



**EUROPE & SCOTLAND**  
European Social Fund  
Investing in a Smart, Sustainable and Inclusive Future



**EUROPE & SCOTLAND**  
European Regional Development Fund  
Investing in a Smart, Sustainable and Inclusive Future

# Lead Partner Event

## August 2017

# Welcome

- Regular lead partner events
- Opportunity for MA to keep lead partners up to date and pass on lessons learned
- Opportunity for lead partners to ask questions/raise issues
- Lead partners to help shape focus of future events

# Overview of day

- General Update
- Outcome of Review
- Claims
- Procurement
- Audit Checks
- Publicity and Communications
- What's Next

# N+3

- Financial targets set by Commission
- Financial impact if we don't meet targets and loss of money to the funds
- First claims taking some time to process due to size and procurement
- There have been delays and in some cases uptake slower than expected. However submit as much as you can asap

# Lead Partner Responsibilities

- Lead partners must ensure delivery agents are aware of the National Rules and publicity and audit requirements.
- Ensure all activity and costs are eligible
- Ensure the retention and availability of documentation with a full and complete audit trail
- Please refer to and be familiar with guidance. The Managing Authority receives numerous questions which are straightforward and covered by the guidance.

# Participant Guidance

- Guidance reissued April 2017 in consultation with lead partners
- This is not new guidance
- Amalgamation of existing guidance
- Expanded definitions for ease of use
- Added in additional information regarding participant eligibility evidence and the use of national registers

# Outcome of Review - Background

- Review undertaken to allow for informed decisions on implementation of second phase of 2014-2020 Programmes
- Any changes since OP development?
- Any new opportunities to help maximise outcomes and absorption?
- Review Steering group set up to consider review feedback and make recommendations to JPMC
- Analysis and consultation with policy leads and lead partners Jan-April
- Recommendations approved by JPMC in June

# Outcome of Review - Changes

- Number of Changes Approved
  - Apportioned Staff Costs - 40% minimum
  - Intervention Rate increase
    - Up to 70% for H&I ERDF and ESF
    - Up to 50% for LUPS ESF priorities 1 and 2
  - Extensions for phase 1 - maximum extension up to June 2020
  - Additional money for H&I to Culture and Heritage (ERDF) and for Education & Training Pry 3 (ESF)
  - Expanding scope of ERDF Pry1 for applied research infrastructure. Focus on smart specialisation sectors.
- Require changes to the Operational Programmes - currently under discussion with EC
- Decision Due for Year End



# Staff Costs

- Staff working minimum of 40% of time over payroll period allowed
- Must be supported by the set timesheet provided by MA
- Timesheets must be signed and countersigned
- ALL timesheets to be submitted with claim
- Live from 1/1/2018
- Change requests can be submitted from early 2018. Must include details of roles

**PLEASE CONSIDER IMPLICATIONS BEFORE INTRODUCING**

# TIMESHEET

<b>Name of Member of Staff:</b>	[enter firstname and lastname]
<b>Employee/payroll/unique reference number</b>	[enter number]
<b>Employer/beneficiary:</b>	[enter organisation name]
<b>Job Title/role:</b>	[enter job title]
<b>SI Name:</b>	[enter Strategic Intervention Name]
<b>Operation Name:</b>	[enter Operation Name]
<b>Operation Reference:</b>	[enter Operation Reference from EUMIS]

				Enter time in decimals: 45 minutes =0.75 Amounts should be to nearest 15 minutes
<b>Month</b>	[enter month/year]			
<b>Date</b>		<b>Short description of Eligible Activity</b>	<b>No of ESF hours</b>	<b>Total No of ESF and Non ESF Hours Worked</b>
[enter month/ #VALUE!]				
		<b>Total ESF Funded hours</b>	<b>0.00</b>	<b>0.00</b>
		<b>ESF funded work cost</b>	<b>0.00</b>	<b>#DIV/0!</b>

*If the EU funded work cost is above Total paid then the amount will be capped to that figure. To be eligible to claim the employee has to work more than 40% of time on ESF funded Operation.*

