



Llywodraeth Cymru
Welsh Government

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Welsh European Funding Office

Guidance for the submission of Participants and Enterprises Data

ESF and ERDF Data

Version: 1.1 May 2017

**Cronfeydd yr UE:
Buddsoddi yng
Nghymru**
**EU Funds:
Investing in Wales**



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Introduction

This guidance is for Beneficiaries delivering Operations approved under the 2014-2020 ERDF and ESF Structural Funds Programmes. Its purpose is to demonstrate how the data required under both the ESF and ERDF Programmes should be reported to WEFO and is not necessarily a guide to how this data should be collected.

This guidance gives details of what constitutes 'valid' and 'invalid' data to ensure that reporting of indicator data is maximised and to ensure good data quality.

This guidance should be read in conjunction with the ESF / ERDF indicator definitions guidance documents and Monitoring and Evaluation Plan guidance.

You will need to ensure your data collection systems can report data in the format required by the relevant database templates for ESF Participants / ESF Enterprises or ERDF Enterprises.

What is Participants and Enterprises data?

The submission of this data is required for ESF Participants and/or ESF Enterprises, if you are running an ESF Operation, and ERDF Enterprises, if you are running an ERDF Operation supporting Enterprises.

For the ESF Programmes this is detailed data about each participant (i.e. each individual that benefits directly from ESF support) or each enterprise (i.e. each business that benefits directly from ESF support) and for the ERDF Programmes detailed data about each enterprise (i.e. each business that benefits directly from ERDF support). The types of data may be summarised as contact information, demographics, information reported at point of intervention and information reported post intervention.

What is the Participants and Enterprises data used for?

For the Operation, this data will be used by WEFO Online to automatically calculate the latest achievements made by the Operation against the indicators that have been selected in the Delivery Profile (where an indicator achievement can be derived from this data). This will form part of the claims process. The data will also be important to inform contractors undertaking evaluations of your Operation and for monitoring of activity and general project management.

For WEFO, the data will be used for analysis and reporting progress of the Structural Funds Programmes. It will also be used by the Programme evaluation team within WEFO Research Monitoring and Evaluation (RME) team and their contractors to evaluate the impact of the support provided through Structural Funds Programmes. The impact is measured through

surveys of supported participants or enterprises and through comparison with external data from other participants or enterprises that have not been supported.

How do you submit Participants / Enterprises data?


The submission of this data is part of the claims process and is done through the upload of csv (comma separated values) file(s) which must conform to the format of the relevant database template. There are separate database templates for each of ESF Participants, ESF Enterprises and ERDF Enterprises. For copies of the template databases – please see Monitoring and Evaluation under the Guidance and Publications 2014-2020 section of the WEFO Website, or ask WEFO for copies.


When you upload the file, WEFO Online will perform some initial checks of the file, to ensure it is in the correct file format, i.e. **csv (comma separated values)** and that it is consistent with the database templates that WEFO has provided, i.e. that there are the correct number of columns and that they are in the correct order, e.g. for ESF Participants, **OR001; OR002; OR003; P01; P02; P03; P04; P05; P06; P07** etc. You should not delete or hide any columns.


If you are using one of the database templates as the basis of your data collection system, ensure that only the first header, the one consisting of the database codes, is retained. The second header and the details of the field criteria should be removed before uploading the **csv (comma separated values)** file.

Example:

To note: the below example is a 'snapshot' of the data and does not show all of the columns on the database template. All columns from the database template must be included when you upload data.

OR001	OR002	OR003	P01	P02	
80000	SO1.1	WEFO	1	QQ 12 34 56 A	
80000	SO1.1	WEFO	2	YY 99 99 99 Y	

OR001	OR002	OR003	P01	P02	
Operation Reference	Specific Objective	Beneficiary	Participant ID	National Insurance number	
80000	SO1.1	WEFO	1	QQ 12 34 56 A	
80000	SO1.1	WEFO	2	YY 99 99 99 Y	

OR001	OR002	OR003	P01	P02	
Operation Reference	Specific Objective	Beneficiary	Participant ID	National Insurance number	
Case ID	SO#.#	Business Party Name	Free	XX ## ## ## X	
80000	SO1.1	WEFO	1	QQ 12 34 56 A	
80000	SO1.1	WEFO	2	YY 99 99 99 Y	

WEFO Online will perform a series of validation checks on each field. Information about the validation checks performed is detailed for every field in each of the following sections:







- **ESF Participants**
- **ESF Enterprises**
- **ERDF Enterprises**







Further information about the data required under each code of each of the above databases can be found in the template databases and Annexes to the ESF / ERDF indicator definitions guidance documents.

Please ensure that each time you submit the csv (comma separated values) file that the data contained within is cumulative.







[A training module for uploading Participants and Enterprise Data can be found under the WEFO Online Guidance section of the WEFO Website. Please see 'WEFO Online user guidance – Participant & enterprise'.](#)







ESF Participants







Field	Guidance																				
OR001 - Operation Reference	<p>The field should be populated with the five digit ‘Case ID’ that was assigned to the Operation by WEFO. Only the five digit numerical value corresponding to the Case ID for the Operation you are uploading data for will result in this field marked as ‘Valid’.</p> <p>Example:</p> <p>Your Operation has been assigned the ‘Case ID’ 80000</p> <table><tr><th>OR001</th><th>OR002</th><th></th></tr><tr><td>80000</td><td>SO1.1</td><td rowspan="3"></td></tr><tr><td>80000</td><td>SO1.1</td></tr><tr><td>80000</td><td>SO1.1</td></tr></table> <table><tr><th>OR001</th><th>OR002</th><th></th></tr><tr><td>8000</td><td>SO1.1</td><td rowspan="3"></td></tr><tr><td>80002</td><td>SO1.1</td></tr><tr><td>800</td><td>SO1.1</td></tr></table>	OR001	OR002		80000	SO1.1		80000	SO1.1	80000	SO1.1	OR001	OR002		8000	SO1.1		80002	SO1.1	800	SO1.1
OR001	OR002																				
80000	SO1.1																				
80000	SO1.1																				
80000	SO1.1																				
OR001	OR002																				
8000	SO1.1																				
80002	SO1.1																				
800	SO1.1																				
OR002 - Specific Objective	<p>The field should be populated in the following format SO#.#</p> <p>This will usually be the Specific Objective assigned to the Operation by WEFO.</p> <p>Examples:</p>																				







