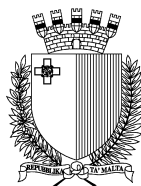


L-UFFIĊĊJU TAL-PRIM MINISTRU



MALTA

OFFICE OF THE PRIME MINISTER

Diviżjoni għall-Ippjanar u Koordinazzjoni tal-Prijoritajiet

Planning and Priorities Co-ordination Division

Date: 26<sup>th</sup> January 2021

## MA Circular 01/2021

This circular is being issued as an update to MA Circular 01/2019 dated 20<sup>th</sup> February 2019, which contents are now superseded by the below provisions.

Attn: All Beneficiaries and Directors Programme Implementation

### Re: Common Immediate Result Indicators of Annex I of Regulation (EU) No. 1304/2013

In view of reporting requirements as specified in Article 50(1) and (2) of Regulation (EU) No. 1303/2013 and Annex I of Regulation (EU) No. 1304/2013, the Managing Authority is hereby issuing guidance on the collection and presentation of data relating to Common Immediate Result Indicators, which are to be collected and recorded by the beneficiary.

Common Immediate Result Indicators relate *only* to persons and capture the effects on participants brought about by an operation (a project). They capture a **change in situation** e.g. participants' employment situation. These indicators are to be recorded and stored as individual participant data.

Common Immediate Result Indicators for participants are as follows (refer to Annex I of this circular):

- 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

The **results** under the immediate result indicators must manifest themselves and be recorded in the time span between the day the person leaves the supported operation (exit date) and the **four weeks** which follow the event.<sup>1</sup> The reason for this four week timespan is in order to identify any initial changes occurring right after the intervention. Therefore, any **results** which manifest themselves following the four week timespan, are not to be recorded under the immediate result indicators.

It is the responsibility of the Project Leader to ensure that data is recorded and stored **for ALL participants** (i.e. irrespective of whether they exited the activity or completed) and passed on to the Managing Authority (MA). For this exercise, the survey template in **Annex II** should be used to collect participant data. This could either be filled in by the participants themselves, or through a very short interview (face to face or phone interviews) within four weeks following the exit/completion of the intervention. A Template for the collection of data to be filled in by the beneficiary is contained in **Annex III**. Data for the common immediate result indicators is to be presented to the MA biannually as per table below:

Reference period of participants exiting/completing	Compile data and report to MA by
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<sup>1</sup> By way of example, a result under the immediate result indicators is the following: an inactive person who, within four weeks from exit date, is actively searching for employment. Hence, a change of status from inactive to job searching will be recorded as part of the common immediate result indicators.

January 2019 to June 2019	September 2019
July 2019 to December 2019	February 2020
January 2020 to June 2020	September 2020
July 2020 to December 2020	February 2021
January 2021 to June 2021	September 2021 and so on

Given that data for the common immediate result indicators for the years 2016, 2017 and 2018 has already been collected by the MA, this circular applies for all those participants who have exited/completed an operation as **from 2019 onwards**. It is important to note that all data collected is to be broken down by gender, by year and by participant. Project Leaders are expected to use Annex I and II to collect data in relation to output and result indicators respectively. Data collected should then be recorded as per Annex III and passed over to the MA as per timeframe above. Annex I and II as attached became effective as from 2<sup>nd</sup> September 2019 and are to be used together. In case use of a previous version of Annex I was made the accompanying version for Annex II should also be used. Therefore, all participants who completed the original Annex I form prior to 2<sup>nd</sup> September 2019 should also complete the original Annex II Form as per MA circular 01/2019 dated 20<sup>th</sup> February 2019.

We kindly ask all beneficiaries to abide to this circular in order to ensure that Malta continues to meet its monitoring and reporting obligations.

Annexes to Circular

**Annex I: Template to collect common output indicators**

**Annex II: Template to collect common result indicators**

**Annex III: Template for Collection of Data**

We thank you for your cooperation.

**Annex I: Template to collect common output indicators**  
**(Project's Code) – (Project's Name)**  
**(Beneficiary's Contact Details)**

**A. LEGAL REQUIREMENTS IN RELATION TO DATA COLLECTION**

The Managing Authority responsible for the management of EU Funds in Malta - the Planning and Priorities Coordination Division (PPCD) - is legally required to collect and store data about each participant benefitting from an ESF intervention. Personal participant data will be kept internally and will be used to extract statistical information on participants. Participants are to note that only statistical data will be reported to the European Commission.

