



2007-2013 ACTION NOTE

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Integrated National ESF System (INES)

WHO

Managing Authority: Regional teams, ESF Co-financing Organisations (CFO), ESF non-Co-financing Organisations (non-CFO), Innovation and Transnationality Mainstreaming projects, ITM Unit.

WHAT

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.

CLEARED

Jim O'Kane, Head of ESF Managing Authority: Systems, Steve Briggs, Managing Authority: Delivery

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 to:

- 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
- Innovation and Transnationality Mainstreaming (ITM) Unit
- Innovation and Transnationality Mainstreaming projects

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 ESF Agreement signatory of

- ESF Co-financing Organisations (CFO)
 - ESF non-Co-financing Organisations (non-CFO)
 - Innovation and Transnationality Projects.
1. Complete the enclosed INES External 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 that will be 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 ESF Agreement signatory should complete the INES External User Access Request Form for **all** new INES users. See embedded form below.



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The completed forms should be submitted to your Government Office or ITM Unit for by Friday 19th February 2010.

The Government Office/ ITM Unit should verify the user details and send them to DWP Head Office, ESFD, MA:Systems, Level 2, Moorfoot, Sheffield S1 4PQ by Friday 26th February 2010.

Stage 2

Training

ESFD will provide a series of half day training events for all External INES users at Moorfoot, Sheffield, from 8th - 9th March 2010 and 17th March – 1st April 2010

User attendance on the INES training event will complete the user access process. Further guidance will be provided about the event, and passwords will be issued to users by email after the training event.

Because of the nature of the INES training system the training can only be delivered in Sheffield.

A maximum of two users per CFO/non CFO and ITM can be accepted on the planned training. Email nominations from CFOs/non CFos and ITM projects can be made directly via email to INES.support@dwp.gsi.gov.uk by Friday 19th February 2010. INES access will only be granted to users who have attended training. See embedded document below.



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LSC CFOS TO NOTE: Further guidance will be issued by LSC ESF National Office about who should be nominated for training.

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