



Llywodraeth Cymru
Welsh Government

www.wales.gov.uk

ERDF Indicators Definitions

ERDF Indicators, Definitions, Category Breakdowns and Evidence Requirements

This guidance provides definitions and details of evidence requirements for the ERDF monitoring and evaluation indicators. The monitoring indicators are the outputs and results; outputs are the activities undertaken by the project and results are the direct consequence of the activity. The results follow from the activities, and reflect the key aims of your project. The evaluation indicators are the impacts; the impacts are the longer term consequence of the activity and follow on from the results. The result and impact indicators, therefore, are the most important types of indicator.

The indicator definitions should not be considered to define eligible activity. For guidance on eligibility please see the WEFO website at <http://www.wefo.wales.gov.uk>

Your indicator set will be agreed with WEFO prior to project approval. The Indicators should reflect the activities of the project. Result Indicators should only be reported where project activity has led to the result.

Contents

Glossary	5
Outputs	7
Access route created or reconstructed	7
Collaborative R&D	8
Destination Marketing Campaigns	9
Enterprises assisted	10
Enterprises financially supported	12
Environmental risk management initiatives	14
Footpath or cycleway created or reconstructed	15
Individuals assisted	16
Individuals assisted to set up a new enterprise	18
Individuals assisted to set up a new social enterprise	20
Individuals financially supported	22
Individuals financially supported to set up a new enterprise	24
Individuals financially supported to set up a new social enterprise	26
Initiatives addressing barriers to ICT uptake	28
Initiatives developing the natural and/or historic environment	29
Innovation centres and R&D facilities developed	30
Intermodal facilities created or improved	31
Land developed	32
Managed access to countryside or coast	34
Open access infrastructure points	35
Organisations assisted	36
Organisations financially supported	38
Physical improvement schemes	40
Public transport services created or improved	41
Railroads created or reconstructed	42
Regeneration schemes	43
Social enterprises assisted	44
Social enterprises financially supported	46
Results	48
Energy saved	48
Enterprises accommodated	49
Enterprises adopting and implementing Environmental Action Plans	50
Enterprises adopting or improving equality strategies and monitoring systems	52
Enterprises created	54
Enterprises operating Environmental Management Systems at a level that requires monitoring and reporting of carbon emissions	56
Gross jobs created	58
Gross passenger kilometres on public transport	60
Increase in level of export	62
Investment induced	63
Jobs accommodated	64

New or improved products, processes or services launched	65
Number of new and lapsed visitors	66
Organisations adopting and implementing Environmental Action Plans	67
Organisations adopting or improving equality strategies and monitoring systems	68
Participants accommodated	69
People accessing services	70
People benefiting from flood protection measures	71
Premises created or refurbished	72
Products, processes or services registered	73
Profit benefit	74
Reduction in greenhouse emissions	75
Renewable energy generated	76
SMEs accommodated	77
Social enterprises created	78
Spend by new/lapsed visitors	80
Visits	81
Waste reduced, reused or recycled	82
Impacts	83
Income generated	83
Increase in company-level GVA	84
Increase in turnover	85
Net enterprises created	86
Net increase in level of export	87
Net jobs created	88
Net passenger kilometres on public transport	89
Net reduction in greenhouse emissions	90
Net social enterprises created	91
Net waste recovered	92
Occupancy rates	93
Population brought within travel time threshold of a 'key centre' ...	94
Population with access to infrastructure points	95
Sales of products, processes or services	96
Value for time savings	97
Annex 1: Category Breakdown Guidance	98
Enterprise database	99
ERDF Individual database	118
Equal Opportunities data	121
Project-level aggregate category breakdowns	124
Bibliography	129

Glossary

The glossary provides definitions for many of the terms found throughout the indicator framework. Definitions of terms in bold text can be found in the glossary.

Assistance:

Consultancy advice, guidance or information through the following media: face-to-face, telephone, web-based dialogue, conference, seminar, workshop, or networks (OffPAT, 2005b, p.8). The assistance encompasses only active advisory work and does not include travel time to clients (WDA, 2004/5, p.64). The amount of assistance should be calculated on a cumulative basis (WEFO, 2004a, p.137).

Created:

Achieved through Structural Fund **assistance** or **financial support** and did not exist prior to the Structural Fund activity.

Enterprise:

Any entity engaged in an economic activity, irrespective of its legal form. This includes self-employed persons and partnerships or associations regularly engaged in an economic activity (EC, 2003a).

Financially support:

Loans, equity investment, or grants, excluding grants which are for consultancy support; in this case the duration of consultancy support should be counted, cumulatively, towards **assistance** (WEFO, 2004a, p.134).

Graduate:

A graduate is an individual who has obtained a university degree (or equivalent) within the last 3 years

Gross:

The total number achieved for an indicator through Structural Fund activity (irrespective of the proportion of the project funded by Structural Funds) and has not been adjusted for deadweight, displacement, leakage and multiplier effects (WDA, 2004/5, p.17; WEFO, 2005a).

Net:

The total number achieved for an indicator through Structural Fund activity and has been adjusted for deadweight, displacement, leakage and multiplier effects (WDA, 2004/5, p.17; WEFO, 2005a).

Research institutions:

Research institutions include UK Public Sector Research Establishments (PSREs) or equivalents, Research and Development Organisations (RDOs), Research and Technology Organisations (RTOs), Higher Education and Further Education Institutions (OffPAT, 2005b, pp.9-10).

Social enterprise:

An enterprise with primarily social objectives whose surpluses are principally reinvested for that purpose in the enterprise or in the community, rather than being driven by the need to maximise profit for shareholders and owners (WAG, 2005).

Outputs

Access route created or reconstructed

(ERDF Convergence Priority 3)

Definition:

The number of kilometres of road created or existing road reconstructed which is either a Trans-European Network (TEN) or provides accessibility. A TEN “development requires the interconnection and interoperability of national networks as well as the access to them.” (EC, 2006d) Accessibility in this context refers to providing access to education, training and lifelong learning facilities or to employment areas, such as business sites and premises or town/city centres (WAG, 2006d, pp.123-124).

Created: Achieved through Structural Fund **assistance** or **financial support** and did not exist prior to the Structural Fund activity.

Reconstructed: the physical improvement of existing TEN or accessibility roads. Improvements can constitute any work done with the aim of improving journey time on, or the bringing back into use of, access route.

Evidence:

Planning consent; environmental impact study; documents evidencing the procurement process; tender report; signed contract of works.

Category / Criteria breakdowns:

The following data will need to be reported each time you report Indicator achievements as part of submitting a claim:

Access route created (Yes – TEN, Yes – Other, No)

Access route reconstructed (Yes, No)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Collaborative R&D

(ERDF Convergence Priorities 1 and 4; ERDF Competitiveness Priority 1)

Definition:

The number of collaborative R&D projects between an enterprise and a research institution.

The collaboration should be an ongoing relationship between **enterprises** and research institutions (WDA, 2004/5, p.79) spanning the length of an R&D project. **Assistance** or **financial support** must be provided prior to or during the collaboration and directed at the enterprise and/or the **research institution(s)** involved (OffPAT, 2005b, p.9).

R&D: Any work undertaken on a systematic basis to resolve scientific or technological uncertainty aimed at achieving an advance in science or technology. Advances include new or improved products, processes and services (OECD, 2002a, p.30; DTI, 2006a).

Evidence:

This output should be recorded at the inception of the collaboration.

Enterprise: name, address including postcode, telephone number, ownership, number of employees, date **assistance** or **financial support** received

Research institution: name, address including postcode, telephone number, check that it is included in the categories above

Collaboration: letter of agreement of collaboration/memorandum of understanding, which states what each partner is going to put in/receive from the collaboration (OffPAT, 2005b, p.10)

Category / Criteria breakdowns:

N/A

Destination Marketing Campaigns

(ERDF Convergence Priority 2; ERDF Competitiveness Priority 2)

Definition:

The number of marketing campaigns designed to improve the awareness of the targeted region as a destination within the UK and increase the level of new and lapsed visitors. "Lapsed" - Visitors which have not been to the targeted region for 3 years.

