

## **LEAD PARTNER EVENT Q+A – 19 JUNE 2018**

As part of the afternoon session, two sessions on ERDF and ESF took place. The questions discussed are outlined below. Further questions are available in the Employability FAQ (<https://beta.gov.scot/publications/esif-employability-participant-data/>). If lead partners have further questions, they should raise these with the Managing Authority.

### **ERDF Questions**

- Q. Is the same evidence required for grants for both costs and the file checks?**  
A. Yes.
- Q. Are online bank statements an eligible form of evidence?**  
A. Eligible, as long as it is clear whose bank statement it is, the amount paid and clear evidence of date of defrayal. (If the LP has any doubt, run it past the MA before putting the cost in a claim).
- Q. What evidence is required to demonstrate further support after workshops?**  
A. Evidence of the outcome, a report for example, so that it is clear what the support has delivered with a breakdown of the 7 hours.
- Q. What can be used as evidence that person attended at a trade show?**  
A. Evidence of attendance. Travel tickets, entry fee or if free, proof of registration at the very least.

### **ESF Questions**

- Q. Has the definition of 'Low Income' been revised as there appears to be two definitions within the Participant Guidance?**  
A. There are two distinct types of 'Low Income' barriers / disadvantages recorded in the *Participant Guidance* defined list (page 9 of the *Participant Guidance*):

#### Low Income Employed

This is one of the defined barriers to employment – and relates specifically to 'Employed' individuals (page 36 of the *Participant Guidance* provide a definition).

#### Low Income (social inclusion and poverty)

This relates specifically to Social Inclusion & Poverty interventions only – and includes 'Workless Households' (pages 46 and 47 of the *Participant Guidance* provide a definition).

- Q. Does all evidence required to demonstrate the participant is eligible for support have to be dated within six months of Registration?**  
A. As per the *Participant Guidance* (page 15) evidence of 'Address' must be within six months of Registration. Other evidence should be as up-to-date as possible – however it is noted that some documents are issued on an annual basis (e.g. DWP correspondence) or less frequently (e.g. birth certificate, passport, driving licence etc.).
- Q. Where an individual is recorded as having the barrier 'Looked After Young Person' can they automatically be deemed to have 'multiple barriers'?**  
A. No. However, it is likely that the individual may have other barriers that can be selected e.g. 'At Risk of Becoming NEET'.

**Q. Where a participant exits an operation and then re-engages at a later date, how should this be recorded on EUMIS.**

A. As per the European Commission's *Monitoring & Evaluation Guidance* (Annex D - section 4.1.5, page 24):

"A participant should be **counted only once** in any given operation. An individual may be counted as a participant in more than one operation but never more than once per operation (for output indicators)..."

If a participant leaves an operation but returns at a later date there is still only one participation record. In this case, the existing participation record should be updated. **The start date and information related to output indicators should always refer to the first participation** and should therefore not be changed. On a second participation, **the leaving date and data related to result indicators should be updated to reflect the situation on final exit.."**

**Q. If a qualification has been achieved but the participant is still receiving support can the indicator "Participants Gaining a Qualification Upon Exit" be recorded?**

A. As per the *ESF Participant Data and Evidence – FAQ* (section 3, question 10, page 14):

Yes – As per Annex D (page 66): "the time at which the qualification has been obtained, provided it is as a result of taking part of ESF operation is not relevant."

Therefore in this scenario the achievement could be recorded against this indicator if the qualification was satisfactory and achieved as a result of the operation. Please note that the qualification can only be physically recorded on EUMIS once the individual has exited the operation.

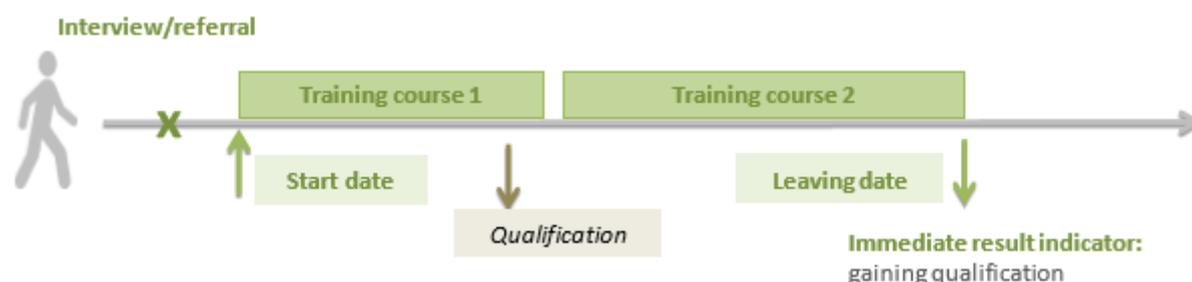


Diagram – *Monitoring & Evaluation Guidance: Annex D* (page 66)

**Q. Where an individual exits an operation without providing appropriate documentation to evidence outputs and / or results, how should this be reported on EUMIS?**

A. The Lead Partner should ensure that the 'Supported' field is not selected on EUMIS – these individuals are essentially 'Unsupported' and therefore do not count towards the overall outputs and results reported by the Managing Authority to the Commission.