In this regard, Beneficiaries implementing ESF projects have been entrusted with the collection of personal data from all ESF participants. The data to be collected through this form and through subsequent forms or surveys, as applicable, will be used for the sole purpose for which they are intended, that is; (i) keeping record of participants' efforts in the ESF-funded intervention; and (ii) for evaluation and monitoring purposes in line with Regulation (EU) 1303/2013 and Annex I of Regulation (EU) 1304/2013.

EU Regulation 1304/2013 provides Member States with the legal basis to justify the collection and processing of personal data from participants of ESF projects.<sup>2</sup> The Beneficiary, the Managing Authority and any third parties assigned to carry out monitoring and evaluation activities in line with the requirements set out in the aforementioned EU Regulations, will treat personal data in the strictest confidence and in accordance with the provisions of the General Data Protection Regulation (EU) 2016/679, the Data Protection Act (Chapter 586) and any subsequent updates. Personal participant data will not be used for any other means or for any other purpose that is incompatible with that for which the data is being collected. **Personal data will under no circumstances be made public.**

**B. DATA ON PARTICIPANTS**

**All sections must be filled in by all participants benefitting from EU-funded projects, or by participants' parents/guardians in the case of minors.**

**Kindly ensure that the information being provided is accurate, complete, and represents your current situation.**

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<sup>2</sup> Annex I of Regulation (EU) No. 1304/2014 makes reference to GDPR Regulation (EU) No. 2016/679, Article 6, repealing previous Article 7 of Directive 95/46/EC, which provides a list of criteria establishing the lawfulness of processing of data, and states that: *processing is necessary for compliance with a legal obligation to which the controller is subject.*

Certain segments contain definitions provided by the European Commission, which may vary from those utilised in the local context.

**PERSONAL DETAILS**

Name \_\_\_\_\_

Surname \_\_\_\_\_

ID Card Number \_\_\_\_\_

Date of Birth      \_\_ / \_\_ / \_\_\_\_ (DD/MM/YYYY)

**AGE GROUP**

- 0-15       16-24       25-54       55-64       65 +

**GENDER** (as per ID card)

- Male (M)       Female (F)       Other (X)

**RESIDENCE** (as per ID Card)

Address \_\_\_\_\_

Locality \_\_\_\_\_

- Malta       Gozo

**CONTACT DETAILS**

Mobile Number \_\_\_\_\_

Home / Office daytime Contact Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

### **MIGRANTS AND OTHER FOREIGN NATIONALS**

Are you a migrant, a person with a foreign background, or part of a minority group?

Yes                       No

### **EMPLOYMENT STATUS**

Kindly indicate your current employment status, by ticking ONE of the following:

<b>Tick one</b>	<b>Current employment status</b>	<b>Definitions</b>
<input type="radio"/>	Unemployed	<ul style="list-style-type: none"><li>• Persons registered as seeking employment with Jobs Plus;</li><li>• Persons without work, available for work and actively seeking work.</li></ul>
<input type="radio"/>	Long-term unemployed	<ul style="list-style-type: none"><li>• Youth (24 years or younger) experiencing more than six (6) months of continuous unemployment;</li><li>• Adult (25 years of age or older) experiencing more than twelve (12) months of continuous unemployment.</li></ul>
<input type="radio"/>	Inactive	<ul style="list-style-type: none"><li>• Persons not in employment and not seeking work.</li><li>• Full-time students are considered as inactive.</li></ul>

<input type="radio"/>	Inactive, not in education or training	<ul style="list-style-type: none"> <li>• Inactive persons (not employed, and not seeking work) who are not in education or training.</li> </ul>
<input type="radio"/>	Employed	<ul style="list-style-type: none"> <li>• Persons should be working on a part-time, full-time basis, or on reduced hours.</li> </ul>
<input type="radio"/>	Self-Employed	<ul style="list-style-type: none"> <li>• Persons with a business, farm or professional private practice.</li> </ul>

## EDUCATION AND TRAINING

Please tick one of the following. This should indicate the highest educational level **successfully completed**.