<b>Basic Pay</b>		from payslip
<b>Employer's National Insurance</b>		from payslip
<b>Employer's Superannuation</b>		from payslip
<b>Allowances</b>		
<b>Less SSP &amp; OSP</b>		from payslip
<b>Total Monthly Salary Cost</b>	£ -	
<b>Annual Contracted Hours</b>	1720	from contract
<b>Total number of pays in year</b>		
<b>Hourly rate of pay for this period (retain supporting documents showing calculations)</b>	£0.00	
<b>Total to claim</b>	£0.00	

<b>Staff Member declaration</b>	
The above details are accurate and have not been included in any other <i>projects</i> ?	
<b>Signature</b>	
<b>Date</b>	

<b>Confirmation from Line Manager or, if different, the EU Project Manager</b>	
I am satisfied that the time and activity information is accurate. I confirm that the hourly rate of pay is correct and is supported by payroll evidence.	
<b>Signature</b>	
<b>Name</b>	
<b>Job Title/Role</b>	
<b>Date</b>	

# Extensions to First Phase

- First phase end dates can be extended - to June 2020 (max) - allow time to maximise spend and meet agreed outcomes
- If only looking to extend end date and no other change discuss submission for change with PCM.
- The change request should include revised forecast spend.
- SI value - if not requesting a second phase, review value of all operations. If under full SI value, reduce SI value so MA aware of full funds available

# Second Phase Allocations

- N+3 will impact on value of uncommitted funds and so MA unable to confirm value of second phase allocations until year end
- Looking for submissions from early 2018.
- Opportunity for stock take
- Considerations
  - Are you able to absorb full second allocation
  - Do you have time to defray particularly if extending 1<sup>st</sup> phase
  - Revise forecast spends. MA use these to report to SG finance, Treasury and Commission.
  - Discuss submissions with MA. Some = extensions to existing operations with increase in funding. Some will require new operations.
  - If applying for increased intervention rate (which can apply from 1/1/18) existing operations will need to end and new operations submitted with new IR
- More detail on processes will be in place for year end

**Questions?**

**Lunch**

# Claims

- Lead Partner responsible for managing the claims process.
- First claim should include all costs and activity delivered to date.
- Lead Partners must report against targets and activity as well as costs - the MA has to demonstrate to the Commission what has been achieved with the funding.
- Following catch-up exercise, lead partners must keep claims on schedule.
- This involves ensuring eligibility and that necessary audit trail is available.
- The MA will undertake regular portfolio visits

# ESF - General

- Participant Guidance - key document for Lead Partners to refer to.
- Employability FAQ - additional resource regularly updated to share questions raised by Lead Partners.
- Common sense approach should be applied by Lead Partners



# ESF - Common Errors

- Use of National Registers - must be stamped / certified / submitted via dedicated mailbox or email address.
- Referral Form - it is not mandatory to have a referral form in order to support a participant
- Identification Documents (e.g. passports) - must be current and valid.
- EUMIS - information recorded on EUMIS must match the information recorded on Registration Forms.
- Data Sets - it is acceptable to use information from a more up-to-date version of the same data set (e.g. statistics relating to 'low income').
- Disclosure forms must not be submitted to the MA.
- Childcare costs

# Claims and EUMIS

- Claims are submitted at SI level
- Claimable Items - check this before creating and submitting a claim

The screenshot displays the EUMIS web application interface. At the top, the EUMIS logo is visible on the left, and session information (Expires: 19m 27s) and a Logout link are on the right. Below the logo is a menu icon. The main navigation bar includes links for Font Size, Contrast, Help, and Contact Us. The breadcrumb trail shows: Home / All Strategic Interventions / Strategic Intervention / Claim List. A Quick Search box is also present.

The left sidebar contains a 'Main Menu' with categories: Home, All Strategic Interventions, Lead Partners, Live Strategic Interventions, Assigned Operations, Applications, Draft Applications, Operations In Progress, Operations Awaiting S.I. Approv., MA Config, Reports, Admin Tasks, Lookup Data, System Maintenance, and Site Info.

