

INSTRUCTIONS FOR FILLING IN FORMS ENTERED INTO THE ESF PERSON SYSTEM

INITIAL SITUATION

Each participant is registered as starting his or her involvement in a project only once even if he or she would return to the project after having left it. Even if a project included different phases in which the person participates, each participant fills in the starting form for one time only. The information on the initial status of the participant must describe his or her situation when he or she first started in the project. In contrast, the information on the final situation must describe the situation when the person left the project for the last time.

Starting date: Given in dd.mm.yyyy format. The date when the person started in the project is reported.

Participant: "Participant" refers to a person benefiting directly from an ESF intervention, who can be identified and asked for his or her characteristics, and for whom specific expenditure is earmarked. The project participant benefits from his or her participation, for example in the form of improved capabilities for access to employment, increase in competence or improved work ability or functional capacity. Data collection thus targets persons belonging to a target group specified for the project. Participants do not include persons who receive income from the project funding (staff and service providers in said project) or persons who participate, for example in information meetings organised by the project or who receive a service open to the public by telephone or online.

Date of birth of the participant: Given in dd.mm.yyyy. format. Information about the date of birth is important so that data on the participants can be reported by age groups. The system automatically calculates the age of the participant based on the date of birth and the date when the person has started his or her involvement in the project.

Personal identity number of the participant: In compliance with Section 13 of the Personal Data Act, the personal identity number is processed to unambiguously identify the participant in the ESF project. The personal identity number is also used to verify that the person is entitled to participate in a labour policy measure funded by the ESF. TE office cannot locate the jobseeker in an ESF-funded URA position (pay subsidy, place in education or training) in the URA system unless the individual section of the personal identity code has been recorded. If the participant has a temporary personal identity number, the final personal identity number is recorded later on during the project if an URA position has been planned for the person. The personal identity number is also the data identifying the person based on which the person may request his or her own information for review.

Contact information of the participant: Project personnel must be in possession of the contact information of the project participants in order to reach them if necessary. It is also important that evaluators can reach participants if necessary, for example in order to find out the long-term results of the project. Information about these long-term results is not requested from all project participants, but only from persons selected for a representative sample. In addition, the participant's postal code is used to determine whether he or she lives in a sparsely-populated area, which is one form of monitoring data required by the ESF Regulation.

Employment status: The funding of the programme has been planned to be earmarked for certain target groups, related to which objectives have also been determined in the programme document. Determining the employment status of the participant as he or she begins in the project enables verifying that the measures of the programme are targeted in accordance with the objectives. As objectives have been set in the programme, for example regarding the access to employment for the unemployed, and information on the employment status is also asked as the person finishes his or her task, valuable information about the success of the project can be accessed based on the initial and final situation.

An unemployed person is a person who is without a job, available for the labour market and actively seeking work. A person in full-time education is registered as a student even if he or she fulfils the above criteria.

The definition for long-term unemployment is determined by the age of the person when he or she started in the project. Long-term unemployment refers to consecutive unemployment of over 6 months for persons below 25 years of age and consecutive unemployment of over 12 months for persons over 25 years of age.

An inactive person is a person who is neither employed nor unemployed. Those taking care of their children full time are entered as inactive persons unless they fulfil the criteria for unemployed, which in that case must be the primary classification. A person on maternity leave is considered employed.

A person in education/training: Persons in full-time training or education are registered here. Full-time studying includes pursuing a degree at a university or a university of applied sciences. Eligible full-time education also includes general upper secondary studies intended for young people and studies whose extent is on average five credits at minimum, or three weeks of study a month, or 25 hours a week.

An employed person is someone over 15 years old who receives his or her income from the work he or she does. A person on paid maternity leave is registered as employed. A person employed with an employment subsidy is registered as an employed person. A person performing military service in paid employment at the time of observation is not registered as employed.

- If so-called separately reported pay costs under Section 15 of the Eligibility Regulation have been planned to be reported for persons employed by a municipality or other public authority¹, the costs must be reported in the project's request for payment. For this purpose, information about the participant's employer (municipality, other public

¹ <http://www.finlex.fi/fi/laki/alkup/2014/20140358>

authority) is requested already at the initial situation from employed persons and the code of the person's occupation classification is reported based on a separate table (appendix 2). If the project has used a payment application to report the pay costs of the project participant employed by a municipal employer, on-the-spot verification can be used to check that a corresponding number of recognised project participants have been registered in the ESF Person register.

