



## **2007 - 2013 ACTION NOTE**

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### **Business Process after the introduction of INES**

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#### **WHO**

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

#### **WHAT**

This action note sets out the business process following the introduction of the INES web based IT system on the 29 March 2010.

#### **CLEARED**

Ian Chapman - Head of Managing Authority Delivery Team

# BACKGROUND

1. On the 29 March 2010 ESF Division will introduce the new web based IT system INES (Integrated National ESF System). This action note outlines the business process to be followed after this date.

2. Essentially this note outlines who does what between applicants, Government Offices (GOs), Intermediate Bodies (IBs) and ESF Division following this change to the IT system.

## ACTION

3. Below are the activities required to operate an ESF agreement and who should do what:

### New Organisations

- Created by GO/ESFD (depending on the project and if not already on system), including initial bank and contact details

### Agreements

- Application agreed with GOs/ESFD (depending on project)
- Agreement set up by GOs/ESFD (depending on the project) including finance and targets,
- GOs/ESFD send to applicant for agreement/signature
- Signed by GOs/ESFD
- Checklist completed on INES by GO when agreement signed off.
- Original documentation to ESFD

### Profiles

- New profiles requested by GOs/ESFD, Input by the applicant
- Checked by the GOs/ESFD (depending on the project)
- Re profiles submitted by applicant can also be requested by GOa/ESFD
- Checked by GOs/ESFD (depending on the project)

### Claims

- Input by the applicant
- Certified by GOs/ESFD
- Scrutinized by ESFD
- Authorized by ESFD (finance)
- Confirmed by ESFD (finance)

- Stop payments by ESFD (finance)

## Change of Bank Details

- Notified by the applicant clerically
- Input by the GOs/ESFD (depending on the project)

## Variations

- Standard non contentious agreed and input by the GOs
- High level/strategic variations agreed by ESFD and input by the GOs
- Copied to ITMU for ITM projects

## CONTACT

Steve Briggs  
ESF Managing Authority: Delivery  
Tel. 0114 267 7306  
steve.briggs@jiu.gsi.gov.uk