The main content area is titled 'Strategic Intervention' and has tabs for Operations, Claims, Ad Hoc Payments, Article Checks, Monitoring, Irregularities, and Grant Offers. Below these are sub-tabs for Notes, Letters, Files, Target Results, ESF Target Outputs, ERDF Target Outputs, Non-Recipient Target Outputs, Forecast Annual Spend, Analytics, MA Staff, Checklist, Status Changes, Decommithment Requests, and Progress.

The 'Claims' tab is active, showing details for the Strategic Intervention 'Inclusive Employability Pipeline - Test'. Key information includes:

- SI Name: Inclusive Employability Pipeline - Test
- Start Date: 01 Jan 2016
- End Date: 31 Dec 2018
- Financial End Date: 30 Jun 2019
- Lead Partner: Inclusive Test
- SI Reference: 1041
- Approved Costs: £1,723,760.00
- SI Status: Live
- Approved Grant: £689,600.00
- Live Operations: 4
- Gross Eligible Costs: £190,577.51
- Grant Paid: £120,516.39
- Total Operation Costs: £1,215,383.48
- Grant Recovery Due: £519.60 (Irregularities)
- Total Match Funding: £366,877.74
- Grant Recovered: £519.60 (Irregularities)
- Anticipated Income: £0.00
- Total Grant: £849,605.74
- Match Funding Received: £105,000.00
- Intervention Rate: 69.90 %
- Grant Payments: £120,516.39 (with a button for £728,469.75 left)
- Match Funding Payments: £105,000.00 (with a button for £210,877.74 due)
- Income: N/A

At the bottom of the details section, it shows '2016/1041' and 'Unclaimed units: 0 Unclaimed costs: £0.00'. There are buttons for 'Request a Claim' and 'Claimable Items'.

The 'Claim List' table is shown below:

Status	Reference Number	Submitted Date	Gross Cost	Grant Requested	Payment Amount	Payment Date	Created Date
Claim Issued	1041/0015		1.15	0.48	0.48		22 Aug 2017

# Claims and EUMIS

- ‘Claimable Items’ - records all costs and milestone achievements ready to be claimed, including:
  - ‘Achieved Units’
  - ‘Spent costs yet to be claimed’
  - ‘Unclaimable units’

Home / All Strategic Interventions / Strategic Intervention / Claim List / Claimable Items Quick Search

**Home**  
Main Menu

- All Strategic Interventions
- Lead Partners
- Live Strategic Interventions
- Assigned Operations
- Applications
- Draft Applications
- Operations In Progress
- Operations Awaiting SI Approv

MA Config  
Reports  
Admin Tasks  
Lookup Data  
System Maintenance  
Site Info

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**Claimable Units & Costs**

Achieved Units on Unit-Cost Milestones yet to be claimed. no records.

**Spent Costs yet to be claimed**

Operation Title	Milestone	Name	Cost Amount (£)	Flat Rate Percentage	Gross Cost Model Cost (£)	Cost Type	Date Defrayed	Invoice Date	Period Start Date	Period End Date
Inclusive Team - SI Management Support - Flat Rate (15%) Costs	2016 - Pipeline	test	£3,000.00	15.00	£3,450.00	Flat-Rate - Direct Staff Costs ESF	02 Aug 2017		17 May 2017	17 May 2017
Inclusive Team - SI Management Support - Flat Rate (15%) Costs	2016 - Pipeline	test 2	£1,000.00	15.00	£1,150.00	Flat-Rate - Direct Staff Costs ESF	02 Aug 2017			

1  
Records 1 to 2 of 2 Search Excel Word

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**Unclaimable Units**

Units on Procurement or Flat Rate Costed Milestones

Category	Operation Title	Milestone	Name	Number Of Cost Model Units
ESF Recipient Achievement	Inclusive Team - Pipeline Delivery	2016 - Accredited Training - Flat Rate (15%)	Part 1	1 Flat-Rate - Direct Staff Costs ESF
ESF Recipient Achievement	Inclusive Team - Pipeline Delivery	2016 - Accredited Training - Flat Rate (15%)	Part 10	1 Flat-Rate - Direct Staff Costs ESF