Evidence:

Copies of all campaign material e.g. billboard posters and television adverts.

Category / Criteria breakdowns:

N/A

Enterprises assisted

(ERDF Convergence Priorities 1, 2 and 4; ERDF Competitiveness Priorities 1, 2 and 3) and including: Enterprises assisted to utilise ICT to promote innovative capacity (ERDF Competitiveness Priority 1)

Definition:

The number of enterprises assisted.

Enterprise: Any entity engaged in an economic activity, irrespective of its legal form. This includes self-employed persons and partnerships or associations regularly engaged in an economic activity (EC, 2003a).

Assisted: Receiving a minimum of seven hours of consultancy advice, guidance and information, which can be through the following media: face-to-face, telephone, web-based dialogue, conference, seminar, workshop, or networks (OffPAT, 2005b, p.8). The assistance encompasses only active advisory work and does not include travel time to clients (WDA, 2004/5, p.64). The amount of assistance should be calculated on a cumulative basis (WEFO, 2004a, p.137). A project should count each enterprise only once during the project's lifetime. However, an enterprise recorded under the indicator "Enterprises created" can subsequently be treated as any other enterprise in terms of assistance and, if consistent with this definition, be recorded again.

Evidence:

Confirmatory document from the provider to the enterprise recording the contact including some detail of the assistance; adequate supporting documents from the provider to the enterprise recording the number of hours of assistance; spreadsheet evidencing individual enterprises showing the activity undertaken.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

SME (Yes, No)

Size of enterprise (number of employees) (0-1, 2-9, 10-49, 50-249, 250+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each enterprise assisted as part of the Enterprise database:

Contact name and details, including the company name as the first line of the address

Preferred Language for communication

Unitary Authority of Enterprise

Number of male owners

Number of female owners

Number of BME owners

Number of non-BME owners

Number of owners who consider themselves disabled

Number of owners with a work limiting health condition

Number of owners who understand welsh

Number of owners who speak welsh

Number of owners who read welsh

Number of owners who write welsh

Number of owners who are aged 16-18

Number of owners who are aged 19-24

Number of owners who are aged 25-49

Number of owners who are aged 50+

Start-up

Social enterprise

SME

Sector

Number of employees

Turnover (£)

Date received assistance or financial support

VAT Number

Assisted or financially supported

WEFO will provide you with a spreadsheet (including fixed headings) to report the enterprise-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Enterprises financially supported

(ERDF Convergence Priorities 1 and 2; ERDF Competitiveness Priorities 1 and 2)

Definition:

The number of enterprises financially supported.

Enterprise: Any entity engaged in an economic activity, irrespective of its legal form. This includes self-employed persons and partnerships or associations regularly engaged in an economic activity (EC, 2003a).

Financially supported: Receiving a minimum of £1,000 in loans, equity investment, or grants. This excludes grants which are for consultancy support, in this case the duration of consultancy support should be counted, cumulatively, towards assistance (WEFO, 2004a, p.134). The amount of financial support should be calculated on a cumulative basis (WEFO, 2004a, p.137). A project should count each enterprise only once during the project's lifetime. However, an enterprise recorded under the indicator "Enterprises created" can subsequently be treated as any other enterprise in terms of financial support and, if consistent with this definition, be recorded again.

Evidence:

Confirmatory document from the provider to the enterprise recording the contact including some detail of the financial support; contact with the enterprise about use of the financial support; adequate supporting documents from the provider to the enterprise recording the financial support which includes: application form for support, support criteria, signed agreement of financial support.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

SME (Yes, No)

Size of enterprise (number of employees) (0-1, 2-9, 10-49, 50-249, 250+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Additional reporting required for Enterprise database - see category guidance for details.

In addition, at a frequency agreed with WEFO the following data will need to be reported for each enterprise financially supported as part of the Enterprise database:

Contact name and details, including the company name as the first line of the address

Preferred Language for communication

Unitary Authority of Enterprise

Number of male owners

Number of female owners

Number of BME owners

Number of non-BME owners

Number of owners who consider themselves disabled

Number of owners with a work limiting health condition

Number of owners who understand welsh

Number of owners who speak welsh

Number of owners who read welsh

Number of owners who write welsh

Number of owners who are aged 16-18

Number of owners who are aged 19-24

Number of owners who are aged 25-49

Number of owners who are aged 50+

Start-up

Social enterprise

SME

Sector

Number of employees

Turnover (£)

Date received assistance or financial support

VAT Number

Assisted or financially supported

Amount of financial support (£)

WEFO will provide you with a spreadsheet (including fixed headings) to report the enterprise-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Environmental risk management initiatives

(ERDF Convergence Priority 4; ERDF Competitiveness Priority 3)

Definition:

The number of initiatives undertaken to adapt to environmental risks. These initiatives will consist of physical infrastructure, such as flood defence, and catchment management. Catchment management initiatives can also include those that will help reduce pollution risks and/or minimise run-off, diffuse and specific point sources of pollution to water sources, the atmosphere and the ground.

Flood defence schemes: Schemes which seek to either employ precautionary measures, equipment or structures implemented to guard or defend people, property and lands from an unusual accumulation of water above the ground or those which seek to manage water resources through construction of dams, reservoirs, embankments, etc. to avoid floods (adapted from definitions of 'flood prevention' and 'flood control' European Environment Agency, 2007).

Catchment management schemes: Schemes which seek to employ precautionary management measures within a river catchment area with the aim to guard or defend people, property and lands from an unusual accumulation of water above the ground (adapted from various definitions from European Environment Agency 2007).

Catchment: An area from which surface runoff is carried away by a single drainage system (European Environment Agency, 2007).

Evidence:

This output should be recorded upon completion of planned works. Planning consent; environmental impact study; documents evidencing the procurement process; tender report; signed contract of works.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Type of environmental risk management initiative (Flood defence scheme, Catchment management scheme)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Footpath or cycleway created or reconstructed
(ERDF Convergence Priority 3)*Definition:*

The number of kilometres of footpath or cycleway created or existing footpath or cycleway reconstructed. The footpath and cycleways should primarily be for access to education, training and lifelong learning facilities or to employment areas, such as business sites and premises or town/city centres (WAG, 2006d, pp.123-124), rather than for leisure use.

Created: Achieved through Structural Fund **assistance** or **financial support** and did not exist prior to the Structural Fund activity.

Reconstructed: the improvement of existing footpaths or cycleways. Improvements can constitute any work done with the aim of improving the safety or increasing foot/cycle traffic capacity on the footpath or cycleway.

Evidence:

Planning consent; environmental impact study; documents evidencing the procurement process; tender report; signed contract of works.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Individuals assisted

(ERDF Convergence Priority 1)

Definition:

The number of individuals assisted.

Assisted: Receiving a minimum of 14 hours of consultancy advice, guidance and information, which can be through the following media: face-to-face, telephone, web-based dialogue, conference, seminar, workshop, or networks (OffPAT, 2005b, p.8). The assistance encompasses only active advisory work and does not include travel time to clients (WDA, 2004/5, p.64). The amount of assistance should be calculated on a cumulative basis (WEFO, 2004a, p.137). A project should count each individual only once during the project's lifetime.

Evidence:

Adequate supporting documents from the provider to the individual recording the number of hours of assistance; spreadsheets evidencing individual persons, showing the activity undertaken.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Gender (Male, Female)**Age** (11-14, 15-24, 25-54, 55-64, 65+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each individual assisted as part of the ERDF Individual database:

Name

Contact details

Preferred Language for communication

Consent to pass details to WEFO

Unitary Authority

Year of birth

Gender

Ethnicity

Disability

Work limiting health condition

Lone Parent

Understand Welsh

Speak Welsh

Read Welsh

Write Welsh

Migrant

Employment status prior to intervention

Hours worked per week

If applicable, duration of unemployment or economic inactivity (months)

Date assistance or financial support received

Age when first received assistance or financial support

WEFO will provide you with a spreadsheet (including fixed headings) to report the individual-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Individuals assisted to set up a new enterprise
(ERDF Convergence Priority 2; ERDF Competitiveness Priority 2)*Definition:*

The number of individuals receiving assistance for setting up a new enterprise.

