

## Questionnaire manual: Unemployment Insurance Fund's list of participants in ESF operations

Questionnaire code: 14662022

Submitted in:

Periodicity: Monthly

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Statistics Estonia guarantees the full protection of data submitted.

eSTAT (<https://estat.stat.ee/>) is for data submission.

Please make sure that you enter data in the correct cell. If you enter alphabetical characters in a number field, a corresponding error message is displayed. In the case of some fields, logic (arithmetic) checks have been applied to prevent data entry mistakes. If there is a conflict in the entered data or they conflict with pre-filled data, an error message appears when the table is checked. In the case of errors, review the data carefully and make corrections.

After correcting the data, save changes and check the questionnaire again. If there are no more mistakes, confirm and submit the data by clicking "Confirm" on the last page of the questionnaire. You will be displayed a message that the data have been submitted successfully. If you have any questions, please contact Statistics Estonia's customer service either by phone at +372 625 9300 (Mon–Thu 8:30–16:30, Fri 8:30–15:30) or by e-mail at [klienditugi@stat.ee](mailto:klienditugi@stat.ee).

Accuracy of the data ensures truthfulness of statistical information.

### DATA COLLECTED WITH THE QUESTIONNAIRE

**Table 1. ESF OSALEJATE TÖÖTUKASSA NIMEKIRI**

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/classification name	You need not fill in the value: period, economic activity
1 / 1	Isikukood	IK		Text	
1 / 2	Eesnimi	EESNIMI		Text	
1 / 3	Perekonnanimi	PERENIMI		Text	
1 / 4	Meetme tegevuse number	MEEDE		Text	
1 / 5	Projekti number SFOSis	ESF001		Text	
1 / 6	Tegevuse nimi	ESF002		Text	
1 / 7	Tegevuse alustamise kuupäev	ESF006		Date	
1 / 8	Tegevuse lõpetamise, sh katkestamise kuupäev	ESF007		Date	
1 / 9	Telefoninumber	TELF		Text	
1 / 10	E-post	MAIL		Text	

**Table 2. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE (incl. for preparing the data; only for April)**

The table need not be filled in period(s) **2022-01, 2022-02, 2022-03, 2022-04, 2022-05, 2022-06, 2022-07, 2022-08, 2022-09, 2022-10, 2022-11, 2022-12.**

Please estimate how much time you spent on filling out the questionnaire (incl. time spent on reading the instructions, collecting and preparing data). Record the total time spent by all employees.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/classification name	You need not fill in the value: period, economic activity
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/	Number of hours spent on completing the questionnaire and collecting and preparing the necessary data	TAITMIS EAEGTU NDI	Number of hours spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing the necessary data.	Positive integer	
/	Number of minutes spent on completing the questionnaire and collecting and preparing the necessary data	TAITMIS EAEGMI NUTIT	Number of minutes spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing data. Permitted value range 0–59.	Positive integer	