1  
Records 1 to 2 of 2 Search Excel Word

# Claims and EUMIS

- If you need to check recipient data - remember MA can provide copy of a report to show all recipients in EUMIS and outputs/results /achievements against them
- Once claim submitted don't mark any more costs as spent/ achievements as achieved until claim accepted and sample issued. If MA has to reject, any costs/achievements added will form part re-submitted claim
- Remember to update the procurement tab under each Operation before submitting a claim

# EUMIS Definitions

- Supported - the recipient counts towards outputs and results reported to Commission.
- Unsupported - the recipient does not count towards outputs and results, but can still be claimed as part of the milestones.
- Outcomes - refers to outputs and results
- Achievements - refers to progress against milestones.

# Verifications

- MA checks:
  - Costs eligible and correctly defrayed and evidenced
  - Documentation exists to evidence outcomes and activity
- Consider format of evidence (no. as per sample)
- Document retention and availability of documents
- Stricter timescales will be employed - where items are not made available at verification, they may be rejected from the claim (and can be re-submitted once available).

# General Points

- Costs entered need to be exact. Any overclaim and the full cost will be rejected (even if just pennies) and will need to be resubmitted for correct value
- BACS - must provide a clear link between the cost and the bank statement.
- Indirect costs are not checked by the MA - this is a set percentage based on analysis undertaken by the Commission.
- Where 100% eligible staff are apportioned across multiple SIs a reasonable split should be agreed in advance with the MA. This percentage should be used as the basis for claiming the staff members salary throughout the operation. Timesheets are NOT required.

# ERDF - General

- Non-Financial support for SMEs requires 7 hours of support before this becomes eligible as an output/achievement
- Capital Projects - be aware of retention periods and how that may impact on end dates or eligible costs that can be claimed
- Different Investment Priorities measure outputs using different units (e.g. Enterprises or Projects) - if in any doubt how you should be reporting please discuss with the MA



# Any Questions

- Claims process
- Verifications
- EUMIS

# Procurement

## Lessons learned

- **Procurement Regulations and Guidance (National and EU) not followed.**
- **Gaps in audit trail relating to procurement:**
  - Not providing published OJEU PIN, Contract Notice or Contract Award Notice.
  - Not retaining full scoring for PQQs or Tender Evaluations (Including Full scoring justifications and internal deliberations).
  - Lack of Tender Evaluation Reports (or TER not in correct format as Regulations).
  - Lack of Evidence to verify additional information provided to all bidders, especially interview stage or presentations.
- **Changes to contract scopes not in line with regulations:**

Extensions of time, increased contract value. Foreseen/Unforeseen evidence to link to contracted payments - Evidence of total contract spend. EC Regulations have a very strict interpretation.

**Remember breaches in procurement can result in corrections from 2% to 100% (COCOF).**

# Procurement

## Checking contracts in 2014-2020 Programmes

- **Contract information input onto EUMIS (Procurement Tab).**
  - One entry per contract process, including award of framework.
  - Normally updated in line with claim.
- **Types of contracts to be checked:**
  - All contracts published in OJEU. Sample of below EU threshold contracts.
  - Frameworks and call-offs.
  - Single Source Justification (non-competitive process). Require prior approval of the MA.
- **Checking contracts:**
  - Complete document checklist (next slides) with maximum detail. Provide narratives to explain process and decision making.
  - MA will monitor contract implementation.
  - Provide ALL documentation. Will be retained by MA for future audits.
  - Documentation to be retained by LP until advised by MA.