Field	Guidance										
	SO1.1 SO1.2 SO2.1 SO2.2 etc. This field is case sensitive, therefore must be “ SO ” not “ so ”.										
OR003 - Beneficiary	The field should be populated with a valid ‘Business Party Name’ of either the lead sponsor or sponsor(s) of the Operation. Please ensure that the spelling corresponds to the spelling of the relevant ‘Business Party Name’ as it has been recorded on WEFO Online.										
P01 - Participant ID	<p>This field is a ‘free’ field, up to a maximum of 256 characters. It may be numeric or a combination of text and numbers. The field must be populated or the row will be marked ‘invalid’.</p> <p>You should assign a unique identifier which as an Operation you use to identify the Participant. Each Participant you support within an Operation must only have one row of data assigned to them throughout the Operation’s lifetime.</p>										
P02 - National Insurance number	<p>The field should be populated in the following format XX ## ## ## X</p> <p>The field must consist of two letters followed by numbers and ending with a letter or the field will be marked ‘invalid’.</p> <p>Example:</p> <table border="1"> <tr> <td>P02</td><td></td></tr> <tr> <td>QQ 12 34 56 A</td><td></td></tr> </table> <table border="1"> <tr> <td>P02</td><td></td></tr> <tr> <td>123456A</td><td></td></tr> <tr> <td></td><td></td></tr> </table>	P02		QQ 12 34 56 A		P02		123456A			
P02											
QQ 12 34 56 A											
P02											
123456A											







Field	Guidance
P03 - Unique learner number	This field is a 'free' field, up to a maximum of 256 characters.
P04 - Title	This field is a 'free' field, up to a maximum of 256 characters.
P05 - Surname	This field is a 'free' field, up to a maximum of 256 characters.
P06 - First Name(s)	This field is a 'free' field, up to a maximum of 256 characters.
P07 - Address 1	This field is a 'free' field, up to a maximum of 256 characters.
P08 - Address 2	This field is a 'free' field, up to a maximum of 256 characters.
P09 - Town/City	This field is a 'free' field, up to a maximum of 256 characters.
P10 - Unitary Authority	<p>This field must be populated with a Unitary Authority from the following list, otherwise it will be marked 'invalid':</p> <p>Blaenau Gwent; Bridgend; Caerphilly; Cardiff; Carmarthenshire; Ceredigion; Conwy; Denbighshire; Flintshire; Gwynedd; Isle of Anglesey; Merthyr Tydfil; Monmouthshire; Neath Port Talbot; Newport; Pembrokeshire; Powys; Rhondda Cynon Taf; Swansea; Torfaen; Vale of Glamorgan; Wrexham; Outside of Wales</p>

Field	Guidance												
	<p>Example:</p> <table> <tr> <td>P10</td><td></td></tr> <tr> <td>Isle of Anglesey</td><td rowspan="3"></td></tr> <tr> <td>Carmarthenshire</td></tr> <tr> <td>Neath Port Talbot</td></tr> </table> <table> <tr> <td>P10</td><td></td></tr> <tr> <td>Anglesey</td><td rowspan="3"></td></tr> <tr> <td>Carmarthen</td></tr> <tr> <td>Neath</td></tr> </table>	P10		Isle of Anglesey		Carmarthenshire	Neath Port Talbot	P10		Anglesey		Carmarthen	Neath
P10													
Isle of Anglesey													
Carmarthenshire													
Neath Port Talbot													
P10													
Anglesey													
Carmarthen													
Neath													
P11 - Postcode	<p>This field should be populated in the following format XX###XX It must begin with letter(s) and be followed by numbers and end with letters or the field will be marked 'invalid'.</p> <p>Example:</p> <p>CF481UZ</p>												
P12 - Contact telephone number	This field is a 'free' field, up to a maximum of 25 characters. It must only consist of numerical values.												
P13 - Alternative contact telephone number	This field is a 'free' field, up to a maximum of 25 characters. It must only consist of numerical values.												
P14 - Email address	This field is a 'free' field, up to a maximum of 256 characters.												

Field	Guidance												
P15 - Preferred language for communication	This field must be populated with one of the following: Welsh; English												
P16 - Date of birth	<p>This field must be populated with a date using the following format dd/MM/yyyy</p> <p>The field must be populated or the row will be marked 'invalid'.</p> <p>Examples:</p> <table border="1"> <tr> <td>P16</td><td></td></tr> <tr> <td>02/02/1985</td><td rowspan="3"></td></tr> <tr> <td>01/09/1945</td></tr> <tr> <td>15/03/1970</td></tr> </table> <table border="1"> <tr> <td>P16</td><td></td></tr> <tr> <td>02-02-1985</td><td rowspan="3"></td></tr> <tr> <td>01-Sept-1945</td></tr> <tr> <td>15/03/70</td></tr> </table>	P16		02/02/1985		01/09/1945	15/03/1970	P16		02-02-1985		01-Sept-1945	15/03/70
P16													
02/02/1985													
01/09/1945													
15/03/1970													
P16													
02-02-1985													
01-Sept-1945													
15/03/70													







