

- 4 APR 2005

Argyll
the Isles
Loch Lomond
Stirling & Trossachs
TOURIST BOARD



31st March 2005

Alan Bain
Programme Manager (Finance)
Strathclyde European Partnership
94 Elmbank Street
Glasgow
G2 4DL

Dear Alan

Scottish Network Tourist Boards 1 and 2

Thank you for your letter confirming the eligibility of the Scottish Network Tourist Boards and the supporting documentation relating to the transfer of responsibility for current and past European approvals.

Nigel Lindsay has suggested that the transfer notification should follow a common format for all of the Programme Executives and plans, I understand, to get agreement on this at the next SFLG. At that point, we would notify all of the Programme Executives of the new designated signatories. Could I therefore suggest that this will be confirmed following the SFLG?

For your records, you might like to note that the Greater Glasgow and Clyde Valley Tourist Board applications titled **Strategic Positioning of the Glasgow Brand – Eligible and Transition** must be included on the transfer notification. This project will subsequently transfer by legal agreement to the Glasgow Convention Bureau.

I will be on holiday for the next 2 weeks but if you need any further clarification then please do not hesitate to get back to me

Regards


Lynn Hamilton
European Support Services Manager

Serving the Council areas of Argyll & Bute, Clackmannanshire, Falkirk, Stirling and West Dunbartonshire

Reply to

Reply to

Reply to

Old Town Jail, St John Street, Stirling FK8 1E A Argyll Square, Oban, Argyll, PA34 4AN 7 Alexandra Parade, Dunoon, Argyll, PA23 8AB
Telephone: 01786 445222 Fax: 01786 471301 Telephone: 01631 563059 Fax: 01631 566888 Telephone: 01369 703755 Fax: 01369 706085

E-mail: info@scottishheartlands.org

Web site: www.visitscottishheartlands.org



PROJECT SPONSOR ELIGIBILITY ASSESSMENT

ORGANISATION NAME	NETWORK TOURIST BOARDS
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ORGANISATIONAL CATEGORY
(Tick as appropriate)
Public Sector

Voluntary/Charitable

Joint Venture

DOCUMENTATION SUBMITTED
(Tick as appropriate)

<input type="checkbox"/>	Memorandum & Articles of Association	<input type="checkbox"/>
<input type="checkbox"/>	List of Company Members and Current Board Members	<input type="checkbox"/>
<input type="checkbox"/>	Organisational Structure	<input type="checkbox"/>
	Company Accounts Date of most recent accounts:	<input type="checkbox"/>
	Business Plan (or equivalent)	<input type="checkbox"/>

ORGANISATIONAL DETAILS

CHIEF EXECUTIVE (or equivalent)	FINANCE DIRECTOR (or equivalent)
ADDRESS	
TELEPHONE NUMBER	FAX NUMBER
E-MAIL	WEBSITE

SEP PROGRAMME MANAGER (Carrying out initial assessment)

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FINANCE CHECK CARRIED OUT BY

--

PROJECT SPONSOR ELIGIBILITY ASSESSMENT

INITIAL SEP ASSESSMENT

1. Memorandum & Articles of Association and Board of Directors		YES	NO
A	Key objectives include economic and social development activities. (see note)	<input type="checkbox"/>	<input type="checkbox"/>
B	Disposal of assets remain within public domain.(see note)	<input type="checkbox"/>	<input type="checkbox"/>
C	Board of Directors includes appropriate and formal public sector representation. (needs clarification)	<input type="checkbox"/>	<input type="checkbox"/>
D	For <i>Joint Ventures</i> the public sector is the majority shareholder and/or has the right veto on decision not in the public benefit.	<input type="checkbox"/>	<input type="checkbox"/>
2. Organisational Structure		YES	NO
A	Organisation has capacity to fund, manage and account for projects throughout the "auditable life".	<input type="checkbox"/>	<input type="checkbox"/>
B	Organisation has appropriate staffing structure.	<input type="checkbox"/>	<input type="checkbox"/>
3. Company Accounts		YES	NO
A	The organisation appears to operating profitably and/or at break-even.	<input type="checkbox"/>	<input type="checkbox"/>
B	The organisation receives over 50% of core funding from the public sector or equivalent. This does not include European Funding.	<input type="checkbox"/>	<input type="checkbox"/>
C	The organisation appears to have a robust asset base.	<input type="checkbox"/>	<input type="checkbox"/>
D	SEP Finance Team checked Company Accounts.	<input type="checkbox"/>	<input type="checkbox"/>
4. Business Plan		YES	NO
A	Are there any associated companies/organisations, which have already been assessed as eligible?	<input type="checkbox"/>	<input type="checkbox"/>
B	Does the Business Plan include reference to European Structural Funds as a potential funding source?	<input type="checkbox"/>	<input type="checkbox"/>
C	Is there evidence of past European Structural Funds experience other that Objective 2?	<input type="checkbox"/>	<input type="checkbox"/>

