

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: WFH protocol?  
**Date:** 22 December 2021 12:53:00  
**Attachments:** [Forms\\_Justification Form\\_uncertified evidence.docx](#)

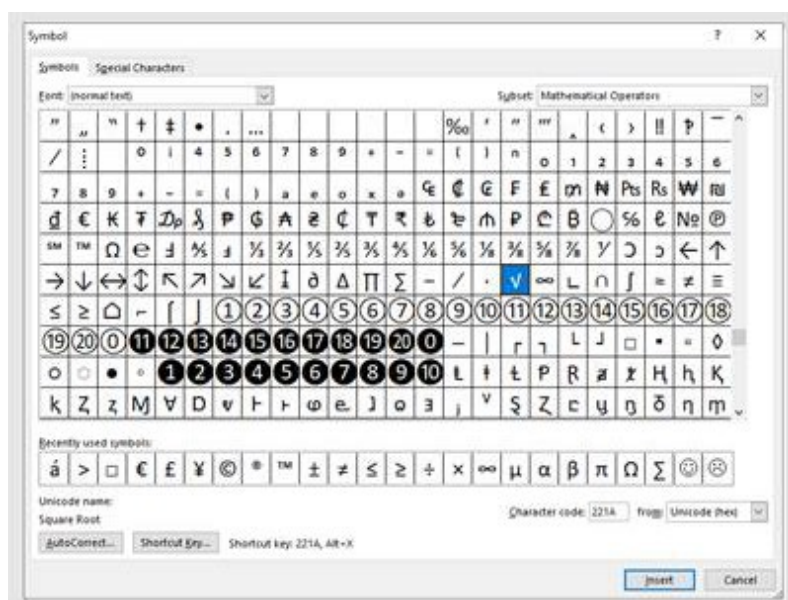
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Hi [REDACTED]

Please see below my responses to your questions. I'm in today and tomorrow if you have any further questions (but [REDACTED] and [REDACTED] are off now).

- I can fill in the form as it's a Word document, but I cannot seem to tick the box in answering questions – I can highlight the correct answer if that helps?

If you're thinking of a participant registration form – have you tried filling it in using [REDACTED] rather than a Word document? [REDACTED] should allow you to tick all the boxes and you can then save the document as a pdf. If you prefer a Word version, as long as you make it obvious which answer is correct, it's fine. You may want to highlight the correct answer, underline it, use a colour or add a symbol that looks like a 'tick' (in: Insert – Symbol).



- How should the candidate sign the form? [REDACTED] DEFINITELY not a work-able option for them)

Project have posted forms to people (some have physically put the forms through people's letter boxes) with a return envelope and a stamp asking them to return a signed form. An alternative would be to email the form and ask the person to respond to the email and confirm that the form contains the correct info, they agree to data sharing and that their email should be treated as their signature (their consent is very important for GDPR purposes). Some projects have chosen to wait until the restrictions have been lifted and obtained wet signatures then – but this is quite risky as people may drop out before signing and then we won't be able to count them.

How should I sign the form and upload ?

You should be able to send the form to yourself via [REDACTED]. Would this work?

- Regarding ID, how can we do this when remote – does a WhatsApp photo count or does there need to be some additional protocol?

We have accepted photos of evidence with a justification form (attached) where you explain why it was not possible to see the original in 'real life'

- How do we certify the ID without our stamp or being able to print anything out or scan it in?

Again – via a justification form. Do you have access to our all project channel on Teams (CLLD Project Network - [REDACTED]) We posted some clarifications and additional forms there on 6<sup>th</sup> October – they may be useful now. Please let me know if you can't access the channel and I'll [REDACTED] to add you to the channel and in the meantime I'll email you all these docs.

Hope it helps.

Cheers

[REDACTED]

[REDACTED]



**European Union**  
European Regional  
Development Fund

[REDACTED] post is part funded by European Regional Development Fund (2014 – 2020 Programme)

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**From:** [REDACTED]@therecruitmentjunction.com>

**Sent:** 21 December 2021 17:25

**To:** [REDACTED]@newcastle.gov.uk>; [REDACTED]

[REDACTED]@newcastle.gov.uk>

**Subject:** FW: WFH protocol?

[REDACTED]

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 21 December 2021 17:24  
**To:** [REDACTED] <[\[REDACTED\]@newcastle.gov.uk](mailto:[REDACTED]@newcastle.gov.uk)>  
**Subject:** WFH protocol?

Hello [REDACTED]

As the moment we are shut out of the office and doing our appointments fully virtually. Lots of questions about this!

- I can fill in the form as it's a Word document, but I cannot seem to tick the box in answering questions – I can highlight the correct answer if that helps?
- How should the candidate sign the form? [REDACTED] (e is DEFINITELY not a work-able option for them)
- How should I sign the form and upload ?
- Regarding ID, how can we do this when remote – does a WhatsApp photo count or does there need to be some additional protocol?
- How do we certify the ID without our stamp or being able to print anything out or scan it in?

Thank you!

[REDACTED]



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