# Procurement - Document Checklist

	CONTRACTS	Contract 1	Contract 2
1.	Your organisation's Procurement instructions/Standing orders at time of contract if not already provided.		
2.	Was a project plan/commodity strategy completed? (The strategy should include Planning, Sustainable Procurement and Risk Management).		
3.	Estimated Value of Contract.		
4.	Evidence of how you advertised the contract, e.g. <u>Published</u> OJEU PIN and Contract Notice , national press etc. Link to PCS documents.		
5.	Record of responses to the OJEU/National advert requesting the tender documents (in an open procedure) or expressing interest (in a restricted procedure).		
6.	Pre-Qualification Questionnaires/European Single Procurement Document (ESPD) or Expressions of Interest received (Restricted Procedure).		
7.	PQQ scoring documents, including selection criteria, scoring matrix (with full details of how individual and amalgamated scores were arrived at) and evaluation report.		
8.	Details of the PQQ Evaluation Committee.		
9.	Notifications to unsuccessful companies.		
10.	Notifications to successful companies.		
11.	Copies of instructions and details of Award Criteria issued to those invited to tender.		
12.	Details of those invited to tender, if different from 9 above.		
13.	Details of any requests for information received and responses issued.		
14.	If an information meeting was held you should provide details of who was invited/attended and any additional information that was provided.		

# Procurement - Document Checklist

15.	A record of the tender opening procedure (screen shot from PCS).		
16.	<p>Details of the Tender Evaluation Committee.</p> <p>What is the process to identify conflicts of interest? Provide details of any potential or apparent cases of conflict of interest and how these were addressed?</p>		
17.	Tender scoring information, including all scoring sheets and full details of how individual and amalgamated scores were arrived at.		
18	Interviews. If taken place please provide full details including justification of holding interviews questions and answers.		
19.	Tender Evaluation Report.		
20.	Tender documents (can be known as Bill of Quantities).		
21.	The contracts drawn-up between the final beneficiary and contractor.		
22.	Agreed Contract Price.		
23.	Any complaints or appeals (at the Award Stage) and details of how these were dealt with.		
24.	A copy of the <u>published</u> Contract Award Notice.		
25.	Notification to successful bidder.		
27.	Notification to unsuccessful bidders.		
28.	Evidence of any variations and modifications to the Contract, if relevant.		

# Procurement under Grant Schemes

- Grant Scheme Managers should be familiar with the principles and basic requirements established around the management of European Structural Funds, including those related to procurement.
- This also includes an expectation, regardless of whether the Public Contracts (Scotland) Regulations (*or other regulation as may be appropriate to the contract*) apply, that public funding is managed and spent effectively and efficiently.
- Grant Schemes, and associated monitoring & compliance systems, should be established in such a way that the responsibility of the Final Beneficiary in ensuring good practice, value for money and proper accounting of expenditure related to public funds is clear.
- As part of the claims verification process, the Managing Authority will not normally carry out any checks on procurement by Final Beneficiaries of a Grant Scheme. It is accepted that the status of the organisations supported and conditions under which the grant is awarded will mean that generally Final Beneficiaries will not be subject to Public Procurement Regulations.
- It is the responsibility of the Lead Partner, acting as a Grant Fund Manager, to ensure they understand and apply the principles and requirements around public procurement.
- If in any doubt as to how the various procurement regulations may apply the Lead Partner should seek their own legal advice.
- The Managing Authority will test the systems and processes related to management of Grant Schemes at the '*Article 125 - 2<sup>nd</sup> Stage On-the-spot Verification*' - as detailed in the Operation Verification Plans.

# Typical Features of Grant Schemes Supported by European Structural Funds

- Financial support is generally to SMEs and in most cases either through Deminimis or GBER.
- The Public Contracts (Scotland) Regulations apply only to Contracting Authorities (CAs) & contracts subsidised by CAs by more than 50% and over the thresholds.\*
- Larger grants awarded will generally be considered as State Aid and awarded under GBER (so not over 50% subsidised by any CA)
- Larger grants principally support capital activity and would be expected to be classed as works contracts.
- The range of activity anticipated for smaller, revenue based, grants would not be expected to include anything over the thresholds (noting that lower values for contracts that would be considered services or supplies).
- Where Procurement Regulations don't apply to a contract, there are no financial penalties to be applied under the COCOF guidance\*\*. Breach of Conditions of Grant or fraudulent activity would however result in recovery of the European Structural Funds Grant from the Lead Partner.
- We have highlighted, and require, that as a body managing public funds and awarding ERDF or ESF and other public funds as part of a grant scheme, Grant Fund Managers should have included in the standard conditions requirements around procurement practice and ensuring value for money.
- We have noted that we would not normally check the procurement of contracts under a Grant Scheme, but may review the documentation related to procurement and ensuring value for money. We would expect that this would be at the '*Article 125 - 2<sup>nd</sup> Stage On-the-spot Verification*'; however, additional checks may be undertaken by the Managing Authority at any point where it is considered necessary.

