How to use administrative data in ESF evaluation

A checklist

## Introduction

This documents aims to provide a checklist that the Managing Authorities could follow in the process of approaching administrative registries for evaluation purposes. It starts with the identification of the key aspects of the intervention and it ends with the distribution of the data. This document synthetically covers all the steps described in the guidance document titled “How to use administrative data in ESF evaluation” (available at <https://op.europa.eu/en/publication-detail/-/publication/d96feed3-f30c-11ea-991b-01aa75ed71a1/language-en>).

## Identify the key aspects of the intervention

1. What is the population of interest (e.g. students, workers, firms, etc.)?

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1. What is the eligibility criteria? (Please list all the criteria that must be met for an individual to be included in a programme e.g. rules based on age, geographical areas, sectors, school types, etc.)

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1. What is the timing of the intervention?
	1. What are the start-end dates of the intervention? (please refer to the entire intervention, not to the start and the end date of each of the participant)

**Start date:** Click or tap to enter a date.

 **End date:** Click or tap to enter a date.

* 1. Have the main characteristics of the intervention changed during this time span (e.g. re-definition of eligibility criteria or target population)?

Choose an item.

1. What are the objectives of the intervention?
	1. If many, specify each of them

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* 1. Which indicators can be used to measure the achievement of these objectives?

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* 1. What is the expected time lag between the end of the intervention and the realization of these expected outcomes?

 (e.g. the interest of the evaluation study could be to measure the effect of the intervention some months/years after the end of the intervention)

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## From Data Needs to Data Sources

1. Which institution(s) collect(s) the information about the participants in the intervention?

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**Note that** all the information listed from this point to the end has to be available also for not-participants that will be the “control group” of the evaluation study.

1. (for each point in 4.II) Which institution(s) collect(s) the information related to the objectives of the intervention?

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1. (for each point in 4.II) Is data available for the period concerned?

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| --- | --- | --- |
|  | **Yes** | **No** |
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1. Are the outcomes listed in point 4.II available also in the pre-intervention period?

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
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1. Are the following basic measures already available in the data collected by the institution(s) listed in point 6?

|  |  |  |
| --- | --- | --- |
| **Measure** | **Yes** | **No** |
| Gender |[ ] [ ]
| Age |[ ] [ ]
| Level of education |[ ] [ ]
| Marital status |[ ] [ ]
| Citizenship |[ ] [ ]

1. (for each No in 9) From which institution(s) is it possible to obtain this information?

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1. (for eligibility criterion listed in 2) Which institution(s) collects this information?

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## Data Owner(s), Privacy Issues & Distribution of the Data

This section covers two fundamental aspects:

* 1. **Data linkage:** if more than one data source is listed in points 5, 6, 10 & 11, the evaluator will need to link the different sources among them.
	2. **Anonymisation:** the data have to be compliant with the GDPR and to the national regulations. One way to address the privacy issue is to anonymise the personal information that are contained in the data. However, this anonymisation procedure has to guarantee that the evaluator will be still able to link different sources among them. For this reason, usually the anonymisation is done with appropriate encrypting techniques. In this case, this process is named “pseudoanonymisation” (see the guidance document for further details).
1. Do all the institutions listed in points 5, 6, 10 & 11 already provide their data for evaluation purposes?

|  |  |  |
| --- | --- | --- |
| **Institution** | **Yes** | **No** |
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1. (if 12 = Yes) Are these data already “pseudoanonymised”?

|  |  |  |
| --- | --- | --- |
| **Institution** | **Yes** | **No** |
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1. (if 13 = Yes) Is it already possible to link these data sources among them?

|  |  |  |
| --- | --- | --- |
| **Institution** | **Yes** | **No** |
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1. How will the data be distributed to the evaluator?

Choose an item.