Assistance: Receiving a minimum of 14 hours of consultancy advice, guidance and information, which can be through the following media: face-to-face, telephone, web-based dialogue, conference, seminar, workshop, or networks (OffPAT, 2005b, p.8). The assistance encompasses only active advisory work and does not include travel time to clients (WDA, 2004/5, p.64). The amount of assistance should be calculated on a cumulative basis (WEFO, 2004a, p.137). A project should count each individual only once during the project's lifetime.

Enterprise: Any entity engaged in an economic activity, irrespective of its legal form. This includes self-employed persons and partnerships or associations regularly engaged in an economic activity (EC, 2003a).

Can include: independent enterprises of all sizes, including sole traders and whether or not VAT registered; independent spin-outs from established businesses, universities and other research and development bodies (WDA, 2004/5, p.53).

Evidence:

Adequate supporting documents from the provider to the individual recording the number of hours of assistance; spreadsheets evidencing individual persons, showing the activity undertaken.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Gender (Male, Female)

Age (11-14, 15-24, 25-54, 55-64, 65+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each individual assisted as part of the ERDF Individual database:

Name
Contact details
Preferred Language for communication
Consent to pass details to WEFO
Unitary Authority
Year of birth
Gender
Ethnicity
Disability
Work limiting health condition
Lone Parent
Understand Welsh
Speak Welsh
Read Welsh
Write Welsh
Migrant
Employment status prior to intervention
Hours worked per week
If applicable, duration of unemployment or economic inactivity (months)
Date assistance or financial support received
Age when first received assistance or financial support

WEFO will provide you with a spreadsheet (including fixed headings) to report the individual-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Individuals assisted to set up a new social enterprise
(ERDF Convergence Priority 5)*Definition:*

The number of individuals receiving assistance for setting up a new social enterprise.

Assistance: Receiving a minimum of 14 hours of consultancy advice, guidance and information, which can be through the following media: face-to-face, telephone, web-based dialogue, conference, seminar, workshop, or networks (OffPAT, 2005b, p.8). The assistance encompasses only active advisory work and does not include travel time to clients (WDA, 2004/5, p.64). The amount of assistance should be calculated on a cumulative basis (WEFO, 2004a, p.137). A project should count each individual only once during the project's lifetime.

Social enterprise: an **enterprise** with primarily social objectives whose surpluses are principally reinvested for that purpose in the enterprise or in the community, rather than being driven by the need to maximise profit for shareholders and owners (WAG, 2005).

Evidence:

Adequate supporting documents from the provider to the individual recording the number of hours of assistance; spreadsheets evidencing individual persons, showing the activity undertaken.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Gender (Male, Female)

Age (11-14, 15-24, 25-54, 55-64, 65+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each individual assisted as part of the ERDF Individual database:

Name
Contact details
Preferred Language for communication
Consent to pass details to WEFO
Unitary Authority
Year of birth
Gender
Ethnicity
Disability
Work limiting health condition
Lone Parent
Understand Welsh
Speak Welsh
Read Welsh
Write Welsh
Migrant
Employment status prior to intervention
Hours worked per week
If applicable, duration of unemployment or economic inactivity (months)
Date assistance or financial support received
Age when first received assistance or financial support

WEFO will provide you with a spreadsheet (including fixed headings) to report the individual-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Individuals financially supported

(ERDF Convergence Priority 1)

Definition:

The number of individuals financially supported.

Financially supported: Receiving a minimum of £1,000 in loans, equity investment, or grants. This excludes grants which are for consultancy support, in this case the duration of consultancy support should be counted, cumulatively, towards **assistance** (WEFO, 2004a, p.134). The amount of financial support should be calculated on a cumulative basis (WEFO, 2004a, p.137). A project should count each individual only once during the project's lifetime.

Evidence:

Adequate supporting documents from the provider to the individual recording the financial support which includes: application form for support, support criteria, signed agreement of financial support.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Gender (Male, Female)

Age (11-14, 15-24, 25-54, 55-64, 65+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each individual assisted as part of the ERDF Individual database:

Name
Contact details
Preferred Language for communication
Consent to pass details to WEFO
Unitary Authority
Year of birth
Gender
Ethnicity
Disability
Work limiting health condition
Lone Parent
Understand Welsh
Speak Welsh
Read Welsh
Write Welsh
Migrant
Employment status prior to intervention
Hours worked per week
If applicable, duration of unemployment or economic inactivity (months)
Date assistance or financial support received
Age when first received assistance or financial support

WEFO will provide you with a spreadsheet (including fixed headings) to report the individual-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Individuals financially supported to set up a new enterprise
(ERDF Convergence Priority 2; ERDF Competitiveness Priority 2)*Definition:*

The number of individuals receiving financial support for setting up a new enterprise.

Financially supported: Receiving a minimum of £1,000 in loans, equity investment, or grants. This excludes grants which are for consultancy support, in this case the duration of consultancy support should be counted, cumulatively, towards **assistance** (WEFO, 2004a, p.134). The amount of financial support should be calculated on a cumulative basis (WEFO, 2004a, p.137). A project should count each individual only once during the project's lifetime.

Enterprise: Any entity engaged in an economic activity, irrespective of its legal form. This includes self-employed persons and partnerships or associations regularly engaged in an economic activity (EC, 2003a).

Can include: independent enterprises of all sizes, including sole traders and whether or not VAT registered; independent spin-outs from established businesses, universities and other research and development bodies (WDA, 2004/5, p.53).

Evidence:

Adequate supporting documents from the provider to the individual recording the financial support which includes: application form for support, support criteria, signed agreement of financial support.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Gender (Male, Female)

Age (11-14, 15-24, 25-54, 55-64, 65+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each individual assisted as part of the ERDF Individual database:

Name
Contact details
Preferred Language for communication
Consent to pass details to WEFO
Unitary Authority
Year of birth
Gender
Ethnicity
Disability
Work limiting health condition
Lone Parent
Understand Welsh
Speak Welsh
Read Welsh
Write Welsh
Migrant
Employment status prior to intervention
Hours worked per week
If applicable, duration of unemployment or economic inactivity (months)
Date assistance or financial support received
Age when first received assistance or financial support

WEFO will provide you with a spreadsheet (including fixed headings) to report the individual-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Individuals financially supported to set up a new social enterprise
(ERDF Convergence Priority 5)*Definition:*

The number of individuals receiving financial support for setting up a new social enterprise.

Financially supported: Receiving a minimum of £1,000 in loans, equity investment, or grants. This excludes grants which are for consultancy support, in this case the duration of consultancy support should be counted, cumulatively, towards **assistance** (WEFO, 2004a, p.134). The amount of financial support should be calculated on a cumulative basis (WEFO, 2004a, p.137). A project should count each individual only once during the project's lifetime.

Social enterprise: an **enterprise** with primarily social objectives whose surpluses are principally reinvested for that purpose in the enterprise or in the community, rather than being driven by the need to maximise profit for shareholders and owners (WAG, 2005).

Evidence:

Adequate supporting documents from the provider to the individual recording the financial support which includes: application form for support, support criteria, signed agreement of financial support.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Gender (Male, Female)

Age (11-14, 15-24, 25-54, 55-64, 65+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each individual assisted as part of the ERDF Individual database:

Name
Contact details
Preferred Language for communication
Consent to pass details to WEFO
Unitary Authority
Year of birth
Gender
Ethnicity
Disability
Work limiting health condition
Lone Parent
Understand Welsh
Speak Welsh
Read Welsh
Write Welsh
Migrant
Employment status prior to intervention
Hours worked per week
If applicable, duration of unemployment or economic inactivity (months)
Date assistance or financial support received
Age when first received assistance or financial support

WEFO will provide you with a spreadsheet (including fixed headings) to report the individual-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Initiatives addressing barriers to ICT uptake

(ERDF Convergence Priority 1)

Definition:

The number of initiatives aimed at increasing the effective use of ICT by communities, social enterprises, citizens and the third sector. The barriers to effective use can be physical, social or lack of knowledge of the benefits of ICT.

