MAYOR OF LONDON

European Union
European
Social Fund

The Mayor's European Social Fund (ESF) 2014-20 and 2019-23 Programme
FileCloud Guidance Note Version 2.0,
July 2021

<mark>Changes to version 1 are highlighted</mark>

The Mayor's ESF 2014-20 and 2019-23 Providers are required to upload evidence, completed Participant Data Forms (PDF) and/or Beneficiary Organisation Data Form (BODF) to support the quarterly claims made to the Greater London Authority (GLA).

Providers are required to process this data in line with The Mayor's ESF 14-20 and 19-23 Contract for Services which sets out the confidentiality and data protection requirements for processing this data.

It is best practice to submit evidence via the FileCloud on a monthly basis along with the Participant Data Form (PDF) and/or Beneficiary Organisation Data Form (BODF), alongside updating GLA OPS (Open Project System) with your Monthly Progress Return. As a minimum, evidence should be uploaded once a quarter.

Log in details

1. Your named Provider Manager will provide you with your FileCloud username
2. You must then arrange a time to speak with Humayra Kothia (Humayra.Kothia@london.gov.uk) who will give your password over the phone

Logging in to FileCloud

1. Go to http://filecloud.london.gov.uk.
2. Enter username and password
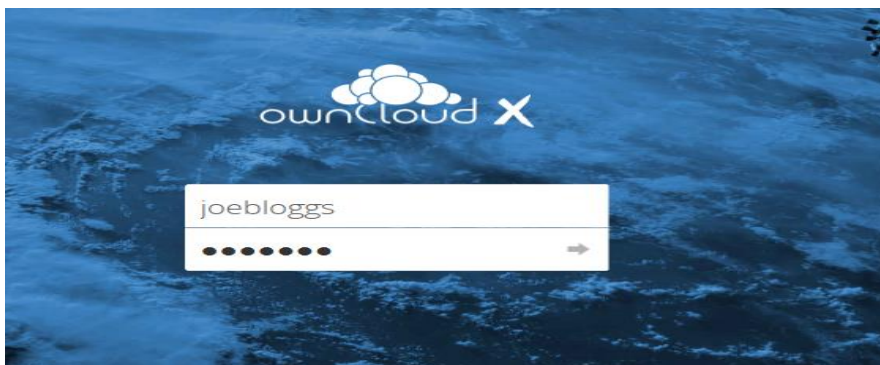
1. Once you are on the home screen your Organisation name should appear.

2. Click on the Organisation Name

3. Create a folder for the claim period ie. 'Q1 Apr – Jun 2020 Claim'
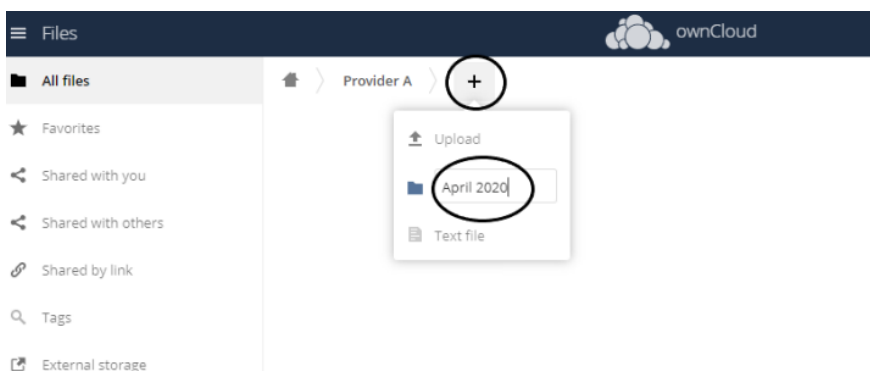
4. Drag and drop your scanned PDF files into the folder or upload them from the drives on your computer. For example, if you are submitting evidence for claims made in July 2020, the evidence should be saved in the 'Q1 Apr -June 2020 Claim' folder even though you are uploading the evidence in July 2020 – 10 days after the quarter ends.
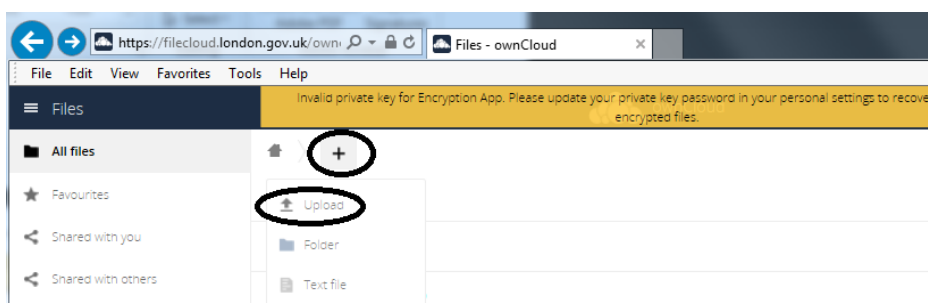
5. If the evidence is being scanned in one batch, all paperwork pertaining to an individual Participant must be scanned concurrently (i.e. enrolment documents per Participant include enrolment form, Bespoke Training Plan, Induction form, signed declarations and evidence to support eligibility to be scanned together) and the Participant files should be scanned in the order listed on the signed certification as per below. If you are loading individual Participant files into the folder, please name each Participant file with the Participant unique reference number, which should correspond with those listed on the signed certification.

6. Repeat this on a quarterly basis (at a minimum) to support your claim.

7. All evidence uploaded to support the claim must meet the requirements of The Mayors ESF Programme Eligibility and Evidence Handbook

Filename convention

There are now two different formats for uploads. The first naming convention is to be used for general document uploads. Please use the second format when uploading individual learner files.

Please follow the below filename convention for uploads. The date used in the filename should be the date of upload to FileCloud.

YYYY_MM_DD_Document_Name_Provider e.g. 2020_08_01_ Participants Data Form_London_College

If you are uploading individual learner files, please follow the below format:

Certification

There are now two options to certificate a claims submission (listed below). A signature is now required for the scanned Word document.

In order to certificate a claims submission please either include

- a scanned Word document signed by an authorised signatory; or
- an email from an authorised signatory provided the sender information and date are clearly visible;

with the following text and information:

Name of programme: The Mayor's ESF 2014-2020 or 2019-2023 Programme: [Insert project name]

Name of authorised person:

Signature:

Position in organisation:

Name of organisation:

Date:

I certify that the folder containing this letter, [Q1 Apr-Jun 2020], contains true copies of original documents relating to the participants listed in the table below on The Mayor's ESF 2014-2020 or 2019-2023 Programme:

Order of scanned submission	*Learner Reference Number*
1	
2	
3	
4	
5	
6	
7	

General

Please notify your named Provider Manager when staff are no longer working on the project or have left the organisation, so the account can be deleted, and access can be removed.