PROJECT SPONSOR ELIGIBILITY ASSESSMENT

SEP RECOMMENDATION

	YES	NO	DATE
Refer to SEDD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Progress to PIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

PIC DECISION Meeting Date:	AGREE	DECLINE	DEFER
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments



	YES	NO	DATE
Organisation notified of decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>



2000-2006 PROGRAMME
Project Sponsor Eligibility Summary

Project Sponsor	Network Tourist Board 1 Network Tourist Board 2
Type of Organisation	Public Sector companies limited by guarantee.
Organisational Objectives	
Organisation Structure(Board and Management)	<p>The Area Tourist boards, currently owned and managed by Visit Scotland, are being restructured to form two Boards covering Scotland. The Boards currently in the Western Scotland Area (Argyll, Loch Lomond and the Trossachs TB, Ayrshire and Arran TB, and the Glasgow and Clyde Valley Tourist Board) are eligible to apply for Structural Funds and have current projects.</p> <p>The Network Tourist Boards 1 and 2 will replace the Tourist Board as project sponsors. They will be owned and managed by Visit Scotland, which will continue in its current role, as defined by its management statement, issued by the Scottish Executive. This statement allows for autonomous management of Visit Scotland, directly funded by and accountable to the Scottish Minister.</p> <p>Visit Scotland will provide core grant for the new Network Tourist Boards, and they will continue to have a membership system. Local authorities will continue to have a role, although the nature of this may not be uniform across Scotland. Board Members of the Network boards will be from the Visit Scotland.</p>
Financial Management	Network Tourist Boards have no financial history, but the accounts for Visit Scotland have been submitted. These show adequate grant funding and suggest a well-managed organisation. The Network Tourist Boards will be accountable to Visits Scotland, will be funded adequately to avoid cash flow difficulties, and will in many cases continue with the same staff and senior managers as the current Area Tourist Boards
General Comments	The new Network Tourist Boards are being created by the body responsible for the development of Tourism in Scotland; as such they are the appropriate bodies to take over Structural Funds projects in the sector.
Recommendation	Network Tourist Board 1 and Network Tourist Board 2 should be accepted as eligible to apply for Structural Funds from the date of their launch, 1 April 2005.

10th November 2004

Sallyann Low
Assistant Chief Executive
Strathclyde European Partnership Ltd
94 Elmbank Street
Glasgow
G2 4DL

Dear Sallyann

Registration of VisitScotland and the Scottish Network Tourist Boards

I have enclosed all the documentation regarding the registration of VisitScotland and the Network Tourist Boards as applicants as you requested.

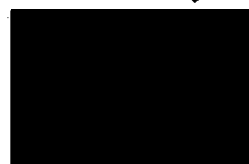
As we discussed at our meeting the VisitScotland Board members will also be the Board members of the 2 Network Tourist Boards, which will be managed and funded directly by VisitScotland. I am assuming therefore that the same documentation will cover all the registrations but if you need anything else then please do not hesitate to come back to me.

I would welcome the opportunity to have more detailed discussions with you and [redacted] on potential new applications and particularly in relation to the Marketing Challenge Fund. As I recall you mentioned your previous experience with similar funds and ERDF at our last meeting and I would be keen to discuss it further.

Perhaps you could suggest a few possible dates for a short meeting before the next application deadline?

My thanks for all your assistance.

Yours sincerely



Lynn Hamilton
European Support Services Manager
Enc

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Web-site: www.visitscottishheartlands.org

Sallyann Low

From: Sallyann Low
Sent: 04 November 2004 15:06
To: Lynn Hamilton (E-mail)
Cc: [REDACTED]
Subject: VISITSCOTLAND RESTRUCTURE

Importance: High

Lynn

Further to our meeting on 6 October 2004 to discuss the visitScotland restructure and assessment of the successor organisations as eligible Structural Funds applicants.