Initiatives could, for example, include: working with a community group to develop their use of ICT through a range of methods; activities such as digital storytelling to develop someone's confidence in using ICT before they go on to using the internet to undertake various transactions, some of which could relate to engaging with public services.

Evidence:

Each initiative should be recorded when started.

Evidence should be provided of the support being provided to the group and also the engagement with other agencies/Partnerships in the area on any proposal; adequate supporting documents should be provided evidencing each individual initiative supported; evidence should also include details of any engagement with other agencies/partnerships in the area on any initiative.

Category / Criteria breakdowns:

N/A

Initiatives developing the natural and/or historic environment
(ERDF Convergence Priority 4)*Definition:*

The number of initiatives improving or developing new visitor attractions or visitor facilities in natural and/or historic environments. This excludes managed access to countryside or coast.

Natural environment: An environment where human impact (excluding changes of global proportions, e.g. climate change) has been of no greater influence than that of any other native species, and has not affected the ecosystem's structure since the industrial revolution (EEA, 2006).

Historic environment: This includes historic buildings, ancient monuments, historic parks and gardens, landscapes and underwater archaeology (Cadw, 2006).

Evidence:

This output should be recorded upon completion of works.

Planning consent; environmental impact study; documents evidencing the procurement process; tender report; signed contract of works; listed building consent (if applicable).

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Innovation centres and R&D facilities developed

(ERDF Convergence Priority 1; ERDF Competitiveness Priority 1)

Definition:

The number of metres square of floor space developed for innovation and R&D use.

Developed: putting up a new building or refurbishing an existing building. This does not include area used for car parking or external landscaping.

Innovation: “a new or significantly improved product (good or service) introduced to the market or the introduction within an enterprise of a new or significantly improved process. Innovations are based on the results of new technological developments, new combinations of existing technology or the utilisation of other knowledge acquired by the enterprise. Innovations may be developed by the innovating enterprise or by another enterprise; however, purely selling innovations wholly produced and developed by other enterprises is not included as an innovation activity. Innovations should be new to the enterprise concerned; for product innovations they do not necessarily have to be new to the market and for process innovations the enterprise does not necessarily have to be the first to have introduced the process.” (EC, 2004)

R&D: Any work undertaken on a systematic basis to resolve scientific or technological uncertainty aimed at achieving an advance in science or technology. Advances include new or improved products, processes and services (OECD, 2002a, p.30; DTI, 2006a).

Evidence:

This output should be recorded upon completion of works.

Building specifications (BREEAM excellent building standard); floor plans; planning consent; environmental impact study; documents evidencing the procurement process; tender report; signed contract of works.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Intermodal facilities created or improved

(ERDF Convergence Priority 3)

Definition:

The number of intermodal facilities created or improved.

Intermodal facility: a facility which enables the movement of goods or passengers from one mode of transport to at least one other mode.

Created: Achieved through Structural Fund **assistance** or **financial support** and did not exist prior to the Structural Fund activity.

Improved: a physical improvement to enable more efficient transfer of goods or passengers between modes of transport, or also in the case of passengers to enable access to education, training and lifelong learning facilities or to employment areas, such as business sites and premises or town/city centres (WAG, 2006d, pp.123-124).

Evidence:

This output should be recorded upon completion of works.

Planning consent; environmental impact study; documents evidencing the procurement process; tender report; signed contract of works.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Land developed

(ERDF Convergence Priorities 3 and 5)

Definition:

The number of hectares (equivalent of 10,000 m²) of brownfield or greenfield land developed.

Developed: making land fit for use by removing physical constraints to open it up for development or including provision of services to open it up for development.

Brownfield: includes contaminated, derelict or previously developed land, which is or was occupied by a permanent structure (excluding agricultural or forestry buildings), and associated fixed surface infrastructure within the curtilage of the development.

Derelict land: Land damaged by extractive or other industrial processes and then abandoned (European Environment Agency, 2007).

Contaminated land: Land where as a result of human activity an unacceptable hazard to human health and ecosystems exists (adapted from European Environment Agency definition of 'contaminated site' 2007).

Greenfield land: Land on which no urban development has previously taken place; usually understood to be on the periphery, of an existing built-up area (European Environment Agency, 2007).

Excluded from this indicator are: land and buildings currently used for agricultural or forestry purposes; land in built-up areas not previously developed, e.g. parks, recreation grounds, allotments, and cemeteries; and land previously developed, but where the remains of any structure or activity has blended into the landscape over time, e.g. amenity use, contribution to nature conservation (OffPAT, 2005a, p.17).

Reclamation activities may include: dealing with contamination, existing surfaces and buried structures; stabilisation; levelling; provision of flood defences; provision of utilities and other services; or environmental improvements or enhancements.

Brownfield land categories may include: previously developed vacant land; vacant buildings unoccupied for a year or more; derelict land and buildings; land or buildings, currently in use, allocated for development in the adopted plan or having planning permission; land or buildings currently in use where it is known there is potential for redevelopment, but sites do not have any plan allocation or planning permission; defence buildings; or land used for mineral extraction and waste disposal.

Evidence:

This output should be recorded upon completion of works.

Site area – full postal address including postcode, land registry record/deeds, Local Authority/NLUD register details (for previous use to ensure not excluded category).

Contaminated land – completed land condition record and remediation complete certificate.

Works – certificate of practical completion of the works. QS certification of works carried out, e.g. site services/utilities and infrastructure, foundations laid, walls and roof built.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Type of land (Brownfield – derelict, Brownfield – contaminated, Greenfield)
Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Managed access to countryside or coast

(ERDF Convergence Priority 4)

Definition:

The number of kilometres of reconstructed or created footpath or cycleway providing access to countryside or coast. The footpath and cycleways should primarily be for leisure use, rather than for general transport.

Created: Achieved through Structural Fund **assistance** or **financial support** and did not exist prior to the Structural Fund activity.

Reconstructed: the improvement of existing footpaths or cycleways. Improvements can constitute any work done with the aim of improving the safety or increasing foot/cycle traffic capacity on the footpath or cycleway.

Evidence:

This output should be recorded upon completion of works.
Planning consent; environmental impact study; documents evidencing the procurement process; tender report; signed contract of works.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Open access infrastructure points

(ERDF Convergence Priority 1; ERDF Competitiveness Priority 1)

Definition:

The number of infrastructure installations and equipment which is open to all operators and service providers. That is non-discriminatory access for all operators that does not strengthen a dominant position by any operator, or distort competition rules¹.

Infrastructure installations and equipment²: Dark fibre, ducts, masts, etc.

Operators and service providers³: A provider of electronic communications services to third parties whether over its own network or otherwise.

Evidence:

This output should be recorded upon completion of works.

Documents evidencing the procurement process; tender report; signed contract of works.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

¹ Commission staff working paper: guidelines on criteria and modalities of implementation of structural funds in support of electronic communications. SEC (2003) 895. 28/07/03.

² Ibid.

³ Ofcom Communications Market Report. Nations and Regions: United Kingdom 2007.

Organisations assisted (ERDF Convergence Priority 5)

Definition:

The number of organisations assisted.

Organisation: Third sector organisations – “non–governmental organisations which are value–driven and which principally reinvest their surpluses to further social, environmental or cultural objectives. It encompasses voluntary and community organisations, charities, social enterprises, cooperatives and mutuals both large and small.” (Cabinet Office, 2007)

Assisted: Receiving a minimum of seven hours of consultancy advice, guidance and information, which can be through the following media: face-to-face, telephone, web-based dialogue, conference, seminar, workshop, or networks (OffPAT, 2005b, p.8). The assistance encompasses only active advisory work and does not include travel time to clients (WDA, 2004/5, p.64). The amount of assistance should be calculated on a cumulative basis (WEFO, 2004a, p.137). A project should count each organization only once during the project’s lifetime.

