



2007-2013 ACTION NOTE

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Integrated National ESF System (INES)

WHO

Regional Managing Authority (MA) teams (Government Offices), London Development Agency EPMU, and the European Secretariat Government of Gibraltar.

WHAT

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.

A separate Action Note will be issued for Beneficiary Organisations (CFO and Non-CFO) users.

CLEARED

Jim O’Kane, Head of ESF Managing Authority Systems, Steve Briggs, Managing Authority Delivery, Andrew Hitter, Government Office East of England, Rita Chircop, London Development Agency.

Background

ESFD has been engaged in developing a new programme management and payment IT System – INES.

INES has been developed in two stages. The first stage was released internally on the DWP network to ESFD.

The second stage will be released externally at the end of March 2010 via the internet for:

- MA Regions
- London Development Agency EPMU (LDA)
- European Secretariat Government of Gibraltar
- ESF Co-financing Organisations (CFO)
- ESF non-Co-financing Organisations (non-CFO)
- MA Regional teams with ESF Technical Assistance Agreements and the
- Innovation and Transnationality Management (ITM) Unit.

INES will be available for submission of ESF claims and profiles for the next claim period indicated in ESF Action Note 29.

ACTION

By the Head of ESF in

- Managing Authority (MA) Regional teams
 - London Development Agency EPMU (LDA) and
 - European Secretariat Government of Gibraltar
1. Complete the enclosed INES Internal User Access Request Form to enable ESFD to set up users with access to INES via the internet and
 2. Nominate users for training on INES being provided by ESFD. INES access will only be granted to users who have attended training.

Further details are described below.

INES User Access

For security purposes INES access is provided in two stages.

Stage 1

The Head of ESF should complete the embedded INES Internal User Access Request Form for **all** new INES users. A separate form should be completed for each nominated user.



Internal INES User
Access Form

The Head of ESF should submit the completed forms by email to INES.support@dwpgsi.gov.uk by Friday 12th February 2010.

Stage 2

Training

ESFD will provide a series of one day training events for all INES users at Moorfoot, Sheffield from 1st – 12th March 2010.

User attendance on the INES training event will complete the user access process. Further guidance will be provided on the event and passwords will be issued after the training event.

Because of the nature of the INES training system the training can only be delivered in Sheffield. Full details are described in the embedded document below.



MA Regional IB
INES User Training

Email nominations must be made to INES.support@dwp.gsi.gov.uk by Friday 12th February 2010. **INES access will only be granted to users who have attended training.**

An Action Note will be issued in February 2010 for CFOs and Non-CFOs. This Action Note will detail the user set up process to submit ESF profiles and claims and also information about training.

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