



# 2007-2013 Action Note

Reference Number: 091/13  
Date Issued: 23 October 2013  
Review date: 30 September 2014

## Submission and receipt of ESF Management Information 2013-2014

### Who

ESF Co-financing Organisations (CFO), ESF non-Co-financing Organisations (non-CFO), European Secretariat Government of Gibraltar, Greater London Authority (GLA) and ESF Team Leaders.

### What

This action note sets out the timetable for CFOs and Non CFOs to submit their participant management information (MI) to the Managing Authority (MA) up to the end of 2014. It also sets out the dates by which standard management information reports will be available for performance monitoring purposes as well as provisional dates for the national monitoring committee meetings.

### Cleared

Jon Trott, Head of Certifying Authority,  
Ian Chapman, Head of Managing Authority

## Background

1. Action Note 013/08 described what ESF MI CFOs, Non-CFOs and the Government of Gibraltar were required to provide and also the format of that data.
2. ESF MI is provided to National, Convergence and London Programme Monitoring Committees (PMCs) to monitor performance of the ESF programme. The data is also used to provide supporting evidence in the annual implementation report to the European Commission.
3. To ensure the PMCs have up to date information and to help CFOs and Non CFOs plan when data needs to be submitted to the MA a timetable of events has been prepared. The timetable follows on from the 2012/2013 timetable issued with Action Note 079/12 and indicates the period the data will cover, the date the information should be submitted, the date the information is available and also the date of the National PMC meeting that will review the data.

## Action

4. That CFOs/non-CFOs and the Government of Gibraltar should note the dates in the table below and ensure the timely submission of ESF MI. **The next submission of data is due on Friday 12th October 2012.**
5. Intermediate Bodies (IBs) should ensure that only officially validated ESF MI is used at PMCs. CFOs should use this information as the basis for any analysis. This will avoid any confusion that might be created if CFOs are presenting their own unofficial and unvalidated raw data.
6. MI is submitted to the MA, Commission and other stakeholders when data is available as detailed in the timetable below. If any data is not available at this time we will provide details of organisations not providing information on time.

| Period up to the end of | Send MI to ESFD by | Data available  | Date of National Monitoring Committee |
|-------------------------|--------------------|-----------------|---------------------------------------|
|                         |                    |                 |                                       |
| November 2013           | 10 January 2014    | 24 January 2014 | March 2014<br>Date to be advised      |
| February 2014           | 11 April 2014      | 25 April 2014   |                                       |
| May 2014                | 11 July 2014       | 25 July 2014    | September 2014<br>Date to be advised. |

|               |                 |                 |                                  |
|---------------|-----------------|-----------------|----------------------------------|
| August 2014   | 10 October 2014 | 24 October 2014 |                                  |
| November 2014 | 09 January 2015 | 23 January 2015 | March 2015<br>Date to be advised |

## Contact

Jon Trott  
Head of Certifying Authority  
ESF Division  
Department for Work and Pensions  
Level 2  
Rockingham House  
Sheffield  
S1 4ER

Tel 0114 294 8429

Email: [jon.trott@dwp.gsi.gov.uk](mailto:jon.trott@dwp.gsi.gov.uk)