\* OJEU Thresholds in force at the outset of the procurement exercise.

\*\* Guidelines for determining financial corrections to be made to expenditure co-financed by the Structural Funds of the Cohesion Fund for non-compliance with the rules on public procurement

# Audit Authority

Article 123 (4) of EC Regulation 1303/2013 states:

“ The Member State shall designate, for each operational programme, a national, regional or local public authority or body, functionally independent from the managing authority and the certifying authority, as audit authority. ”

- SG IAD are the designated Audit Authority for European programmes in Scotland, therefore the Audit Authority are wholly independent of the Managing Authority .

Article 127 (1) of EC Regulation 1303/2013 states:

“The audit authority shall ensure that audits are carried out on the proper functioning of the management and control system of the operational programme ... on the basis of the declared expenditure.”



# Audit Authority

- Audit Authority must ensure that expenditure charged against the project had actually been paid out and was relevant to the project and the existence of a full transparent audit trail which included retention of supporting documentation including procurement.
- Effectively Audit's role is to give an independent assurance to the EC that the MA's control systems are working.
- AA submits an Annual Control Report and Opinion to the Commission describing the outcome of audit work for European Structural Funds and providing an overall assurance opinion.

# Operational Selection

Article 127 (1) of EC Regulation 1303/2013 states:

“The audit authority shall ensure that audits are carried out... based on a representative sample and, as a general rule, on statistical sampling methods.”

and

“A non- statistical sampling method may be used on the professional judgement of the audit authority,”

and

“The non-statistical sample method shall cover a minimum of 5 % of operations for which expenditure has been declared ... and 10 % of the expenditure which has been declared to the Commission during an accounting year.”

- AA draws its sample from the claims included in the statements of expenditure submitted to the EC by the Scottish Certifying Authority.

# Process

- AA notifies lead partner they have been selected in the sample and the dates of the audit visit.
- AA will issue guidance surrounding the documentation required to be presented pre-visit (which allows the AA to select samples if appropriate) and documentation that will be required to be viewed at visit.
- AA will issue samples if applicable and notification of which key staff are required to be available
- As Lead Partner it is your responsibility to ensure all evidence is available at the one location.

# Process

- AA will conduct the visit and hold an exit meeting at the end of the audit, where the current position will be explained and any potential irregularities highlighted at that stage.
- AA will issue an interim report to the MA. This interim report will set out the AA findings and where relevant request the MA to carry out further work.
- Once the project outcome has been agreed the AA will finalise the operation report and forward a copy of the final version to the MA.

# Areas Covered in Audit

- judge the effectiveness of the management and control systems;
- confirm compliance with EC Structural Fund Legislation;
- ensure delivery of the operation was consistent with the details specified in the approved application and claim forms;
- ensure expenditure charged had actually been paid out and was relevant to the operation;
- ensure the existence of a full transparent audit trail which included retention of supporting documentation including procurement;
- ensure all income which may have arisen from the operational activity was also taken into account;

# Common Errors

- Not providing the full audit trail to bank statement, AA need to follow amount from invoice or payslip clearly through to bank statement.
- Not providing bank statements - extracts or transaction summaries provided. Online is fine, but it should still be evident it is from the sponsor's bank and links to their organisation.
- Not having correct staff available who can answer detailed questions on procurement or finance systems.
- Non existent or inaccurate evidence of Match Funding.

