



**European Union**  
**European Social Fund**  
Investing in jobs and skills

## **2007 - 2013 ACTION NOTE**

<b>Reference Number</b>	<b>029/10</b>
<b>Date Issued:</b>	<b>18 January 2010</b>
<b>Review date:</b>	<b>31 January 2011</b>

---

### **Submission of ESF Claims**

---

## **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.

## **WHAT**

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.

## **CLEARED**

Ken Lambert, Head of England ESF Managing Authority, Ian Chapman, Head of MA: Delivery.

## **BACKGROUND**

1. The expected introduction of the ESF IT system for MA: Regions, Intermediate Bodies, CFOs and non-CFOS, has been deferred because one of the Department's IT partners failed to meet their agreed delivery dates. This is a contractual matter and is being dealt with, but it does now mean that the IT system will not be available until the next claim period.

2. We will however, continue with plans to request names for user access to the system, and also arrangements for delivering ESF IT systems training, which will now take place during March. A separate Action Note will be issued in January about this.

## ACTION

3. That CFOs/non-CFOs and the Government of Gibraltar should continue to use the manual claims process currently in operation. We will keep you informed of the progress of the ESF IT system and when you will be able to submit claims electronically.
4. Definitive versions of the CFO and Non CFO claims forms and the appropriate guidance are attached in Annexes 1-4. The use of the latest version of the forms is crucial to avoid errors in the claims process. **Any claim that is not submitted on these versions of the forms will be rejected and could result in significant delays to your claim payments.**

- Annex 1: CFO Claim Form
- Annex 2: Guidance on completing the CFO claim form
- Annex 3: Non CFO Claim Form
- Annex 4: Guidance on completing the Non CFO claim form

5. ESF guidance manuals state that claims should be submitted to the appropriate managing authority or intermediate body within 20 working days of the period end. CFOs and Non CFOs should ensure that ESF claims are submitted according to the timetable below. Whether the claim is manual or electronic does not affect the deadline.

Period up to the end of	Send claim to GO/IB by
February 2010	26 March 2010
May 2010	28 June 2010
August 2010	28 September 2010
November 2010	30 December 2010

6. CFOs and Non CFOs are asked to note that if it is clear to the Managing Authority by mid October that the 2007-2013 ESF programme will not meet its 2010 N+2 target, the claims timetable will be reviewed.
7. CFOs and Non CFOs will note that the deadlines for the submission of ESF financial claims are shorter than those for the submission of ESF MI – see Action Note 027. The submission of MI in the correct format is technically more difficult and therefore additional time has been allowed for CFOs and Non CFOs to submit valid data.

# CONTACT

**Queries regarding the ESF IT system should be directed to:**

Jim O’Kane  
Head of MA: Systems  
ESF Division  
Moorfoot  
Sheffield  
S1 4PQ

Tel 0114 267 7287  
Fax: 0114 267 7289  
Email: jim.o’kane@jiu.gsi.gov.uk

**Queries regarding the submission of ESF claims should be directed to:**

Steve Briggs  
MA: Delivery  
ESF Division  
Moorfoot  
Sheffield  
S1 4PQ

Tel: 0114 2677306  
Fax: 01142677285  
Email: steve.briggs@jiu.gsi.gov.uk