EUMIS CLAIMS PROCESS - OVERVIEW

Claim submission dates agreed by lead partner and MA appropriate for the SI

Operation Manager adds relevant detail regarding activity/recipients supported

Operation Manager updates outputs and results achieved to date

Operation Manager adds costs defrayed against relevant milestone

Operation Manager updates to show match funding received to date

Strategic Intervention Manager checks costs and activity undertaken have all been updated

Strategic Intervention Manager creates and submits claim
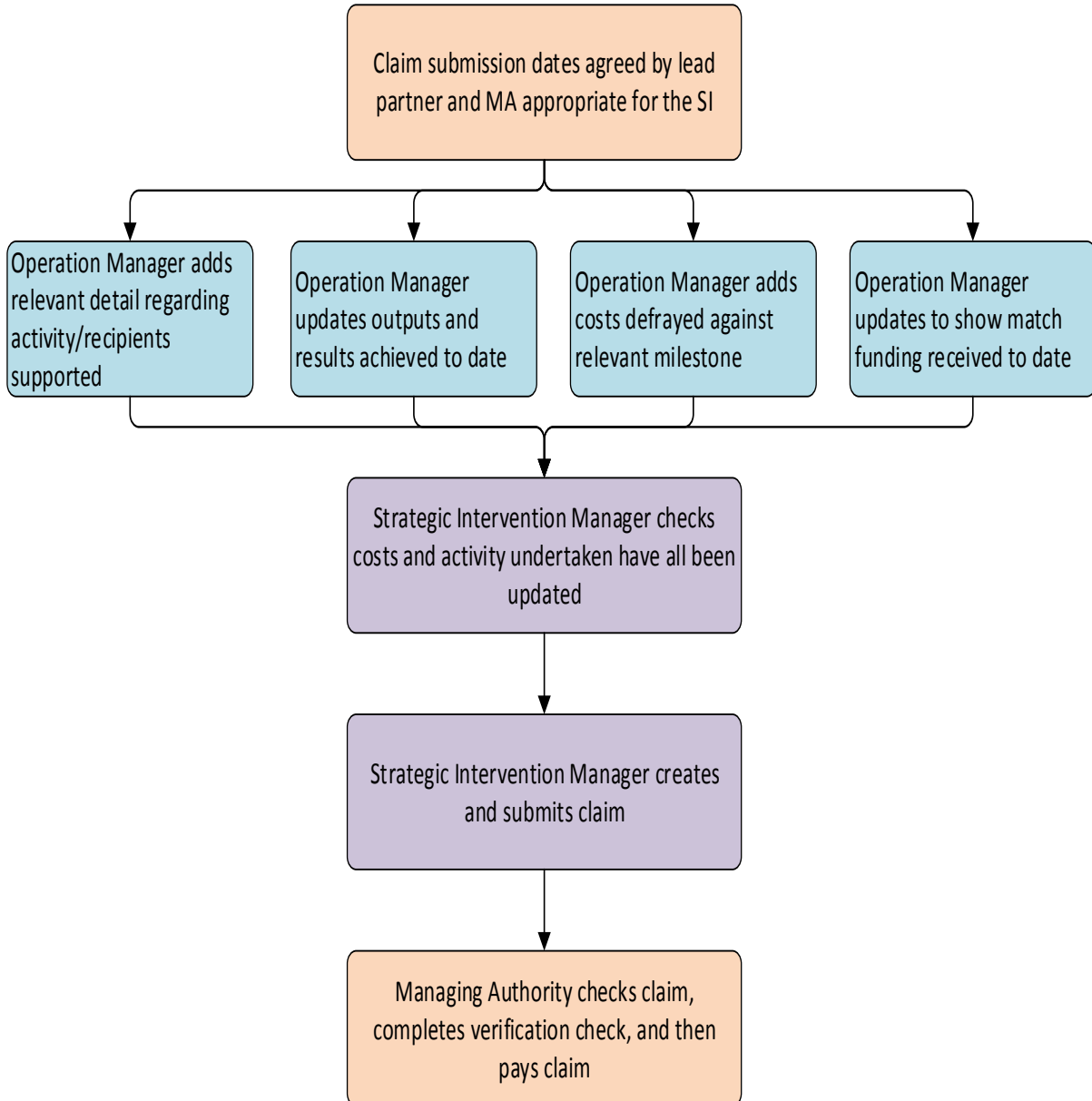
Managing Authority checks claim, completes verification check, and then pays claim

1. Enter Recipients/Non-Recipients

EUMIS categorises all indicators in one of three ways

- ESF Recipients – indicators relating to individuals
- ERDF Recipients – indicators relating to businesses
- Non-Recipient Activity – indicators not relating to an individual or business (e.g. social innovation projects supported; additional households with broadband access of at least 30 Mbps). A non-recipient could also be set up to show an output or result that cannot be attributed to one individual / business but impact of all work undertaken (GHG emissions reduction)

  Under each recipient type there are 4 basic tabs
  1. Details relating to the individual / business / activity;
  2. Achievements linked to recipient. This tab links the recipient directly to the relevant milestone(s) (e.g. an individual has completed a course; a business has received consultancy advice; a community project has received a grant);
  3. Outputs linked to the individual / business/ activity;
  4. Results linked to the individual / business / activity.

Relevant data regarding eligible recipients /businesses / other work supported will be entered at operation level. All fields required are detailed in the draft web service interface document. (http://www.gov.scot/Resource/0047/00479522.pdf).

Any activity undertaken linking the recipient/ work being supported to a milestone should be updated (if applicable).

The recipients/ work being supported and the achievements linked to them can be input directly into EUMIS or by electronic transfer if sponsors decide to use the web interface.