Field	Guidance										
P17 - Gender	<p>This field must be populated with one of the following: Male; Female</p> <p>The field must be populated or the row will be marked 'invalid'.</p> <table border="1"> <tr> <td>P17</td><td></td></tr> <tr> <td>Male</td><td rowspan="2"></td></tr> <tr> <td>Female</td></tr> </table> <table border="1"> <tr> <td>P17</td><td></td></tr> <tr> <td>M</td><td rowspan="2"></td></tr> <tr> <td>F</td></tr> </table>	P17		Male		Female	P17		M		F
P17											
Male											
Female											
P17											
M											
F											
P18 - From a Black and Minority Ethnic background	<p>This field must be populated with one of the following: Yes; No; Information refused</p> <p>The field must be populated or the row will be marked 'invalid'.</p>										
P19 - Ethnicity	This field is a 'free' field, up to a maximum of 256 characters.										
P20 - Employment Status at point of intervention	<p>This field must be populated with an Employment Status from the following list, otherwise it will be marked 'invalid':</p> <p>Employed (excluding self employed); Self employed; Long-term unemployed; Short-term unemployed; Economically inactive (excluding full time education or training); Full time education or training</p> <p>The field must be populated or the row will be marked 'invalid'.</p>										







Field	Guidance												
	<p>Examples:</p> <table> <tr> <td>P20</td><td></td></tr> <tr> <td>Economically inactive (excluding full time education or training)</td><td rowspan="3"></td></tr> <tr> <td>Self employed</td></tr> <tr> <td>Long-term unemployed</td></tr> </table> <table> <tr> <td>P20</td><td></td></tr> <tr> <td>Economically inactive</td><td rowspan="3"></td></tr> <tr> <td>Self-employed</td></tr> <tr> <td>Unemployed</td></tr> </table>	P20		Economically inactive (excluding full time education or training)		Self employed	Long-term unemployed	P20		Economically inactive		Self-employed	Unemployed
P20													
Economically inactive (excluding full time education or training)													
Self employed													
Long-term unemployed													
P20													
Economically inactive													
Self-employed													
Unemployed													
P21 - If "Employed", are they "Underemployed"?	<p>You are only required to complete this field if your Operation is funded under <u>West Wales and the Valleys ESF Priority 1 Specific Objective 3</u>, otherwise the field may be left blank. If applicable, the field should be populated with one of the following: Yes; No</p>												
P22 - At Risk of becoming NEET	<p>You are only required to complete this field if your Operation is funded under <u>Priority 3 Specific Objective 2 of either of the two ESF Programmes</u>, otherwise the field may be left blank. If applicable, This field should be populated with one of the following: Yes; No</p>												
P23 - Existing Qualification Level	<p>This field must be populated with one of the following: None; Below CQFW level 1; CQFW level 1; CQFW level 2; CQFW level 3; CQFW level 4; CQFW level 5; CQFW level 6; CQFW level 7; CQFW level 8;</p>												







Field	Guidance												
	<p>The field must be populated or the row will be marked ‘invalid’.</p> <p>Examples:</p> <table data-bbox="620 467 1227 624"> <tr> <td>P23</td><td></td></tr> <tr> <td>Below CQFW level 1</td><td rowspan="3"></td></tr> <tr> <td>None</td></tr> <tr> <td>CQFW level 8</td></tr> </table> <table data-bbox="620 660 1227 821"> <tr> <td>P23</td><td></td></tr> <tr> <td>Entry level</td><td rowspan="3"></td></tr> <tr> <td>No qualification</td></tr> <tr> <td>Level 8</td></tr> </table>	P23		Below CQFW level 1		None	CQFW level 8	P23		Entry level		No qualification	Level 8
P23													
Below CQFW level 1													
None													
CQFW level 8													
P23													
Entry level													
No qualification													
Level 8													
P24 - Single adult household	<p>This field must be populated with one of the following: Yes; No</p> <p>The field must be populated or the row will be marked ‘invalid’.</p>												
P25 - Jobless Household	<p>This field must be populated with one of the following: Yes; No</p> <p>The field must be populated or the row will be marked ‘invalid’.</p>												

Field	Guidance
P26 - Dependant children	<p>This field must be populated with one of the following: Yes; No</p> <p>The field must be populated or the row will be marked 'invalid'.</p>
P27 - Homeless or affected by housing exclusion	<p>This field should be populated with one of the following: Yes; No</p>
P28 - Migrant Status	<p>This field must be populated with one of the following: Yes - EU; Yes - non-EU; No; Information refused</p> <p>The field must be populated or the row will be marked 'invalid'.</p>
P29 - Work limiting health condition	<p>This field should be populated with one of the following: Yes; No; Information refused</p>
P30 - Disability	<p>This field must be populated with one of the following: Yes; No; Information refused</p> <p>The field must be populated or the row will be marked 'invalid'.</p>
P31 - Care or childcare responsibilities	<p>This field should be populated with one of the following: None; Primary carer of a child/children (under 18); Primary carer of disabled adult (18 and over); Primary carer of person/people (65 and over)</p>

Field	Guidance
P32 - Impacted by redundancy prior to intervention	You are only required to complete this field if your Operation is funded under <u>West Wales and the Valleys ESF Priority 1 Specific Objective 1</u> , otherwise the field may be left blank. If applicable, the field must be populated with one of the following: Yes; No
P33 - Understand Welsh	This field should be populated with one of the following: Yes; No
P34 - Speak Welsh	This field should be populated with one of the following: Yes; No
P35 - Read Welsh	This field should be populated with one of the following: Yes; No
P36 - Write Welsh	This field should be populated with one of the following: Yes; No
P37 - Course Title	This field is a 'free' field, up to a maximum of 256 characters.
P38 - Start date	This field must be populated with a date using the following format dd/MM/yyyy The Start date cannot be before the start of the programming period, 01/01/2014 The field must be populated or the row will be marked 'invalid'.