Evidence:

Confirmatory document from the provider to the organisation recording the contact including some detail of the assistance; adequate supporting documents from the provider to the organisation recording the number of hours of assistance; spreadsheet evidencing individual enterprises showing the activity undertaken.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

SME (Yes, No)

Size of enterprise (number of employees) (0-1, 2-9, 10-49, 50-249, 250+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each organization assisted as part of the Enterprise database:

Contact name and details, including the company name as the first line of the address

Preferred Language for communication

Unitary Authority of Enterprise

Number of male owners

Number of female owners

Number of BME owners

Number of non-BME owners

Number of owners who consider themselves disabled

Number of owners with a work limiting health condition

Number of owners who understand welsh

Number of owners who speak welsh

Number of owners who read welsh

Number of owners who write welsh

Number of owners who are aged 16-18

Number of owners who are aged 19-24

Number of owners who are aged 25-49

Number of owners who are aged 50+

Start-up

Social enterprise

SME

Sector

Number of employees

Turnover (£)

Date received assistance or financial support

VAT Number

Assisted or financially supported

WEFO will provide you with a spreadsheet (including fixed headings) to report the organization-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Organisations financially supported

(ERDF Convergence Priority 5)

Definition:

The number of organisations financially supported.

Organisation: Third sector organisations – “non–governmental organisations which are value–driven and which principally reinvest their surpluses to further social, environmental or cultural objectives. It encompasses voluntary and community organisations, charities, social enterprises, cooperatives and mutuals both large and small.” (Cabinet Office, 2007)

Financially supported: Receiving a minimum of £1,000 in loans, equity investment, or grants. This excludes grants which are for consultancy support, in this case the duration of consultancy support should be counted, cumulatively, towards **assistance** (WEFO, 2004a, p.134). The amount of financial support should be calculated on a cumulative basis (WEFO, 2004a, p.137). A project should count each organization only once during the project’s lifetime.

Evidence:

Confirmatory document from the provider to the organisation recording the contact including some detail of the financial support; contact with the enterprise about use of the financial support; adequate supporting documents from the provider to the organisation recording the financial support which includes: application form for support, support criteria, signed agreement of financial support.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

SME (Yes, No)

Size of enterprise (number of employees) (0-1, 2-9, 10-49, 50-249, 250+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each organization financially supported as part of the Enterprise database:

Contact name and details, including the company name as the first line of the address

Preferred Language for communication

Unitary Authority of Enterprise

Number of male owners

Number of female owners

Number of BME owners

Number of non-BME owners

Number of owners who consider themselves disabled

Number of owners with a work limiting health condition

Number of owners who understand welsh

Number of owners who speak welsh

Number of owners who read welsh

Number of owners who write welsh

Number of owners who are aged 16-18

Number of owners who are aged 19-24

Number of owners who are aged 25-49

Number of owners who are aged 50+

Start-up

Social enterprise

SME

Sector

Number of employees

Turnover (£)

Date received assistance or financial support

VAT Number

Assisted or financially supported

Amount of financial support (£)

WEFO will provide you with a spreadsheet (including fixed headings) to report the organization-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Physical improvement schemes
(ERDF Convergence Priority 5)*Definition:*

The number of schemes aiming to refurbish the external appearance of public, or infringing on public space, buildings in order to improve the quality of the local built environment. This also includes the refurbishment of natural spaces, e.g. landscaping. Public in this indicator refers to spaces used by the public as opposed to publicly owned spaces.

As this is a very broad output that does not link to any direct results or impacts within the indicator framework, it will be very important that the need for the physical improvement scheme and how results and impacts could be recorded and attributed to Structural Funds be considered in the project's evaluation plan.

Evidence:

Planning consent; environmental impact study; documents evidencing the procurement process; tender report; signed contract of works.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Public transport services created or improved

(ERDF Convergence Priority 3)

Definition:

The number of vehicle kilometres of bus or coach or rail public transport service created or improved.

Created: Achieved through Structural Fund **assistance** or **financial support** and did not exist prior to the Structural Fund activity.

Improved: increase in frequency of service or providing quicker access to education, training and lifelong learning facilities or to employment areas, such as business sites and premises or town/city centres (WAG, 2006d, pp.123-124).

Evidence:

Documentary evidence of new or improved service, such as a timetable.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Railroads created or reconstructed

(ERDF Convergence Priority 3)

Definition:

The number of kilometres of railroad created or existing railroad reconstructed.

Created: Achieved through Structural Fund **assistance** or **financial support** and did not exist prior to the Structural Fund activity.

Reconstructed: the physical improvement of existing railroad, including the replacement of existing railroad. Improvements can constitute any work done with the aim of improving journey time on, or bringing back into use of, existing railroad.

Evidence:

Planning consent; environmental impact study; documents evidencing the procurement process; tender report; signed contract of works.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Railroad created (Yes – TEN, Yes – Other, No)

Railroad reconstructed (Yes, No)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Regeneration schemes
(ERDF Competitiveness Priority 4)*Definition:*

Schemes can be made up of single initiatives or a number of initiatives, they must be centred on either a specific geographical area or comprise a number of communities/initiatives linked by common needs.

Schemes can include the physical improvement of public spaces to bring them into economic and social / community use. This also includes the refurbishment of natural spaces, e.g. landscaping, and improving access. Public in this indicator refers to spaces used by the public as opposed to publicly owned spaces. Schemes can also include the development of small-scale sites and premises or the provision of infrastructure for development sites for economic and community development.

As this is a very broad output that does not link to any direct results or impacts within the indicator framework, it will be very important that the need for the physical improvement scheme and how results and impacts could be recorded and attributed to Structural Funds be considered in the project's evaluation plan.

Evidence:

Planning consent; environmental impact study; documents evidencing the procurement process; tender report; signed contract of works.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Social enterprises assisted

(ERDF Convergence Priority 2; ERDF Competitiveness Priority 2)

Definition:

The number of social enterprises assisted.

Social enterprise: an **enterprise** with primarily social objectives whose surpluses are principally reinvested for that purpose in the enterprise or in the community, rather than being driven by the need to maximise profit for shareholders and owners (WAG, 2005).

Assisted: Receiving a minimum of seven hours of consultancy advice, guidance and information, which can be through the following media: face-to-face, telephone, web-based dialogue, conference, seminar, workshop, or networks (OffPAT, 2005b, p.8). The assistance encompasses only active advisory work and does not include travel time to clients (WDA, 2004/5, p.64). The amount of assistance should be calculated on a cumulative basis (WEFO, 2004a, p.137). The amount of assistance should be calculated on a cumulative basis (WEFO, 2004a, p.137). A project should count each social enterprise only once during the project's lifetime.

Evidence:

Confirmatory document from the provider to the social enterprise recording the contact including some detail of the assistance; adequate supporting documents from the provider to the social enterprise recording the number of hours of assistance; spreadsheet evidencing individual enterprises showing the activity undertaken.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Size of enterprise (number of employees) (0-1, 2-9, 10-49, 50-249, 250+)
Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each enterprise assisted as part of the Enterprise database:

Contact name and details, including the company name as the first line of the address

Preferred Language for communication

Unitary Authority of Enterprise

Number of male owners

Number of female owners

Number of BME owners

Number of non-BME owners

Number of owners who consider themselves disabled

Number of owners with a work limiting health condition

Number of owners who understand welsh

Number of owners who speak welsh

Number of owners who read welsh

Number of owners who write welsh

Number of owners who are aged 16-18

Number of owners who are aged 19-24

Number of owners who are aged 25-49

Number of owners who are aged 50+

Start-up

Social enterprise

SME

Sector

Number of employees

Turnover (£)

Date received assistance or financial support

VAT Number

Assisted or financially supported

WEFO will provide you with a spreadsheet (including fixed headings) to report the enterprise-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Social enterprises financially supported

(ERDF Convergence Priority 2; ERDF Competitiveness Priority 2)

Definition:

The number of social enterprises financially supported.

Social enterprise: an **enterprise** with primarily social objectives whose surpluses are principally reinvested for that purpose in the enterprise or in the community, rather than being driven by the need to maximise profit for shareholders and owners (WAG, 2005).

Financially supported: Receiving a minimum of £1,000 in loans, equity investment, or grants. This excludes grants which are for consultancy support, in this case the duration of consultancy support should be counted, cumulatively, towards **assistance** (WEFO, 2004a, p.134). The amount of financial support should be calculated on a cumulative basis (WEFO, 2004a, p.137). A project should count each social enterprise only once during the project's lifetime.

