



22 August 2018

ESF Information Memo 18/18

Dear Project Promoter,

ESF Project Performance Monitoring

The ESF Project Delivery Branch (“PDB”) have assigned Performance Officers to each Call 2 project. Your Performance Officer will make contact with you shortly.

You were informed in your Letter of Offer that ESF PDB will monitor performance on a quarterly basis. Your actual performance will be monitored against the performance profile you provided as part of the Call 2 application process.

Performance monitoring will commence in September 2018 to cover the period April – September 2018. The results of these will be communicated to projects by end of the next month following the monitoring round. Projects will be asked to provide explanations for variances (if any) and work with their Performance Officer to develop action plans where unsatisfactory performance is identified.

As detailed in your Letter of Offer, unsatisfactory performance, that is not addressed, may result in a financial penalty, so your co-operation in this process will be mutually beneficial. It should be stressed that financial penalties will only be imposed as a last resort.

Yours sincerely

Annie McGowan

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Head of ESF Project Delivery Branch