Our understanding following the meeting was as follows:

- Effective from 1 April 2005 the existing ATBs are to be amalgamated as two network tourist boards (NTB).
 - NTB South (1) will take in GCVTB and A&ATB.
 - NTB North (2) will take in AILLST.
- The NTBs will be legal entities like the existing ATBs with the same Board of Directors as visitScotland.
The NTBs will undertake activities under the visitScotland umbrella.
The NTBs will assume responsibility for any existing Structural Funds projects from the relevant ATBs.
- Future project applications for core activities are expected to come from visitScotland.
 - In addition to the NTBs there is expected to be three Special Purpose Vehicles (SPV), one each for Edinburgh, Glasgow and Aberdeen.
 - The Glasgow SPV will be a joint venture between Glasgow City Council and visitScotland.
 - The Glasgow SPV is expected to have responsibility for city branding, convention bureau, and seeglasgow.com.

Following our meeting you agreed to provide the appropriate documentation to allow us to progress the eligibility assessment for visitScotland and the two NTBs by mid-November. It would be helpful if you could forward that information to us as soon as possible in order that we can start the process and get the information to the relevant Committees.

Since meeting you we have met with [REDACTED] to discuss the Glasgow SPV and now have a clearer picture of how that's progressing. [REDACTED] is pulling together the required information for the SPV so that we can progress all the related bodies together.

We are really keen to progress this quickly ideally before the end of the year.

Please can you provide an indication of when you expect to be in a position to provide the assessment documentation.

Thanks as always for your cooperation.

Regards

Sallyann

Sallyann Low
Assistant Chief Executive (Development)
Direct Line [REDACTED]
mailto:[REDACTED]
www.wsep.co.uk

This email and any files transmitted with it are intended solely
for the use of the individual or entity to whom they are addressed.

Lynne Hamilton

6/10/2004

↳ scale of current activity

↳ financial

... ..

1

Glasgow SPV
↳ GCC / VisitScotland NTB1
↳ terms of agreement
to be agreed by 11/11

"Glasgow City Marketing
Bureau"

↳ GCC fully funding SPV
● but no condition of
● vs funding.

↳ city branding
↳ convention bureau
↳ scotland.gov.uk
↳ events led tourism

↳ existing applications

of existing applications
there

to 2 Networks TB
↳ North → ATLSST
↳ South → Glasgow
→ Argyll/Arran

ie ATBs

some @ VisitScotland.

1 for existing applications
VisitScotland.

SPV individual with
local partnerships



Lynne

↳ register

VisitScotland

NTB North 2

NTB South 1



on DCS

↳ submit

PIC

assessment docs with budget
consideration in Dec 2004

↳ SAV will need to be assessed separately.

↳ send copies of SEP projects & profiles.

copy the — [unclear] [unclear]

copy — [unclear] [unclear]

copy — [unclear]

Lynne Hamilton – Visit Scotland

Lynne had been invited to the meeting to explain the changes to the Area Tourists Board set

up and how European Funded applications would be dealt with in the future. She distributed a

list of all the current ERDF and ESF applications from across Scotland, and explained the

following:

- She will co-ordinate all current applications and new applications.
- From 1 April 2005 all applications will be the responsibility of 2 Network Tourist Boards. Network Tourist Board 1 will include Greater Glasgow and the Clyde Valley and the Ayrshire and Arran Tourist Boards and Network Tourist Board 2 will include Argyll, Loch Lomond and the Trossachs Tourist Board. These are likely to be in existence until 2007 under temporary measures to deal with the transition period.
- There will be 3 special purpose vehicles set up jointly with local authorities for Glasgow, Edinburgh and Aberdeen. In Glasgow the SPV will handle the Glasgow the Brand, the website and Convention Bureau.
- Price Waterhouse are doing a due diligence check on all Structural Funds projects.

Lynne expects new applications to be developed for ESF which will go to Objective 3 and a Scotland Wide ERDF Marketing Challenge Fund application. She expects to submit these for the next set of deadlines.

Network 1 = GG, CV, Ayrshire & Arran

2 = Inverclyde, Argyll, Loch Lomond & Trossachs

Special Purpose Vehicles