



European Union
European Social Fund
Investing in jobs and skills

2007 - 2013 ACTION NOTE

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ESF Claims – February 2010

WHO

Regional Managing Authority teams, London Development Agency (LDA) EPMU, ESF Co-financing Organisations (CFOs), National DWP and LSC ESF teams, Govt of Gibraltar, ITM Unit Birmingham City Council

WHAT

This action note sets out the timeline for the next ESF claim period – February 2010

CLEARED

Ian Chapman – Head of MA Delivery

BACKGROUND

1. As ESF partners are aware the new ESF IT system – the Integrated National ESF System (INES) becomes web enabled and available to organisations being supported by ESF on the 29 March 2010. This will mean that those organisations, Government Offices and Intermediate Bodies will be able to access INES and make claims for payments using the website from that date.

2. Up to this point in the 2007 -2013 ESF programme payments have been made manually via the Regional Managing Authorities (Government Offices, the London Development Agency and the Government of Gibraltar) and the Central Managing Authority here in the ESF Division. This has been an interim arrangement and there have been some problems associated with this process mainly to do with errors in compiling these claims. These errors are not found until late in the procedure meaning that the claim needs to be returned for amendment and then the process starts again.

3 INES should identify most errors earlier in the payment process which should assist reimbursing organisations more efficiently.

4. Training on using the new system will have been delivered to appropriate staff members in advance of the release on 29 March 2010. This means that all ESF supported organisations will be able to make web based claims for reimbursement from this date as long as they have completed all necessary action to gain access to INES as outlined in Action Note 031/10.

ACTION

5. This action note instructs ESF supported organisations not to make their February 2010 claims until the web based INES system is available from the 29 March.

6. This will mean that claims will be submitted a little later than normal but payments will be made more quickly than under the manual system described at paragraph 2 above.

7. If this instruction causes cash flow problems for any small voluntary or community based organisations they should contact the author of this action note in order to make alternative interim arrangements.

8. Government Offices, the London Development Agency, the Government of Gibraltar and the ITMU at Birmingham City Council should ensure that the contents of this action note are conveyed to all organisations involved in delivering ESF supported activity.

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