Field	Guidance										
	<p>Examples:</p> <table> <tr> <td>P38</td><td></td></tr> <tr> <td>15/06/2015</td><td rowspan="2"></td></tr> <tr> <td>30/11/2014</td></tr> </table> <table> <tr> <td>P38</td><td></td></tr> <tr> <td>15-06-2015</td><td rowspan="2"></td></tr> <tr> <td>30/11/2013</td></tr> </table>	P38		15/06/2015		30/11/2014	P38		15-06-2015		30/11/2013
P38											
15/06/2015											
30/11/2014											
P38											
15-06-2015											
30/11/2013											
P39 - Completion date	<p>Once a Participant completes their engagement with the intervention, this field must be populated with a date using the following format dd/MM/yyyy</p> <p>The Completion date must be greater than the Start date and less than or equal to the end of the programming period, 31/12/2023</p>										
P40 - Early Leaver	<p>If applicable, this field should be populated with one of the following: Yes; No</p>										
P41 - Received provision in Welsh?	<p>This field should be populated with one of the following: Yes - fully; Yes - partially; No</p>										







Field	Guidance												
	<p>Examples:</p> <table border="1"> <tr> <td>P41</td><td></td></tr> <tr> <td>Yes - fully</td><td rowspan="3"></td></tr> <tr> <td>Yes - partially</td></tr> <tr> <td>No</td></tr> </table> <table border="1"> <tr> <td>P41</td><td></td></tr> <tr> <td>Yes (fully)</td><td rowspan="3"></td></tr> <tr> <td>Yes</td></tr> <tr> <td>N</td></tr> </table>	P41		Yes - fully		Yes - partially	No	P41		Yes (fully)		Yes	N
P41													
Yes - fully													
Yes - partially													
No													
P41													
Yes (fully)													
Yes													
N													
P42 - Improved Labour Market situation upon leaving	This field must be populated with one of the following: Yes; No												
P43 - Job searching upon leaving	This field must be populated with one of the following: Yes; No												
P44 - Entering education/training upon leaving	This field must be populated with one of the following: Yes; No												
P45 - Qualification gained upon leaving	This field must be populated with one of the following: Yes - Below CQFW level 1; Yes - CQFW level 1; Yes - CQFW level 2; Yes - CQFW level 3; Yes - CQFW level 4; Yes - CQFW level 5; Yes - CQFW level 6; Yes - CQFW level 7; Yes - CQFW level 8; No												

Field	Guidance												
	<p>Examples:</p> <table> <tr> <td>P45</td><td></td></tr> <tr> <td>Yes - Below CQFW level 1</td><td rowspan="3"></td></tr> <tr> <td>Yes - CQFW level 5</td></tr> <tr> <td>Yes - CQFW level 7</td></tr> </table> <table> <tr> <td>P45</td><td></td></tr> <tr> <td>Entry level</td><td rowspan="3"></td></tr> <tr> <td>Yes</td></tr> <tr> <td>CQFW level 7</td></tr> </table>	P45		Yes - Below CQFW level 1		Yes - CQFW level 5	Yes - CQFW level 7	P45		Entry level		Yes	CQFW level 7
P45													
Yes - Below CQFW level 1													
Yes - CQFW level 5													
Yes - CQFW level 7													
P45													
Entry level													
Yes													
CQFW level 7													
P46 - Work relevant certification upon leaving	<p>You are only required to complete this field if your Operation is funded under <u>West Wales and the Valleys ESF Priority 1 Specific Objective 2</u> or <u>East Wales ESF Priority 1 Specific Objective 1</u>, otherwise the field may be left blank. If applicable, the field must be populated with one of the following: Yes; No</p>												
P47 - Entered employment, including self-employment, upon leaving	<p>This field must be populated with one of the following: Yes; No</p>												
P48 - Completing work experience placement	<p>You are only required to complete this field if your Operation is funded under <u>West Wales and the Valleys ESF Priority 1 Specific Objective 2</u> or <u>East Wales ESF Priority 1 Specific Objective 1</u>, otherwise the field may be left blank. If applicable, the field must be populated with one of the following:</p>												

Field	Guidance
	Yes; No
P49 - Completing volunteering opportunity	You are only required to complete this field if your Operation is funded under <u>West Wales and the Valleys ESF Priority 1 Specific Objective 2</u> or <u>East Wales ESF Priority 1 Specific Objective 1</u> , otherwise the field may be left blank. If applicable, the field must be populated with one of the following: Yes; No
P50 - Training in maths, Science Engineering and Technology	You are only required to complete this field if your Operation is funded under <u>West Wales and the Valleys ESF Priority 3 Specific Objective 3</u> , otherwise the field may be left blank. If applicable, the field must be populated with one of the following: Yes - completing training in STEM; Yes - continue studying STEM post 16 upon leaving; No
P51 - Increase in hours worked upon leaving	You are only required to complete this field if your Operation is funded under <u>West Wales and the Valleys ESF Priority 1 Specific Objective 3</u> , otherwise the field may be left blank. If applicable, the field must be populated with one of the following: Yes; No
P52 - Returning to work after a period of absence	You are only required to complete this field if your Operation is funded under <u>West Wales and the Valleys ESF Priority 1 Specific Objective 3</u> , otherwise the field may be left blank. If applicable, the field must be populated with one of the following: Yes; No
P53 - At reduced risk of becoming NEET	You are only required to complete this field if your Operation is funded under <u>Priority 3 Specific Objective 2</u> of either of the two ESF Programmes, otherwise the field may be left blank. If applicable, This field should be populated with one of the following: Yes; No







Field	Guidance
P54 - In employment, including self employment six months after leaving	This field should be populated with one of the following: Yes; No
P55 - Improved Labour Market situation six months after leaving	This field should be populated with one of the following: Yes; No







ESF Enterprises

Field	Guidance																				
OR001 - Operation Reference	<p>The field should be populated with the five digit 'Case ID' that was assigned to the Operation by WEFO. Only the five digit numerical value corresponding to the Case ID for the Operation you are uploading data for will result in this field marked as 'Valid'.</p> <p>Example:</p> <p>Your Operation has been assigned the 'Case ID' 80000</p> <table><tr><th>OR001</th><th>OR002</th><th></th></tr><tr><td>80000</td><td>SO1.1</td><td rowspan="3"></td></tr><tr><td>80000</td><td>SO1.1</td></tr><tr><td>80000</td><td>SO1.1</td></tr></table> <table><tr><th>OR001</th><th>OR002</th><th></th></tr><tr><td>8000</td><td>SO1.1</td><td rowspan="3"></td></tr><tr><td>80002</td><td>SO1.1</td></tr><tr><td>800</td><td>SO1.1</td></tr></table>	OR001	OR002		80000	SO1.1		80000	SO1.1	80000	SO1.1	OR001	OR002		8000	SO1.1		80002	SO1.1	800	SO1.1
OR001	OR002																				
80000	SO1.1																				
80000	SO1.1																				
80000	SO1.1																				
OR001	OR002																				
8000	SO1.1																				
80002	SO1.1																				
800	SO1.1																				