Evidence:

Confirmatory document from the provider to the social enterprise recording the contact including some detail of the financial support; contact with the social enterprise about use of the financial support; adequate supporting documents from the provider to the social enterprise recording the financial support which includes: application form for support, support criteria, signed agreement of financial support.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Size of enterprise (number of employees) (0-1, 2-9, 10-49, 50-249, 250+)
Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each enterprise financially supported as part of the Enterprise database:

Contact name and details, including the company name as the first line of the address

Preferred Language for communication

Unitary Authority of Enterprise

Number of male owners

Number of female owners

Number of BME owners

Number of non-BME owners

Number of owners who consider themselves disabled

Number of owners with a work limiting health condition

Number of owners who understand welsh

Number of owners who speak welsh

Number of owners who read welsh

Number of owners who write welsh

Number of owners who are aged 16-18

Number of owners who are aged 19-24

Number of owners who are aged 25-49

Number of owners who are aged 50+

Start-up

Social enterprise

SME

Sector

Number of employees

Turnover (£)

Date received assistance or financial support

VAT Number

Assisted or financially supported

Amount of financial support (£)

WEFO will provide you with a spreadsheet (including fixed headings) to report the enterprise-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Results

Energy saved

(ERDF Convergence Priority 4; ERDF Competitiveness Priority 3)

Definition:

The amount of energy, measured in GWh, saved as a result of a Structural Fund intervention. This should be counted on an annualised cumulative basis during the lifetime of the intervention.

Evidence:

Independent data, such as invoices, on energy requirements before and after the Structural Fund intervention on an annualised cumulative basis.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Enterprises accommodated

(ERDF Convergence Priorities 1 and 5; ERDF Competitiveness Priority 4)

Definition:

Number of enterprises accommodated within the sites and premises referred to in the indicators “Innovation centres and R&D facilities developed” and “Premises created or refurbished”. This indicator does not apply to Priority 3 (see “SMEs accommodated”).

Accommodated: The maximum number potentially located at any one time. This is not the number accommodated over the life of the premises.

Enterprise: Any entity engaged in an economic activity, irrespective of its legal form. This includes self-employed persons and partnerships or associations regularly engaged in an economic activity (EC, 2003a).

Evidence:

Floor plans, building specifications to support the number of new desks/positions provided. Building should be complete before reporting enterprises accommodated.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Enterprises adopting and implementing Environmental Action Plans
(ERDF Convergence Priorities 1 and 2; ERDF Competitiveness Priorities 1 and 2)*Definition:*

The number of enterprises adopting and implementing Environmental Action Plans.

Environmental Action Plans: An action plan within an enterprise whereby an environmental policy is implemented through a series of practical and specific actions. The Action Plan should include the checking of the enterprises' environmental legislative compliance. The Environmental Action Plan must have been adopted or improved as a result of Structural Fund **assistance** or **financial support**.

Enterprise: Any entity engaged in an economic activity, irrespective of its legal form. This includes self-employed persons and partnerships or associations regularly engaged in an economic activity (EC, 2003a).

Evidence:

Production of an enterprise's environmental policy and associated action plan. Implementation is evidenced through written confirmation of the completion of at least one specific action listed.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

SME (Yes, No)

Size of enterprise (number of employees) (0-1, 2-9, 10-49, 50-249, 250+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each enterprise assisted and/or financially supported as part of the Enterprise database:

Adopting or improving Environmental Management System

WEFO will provide you with a spreadsheet (including fixed headings) to report the enterprise-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Enterprises adopting or improving equality strategies and monitoring systems

(ERDF Convergence Priorities 1, 2 and 4; ERDF Competitiveness Priorities 1, 2 and 3)

Definition:

Number of enterprises adopting a strategy, which outlines the key priorities for action by the employer and its staff to promote equality and challenge discrimination (GLA, 2005), and monitoring progress against these priorities. The equality strategies and monitoring systems must have been adopted or improved as a result of Structural Fund **assistance** or **financial support**.

Enterprise: Any entity engaged in an economic activity, irrespective of its legal form. This includes self-employed persons and partnerships or associations regularly engaged in an economic activity (EC, 2003a).

Evidence:

Copies of Annual Report on progress of the integration of equal opportunities within the project. Report would include monitoring data and any actions to be taken forward.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

SME (Yes, No)

Size of enterprise (number of employees) (0-1, 2-9, 10-49, 50-249, 250+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each enterprise assisted and/or financially supported as part of the Enterprise database:

Adopting or improving equality strategy and monitoring system

WEFO will provide you with a spreadsheet (including fixed headings) to report the enterprise-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Enterprises created

(ERDF Convergence Priorities 1, 2 and 4; ERDF Competitiveness Priorities 1 and 2)

Definition:

The **gross** number of enterprises created. The enterprise will be considered as created when one of the evidence criteria is fulfilled.

Enterprise: Any entity engaged in an economic activity, irrespective of its legal form. This includes self-employed persons and partnerships or associations regularly engaged in an economic activity (EC, 2003a).

Created: Achieved through Structural Fund **assistance** or **financial support** and did not exist prior to the Structural Fund activity.

Evidence:

- Evidence of the first service delivery/goods provision – usually the date the first invoice is raised
- Date on which the business registers for VAT if appropriate – a statutory recognition of trading.
- Below the VAT threshold – date individuals involved register for Class 2 National Insurance contributions (must occur within 13 weeks of the start of trading) – a statutory recognition of trading
- In cases, where the above is not necessarily applicable, the start of the business may be determined by developing the balance sheet: investment in assets for the purpose of the business; or opening of a business bank account (WDA, 2004/5, pp.53-54).

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

SME (Yes, No)

Size of enterprise (number of employees) (0-1, 2-9, 10-49, 50-249, 250+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each enterprise created as part of the Enterprise database:

Contact name and details, including the company name as the first line of the address

Preferred Language for communication

Unitary Authority of Enterprise

Number of male owners

Number of female owners

Number of BME owners

Number of non-BME owners

Number of owners who consider themselves disabled

Number of owners with a work limiting health condition

Number of owners who understand welsh

Number of owners who speak welsh

Number of owners who read welsh

Number of owners who write welsh

Number of owners who are aged 16-18

Number of owners who are aged 19-24

Number of owners who are aged 25-49

Number of owners who are aged 50+

Social enterprise

SME

Sector

Number of employees

Date enterprise created

VAT Number

Created by graduate?

Spinout SME?

Enterprises operating Environmental Management Systems at a level that requires monitoring and reporting of carbon emissions
(ERDF Convergence Priority 4; ERDF Competitiveness Priority 3)

Definition:

The number of enterprises adopting or improving Environmental Management Systems at a level that requires monitoring and reporting of carbon emissions.

Environmental Management Systems: The implementation of a formal system within an enterprise whereby progress is monitored against defined targets to achieve a more efficient usage of natural resources thereby improving environmental performance (WEFO, 2004a, p.137). The Environmental Management System must be at a level that requires monitoring and reporting of carbon emissions and must have been adopted as a result of Structural Fund **assistance or financial support**.

Enterprise: Any entity engaged in an economic activity, irrespective of its legal form. This includes self-employed persons and partnerships or associations regularly engaged in an economic activity (EC, 2003a).

Evidence:

Formal notice from the EMS provider certifying that the environment management system has been effectively adopted or improved according to the agreed specification. The certification document must include details as to how the enterprise will monitor and report their carbon emissions and confirm that the EMS is at least of ISO14001 level.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

SME (Yes, No)

Size of enterprise (number of employees) (0-1, 2-9, 10-49, 50-249, 250+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each enterprise assisted and/or financially supported as part of the Enterprise database:

Adopting or improving Environmental Management System

WEFO will provide you with a spreadsheet (including fixed headings) to report the enterprise-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Gross jobs created

(ERDF Convergence Priorities 1, 2, 3, 4 and 5; ERDF Competitiveness Priorities 1, 2, 3 and 4)

Definition:

The gross number of jobs created.

There are two types of jobs that can be counted, as outlined below.

