



European Union
European Social Fund
Investing in jobs and skills

2007-2013 Action Note

Reference Number: 095/14
Date Issued: 18 December 2014
Review date: 31 August 2015

Submission and receipt of ESF Management Information 2014/2015

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 2015. 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 2013/2014 timetable issued with Action Note 091/13 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 9th January 2015.**
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 2014	09 January 2015	23 January 2015	26 March 2015
February 2015	10 April 2015	24 April 2015	
May 2015	10 July 2015	24 July 2015	September 2015 Date to be advised.

August 2015 Final submission	31 December 2015	15 January 2016	
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