Field	Guidance
OR002 - Specific Objective	<p>The field should be populated in the following format SO#.#</p> <p>This will usually be the Specific Objective assigned to the Operation by WEFO.</p> <p>Examples:</p> <p>SO1.1 SO1.2 SO2.1 SO2.2 etc.</p> <p>This field is case sensitive, therefore must be “SO” not “so”.</p>
OR003 - Beneficiary	<p>The field should be populated with a valid ‘Business Party Name’ of either the lead sponsor or sponsor(s) of the Operation. Please ensure that the spelling corresponds to the spelling of the relevant ‘Business Party Name’ as it has been recorded on WEFO Online.</p>
E01 - Enterprise ID	<p>This field is a ‘free’ field, up to a maximum of 256 characters. It may be numeric or a combination of text and numbers. The field must be populated or the row will be marked ‘invalid’.</p> <p>You should assign a unique identifier which as an Operation you use to identify the Enterprise. Each Enterprise you support within an Operation must only have one row of data assigned to them throughout the Operation’s lifetime.</p>
E02 - Contact Title	<p>This field is a ‘free’ field, up to a maximum of 256 characters.</p>
E03 - Contact first name(s)	<p>This field is a ‘free’ field, up to a maximum of 256 characters.</p>







Field	Guidance
E04 - Contact surname	This field is a 'free' field, up to a maximum of 256 characters.
E05 - Contact job title	This field is a 'free' field, up to a maximum of 256 characters.
E06 - Enterprise Name	This field is a 'free' field, up to a maximum of 256 characters.
E07 - Enterprise Address 1	This field is a 'free' field, up to a maximum of 256 characters.
E08 - Enterprise Address 2	This field is a 'free' field, up to a maximum of 256 characters.
E09 - Town/City	This field is a 'free' field, up to a maximum of 256 characters.
E10 - Unitary Authority	<p>This field must be populated with a Unitary Authority from the following list, otherwise it will be marked 'invalid':</p> <p>Blaenau Gwent; Bridgend; Caerphilly; Cardiff; Carmarthenshire; Ceredigion; Conwy; Denbighshire; Flintshire; Gwynedd; Isle of Anglesey; Merthyr Tydfil; Monmouthshire; Neath Port Talbot; Newport; Pembrokeshire; Powys; Rhondda Cynon Taf; Swansea; Torfaen; Vale of Glamorgan; Wrexham; Outside of Wales</p>

Field	Guidance												
	<p>Example:</p> <table border="1"> <tr> <td>E10</td><td></td></tr> <tr> <td>Isle of Anglesey</td><td rowspan="3"></td></tr> <tr> <td>Carmarthenshire</td></tr> <tr> <td>Neath Port Talbot</td></tr> </table> <table border="1"> <tr> <td>E10</td><td></td></tr> <tr> <td>Anglesey</td><td rowspan="3"></td></tr> <tr> <td>Carmarthen</td></tr> <tr> <td>Neath</td></tr> </table>	E10		Isle of Anglesey		Carmarthenshire	Neath Port Talbot	E10		Anglesey		Carmarthen	Neath
E10													
Isle of Anglesey													
Carmarthenshire													
Neath Port Talbot													
E10													
Anglesey													
Carmarthen													
Neath													
E11 - Postcode	<p>This field should be populated in the following format XX###XX It must begin with letter(s) and be followed by numbers and end with letters or the field will be marked 'invalid'.</p> <p>Example:</p> <p>CF481UZ</p>												
E12 - Contact telephone number	This field is a 'free' field, up to a maximum of 25 characters. It must only consist of numerical values.												
E13 - Email address	This field is a 'free' field, up to a maximum of 256 characters.												
E14 - Entry date	This field must be populated with a date using the following format dd/MM/yyyy												

Field	Guidance										
	<p>The Entry date cannot be before the start of the programming period, 01/01/2014</p> <p>Examples:</p> <table> <tr> <td>E14</td><td></td></tr> <tr> <td>15/06/2015</td><td rowspan="2"></td></tr> <tr> <td>30/11/2014</td></tr> </table> <table> <tr> <td>E14</td><td></td></tr> <tr> <td>15-06-2015</td><td rowspan="2"></td></tr> <tr> <td>30/11/2013</td></tr> </table>	E14		15/06/2015		30/11/2014	E14		15-06-2015		30/11/2013
E14											
15/06/2015											
30/11/2014											
E14											
15-06-2015											
30/11/2013											
E15 - Exit date	<p>Once an Enterprise completes its engagement with the intervention, this field must be populated with a date using the following format dd/MM/yyyy</p> <p>The Exit date must be greater than the Entry date and less than or equal to the end of the programming period, 31/12/2023</p>										
E16 - Collaborating with learning providers?	<p>This field should be populated with one of the following: Yes; No</p>										
E17 - Adopted or improved equality and diversity strategies and monitoring systems	<p>This field should be populated with one of the following: Yes; No</p>										







Field	Guidance
E18 - Adopted or improved sustainable development strategies	This field should be populated with one of the following: Yes; No







