

## Instructions for EU project participants on how to enter their participant data in the EURA 2021 information system

You have participated in a project financed by the EU Social Fund (ESF) or the Just Transition Fund (JTF). Under the provisions in effect, information on all persons participating in such projects must be reported to the EU and this data is entered in the EURA 2021 information system of the Ministry of Economic Affairs and Employment. All data are reported only at the sum level. An individual cannot be identified from the data to be reported. In order to fulfil the statutory reporting obligation, personal data are released to Statistics Finland for the purpose of forming statistical data. The information to be reported helps to find out what results the projects have achieved in Finland.

### The information collected about the participants

In addition to your personal and contact details, the following information is collected in the system: the date you started in the project, your highest education level, your labour market status on the start date and (if you are unemployed on the start date) duration of your unemployment.

The following information is collected in the system on the end date: the date on which you left the project, your labour market status on the end date and whether you have received a degree or vocational or other qualification as a result of the project.

In addition, your contact information is collected in the system so that the project implementer can contact you. The system may also send automated messages to your email address.

### How do you enter your details in the system?

If you have a smartphone or a computer and you are able to identify yourself with your personal online banking IDs or a mobile certificate you can fill in your details to the system.

Go to [www.eura2021.fi/osallistuja](http://www.eura2021.fi/osallistuja). Accept the terms and log in to the service. Enter the project code given at the end of these instructions in the field intended for it and fill in your data in the system. You can also scan the QR code given at the end of the instructions with a mobile device. The code takes you to identification and contains the project code.

Make sure to check your personal and contact details after you have identified yourself and change them if necessary. Fill in your start/end date data to the system and submit them to the project implementer. Finally, log out of the service.

The system will create you a customer number when you enter the start date details. Use the customer number as identification information if you need to communicate with the project implementer or other parties. Do not use your personal identity code.

After the project implementer has approved your details you can no longer change the start or end date data that you have entered in the system. However, you can change your contact details at any time.

If you need to correct the data you have filled in in the system, the project implementer can make them available to you so that you can make the necessary changes. In that case, the system will send an automated message to your email asking you to change the information.

#### Project code

S31390

#### QR code



### How to store your data if you cannot do it yourself

Make sure to notify the project implementer if you are unable to fill in your own participation data in the EURA 2021 system. Note: The project implementer helps you save your data in the system. You must verify your identity with the project implementer before saving your data.

## Field-specific filling instructions

### General information on the use of the service

First check your personal and contact details and save your changes.

After this, enter your start-up data with the correct project code, which you will receive from the project implementer. The system automatically saves the start and end phase data, there is no separate Save button in these data.

The system will create you a customer number when you enter the start date details. Use the customer number as identification information if you need to communicate with the project implementer or other parties. Do not use your personal identity code.

When the information is complete, leave it to the project implementer.

### 1 Personal and contact details

#### Personal identity code

The information is retrieved automatically from the Suomi.fi e-Identification service. This information cannot be changed.

#### Last name

The information is retrieved automatically from the Suomi.fi e-Identification service. This information cannot be changed.

#### First names

The information is retrieved automatically from the Suomi.fi e-Identification service. This information cannot be changed.

#### Address

The information is retrieved automatically from the Suomi.fi e-Identification service. If the field is blank or the address is incorrect, you can enter the correct address yourself.

#### Postal code

The information is retrieved automatically from the Suomi.fi e-Identification service. If the field is blank or the postal code is incorrect, enter the correct postal code yourself.

#### City

The information is retrieved automatically from the Suomi.fi e-Identification service. If the field is blank or the city is incorrect, enter the correct city yourself.

#### Email address

Enter your valid email address. The system will send you messages to this address when necessary.

#### Phone number

Enter your phone number.

#### Project code

Enter the project code. It starts either with the letter S (ESF projects) or J (JTF projects). The letter is followed by five digits. Do not use spaces.

### 2 Start date information

#### Date on which you started in the project

Enter the date on which your participation in the project started.

### **What is your highest level of education?**

Select the highest level of education, which you have achieved and for which you have been issued a certificate.

### **What was your labour market status when you started the project?**

Select the option that describes your situation at the start of the project. Only select "none of the above" if you are outside the labour force, such as a stay-at-home parent, conscript or retired.

### **How long have you been unemployed without interruption?**

Select if you have been unemployed for more or less than 12 months.

## **3 End date information**

### **Date on which you left the project**

Enter the date on which your participation in the project ended. The time of termination refers to the completion of a certain entity. If you return to the project and complete new entities intended for you, fill in the new information at the time of ending.

### **What was your labour market status when you ended the project?**

Select the option that describes your situation at the end of the project. If you know that your situation will definitely change within one month, for example you will start work or studies within this period, select an option that describes this situation.

Only select "none of the above" if you are outside the labour force, such as a stay-at-home parent, conscript or retired.

### **Did you receive a qualification or professional qualification as a result of participating in the project?**

Select yes if you completed a professional or other qualification as a result of participating in the project. Professional competence refers to a professional qualification or other qualification that qualifies a person to practise a profession.

This does not include training that requires very short-term participation in the project. If you are unsure, ask the project implementer for advice.

### **Which qualification or professional qualification?**

Enter information on the professional or other qualification you completed as a result of your participation in the project. Professional competence refers to a professional qualification or other qualification that qualifies a person to practise a profession.

This does not include training that requires very short-term participation in the project. If you are unsure, ask the project implementer for advice.

## **4 Instructions for special situations**

### **Data returned for completion**

If there is something unclear or needs to be corrected in the data you have submitted, the project implementer may return your data to be supplemented. In this case, the system will send an automatic message to the email address you have given in your contact details asking you to complete the information.

### **Rejected data/data entered for the wrong project (project code)**

If you have submitted your data on the wrong project (wrong project code), the project implementer will reject your data. After this, remove your participation data from the wrong project, check the correct project code and re-enter your participation data for the right project.

## **Deleting your data**

You can remove your own participant data completely from the system if they are incomplete, that is, you have not yet submitted your data to the project implementer or if the project implementer has rejected your data. Your data stored in the register cannot be deleted because the controller has a statutory obligation to store your data for at least five years. Further information: Section 56 of the financing Act 757/2021.

## **Checking your own data**

You can check your own participant data at any time by logging in to the system.