



**European Union**

European  
Social Fund

## **2014-2020 ESF Programme**

### **Action Note**

<b>Reference Number:</b>	<b>005/17</b>
<b>Date Issued:</b>	<b>22 August 2017</b>
<b>Review date:</b>	<b>21 August 2018</b>

**Update to the ‘Guidance on ESF and YEI participant contact details’ and ‘ESF Participant contact details data schema’**

## **Who**

All Grant Recipients whose operations/projects will have participants (and are therefore required to submit participant contact details on a quarterly basis), including CFOs, Direct Bids, IBs.

## **What**

To inform all Grant Recipients that the ‘Guidance ESF and YEI participant contact details’ has been updated to reflect changes to the secure data submission process, and to inform Grant Recipients of the publication of a new version of the ‘ESF Participant contact details data schema’ – the new version is: version 2 (August 2017). The revised guidance document and data schema are now available online and all Grant Recipients should familiarise themselves with the updated documents.

The changes come into action with immediate effect.

## **Cleared**

Anna Taylor, Head of ESF Evaluation Team

# Background

The 'Guidance on ESF and YEI participant contact details' and the associated data schema 'ESF Participant contact details data schema' have been updated. The revised versions are now available online at:

<https://www.gov.uk/government/publications/evaluation-of-the-european-social-fund-2014-to-2020>

All Grant Recipients should familiarise themselves with the updated guidance.

The changes to the guidance document include:

- A change to the secure data transfer method the Grant Recipients must use to submit the data (please note, those providers who have successfully set up and tested the S/MIME secure data transfer method that was in place previously by 25<sup>th</sup> May 2017 can continue to use this method, but should still familiarise themselves with the revised guidance document to note the other changes and clarifications).
- Further clarification and guidance around the privacy notice wording that must be used by all direct bid organisations (including their delivery partners and/or sub-contractors).

The main changes to the data schema include:

- A system of prompts and checks to flag when there may be an error in the data so that this can be identified and corrected before submission
- A button for the automatic creation of the .psv file with the correct naming convention, so that Grant Recipients will not need to do this manually.

**The new data schema and new secure data transfer method (for those to which this applies) should be used with immediate effect.**

Any questions or clarification should be directed to the ESF Evaluation team ([esf.evaluations@dwp.gsi.gov.uk](mailto:esf.evaluations@dwp.gsi.gov.uk)).

**Please note, this the submission of participant contact details is a separate process to the submission of the Participant Data Schema (PDS) which is submitted as part of your claim to your contract manager/the Managing Authority. The contents of this action note apply to the submission of the participant contact details only.**

## Action

1. All Grant Recipients should familiarise themselves with the new guidance document and take any action required to allow them to comply with the changes with immediate effect.

2. All Grant Recipients should ensure they are using the correct version (version 2, August 2017) of the ESF Participant contact details data schema for all future data submissions.

## Contact

ESF Evaluation Team

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