- In special objectives 9.1 and 9.2, the participation of guidance counsellors, career counsellors and other experts in counselling services in the project must be reported. Other experts in counselling services also include, for example, participating teachers and workplace counsellors.

Level of education:

The education levels used in the ESF Regulation correspond to the main contents of the Finnish education system as follows:

- Primary education (ISCED 1) corresponds to grades 1–6 in basic education and lower secondary education (ISCED 2) is equivalent to grades 7–9 and the voluntary grade 10.
- Upper secondary education (ISCED 3) corresponds to vocational secondary level (upper secondary education) education including vocational basic qualifications and vocational qualifications (such as vocational qualification in child care and education and family, vocational qualification in vehicle technology, vocational qualification in floristry) as well as upper secondary school, and post-secondary non-tertiary education (ISCED 4) corresponds to specialist qualifications (such as specialist qualifications in psychiatric care, welder, specialist qualification and specialist qualifications in management).
- The short-cycle tertiary education (ISCED 5) corresponds to qualifications from a vocational institution and the bachelor or equivalent education (ISCED 6) corresponds to a degree from a university of applied sciences, degrees from institutes of technology and the degrees of forestry engineer and mariner as well as bachelor's degrees from universities. Master or equivalent (ISCED 7) education corresponds to higher degrees from universities of applied sciences, master's degrees from universities, specialist degree in medicine, specialist degree in dentistry and specialist degree in veterinary medicine as well as the degree of general staff officer. Doctoral or equivalent (ISCED 8) education corresponds to licentiate and doctorate degrees.

Household status:

Household: A household is formed of all those persons who live together in the same address in a shared household, i.e. share costs caused by household management, for example have at least one meal per day together or use a shared living room. However, households do not mean, for example residential homes and religious communities.

All persons living in the participant's household are unemployed or inactive: This group includes, for example an unemployed young person living with his or her retired grandparents.

There are children dependent on the participant in his or her household: Children aged 0–17 and inactive persons aged 18–24 are considered dependent children if they live with at least one parent.

There is only one adult living in the participant's household: 'An adult' is over 18 years old.

Other background factors:

A person with a foreign background or a member of a minority: Persons whose both parents or the only known parent have been born abroad are considered to be persons with foreign background. Members of a minority belong to some linguistic or cultural minority, such as Swedish speakers, sign language users and the Roma.

A person with disability: A person with particular, long-term difficulties in performing ordinary everyday functions due to disability or illness. (Act on Services and Support due to Disability², 3.4.1987/380). A person entitled to receive disability benefits³.

A person otherwise disadvantaged: A person in need of special support in the labour market. Persons without basic education who would be expected to have completed this based on their age, freed prisoners and those imprisoned, substance abusers and those under severe threat of social exclusion or those already socially excluded are persons reported in this group. Persons who are disabled or live in rural areas must also be entered in this group if these factors are considered to hinder their position in the labour market. Therefore, a disabled person may be registered as both 'disabled' as well as 'a person otherwise disadvantaged'. Living in a rural area can be considered to diminish the access of a person to the labour market if the region in question does not have public transportation sufficient from the viewpoint of working or studying and the person does not have a car or any other vehicle at his or her disposal. Aspects related to gender, employment status or education equivalent to at least ISCED 1 level will be reported elsewhere and should not be reported as factors diminishing the position of the participant in this section.

Homeless or under the threat of homelessness: A person with no accommodation or who is, for example living in temporary accommodation, a sheltered living facility or under unusual circumstances, such as in a caravan with no running water, electricity etc. Adults living with their parents are not included in this group.

Specific objective 10.1: Experienced work ability or functional capacity: The participant must assess his or her work ability on a scale of 0–10 both when he or she starts and finishes his or her involvement in the project. The question is used to survey whether the participant experiences improvement in his or her work ability during the time he or she has been involved in the project.