ERDF Enterprises







Field	Guidance																				
OR001 - Operation Reference	<p>The field must be populated with the five digit 'Case ID' that was assigned to the Operation by WEFO. Only the five digit numerical value corresponding to the Case ID for the Operation you are uploading data for will result in this field marked as 'Valid'.</p> <p>Example:</p> <p>Your Operation has been assigned the 'Case ID' 80000</p> <table><tr><th>OR001</th><th>OR002</th><th></th></tr><tr><td>80000</td><td>SO1.1</td><td rowspan="3"></td></tr><tr><td>80000</td><td>SO1.1</td></tr><tr><td>80000</td><td>SO1.1</td></tr></table> <table><tr><th>OR001</th><th>OR002</th><th></th></tr><tr><td>8000</td><td>SO1.1</td><td rowspan="3"></td></tr><tr><td>80002</td><td>SO1.1</td></tr><tr><td>800</td><td>SO1.1</td></tr></table>	OR001	OR002		80000	SO1.1		80000	SO1.1	80000	SO1.1	OR001	OR002		8000	SO1.1		80002	SO1.1	800	SO1.1
OR001	OR002																				
80000	SO1.1																				
80000	SO1.1																				
80000	SO1.1																				
OR001	OR002																				
8000	SO1.1																				
80002	SO1.1																				
800	SO1.1																				
OR002 - Specific Objective	<p>The field must be populated in the following format SO#.#</p> <p>This will usually be the Specific Objective assigned to the Operation by WEFO.</p> <p>Examples:</p>																				

Field	Guidance
	SO1.1 SO1.2 SO2.1 SO2.2 etc. This field is case sensitive, therefore must be “ SO ” not “ so ”.
OR003 - Beneficiary	The field must be populated with a valid ‘Business Party Name’ of either the lead sponsor or sponsor(s) of the Operation. Please ensure that the spelling corresponds to the spelling of the relevant ‘Business Party Name’ as it has been recorded on WEFO Online.
E01 - Record identifier	<p>This field is a ‘free’ field, up to a maximum of 256 characters. It may be numeric or a combination of text and numbers. The field must be populated or the row will be marked ‘invalid’.</p> <p>You should assign a unique identifier which as an Operation you use to identify the Enterprise. Each Enterprise you support within an Operation must only have one row of data assigned to them throughout the Operation’s lifetime.</p>
E02 - VAT number	This field is a ‘free’ field, up to a maximum of 20 characters.
E03 - Company number	This field is a ‘free’ field, up to a maximum of ten characters.
E04 - PAYE reference	This field must contain a combination of text and numbers, up to a maximum of ten characters.
E05 - Contact Title	This field is a ‘free’ field, up to a maximum of 256 characters.
E06 - Contact first name(s)	This field is a ‘free’ field, up to a maximum of 256 characters.










Field	Guidance
E07 - Contact surname	This field is a 'free' field, up to a maximum of 256 characters.
E08 - Contact job title	This field is a 'free' field, up to a maximum of 256 characters.
E09 - Enterprise Name	This field is a 'free' field, up to a maximum of 256 characters.
E10 - Enterprise Address 1	This field is a 'free' field, up to a maximum of 256 characters.
E11 - Enterprise Address 2	This field is a 'free' field, up to a maximum of 256 characters.
E12 - Town/City	<p>This field is a 'free' field, up to a maximum of 256 characters.</p> <p>This should be either a Town or City.</p>
E13 - Unitary Authority of Enterprise	<p>This field must be populated with a Unitary Authority from the following list, otherwise it will be marked 'invalid':</p> <p>Blaenau Gwent; Bridgend; Caerphilly; Cardiff; Carmarthenshire; Ceredigion; Conwy; Denbighshire; Flintshire; Gwynedd; Isle of Anglesey; Merthyr Tydfil; Monmouthshire; Neath Port Talbot; Newport; Pembrokeshire; Powys; Rhondda Cynon Taf; Swansea; Torfaen; Vale of Glamorgan; Wrexham; Outside of Wales</p> <p>Example:</p>










Field	Guidance												
	<table border="1"> <tr> <td>E13</td><td></td></tr> <tr> <td>Isle of Anglesey</td><td rowspan="3"></td></tr> <tr> <td>Carmarthenshire</td></tr> <tr> <td>Neath Port Talbot</td></tr> </table> <table border="1"> <tr> <td>E13</td><td></td></tr> <tr> <td>Anglesey</td><td rowspan="3"></td></tr> <tr> <td>Carmarthen</td></tr> <tr> <td>Neath</td></tr> </table>	E13		Isle of Anglesey		Carmarthenshire	Neath Port Talbot	E13		Anglesey		Carmarthen	Neath
E13													
Isle of Anglesey													
Carmarthenshire													
Neath Port Talbot													
E13													
Anglesey													
Carmarthen													
Neath													
E14 - Postcode	<p>This field should be populated in the following format XX###XX It must begin with letter(s) and be followed by numbers and end with letters or the field will be marked 'invalid'.</p> <p>Example:</p> <p>CF481UZ</p>												
E15 - Is this a home address?	<p>This field must be populated with one of the following: Yes; No</p>												
E16 - Preferred language for communication	<p>This field must be populated with one of the following: Welsh; English</p>												
E17 - Telephone Number	<p>This field is a 'free' field, up to a maximum of 25 characters. It must only consist of numerical values.</p>												







Field	Guidance												
E18 - Alternative Telephone Number	This field is a 'free' field, up to a maximum of 25 characters. It must only consist of numerical values.												
E19 - Email address	This field is a 'free' field, up to a maximum of 256 characters.												
E20 - Date of First Commercial sale	<p>This field must be populated either with a date using the following format dd/MM/yyyy or N/A</p> <p>Examples:</p> <table border="1"> <tr> <td>E20</td><td></td></tr> <tr> <td>02/02/2004</td><td rowspan="3"></td></tr> <tr> <td>01/09/1998</td></tr> <tr> <td>15/03/2007</td></tr> </table> <table border="1"> <tr> <td>E20</td><td></td></tr> <tr> <td>02-02-2004</td><td rowspan="3"></td></tr> <tr> <td>01-Sept-1998</td></tr> <tr> <td>15/03/07</td></tr> </table>	E20		02/02/2004		01/09/1998	15/03/2007	E20		02-02-2004		01-Sept-1998	15/03/07
E20													
02/02/2004													
01/09/1998													
15/03/2007													
E20													
02-02-2004													
01-Sept-1998													
15/03/07													
E21 - Social enterprise	This field must be populated with one of the following: Yes; No												
E22 - SME	This field must be populated with one of the following: Yes; No												










