



10 September 2018

ESF Information Memo 23/18

Dear Project Promoter

Performance Monitoring Round September 2018

PDB will monitor performance on a quarterly basis against the performance profile you provided as part of the application process. Performance monitoring will now commence to cover the period April – September 2018

As Projects have been having issues with the database it has been decided, **for this monitoring round only**, that submitted and unsubmitted participants will be counted. This will mean that participants who have not got all their data entered will be counted this time. However, **unsubmitted participants will not be counted in future monitoring rounds**. Projects should use this time to update the database so they get maximum credit for participants they have supported by completing all data fields which allows a participant to be submitted and counted. The guidance in ESF Memo 19/18 will help to make this exercise quicker and easier.

The results of the September Monitoring Round will be communicated to projects by the end of October. Projects will be asked to provide explanations for variances (if any) and work with us to develop action plans where unsatisfactory performance is identified. Unsatisfactory performance, that is not addressed, may result in a financial penalty, however this will be a last resort.

If you have any queries about performance monitoring please contact your Performance Officer either Damien Smith on (028) 9025 7918 or Sarah Sheppard on (028) 9025 7817 or email esfperformancemonitoring@economy-ni.gov.uk.

Yours sincerely

Sarah Sheppard Damien Smith

Performance Officers, ESF Project Delivery Branch