices, London Development Agency (LDA) and ESF Team Leaders.

IT departments in National DWP and LSC teams, ESF Co-financing Organisations, ESF non-Co-financing Organisations (non-CFO), LDA, European Secretariat Government of Gibraltar.

WHAT

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.

CLEARED

Jim O’Kane, Head of MA: Systems, Ian Chapman, Head of MA: Delivery, Lisa Ross, Head of Certifying Authority, Andrew Hitter GO East of England, Central Bedfordshire CFO.

BACKGROUND

1. Action Note 013/08 described what ESF management information CFOs, Non-CFOs and the Government of Gibraltar were required to provide and also the format of that data.
2. ESF management information is provided to the ESF National Programme Monitoring Committee (PMC) and ESF Regional Committees to monitor performance of the ESF programme and manage the performance of CFOs and Non CFOs. The data is also used to provide supporting evidence in the annual implementation report to the European Commission.
3. To ensure that Committees can be provided with as up to date information as possible and to help CFOs and Non CFOs plan when data needs to be prepared for submission to the Managing Authority, a timetable of events has been prepared.
4. The timetable indicates the period the data will cover, the date the information should be submitted, the date the information is available for ESF regional committees, and also the date of the National PMC meeting that will review the data.

ACTION

5. That CFOs/non-CFOs and the Government of Gibraltar should note the dates in the table below and ensure the timely submission of ESF Management Information.
6. That Government Offices (GOs) and Intermediate Bodies (IBs) take note of when ESF Management Information will be available for regional committee papers. You may want to consider the timing of regional committees to ensure that the latest management information is available for discussion.
7. GOs and IBs should ensure that only this official validated ESF management information is used for regional committee papers. CFOs should use this information as the basis for any regional analysis for inclusion in regional performance papers. This will avoid any confusion that might be created if CFOs are presenting their own unofficial and unvalidated raw data.
8. That GOs and IBs take note of examples of the reports that will be available to them.
 - Annex 1: Example of a regional N+2 table
 - Annex 2: Example of a regional financial spend by priority report
 - Annex 3: Example of a regional Priority 1 participant data report
 - Annex 4: Example of a regional Priority 2 participant data report
 - Annex 5: Example of a regional Priority 4 participant data report
 - Annex 6: Example of a regional Priority 5 participant data report

Period up to the end of	Send MI to ESFD by	Data available for regional committees	Date of National Monitoring Committee
November 2009	8 January 2010	22 January 2010	17 March 2010
February 2010	9 April 2010	23 April 2010	
May 2010	9 July 2010	23 July 2010	16 September 2010
August 2010	8 October 2010	22 October 2010	15 December 2010

CONTACT

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