Signature: The participant must personally sign the form. The person implementing the project must consider on a case by case basis whether the signature of the person's guardian or supervisor of interests/legal guardian is also required.

² <http://www.finlex.fi/fi/laki/ajantasa/1987/19870380>

³ <http://www.finlex.fi/fi/laki/ajantasa/2007/20070570>

FINAL SITUATION

Information about immediate results must be recorded at the latest four (4) weeks after the person has finished his or her participation in the project. If the participant returns to the project, a new final situation must be entered into the system. The information on the initial status of the participant must describe his or her situation when he or she first started in the project. In contrast, the information on the final situation must describe the situation when the person left the project for the last time.

Finishing date: Given in dd.mm.yyyy format.

Date of return to the project: Given in dd.mm.yyyy format. Filled in if the person's final information has already been given once, but the person returns to the project. The person may finish his or her involvement a number of times; the previous entry is then corrected and the most recent will be valid.

Started job search: The person is unemployed and has registered as a jobseeker at the Employment Office or has started an active job search in some other way. The purpose is to indicate whether the person who was inactive or studying when he or she began his or her participation in the project has started seeking work within at the latest four weeks since finishing his or her involvement in the project.

In education/training: The purpose is to describe a change in status of such a person who was not in education or training at the beginning of his or her involvement in the project.

Completed a degree or gained vocational qualifications: Only reported if the degree or vocational qualification has been achieved as an ESF measure. The contents of the levels of education have been determined in the information on the initial situation. Parts of degrees completed are also reported in this section. The obtaining of a degree or vocational qualifications is reported for each participant for one time only during the course of the project.

Employed or self-employed: This information depicts a change in the person's status in a situation where he or she was unemployed, studying or inactive at the beginning of his or her involvement in the project.

Specific questions

Specific objective 7.1: The purpose of the questions is to survey whether there has been improvement in the well-being of the work organisations involved in the project. Responsible person or HR representative in the organisation participating in occupational well-being project responds to the questions.

Specific objectives 9.1 and 9.2: The purpose of the questions is to survey the success of the education in terms of the requirements of the labour market. Every person participating in the projects responds to the questions.

Specific objective 10.1: The participant must assess his or her work ability on a scale of 0–10 both when he or she starts and finishes his or her involvement in the project. The question is used to survey whether the participant experiences improvement in his or her work ability during the time he or she has been involved in the project.

Signature: The participant must personally sign the form. The person implementing the project must consider on a case by case basis whether the signature of the person's guardian or supervisor of interests/legal guardian is also required.

Common output and result indicators for ESF investments

ESF Regulation 1304/2013

1) Common output indicators for participants

"Participants"⁽¹⁾ refers to persons benefiting directly from an ESF intervention who can be identified and asked for their characteristics, and for whom specific expenditure is earmarked. Other persons shall not be classified as participants. All data shall be broken down by gender.

The common output indicators for participants are:

- unemployed, including long-term unemployed*,
- long-term unemployed*,
- inactive*,
- inactive, not in education or training*,
- employed, including self-employed*,
- below 25 years of age*,
- below 54 years of age*,
- above 54 years of age who are unemployed, including long-term unemployed, or inactive not in education or training*,
- with primary (ISCED 1) or lower secondary education (ISCED 2)*,
- with upper secondary (ISCED 3) or post-secondary education (ISCED 4)*,
- with tertiary education (ISCED 5 to 8)*,
- participants who live in jobless households*,
- participants who live in jobless households with dependent children*,
- participants who live in a single adult household with dependent children*,
- migrants, participants with a foreign background, minorities (including marginalised communities such as the Roma)**,
- participants with disabilities**,
- other disadvantaged**.

The total number of participants will be calculated automatically on the basis of the output indicators.

These data on participants entering an ESF supported operation shall be provided in the annual implementation reports as specified in Article 50(1) and (2) and Article 111(1) of Regulation (EU) No 1303/2013.

- homeless or affected by housing exclusion*,
- from rural areas*².

