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**FROM: FIONA HAMILL**

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**DATE: 20 JANUARY 2010**

**TO: ACCOUNTING OFFICERS**

**Dear Accounting Officer**

**GATEWAY™ REVIEW PROCESS - DIMINIMIS LIMITS**

1. The purpose of this minute is to advise departments of recently issued supplementary guidance on the application of the OGC Gateway™ Review Process in NI.
2. The Procurement Board has approved Guidance Note 03/09 on the introduction of diminimis limits in the application of the Gateway Reviews. The guidance sets out recommended thresholds consistent with those applicable to appraisal, as stated in the Northern Ireland Guide to Expenditure Appraisal and Evaluation (NIGEAE). The new guidance should be read in conjunction with Guidance Note 01/09.
3. Accounting Officers wishing to set alternative limits must inform CPD of the rationale for any deviation from those recommended in the new guidance.
3. The guidance can be accessed on the Central Procurement Directorate website [http://www.dfpni.gov.uk/cpd\\_guidance\\_note\\_03-09.doc](http://www.dfpni.gov.uk/cpd_guidance_note_03-09.doc) or on the new Successful Delivery website at <http://www.dfpni.gov.uk/successful-delivery> which continues to be a useful tool for anyone with a formal role or interest in NI public sector programme and project management and the Gateway Review Process.
4. Departments should ensure that this guidance is applied within all business areas including Agencies, NDPBs and other sponsored bodies.

5. I would like to take this opportunity to remind Accounting Officers again of their personal responsibility under Managing Public Money (MPM) for programme and project management. These responsibilities including the selection, appraisal and evaluation of programmes and projects and achieving value for money are set out in Chapter 3 of MPM. MPM can be accessed on the AASD website [www.aasdni.gov.uk](http://www.aasdni.gov.uk).

**Yours sincerely**

[SIGNED]

**FIONA HAMILL**

**cc: Finance Directors**