

The following revisions have been, or are shortly to be, made to the ESF Guidance Manuals. This list will be updated when further changes are made.

| Manual 1: Programme overview; eligibility rules; innovation and transnationality; and how to apply for ESF funding | | |
|---|--|-------------------------|
| Reference | Subject | Date of Revision |
| Manual 1 1.7.2 | Support for public sector workers. | 31 July 2009 |
| Manual 1 1.7.2 | Training volunteers | 30 September 2009 |
| Manual 1 1.8.17 | Definition of economically inactive | 23 February 2009 |
| Manual 1 1.8.17 | Definition of economically inactive | 31 July 2009 |
| Manual 1 1.8.18 | At risk of redundancy | 31 July 2009 |
| Manual 1 1.8.18 | At risk of redundancy | 30 September 2009 |
| Manual 1 1.9.1 | Profile funding for providers. | 31 July 2009 |
| Manual 1 1.9.10–21 | Flat rate costs calculated by application of standard scales of unit costs | 31 July 2009 |
| Manual 1 1.10.16 | Clarify rules on leases/depreciation | 23 February 2009 |
| Manual 1 1.10.24–33 | Indirect costs | 31 October 2008 |
| Manual 1 1.10.25 | Cost of individual items | 23 February 2009 |
| Manual 1 1.10.25 | Indirect costs | 30 September 2009 |
| Manual 1 1.10.30 | Paragraph deleted | 30 September 2009 |
| Manual 1 1.12 | Innovation and Transnationality | 31 October 2008 |
| Manual 1 1.12.20 | Match funding. | 31 July 2009 |
| Manual 1 1.12.32 | User directed to the Article 13 guidance in Manual 4. | 30 September 2009 |
| Manual 1 1.12.39 | Appeals process | 23 February 2009 |

| Manual 2: Co-financing beneficiary guidance and requirements | | |
|---|---|-------------------------|
| Reference | Subject | Date of Revision |
| Manual 2 2.9.3 | CFO plans | 31 October 2008 |
| Manual 2 2.9.4 | Complementarity with other CFOs | 31 October 2008 |
| Manual 2 2.10 | Provider selection and public procurement | 31 July 2009 |
| Manual 2 2.10.1 | Increased funds | 30 September 2009 |

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|------------------------------|---|-------------------|
| Manual 2 2.11 | Tendering procedures | 31 July 2009 |
| Manual 2 2.13.3 | Change to procurement guidance | 23 February 2009 |
| Manual 2 2.15.1-2 | Extending contracts | 23 February 2009 |
| Manual 2 2.15.2 | Increased funds | 30 September 2009 |
| Manual 2 2.23.5 | Match funding. | 31 July 2009 |
| Manual 2 2.25.11 | Apportionment within CFO Administration Costs | 31 October 2008 |
| Manual 2 2.28.6 | 15% variances. | 31 July 2009 |
| Manual 2 2.28.7 | Claims | 31 October 2008 |
| Manual 2 2.28.7 | Remove link between AIR and claim | 23 February 2009 |
| Manual 2 2.28.10 | Variations to agreements | 14 April 2009 |
| Manual 2 2.29.1 | Retention of documents. | 30 September 2009 |
| Manual 2 2.29.5 | Electronic retention of documents | 31 October 2008 |
| Manual 2 Annex 4 | Definition of economically inactive | 23 February 2009 |
| Manual 2 Annex 4, p 46 | Definition of unemployed. | 31 July 2009 |
| Manual 2 Annex 5 | CFO Plan variation request form | 14 April 2009 |

| Manual 3: Non Co-financing beneficiary guidance and requirements | | |
|---|---|-------------------------|
| Reference | Subject | Date of Revision |
| Manual 3 3.4.5 | Appeals process | 23 February 2009 |
| Manual 3 3.4.6 | Calls for Innovative and transnational projects | 23 February 2009 |
| Manual 3 3.13.1 | Match funding. | 31 July 2009 |
| Manual 3 3.13.2 | Public match funding certificates | 14 April 2009 |
| Manual 3 3.16.2 | Variations to agreements | 14 April 2009 |
| Manual 3 3.16.3 | 15% variances. | 31 July 2009 |
| Manual 3 3.16.10 | 15% variances. | 31 July 2009 |
| Manual 3 3.16.10 | Variations to agreements | 14 April 2009 |
| Manual 3 3.17.1 | Retention of documents. | 30 September 2009 |

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| Manual 3 Annex 8 | Definition of economically inactive | 23 February 2009 |
| Manual 3 Annex 9 | Application to manage an innovative and transnational project part funded by ESF | 23 February 2009 |
| Manual 3 Annex 9 | Definition of economically inactive | 31 July 2009 |
| Manual 3 Annex 10 | Appraisal criteria for innovative and transnational projects | 23 February 2009 |
| Manual 3 Annex 11 | Appraisal report on an innovative and transnational (non-CFO) application for grant | 23 February 2009 |
| Manual 3 Annex 12 | Model report for regional committee recommendation on selection of innovative and transnational projects | 23 February 2009 |
| Manual 3 Annex 13 | Non-CFO variation request form | 14 April 2009 |

| Manual 4: Managing Authority guidance and requirements | | |
|---|--|-------------------------|
| Reference | Subject | Date of Revision |
| Manual 4 4.3.10 | Number of members required to ensure that Regional Monitoring Committees are quorate | 23 February 2009 |
| Manual 4 4.21 | Changes to contact names for reporting irregularities. | 31 July 2009 |
| Manual 4 4.31 | Retention of documents | 30 September 2009 |
| Manual 4 Annex 7a | Euro Conversion spreadsheet added | 23 February 2009 |
| Manual 4 Annex 10 | Article 13 monitoring of non-CFO projects | 23 February 2009 |
| Manual 4 Annex 11 | On the spot guidance. | 31 July 2009 |
| Manual 4 Annex 12 | Manual claims checking | 14 April 2009 |