# Common Errors

- Not providing State Aid opinion, providing evidence of whether or not State Aid is present. If State Aid is present at what level.
- Lack of evidence for Publicity measures which acknowledge EU Funding.
- Lack of details for any project revenue generation/income.
- Lack of specific details or no timesheets/job descriptions

# Procurement

- EU estimates that across all member states:
- Public procurement accounts for about 20% GDP in the EU
- EUR 2.4 trillion in 2010
- Direct cost of corrupt/incorrect Public procurement between 2.9% and 4.4%
- Between EUR 1.4 million and EUR 2.2 million in 2010



# Procurement Aide-memoire

	Contracts
1.	Your organisation's Procurement policy/guidelines at time of contract.
2.	Your organisation's annual Procurement strategy for the year of contract
3.	Project plan/strategy prior to tendering
4.	Evidence of estimated value of contract prior to tendering
5.	Evidence of how you advertised the contract, e.g. OJEU, PCS, including contract notice and PIN etc.
6.	Record of responses to the advert requesting the tender documents (in an open procedure) or expressing interest (in a restricted procedure, competitive dialogue procedure, competitive procedure with negotiation, or Innovation partnership ).
7.	Completed pre-qualification questionnaires, expressions of Interest received (restricted procedure, competitive dialogue procedure, competitive procedure with negotiation, or Innovation partnership) or ESPD(Scotland)
8.	Pre-qualification stage scoring documents, including selection criteria, individual scoring, scoring matrix and evaluation report.
9.	Details of the pre-qualification stage evaluation committee.

# Procurement Aide-memoire

	Contracts
10.	Pre-qualification stage notifications to successful/ unsuccessful companies
11.	Evidence of award criteria and instructions issued to those invited to tender.
12.	Details of any requests for information received and responses issued.
13.	If an information meeting was held you should provide details of who was invited/attended including minutes and any additional information that was provided.
14.	A record of the tender opening procedure, including electronic opening log or similar.
15.	Details of the tender evaluation committee including conflict of interest declarations.
16.	Formal tender evaluation report
17.	Tender evaluation scoring documents, including selection criteria, individual scoring, scoring matrix and evaluation report.
18.	Submitted tender documentation (can be known as Bill of Quantities).
19.	The contracts drawn-up between the final beneficiary and contractor.
20.	Final agreed contract price.
21.	Any complaints or appeals (at the Award Stage).
22.	A copy of the published award notice.
23.	Notification to successful/ unsuccessful tenderer(s)
24.	Evidence of any variations and modifications to the Contract, if relevant.

# Procurement Common Errors

- No procurement or insufficient level of advertising for value of contract
- No evidence of published advertising
- Discriminatory selection or award criteria, this includes using the same criteria at both stages
- Incomplete audit trail for scoring at both selection and award criteria, this includes individual scoring and minutes of any meetings held
- Lack of or incomplete tender evaluation reports

# Procurement Common Errors

- Lack of Evidence to verify tender receipt and opening
- Lack of Evidence to verify that all bidders were treated equally including additional information provided to all bidders
- Changes to contract scopes not in line with regulations includes additional works, extensions of time
- In the 2007 to 2013 programme - Last year in Scotland 75% of all total ineligible expenditure was due to procurement related issues

This list is not exhaustive however contraventions of the points above can lead to financial corrections of between 2% and 100% of the total value of the contract.

# Common Acronyms

SG - Scottish Government

IAD - Internal Audit Directorate

AA - Audit Authority

MA - Managing Authority

CA - Certifying Authority

ESF - European Structural Funds

OJEU - Official Journal European Union

PQQ - Pre Qualification Questionnaire

**Break**

# Publicity and Communication

- Newsletters
- Toolkit
- Case Studies

# Newsletter

https://blogs.gov.scot/european-structural-and-investment-funds/

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Team Leader Meeting abouttabs Are you ready for winter Businesses and self-empl... Common Reasons - Paid ... DHP Scotland - Our Servic... Directory - First Scottish - ... Dispose of hazardous was...