Some examples of all types of recipients and milestones linked to them have been provided (see Annex A)

See Annex B for an explanation of the roles on EUMIS and who will input the information for operations and claims.

2. Enter costs against relevant milestone

Costs should be entered as individual items. If any cost is found to be ineligible, even in part, the full cost will be rejected from the claim and will need to be resubmitted in a subsequent claim. Costs can be entered manually or via electronic transfer. Costs are entered by the Operation Manager.

3. Outputs and results

Outputs and results must be updated. Outputs are marked against individuals/businesses rather than a table giving figures. If the activity does not relate to a business or individual, it will be uploaded against non-recipient activity.

Outputs and results can be uploaded manually or by electronic transfer.

4. Match received should be input to the system at operation level. This will be done manually.

5. Creating and Submitting a Claim

The lead partner can check that all relevant data has been input for all operations.

The Strategic Intervention Manager can then create a claim. The system will collate and total all costs entered in the system from all operations within the SI still to be claimed and will upload these into the online claim. The Strategic Intervention Manager will enter a brief summary of progress to date, check figures are correct and submit the claim. There is no claim form as such. However there will be a summary to print from the system which will be signed and submitted along with the claim on EUMIS.

The claim section in EUMIS shows

- A summary page – total costs and grant within the claim and has a summary box to show progress to date
- Claimed achievement and costs tab which shows all individual costs entered and the operation/milestone linked to. This tab also shows all achievements marked against recipients and linked to a milestone. This tab will show the costs selected for verification (see Annex C)
- Payments breakdown tab- shows costs and grant by operation (Annex C)
- Checklist confirming all supporting evidence available

6. Supporting Evidence

A transaction list will be submitted along with the claim. This will be similar to what we ask for in the 07-13 programme and will also collect information about costs paid as state aid.

7. Verifications

The MA will check the claim and select items for verification. This is likely to include a check on costs defrayed and a check on recipients supported. This may also include a check on procurement and state aid compliance.

8. Claim will be Paid

Once the verification is complete the claim will be paid. Any costs that cannot be verified will not be paid.

Annex A

ESF example

You are supporting 20 individuals to obtain further qualifications. This is being achieved by the individuals progressing from stage 1 to stage 3. You have procured a contractor to provide the training and you are paying them for each block of training provided. You would have a milestone set up for each stage. You would upload the people participating under the ESF recipient tab. You would then link the stage an individual has completed through the achievement tab linked to that individual. This then links them to the relevant milestone(s).

ERDF example

Supporting businesses – you are looking to give a number of businesses financial support. You would have a milestone for providing the businesses grants for example. You would upload the businesses details under the ERDF recipient tab and then mark that a grant had been given to them. This would then link them to that milestone.

Non-Recipient Activity example

Providing consultancy support to community groups. A milestone would be set for the consultancy costs. The community group's details would be entered under non-recipient tab and then achievements updated to show they have received support.

Milestones

When you then view a milestone you can see the costs being claimed, and also the individuals / businesses / activity linked to it. Recipients do not link to the amount paid, it is simply a way of the MA being able to see the activity being undertaken.

Example

Milestone

- Milestone Title: Supporting SMEs year 1
- Cost model type: procurement/Actual
- Cost Heading: Consultancy fees
- Units Due: 20 (Please note that units does not link to payment. This is simply to show you are looking to support 20 businesses)

At the time the first claim is submitted for payment, 5 businesses have been supported and 5 lots of consultancy support have been provided which has resulted in 5 costs being defrayed. The 5 businesses have been entered under ERDF recipients and linked to this milestone as they have received support. The 5 individual costs have also been entered in the system.

Costs linked to milestone

Recipients linked to milestone

(please ignore the Operation Manager verified date as this is being removed)

Annex B - Roles on EUMIS

Operation Manager – The OM is responsible for entering all recipients, costs, match, outputs and results. The OM is set at Delivery Agent level. In terms of EUMIS, the named Operation Manager is the person who will input all the data for the named operation. If the Lead Partner has decided that they will be the ones to keep EUMIS up to date, someone from the LP will be the named OM in order to be able to update this.

Strategic Intervention Manager – The SIM on the system is the person at Lead Partner level who will check all data entered for all operations before submitting a claim.

Annex C

Claimed achievements and Costs tab

Payments Breakdown tab

Live Operations: 3

Total Operation Costs: £1,070,000.00
Total Match Funding: £660,000.00
Anticipated Income: £0.00
Total Grant: £410,000.00
Intervention Rate: 38.32 %
Grant Payments: £268 £374,779.93 left
Match Funding Payments: £660,000.00 due

Approved Grant: £2,500,000.00

Gross Eligible Costs: £73,737.50
Grant Paid: £26,182.07
Grant Recovery Due: £9,038.00 (Irregularities)
Grant Recovered: £2,000.00 (Irregularities)
Match Funding Received: £0.00

Income: N/A

2015/0001

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Payment Breakdown (by Operation)

Delivery Agent	Operation	Reference	Payment Status	Gross Cost (£)	Income Deductions (£)	Intervention Rate	Grant Requested (£)	Irregularity Deductions (£)	Ad-Hoc Payment Deductions (£)	Payment Amount (£)	Date Paid
SE	Operation ERDF	000001	Paid	£30,000.00	£0.00	40.00%	£12,000.00	£0.00	£0.00	£12,000.00	19 Aug 2015 👁
SE	ESF Operation	000002	Paid	£10,000.00	£0.00	35.19%	£3,519.00	£0.00	£0.00	£3,519.00	19 Aug 2015 👁
SE	Management Costs	000003	Paid	£1,437.50	£0.00	43.48%	£625.03	£0.00	£0.00	£625.03	19 Aug 2015 👁

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Records 1 to 3 of 3   Search   Excel   Word

Version: Phase 3.3 Release Date: 11/08/2015