Field	Guidance													
E23 - Sector	This field is a 'free' field, up to a maximum of five characters. It must only consist of numerical values.													
E24 - Number of employees	<p>This field must be populated with one of the following: 0-1; 2-9; 10-49; 50-249; 250+</p> <p>Examples:</p> <table border="1"> <tr> <td>E24</td><td></td></tr> <tr> <td>250+</td><td rowspan="4"></td></tr> <tr> <td>10-49</td></tr> <tr> <td>2-9</td></tr> <tr> <td></td></tr> <tr> <td>E24</td><td></td></tr> <tr> <td>Over 250</td><td rowspan="3"></td></tr> <tr> <td>15</td></tr> <tr> <td>2 to 9</td></tr> </table>	E24		250+		10-49	2-9		E24		Over 250		15	2 to 9
E24														
250+														
10-49														
2-9														
E24														
Over 250														
15														
2 to 9														
E25 - Turnover	<p>This field must be populated with one of the following:</p> <p>< £10,000; £10,000 to £49,999; £50,000 to £99,999; £100,000 to £199,999; £200,000 to £499,999; £500,000 to £999,999; £1,000,000 to £1,999,999; £2,000,000 to £4,999,999; £5,000,000 to £9,999,999; £10,000,000 to £19,999,999; £20,000,000 to £49,999,999; £50,000,000 or more</p>													
E26 - Number of owners	This field is a 'free' field, up to a maximum of 4 characters. It must only consist of numerical values and should be presented to two decimal places.													




Field	Guidance
E27 - Number of Male owners	This field is a 'free' field, up to a maximum of 4 characters. It must only consist of numerical values and should be presented to two decimal places.
E28 - Number of Female owners	This field is a 'free' field, up to a maximum of 4 characters. It must only consist of numerical values and should be presented to two decimal places.
E29 - Number of BME owners	This field is a 'free' field, up to a maximum of 4 characters. It must only consist of numerical values and should be presented to two decimal places.
E30 - Number of non-BME owners	This field is a 'free' field, up to a maximum of 4 characters. It must only consist of numerical values and should be presented to two decimal places.
E31 - Number of owners who consider themselves disabled	This field is a 'free' field, up to a maximum of 4 characters. It must only consist of numerical values and should be presented to two decimal places.
E32 - Number of owners who understand welsh	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.
E33 - Number of owners who speak welsh	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.
E34 - Number of owners who read welsh	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.
E35 - Number of owners who write welsh	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.
E36 - Number of owners who are aged 0-24	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.
E37 - Number of owners who are aged 25-44	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.
E38 - Number of owners who are aged 45-64	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.










Field	Guidance										
E39 - Number of owners who are aged 65-74	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.										
E40 - Number of owners who are aged 75+	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.										
E41 - Date received support	<p>This field must be populated with a date using the following format dd/MM/yyyy</p> <p>The Date received support cannot be before the start of the programming period, 01/01/2014</p> <p>Examples:</p> <table border="1"> <tr> <td>E41</td><td></td></tr> <tr> <td>15/06/2015</td><td rowspan="2"></td></tr> <tr> <td>30/11/2014</td></tr> </table> <table border="1"> <tr> <td>E41</td><td></td></tr> <tr> <td>15-06-2015</td><td rowspan="2"></td></tr> <tr> <td>30/11/2013</td></tr> </table>	E41		15/06/2015		30/11/2014	E41		15-06-2015		30/11/2013
E41											
15/06/2015											
30/11/2014											
E41											
15-06-2015											
30/11/2013											
E42 - Type of support received	<p>This field must be populated with one of the following:</p> <p>Non-financial support; Financial support - grant; Financial support - other than grant</p> <p>Examples:</p> <table border="1"> <tr> <td>E42</td><td></td></tr> <tr> <td>Non-financial support</td><td rowspan="2"></td></tr> <tr> <td>Financial support - other than grant</td></tr> </table>	E42		Non-financial support		Financial support - other than grant					
E42											
Non-financial support											
Financial support - other than grant											










Field	Guidance											
	<table><tr><td>E42</td><td rowspan="3"></td></tr><tr><td>Non financial support</td></tr><tr><td>Financial support - other</td></tr></table>	E42		Non financial support	Financial support - other							
E42												
Non financial support												
Financial support - other												
E43 - Amount of financial support – grant	<p>This field must only consist of numerical values. To note that the amount should be presented in £ not in £ millions and should be presented to two decimal places.</p> <p>Examples:</p> <table><tr><td>E43</td><td rowspan="4"></td></tr><tr><td>200000.00</td></tr><tr><td>1000000.00</td></tr><tr><td>5000.00</td></tr></table> <table><tr><td>E43</td><td rowspan="4"></td></tr><tr><td>£200k</td></tr><tr><td>£1.0m</td></tr><tr><td>5,000</td></tr></table>		E43		200000.00	1000000.00	5000.00	E43		£200k	£1.0m	5,000
E43												
200000.00												
1000000.00												
5000.00												
E43												
£200k												
£1.0m												
5,000												

Field	Guidance												
E44 - Amount of financial support – other than grant	<p>This must only consist of numerical values. To note that the amount should be presented in £ not in £ millions and should be presented to two decimal places.</p> <p>Examples:</p> <table> <tr> <td>E44</td><td></td></tr> <tr> <td>200000.00</td><td rowspan="3"></td></tr> <tr> <td>1000000.00</td></tr> <tr> <td>5000.00</td></tr> </table> <table> <tr> <td>E44</td><td></td></tr> <tr> <td>£200k</td><td rowspan="3"></td></tr> <tr> <td>£1.0m</td></tr> <tr> <td>5,000</td></tr> </table>	E44		200000.00		1000000.00	5000.00	E44		£200k		£1.0m	5,000
E44													
200000.00													
1000000.00													
5000.00													
E44													
£200k													
£1.0m													
5,000													
E45 - Number of collaborative R&D projects participated in	This must only consist of numerical values, up to a maximum of three characters.												
E46 - Introduced new to the firm products?	This field must be populated with one of the following: Yes; No												
E47 - Introduced new to the market products?	This field must be populated with one of the following: Yes; No												
E48 - Amount of Private investment matching public	This field must only consist of numerical values. To note that the amount should be presented in £ not in £ millions and should be presented to two decimal places.												