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## European Structural and Investment Funds

### European Structural Funds Summer Newsletter

2nd August 2017 by [sharondickson](#)

**EUROPEAN STRUCTURAL FUNDS**  
**NEWS**

https://blogs.gov.scot/european-structural-and-investment-funds/feed/

What is this blog about?

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# Toolkit





**EUROPE & SCOTLAND**  
European Social Fund  
Investing in a Smart, Sustainable and Inclusive Future



**EUROPE & SCOTLAND**  
European Regional Development Fund  
Investing in a Smart, Sustainable and Inclusive Future

The European Structural Funds Publicity Toolkit is designed to help lead partners meet European Commission regulations and to support social media use to promote the work of the funds.

### Logos and Webpages

Remember you must display the relevant [ESF logo](#) at the top right hand corner of the homepage or any page referring to [ESIF](#) operations. The logo must be given equal prominence to any other logos on that page.

You can find further guidance, including on use of the logos on other promotional materials as well as use of posters and plaques, on the [EC regulations](#) and [Publicity Requirements](#).

### Social Media

Useful advice on using social media is available on the SG [website](#). Although guidance is SG focussed the basic principles - being transparent, professional, credible etc - remain the same.

Use as many platforms as you can to promote the work you're doing. SG uses numerous platforms to reach as many people as possible.

- [Facebook](#)
- [Flickr](#)
- [Twitter](#)
- [Instagram](#)

### Hashtags and Handles

Use the following handles when relevant to help increase traffic:

Owner	Handle
European Structural & Investment Funds	<a href="#">@scotgovESIF</a>
Scottish Government	<a href="#">@scotgov</a>
Scottish Government Economy	<a href="#">@scotgoveconomy</a>
Leslie Evans: Permanent Secretary	<a href="#">@PermSecScot</a>
Keith Brown MSP: Economy, Jobs & Fair Work	<a href="#">@keithbrownSNP</a>
Angela Constance MSP: Communities, Social Security & Equalities	<a href="#">@AConstanceSNP</a>
Paul Wheelhouse MSP: Business, Innovation & Energy	<a href="#">@Paul Wheelhouse</a>
Jamie Hepburn MSP: Employability and Training	<a href="#">@jamiehepburn</a>

### ESIF Hashtags: [#ESIF](#) [#ESF](#) [#ERDF](#) and [#europeanstructuralfunds](#)

Follow our [blog](#) for ESF activities, news and updates. Here you can also subscribe to our email RSS sign up.

Email your questions at [europeanstructuralfunds@gov.scot](mailto:europeanstructuralfunds@gov.scot)

### Tweets

Are you meeting the [#ESIF](#) Publicity Requirements? Find the most up to date guidance at <http://bit.ly/2w6fviv> [#europeanstructuralfunds](#)

To keep up to date with [#ESIF](#) activities and news subscribe to RSS emails on the [ESIF](#) blog <http://bit.ly/2w9Go4j> [#europeanstructuralfunds](#)

Visit the [#ESIF](#) forms and guidance page at <http://bit.ly/2vEePxH> [#europeanstructuralfunds](#)

For a list of the most recent approved [#ERDF](#) and [#ESF](#) operations for the [#ESIF](#) 2014-2020 programmes visit <http://bit.ly/2w6h93q>

Please send any general enquiries to the [#ESIF](#) mailbox [europeanstructuralfunds@gov.scot](mailto:europeanstructuralfunds@gov.scot) [#europeanstructuralfunds](#)

[#ESIF](#) managing authorities, lead partners and delivery agents must comply with European Commission regulations. Please find at <http://bit.ly/1uqKRJk>

To find out more about European Structural & Investment Funds visit the [#ESIF](#) overview and polices at <http://bit.ly/2IGTSwk>

# What you will find in our ESF Toolkit:

**L**ogos

**S**ocial Media

**H**ashtags & handles

**T**weets

email:

[europeanstructuralfunds@gov.scot](mailto:europeanstructuralfunds@gov.scot)

# Case Studies



# What Next

- Follow up survey. Opportunity to provide feedback
- Annual Event
- Discussion on what's important post 2020
- UK Shared Prosperity Fund
- Next event in November
- Questions