New Job: A new post which is expected will exist for at least 12 months and did not exist prior to the Structural Fund activity. This does not include jobs which have been relocated.

Associated Job: A post associated with the delivery of a project which exists due to structural fund intervention and which is envisioned to be of a minimum of 12 months e.g. Construction jobs associated with an infrastructure project.

Project management/administration jobs within the Structural Fund project cannot be included.

The post itself should be counted, not an estimate of the number of people that may occupy the post over time. The post must be filled i.e. vacant posts must not be counted.

A seasonal job may also be counted, so long as the job is recurring. In this case the project should report, in addition to number of hours per week, the proportion of the year worked (WEFO, 2004; WEFO, 2004a, p.135).

Jobs should be reported as Full Time Equivalents (FTEs), based on a 30 hour week. For example, if a post involves working 30 hours or more per week then it is 1 FTE. If a job is not full-time, then the hours worked each week will need to be divided by 30 to give the proportion of FTE represented. For example, 18 hours per week would be 0.6 FTE.

Gross: The total number achieved for an indicator through Structural Fund activity (irrespective of the proportion of the project funded by Structural Funds) and has not been adjusted for deadweight, displacement, leakage and multiplier effects (WDA, 2004/5, p.17; WEFO, 2005a).

Created: Achieved through Structural Fund **assistance** or **financial support**.

Jobs within those enterprises counted under the indicator "Enterprises created" should also be counted as "Gross jobs created".

Evidence:

Personnel records showing the increase in headcount. Any other documents showing that these directly relate to the project.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each enterprise assisted and/or financially supported as part of the Enterprise database:

Number of gross jobs created
Number in salary band - £14,999 and below
Number in salary band £15,000-£19,999
Number in salary band £20,000-£24,999
Number in salary band £25,000-£34,999
Number in salary band £35,000 and above
Unitary Authority of location of jobs
Post code of location of jobs

WEFO will provide you with a spreadsheet (including fixed headings) to report the enterprise-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Gross passenger kilometres on public transport (ERDF Convergence Priority 3)

Definition:

The **gross** increase in the number of passenger kilometres on: public transport referred to in the indicator “Public transport services created or improved”; a public transport route enabled by an intermodal facility referred to in the indicator “Intermodal facilities created or improved”; or the railroad referred to in the indicator “Railroads created or reconstructed”

The number of passengers, defined below, should be multiplied by the distance travelled to provide passenger kilometres (Eurostat, 2006). This should be counted on a cumulative basis during the lifetime of the project.

This is the gross increase in number of passengers using public transport during the first year following completion of the activity (i.e. “Public transport services created or improved”, “Intermodal facilities created or improved”, or “Railroads created or reconstructed”).

Evidence:

In order to assess the increase it will be important to establish the baseline number of passenger kilometres before the activity has taken place.

For bus public transport: the bus operator should automatically record passengers as they buy a ticket or show a pass. The length of journey could be estimated from fare paid and supplementary before and after surveys could be organised, with the co-operation of the operator, to check.

For rail public transport: estimates of the total numbers of people entering, exiting and interchanging at stations can be used. This information is based on ticket sales in the financial year and covers all National Rail stations throughout England, Scotland and Wales. The station use figures are subdivided by ticket type (full, reduced and season tickets), whilst information on the county and region of each station is also provided. Ticket sales data can also be analysed by destination from the stations included in the project and thus passenger kilometres measured. The measuring system is a standard part of the Department for Transport’s (DfT’s) data collection (LENNON). Project sponsors should talk to the DfT before commencement of the project to make sure that they can use the data in a disaggregated form.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Increase in level of export
(ERDF Convergence Priority 2)*Definition:*

Measured in £, the **gross** value of new export business (goods and services) secured by **enterprises** due to Structural Fund intervention. They may be one-off or on-going. On-going benefits should be scored once as an annualised figure based on current performance (WDA, 2004/5, pp.61-62). The annualised figure should be recorded within one year of the intervention. If a project is **assisted** or **financially supported** more than once the one-off or annualised increase in level of export should be calculated cumulatively, provided that it is additional.

Example of value of new export business:

- One-off order received from customer outside of the UK, value expressed in £;
- Call-off / term contract signed with customer outside of the UK, value of year 1 commitment expressed in £.

Export of goods: goods which leave the statistical territory of the UK.

Export of services: services where the customer is outside of the statistical territory of the UK

Evidence:

Sign-off of the value (£) of the export (goods and services) business created by (depending on the size of the enterprise) the Managing Director, Financial Director, Operational Management or whoever was responsible for participation in the Structural Fund activity. Evidence should be collected on an ongoing basis as new orders are received.

Category / Criteria breakdowns:

There are no category / criteria breakdowns but, at a frequency agreed with WEFO, the following data will need to be reported for each enterprise assisted and/or financially supported as part of the Enterprise database:

Increase in level of export (£)

WEFO will provide you with a spreadsheet (including fixed headings) to report the enterprise-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Investment induced

(ERDF Convergence Priorities 1, 2, 3, 4 and 5; ERDF Competitiveness Priorities 1, 2, and 3)

Definition:

Measured in £, this is the **gross** amount of direct tangible or intangible investment from the private sector or: commercial, charitable and not-for-profit organizations and private individuals (WDA, 2004/5, p.41). This does not include funds awarded from the National Lottery.

Investment does not include operational ongoing costs, such as personnel costs (ibid.). The investment must have been induced through Structural Fund **assistance** or **financial support** and must not include any project match funding.

Evidence:

For each investor: name, address, contact details, receipt of financial contribution or for intangible investment: recipient statement (signed by Finance Director) on what was provided and its financial value, with evidence of its financial value (e.g. for equipment, evidence of market value such as invoice or copy of receipts) (OffPAT, 2006, p.11).

Category / Criteria breakdowns:

There are no category / criteria breakdowns but, at a frequency agreed with WEFO, the following data will need to be reported for each enterprise assisted and/or financially supported as part of the Enterprise database:

Investment induced (£)

WEFO will provide you with a spreadsheet (including fixed headings) to report the enterprise-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Jobs accommodated

(ERDF Convergence Priorities 1, 3 and 5; ERDF Competitiveness Priority 4)

Definition:

Number of jobs accommodated within the sites and premises referred to in the indicators “Premises created or refurbished” and “Innovation centres and R&D facilities developed”.

Accommodated: The maximum number potentially located at any one time. This is not the number accommodated over the life of the premises.

If the project involves the refurbishment of a premises then this should be the number of additional jobs accommodated (i.e. any jobs accommodated prior to refurbishment should be deducted from the number reported to WEFO; should this result in a negative figure then the project should reconsider whether this is the most appropriate result indicator for them).

If any subsequent actual jobs accommodated, monitored through property management activity, qualify as “Gross jobs created”, they should also be counted as such, with the same evidence requirements needing to be met.

The English Partnerships’ Employment Densities Guide (2nd Edition, 2010) may be used when calculating jobs accommodated.

Evidence:

Floor plans, building specifications to support the number of new desks/positions provided. Building should be complete before reporting jobs accommodated.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

New or improved products, processes or services launched

(ERDF Convergence Priorities 1 and 4; ERDF Competitiveness Priority 1)

Definition:

Number of new or improved products, processes or services developed to market introduction (for products and services) or use (for processes) (DTI, 2005).

For products and services: improved “with respect to its capabilities, such as quality, user friendliness, software or subsystems.” New to the enterprise, but not new to the market, “it does not matter if the innovation was originally developed by” the “enterprise or by other enterprises.” (DTI, 2005)

For processes: “improved methods for the supply of goods or services.” New to the enterprise, but not new to the market, “it does not matter if the innovation was originally developed by” the “enterprise or by other enterprises.” (DTI, 2005)

This can also include products, processes or services which have also been recorded against the indicator “Products, processes or services registered”.

Evidence:

Documentary evidence to show that the product or service has been introduced to market, such as sales receipts, or that processes are being implemented in the enterprise, such as a sign-off that the process is being implemented by (depending on the size of enterprise) the Managing Director, Financial Director, Operational Management or whoever was responsible for participation in the Structural Fund activity. Whoever signs off that the process is being implemented should be familiar with, and able to express a knowledgeable opinion on, the activity.

