



# SCOTTISH EXECUTIVE

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**Enterprise, Transport & Lifelong Learning Department**  
European Structural Funds Division

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Your ref:  
Our ref:

January 2006

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Dear

## **Transfer of Responsibility for Area Tourist Board Projects to the Scottish Network 1 & 2 Tourist Boards.**

You should have recently received a copy of a letter from Philip Riddle, Chief Executive of VisitScotland to Diane McLafferty about the merging of the 14 Area Tourist Boards into the Scottish Network 1 & 2 Tourist Boards on the 1<sup>st</sup> of April 2005. A list of all projects affected by this merger should also be included (Annexes 1-3). I have enclosed a further copy of this correspondence for ease of reference.

I have been working closely with Lynn Hamilton of VisitScotland to manage the change process required on ERDF and ESF projects as a result of this merger. Lynn and I have come up with a way to ensure that the necessary procedures are carried out effectively and efficiently. I enclose a copy of one Notification of Change form that refers to the list of current projects in Annex 1. I would be grateful if you could arrange for this to be signed where appropriate and return to myself. I also enclose a comprehensive list of **all** the designated signatories in VisitScotland and Scottish Network 1 & 2 Tourist Boards. Copies of these should be retained by you and placed on each of the current project file along

Yours sincerely

Mark Ashton  
Policy Officer



27<sup>th</sup> September 2005

Diane McClafferty  
Scottish Executive  
Enterprise, Transport & Lifelong Learning Department  
European Structural Funds Division  
Meridein Court  
5 Cadogan Street  
Glasgow  
G2 6AT

Dear Diane

**Transfer of Responsibility for Area Tourist Board Projects to the Scottish Network 1 & 2 Tourist Boards.**

As you are aware, on the 1<sup>st</sup> of April 2005, the 14 Area Tourist Boards in Scotland were merged into the Scottish Network 1 & 2 Tourist Boards. This followed the adoption of the Scottish Network 1 & 2 Tourist Board Scheme Orders 2004 by the Scottish Parliament. The Scottish Network Tourist Boards will be funded and managed by VisitScotland.

As a result of the Scheme Orders, all assets and liabilities relating to the 14 Area Tourist Boards passed to the new Network Tourist Boards on the 1<sup>st</sup> April 2005. This includes the responsibility for all of the existing ERDF and ESF projects where the Area Tourist Boards were lead sponsors of projects. VisitScotland is committed to ensuring that these projects deliver their financial and project targets as outlined in the original applications.

However, there will be several changes to the current projects in relation to bank accounts details, contacts, designated signatories etc and these changes have been detailed in the Notification of Change forms supplied for each Programme Area. These are accompanied by a complete list of all projects broken down by Programme Area which has been attached for your information. (Annex 1)

The Scottish Network 1 & 2 Tourist Board will also accept responsibility for all projects within the current and previous EC programmes which, were sponsored by the Area Tourist Board and which were complete by 1<sup>st</sup> April 2005. A complete list of project which fall within this category have also been broken down by Programme Area for your information (See Annex 2)

In addition to this, Area Tourist Boards were also principle match funders of the ESF projects sponsored by Tourist Board Training Ltd a joint Area Tourist Board and VisitScotland company established to carryout training for the tourism industry. Although the status of Tourist Board Training Ltd has not changed, Scottish Network 1 & 2 Tourist Boards will accept responsibility for the match funding commitment

made to projects sponsored by Tourist Board Training Ltd, by the Area Tourist Boards. A complete list of these projects is also attached (see Annex 3)

I have also attached a completed list of delegated signatories for claims relating to all current projects within each programme area.

I trust that these arrangements are acceptable to the Scottish Executive and that we can now affect a smooth transfer of all EC funded projects to the Scottish Network Tourist Boards with minimal disruption to the claims process.

May I take this opportunity to thank you and all your staff in the Division for the construction advice and support in guiding us through the transfer process.

Yours sincerely

Philip Riddle  
Chief Executive  
VisitScotland



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European Structural Funds Division

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Dear Donald

## **Transfer of Responsibility for Area Tourist Board Projects to the Scottish Network 1 & 2 Tourist Boards.**

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I also enclose a comprehensive list of **all** the designated signatories in VisitScotland and Scottish Network 1 & 2 Tourist Boards. Copies of these should be retained by you and placed on each of the current project files along with copies of Philip Riddle's letter and the appropriate annex. The Managing Authority has placed copies of these documents on each of our project files and hold all original documents in a central file. This allows bank details to be changed on GM2 so that all outstanding payments can now be made.

Do not hesitate in contacting me if you have any questions or wish to discuss this matter further.

Yours sincerely

Mark Ashton  
Policy Officer



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# SCOTTISH EXECUTIVE

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Dear Gordon

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European Structural Funds Division

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Dear Laurie

## **Transfer of Responsibility for Area Tourist Board Projects to the Scottish Network 1 & 2 Tourist Boards.**

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Yours sincerely

Mark Ashton  
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