⁽¹⁾ Managing authorities shall establish a system that records and stores individual participant data in computerised form as set out in

Article 125 (2) (d) of Regulation (EU) No 1303/2013. The data processing arrangements put in place by the Member States shall be in line with the provisions of Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (OJ L 281, 23.11.1995, p. 31), in particular Articles 7 and 8 thereof. Data reported under the indicators marked with * are personal data according to Article 7 of Directive 95/46/EC. Their processing is necessary for compliance with the legal obligation to which the controller is subject (Article 7(c) of Directive 95/46/EC). For the definition of controller, see Article 2 of Directive 95/46/EC. Data reported under the indicators marked with ** are a special category of data according to Article 8 of Directive 95/46/EC. Subject to the provision of suitable safeguards, Member States may, for reasons of substantial public interest, lay down exemptions in addition to those laid down in Article 8(2) of Directive 95/46/EC, either by national law or by decision of the supervisory authority (Article 8(4) of Directive 95/46/EC).

⁽²⁾ The data shall be collected at the level of smaller administrative units (local administrative units 2), in accordance with Regulation (EC) No 1059/2003 of the European Parliament and of the Council of 26 May 2003 on the establishment of a common classification of territorial units for statistics (NUTS) (OJ L 154, 21.6.2003, p. 1).

The data on participants under the two above indicators will be provided in the annual implementation reports as specified in Article 50(4) of Regulation (EU) No 1303/2013. The data shall be collected based on a representative sample of participants within each investment priority. Internal validity of the sample shall be ensured in such a way that the data can be generalised at the level of investment priority.

2) Common output indicators for entities are:

- number of projects fully or partially implemented by social partners or non-governmental organisations,
- number of projects dedicated at sustainable participation and progress of women in employment,
- number of projects targeting public administrations or public services at national, regional or local level,
- number of supported micro, small and medium-sized enterprises (including cooperative enterprises, enterprises of the social economy).

These data shall be provided in the annual implementation reports as specified in Article 50(1) and (2) and Article 111(1) of Regulation (EU) No 1303/2013.

(3) Common immediate result indicators for participants are:

- inactive participants engaged in job searching upon leaving*,
- participants in education/training upon leaving*,
- participants gaining a qualification upon leaving*,
- participants in employment, including self-employment, upon leaving*,
- disadvantaged participants engaged in job searching, education/ training, gaining a qualification, in employment, including self-employment, upon leaving**.

These data shall be provided in the annual implementation reports as specified in Article 50(1) and (2) and Article 111(1) of Regulation (EU) No 1303/2013. All data shall be broken down by gender.

(4) Common longer-term result indicators for participants are:

- participants in employment, including self-employment, six months after leaving*,
- participants with an improved labour market situation six months after leaving*,
- participants above 54 years of age in employment, including self-employment, six months after leaving*,
- disadvantaged participants in employment, including self-employment, six months after leaving**.

These data shall be provided in the annual implementation reports as specified in Article 50(4) of Regulation (EU) No 1303/2013. They shall be collected based on a representative sample of participants within each investment priority. Internal validity of the sample shall be ensured in such a way that the data can be generalised at the level of investment priority. All data shall be broken down by gender.

Codes for the classification of occupation (to be selected at the most accurate level available)

1 Managers
11 Chief executives, senior officials and legislators
12 Administrative and commercial managers
13 Production and specialised services managers
14 Hospitality, retail and other services managers
2 Professionals
21 Science and engineering professionals
22 Health professionals
23 Teaching professionals
231 University and higher education teachers
232 Vocational education teachers
233 Secondary education teachers
234 Primary school and early childhood teachers
235 Other teaching professionals
24 Business and administration professionals
25 Information and communications technology professionals
26 Legal, social and cultural professionals
3 Technicians and associate professionals
31 Science and engineering associate professionals
32 Health associate professionals
33 Business and administration associate professionals
34 Legal, social, cultural and related associate professionals
35 Information and communications technicians
4 Clerical support workers
41 General and keyboard clerks
42 Customer services clerks
43 Numerical and material recording clerks
44 Other clerical support workers
5 Service and sales workers
52 Sales workers
53 Personal care workers
54 Protective services workers
6 Skilled agricultural, forestry and fishery workers
7 Craft and related trades workers
8 Plant and machine operators, and assemblers
9 Elementary occupations