<input type="radio"/>	No educational background (ISCED Level 0)
<input type="radio"/>	Primary or lower secondary education (ISCED Levels 1 or 2)
<input type="radio"/>	Upper secondary or post-secondary education (ISCED Levels 3 or 4)
<input type="radio"/>	Tertiary education (ISCED Levels 5-8)

Apart from your participation in this ESF project, are you **currently** in other education or training activities (including lifelong learning, formal education, off-the-job/on-the-job training, vocational training, etc)? *Note: If you were in education or training in the past but are currently not in education/training, your answer should be 'No'.*

Yes

No

## PERSONS WITH A DISABILITY

Are you registered disabled with one of the following entities?

Registry	Tick if YES	Registration Number
(i) Commission for the Rights of Persons with a Disability	<input type="radio"/> Yes	
(ii) Social security for the participants benefiting from disability benefits	<input type="radio"/> Yes	
(iii) Jobs Plus Disability section	<input type="radio"/> Yes	

## OTHER DISADVANTAGES

Do you have any other disadvantages? Tick yes if one or more apply (*no need to indicate the disadvantage*):

- (i) have no educational level, including basic literacy or numeracy;
- (ii) are homeless or effected by housing exclusion);
- (iii) you are an inmate or former offender;
- (iv) you are a former substance abuser or are undergoing detoxification treatment;
- (v) at risk of poverty (*earning an annual income below €8,698*).

Yes       No

### SIGNATURE AND CONSENT

I, the undersigned, hereby confirm that the information provided in this form is correct.

I also provide my consent to be contacted by the Managing Authority, the Beneficiary or other third parties following my participation in the ESF project, for the purpose of providing additional data and feedback, as may be required for reporting purposes, monitoring and evaluation.

**PARTICIPANT'S SIGNATURE** \_\_\_\_\_

Participants under 18 years old require a signature by a parent/guardian:

**NAME OF PARENT / GUARDIAN** \_\_\_\_\_

**I.D. NO. OF PARENT / GUARDIAN** \_\_\_\_\_

**SIGNATURE OF PARENT / GUARDIAN** \_\_\_\_\_



## Annex II: Template to collect common result indicators

### Questions to be asked to ALL Participants for the Collection of the Common Immediate Indicators (up to 4 weeks after participants' exit/completion)

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

I.D. Number: \_\_\_\_\_

Each participant is to fill in only **ONE** of the below sections, as follows:

**Section A – only for EMPLOYED participants at entry in the ESF project (as declared in the Annex I form)**

**Section B – only for INACTIVE participants at entry in the ESF project (as declared in the Annex I form)**

**Section C – only for UNEMPLOYED participants at entry in the ESF project (as declared in the Annex I form)**

**A. Questions for participants who were employed upon entry into the ESF project:**

1. Are/were you in education/training up to 4 weeks after you exited/completed the ESF project?

Yes	O <input type="checkbox"/> Final
No	O <input type="checkbox"/> Final

**B. Questions for participants who were inactive upon entry into the ESF project:**

1. Are/were you in education/training activities up to 4 weeks after you exited/completed the ESF project?

Yes	O <input type="checkbox"/> Go to question 2
No	O <input type="checkbox"/> Go to question 2

2. Are/were you in employment, including self-employment, up to 4 weeks after you exited/completed the ESF project?

Yes	O <input type="checkbox"/> Final
No	O <input type="checkbox"/> Go to question 3

3. Are/were you job searching (without work, available for work and actively seeking work, including registered unemployed) up to 4 weeks after you exited/completed the ESF project?

Yes, I was job searching	O <input type="checkbox"/> Final
No, I remained inactive	O <input type="checkbox"/> Final

C. **Questions for participants who were unemployed upon entry into the ESF project:**

1. Are/were you in education/training activities up to 4 weeks after you exited/completed the ESF project?

Yes	<input type="radio"/> Go to question 2
No	<input type="radio"/> Go to question 2

2. Are/were you in employment, including self-employment, up to 4 weeks after you exited/completed the ESF project?

Yes, I became employed / self-employed	<input type="radio"/> Final
No, I remained unemployed	<input type="radio"/> Final

**Annex III: Template for Collection of Data**

Refer to Excel template