Field	Guidance												
– Grants	<p>Examples:</p> <table border="1" data-bbox="618 392 1379 552"> <tr><td>E48</td><td></td></tr> <tr><td>200000.00</td><td rowspan="3"></td></tr> <tr><td>1000000.00</td></tr> <tr><td>5000.00</td></tr> </table> <table border="1" data-bbox="618 587 1379 746"> <tr><td>E48</td><td></td></tr> <tr><td>£200k</td><td rowspan="3"></td></tr> <tr><td>£1.0m</td></tr> <tr><td>5,000</td></tr> </table>	E48		200000.00		1000000.00	5000.00	E48		£200k		£1.0m	5,000
E48													
200000.00													
1000000.00													
5000.00													
E48													
£200k													
£1.0m													
5,000													
E49 - Amount of Private investment matching public support t - Non-grants	<p>This field must only consist of numerical values. To note that the amount should be presented in £ not in £ millions and should be presented to two decimal places.</p> <p>Examples:</p> <table border="1" data-bbox="618 1121 1379 1281"> <tr><td>E49</td><td></td></tr> <tr><td>200000.00</td><td rowspan="3"></td></tr> <tr><td>1000000.00</td></tr> <tr><td>5000.00</td></tr> </table>	E49		200000.00		1000000.00	5000.00						
E49													
200000.00													
1000000.00													
5000.00													

Field	Guidance						
	<table><tr><td>E49</td><td rowspan="4"></td></tr><tr><td>£200k</td></tr><tr><td>£1.0m</td></tr><tr><td>5,000</td></tr></table>	E49		£200k	£1.0m	5,000	
E49							
£200k							
£1.0m							
5,000							
E50 - Is the amount of private investment matching public support match funding?	This field must be populated with one of the following: Yes; No						
E51 - Number of Patents registered	This field must only consist of numerical values, up to a maximum of four characters.						
E52 - Adopting or improving equality and diversity strategies and monitoring systems?	This field must be populated with one of the following: Yes; No						
E53 - Adopting or improving sustainable development strategies and monitoring systems	This field must be populated with one of the following: Yes; No						
E54 - Increase in level of export	This field must only consist of numerical values. To note that the amount should be presented in £ not in £ millions and should be presented to two decimal places.						

Field	Guidance												
	<p>Examples:</p> <table> <tr> <td>E54</td><td></td></tr> <tr> <td>200000.00</td><td rowspan="3"></td></tr> <tr> <td>1000000.00</td></tr> <tr> <td>5000.00</td></tr> </table> <table> <tr> <td>E54</td><td></td></tr> <tr> <td>£200k</td><td rowspan="3"></td></tr> <tr> <td>£1.0m</td></tr> <tr> <td>5,000</td></tr> </table>	E54		200000.00		1000000.00	5000.00	E54		£200k		£1.0m	5,000
E54													
200000.00													
1000000.00													
5000.00													
E54													
£200k													
£1.0m													
5,000													
E55 - Investment in enterprise	<p>This field must only consist of numerical values. To note that the amount should be presented in £ not in £ millions and should be presented to two decimal places.</p> <p>Examples:</p> <table> <tr> <td>E55</td><td></td></tr> <tr> <td>200000.00</td><td rowspan="3"></td></tr> <tr> <td>1000000.00</td></tr> <tr> <td>5000.00</td></tr> </table>	E55		200000.00		1000000.00	5000.00						
E55													
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E55											
£200k											
£1.0m											
5,000											
E56 - Enterprise created	This field must be populated with one of the following: Yes; No										
E57 - Date enterprise created	<p>This field must be populated with a date using the following format dd/MM/yyyy</p> <p>Examples:</p> <table> <tr> <td>E57</td><td></td></tr> <tr> <td>15/06/2015</td><td rowspan="2"></td></tr> <tr> <td>30/11/2014</td></tr> </table> <table> <tr> <td>E57</td><td></td></tr> <tr> <td>15.06.2015</td><td rowspan="2"></td></tr> <tr> <td>30/11/14</td></tr> </table>	E57		15/06/2015		30/11/2014	E57		15.06.2015		30/11/14
E57											
15/06/2015											
30/11/2014											
E57											
15.06.2015											
30/11/14											
E58 - Increase in employment in supported enterprise	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.										
E59 - Increase in employment in supported enterprise - Number where first postholder is Male	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.										
E60 - Increase in employment in supported enterprise - Number where	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.										

Field	Guidance
first postholder is Female	
E61 - Increase in employment in supported enterprise - Number in salary band - £14,999 and below	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.
E62 - Increase in employment in supported enterprise - Number in salary band - £15,000-£19,999	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.
E63 - Increase in employment in supported enterprise - Number in salary band - £20,000-£24,999	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.
E64 - Increase in employment in supported enterprise - Number in salary band - £25,000-£34,999	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.
E65 - Increase in employment in supported enterprise - Number in salary band - £35,000 and above	This field must only consist of numerical values, up to a maximum of four characters and should be presented to two decimal places.

Version Control

Version 1.0 - First Published – April 2016
Version 1.1 - May 2017



For more information:

www.gov.wales/eu-funding

@wefowales / @wefocymru

Enquiries Helpdesk 0845 010 3355

**Cronfeydd yr UE:
Buddsoddi yng
Nghymru**
**EU Funds:
Investing in Wales**



Llywodraeth Cymru
Welsh Government