Category / Criteria breakdowns:

N/A

Number of new and lapsed visitors

(ERDF Convergence Priority 2; ERDF Competitiveness Priority 2)

Definition:

The number of new and lapsed visitors to the targeted region which have been influenced by a marketing campaign. "Lapsed" - Visitors which have not been to the targeted region for 3 years.

Evidence:

Survey work (peer reviewed methodology) which links a marketing campaign to an increase in new and lapsed visitor numbers.

Category / Criteria breakdowns:

N/A

Organisations adopting and implementing Environmental Action Plans (ERDF Convergence Priority 5)

Definition:

The number of organisations adopting and implementing Environmental Action Plans.

Environmental Action Plans: An action plan within an enterprise whereby an environmental policy is implemented through a series of practical and specific actions. The Action Plan should include the checking of the enterprises' environmental legislative compliance. The Environmental Action Plan must have been adopted or improved as a result of Structural Fund **assistance** or **financial support**.

Organisation: Third sector organisations – “non–governmental organisations which are value–driven and which principally reinvest their surpluses to further social, environmental or cultural objectives. It encompasses voluntary and community organisations, charities, social enterprises, cooperatives and mutuals both large and small.” (Cabinet Office, 2007)

Evidence:

Production of an organisation's environmental policy and associated action plan. Implementation is evidenced through written confirmation of the completion of at least one specific action listed.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

SME (Yes, No)

Size of enterprise (number of employees) (0-1, 2-9, 10-49, 50-249, 250+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each organisation assisted and/or financially supported as part of the Enterprise database:

Adopting or improving Environmental Management System

WEFO will provide you with a spreadsheet (including fixed headings) to report the enterprise-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Organisations adopting or improving equality strategies and monitoring systems

(ERDF Convergence Priority 5)

Definition:

Number of organisations adopting a strategy, which outlines the key priorities for action by the employer and its staff to promote equality and diversity and challenge discrimination (GLA, 2005), and monitoring progress against these priorities. The equality strategies and monitoring systems must have been adopted as a result of Structural Fund **assistance** or **financial support**.

Organisation: Third sector organisations – “non-governmental organisations which are value-driven and which principally reinvest their surpluses to further social, environmental or cultural objectives. It encompasses voluntary and community organisations, charities, social enterprises, cooperatives and mutuals both large and small.” (Cabinet Office, 2007)

Evidence:

Copies of Annual Report on progress of the integration of equal opportunities within the project. Report would include monitoring data and any actions to be taken forward.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

SME (Yes, No)

Size of enterprise (number of employees) (0-1, 2-9, 10-49, 50-249, 250+)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each organisation assisted and/or financially supported as part of the Enterprise database:

Adopting or improving equality strategy and monitoring system

WEFO will provide you with a spreadsheet (including fixed headings) to report the enterprise-level data. Further details about the information required, including the format of what is required can be found at Annex 1.

Participants accommodated
(ERDF Convergence Priority 3)*Definition:*

The number of Participants accommodated within the learning infrastructure referred to in the indicator “Premises created or refurbished”.

A Participant is an individual engaged in learning.

Accommodated: The maximum number potentially located at any one time. This is not the number accommodated over the life of the premises. For example, a lecture theatre which could hold a maximum of 400 Participants would be counted as 400 Participants accommodated.

Evidence:

Floor plans, building specifications to support the number of new desks/positions provided. Building should be complete before reporting Participants accommodated.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

People accessing services

(ERDF Convergence Priority 5; ERDF Competitiveness Priority 4)

Definition:

The number of people accessing services provided by those organisations counted under the indicators “Organisations assisted” and “Organisations financially supported”. The services provided must be new and **created** or improved, in terms of accessibility or scope of provision. This should be monitored on a cumulative basis for the lifetime of the project. For services that are improved then this will need to be monitored against a baseline, which will need to be established before improvements are carried out.

Evidence:

The organisation assisted or financially supported will have responsibility for monitoring the number of people accessing the services provided through adequate documentation.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

People benefiting from flood protection measures

(ERDF Convergence Priority 4; ERDF Competitiveness Priority 3)

Definition:

The number of people based in properties, located in an area that had a 0.5 per cent or greater chance of being flooded each year from the sea, or a one per cent or greater chance of being flooded each year from a river (EAW, 2006), which because of a flood defence funded by Structural Funds now has a reduced risk of flooding.

Evidence:

Plan of area protected through flood protection measures, including details of number of residences. Population of area will need to be drawn from available statistics or through surveys.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Premises created or refurbished

(ERDF Convergence Priorities 3 and 5; ERDF Competitiveness Priority 4)

Definition:

The number of metres squared of building space created or refurbished for business and/or educational use. This does not include area used for car parking or external landscaping.

Created: putting up a new building.

Refurbished: refurbishing an existing building.

Evidence:

Works – certificate of practical completion of the works. QS certification of works carried out, e.g. site services/utilities and infrastructure, foundations laid, walls and roof built.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Purpose of premises (Education, Business – office, Business – manufacturing, Business – distribution)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Products, processes or services registered

(ERDF Convergence Priority 1; ERDF Competitiveness Priority 1)

Definition:

The number of intellectual property (IP) rights for products, processes or services registered.

This indicator includes: the registration of IP rights for products, processes or services **created**, with the UK Patent Office or an equivalent office abroad, by **assisted** or **financially supported enterprises** or **research institutions**; or the licensing of right to use of someone else's IP.

IP rights can be protected through the registration of patents, trademarks, copyrights, registered designs and design rights (definitions of these can be found at www.patent.gov.uk). For information on protecting IP abroad see <http://www.patent.gov.uk/abroad.htm>.

Evidence:

For registration: Documentary evidence of the registration of the IP with the UK Patent Office or an equivalent office abroad.

For licensing: A copy of the licence agreed with the IP owner.

Category / Criteria breakdowns:

N/A

Profit benefit

(ERDF Convergence Priorities 1 and 2; ERDF Competitiveness Priorities 1 and 2)

Definition:

Measured in £, profit benefit is the amount of increased profit **enterprises** make from savings or productivity benefits, which have resulted from Structural Fund **assistance** or **financial support**. They may be one-off or on-going. On-going benefits should be scored once as an annualised figure based on current performance (WDA, 2004/5, pp.61-62). If a project is assisted or financially supported more than once the one-off or annualised profit benefit should be calculated cumulatively, provided that it is additional.

On-going benefit examples: cost saving of £10,000 per month = £120,000 annualised profit benefit; productivity gain of £50,000 per quarter = £200,000 annualised profit benefit; or, improvement of 2% per annum on profits of £100,000 = £2,000 annualised profit benefit.

Evidence:

Sign-off of the profit benefit by (depending on the size of enterprise) the Managing Director, Financial Director, Operational Management or whoever was responsible for participation in the Structural Fund activity. Whoever signs off the profit benefit should be familiar with, and able to express a knowledgeable opinion on, the activity.

Category / Criteria breakdowns:

There are no category / criteria breakdowns but, at a frequency agreed with WEFO, the following data will need to be reported for each enterprise assisted and/or financially supported as part of the Enterprise database:

Profit Benefit (£)

WEFO will provide you with a spreadsheet (including fixed headings) to report the enterprise-level data. Further details about the information required, including the format of what is required can be found at Annex 1

Reduction in greenhouse emissions

(ERDF Convergence Priority 4; ERDF Competitiveness Priority 3)

Definition:

The **gross** reduction in greenhouse emissions (CO₂ and equivalents, kiloton per annum) produced by **enterprises** due to Structural Fund intervention. This should be counted on an annualised cumulative basis during the lifetime of the intervention.

Evidence:

To be based on DEFRA guidelines for the Measuring and Reporting of Emissions in the UK Emissions Trading Scheme. The reductions will be based on the counterfactual case (i.e. what would be expected to happen if the project did not go ahead). The Carbon Trust web site includes an outline of the methodology:

http://www.carbontrust.co.uk/resource/measuring_co2/Measuring_CO2_Examples.htm?print=1

The calculation of CO₂ emissions is:

CO₂ emissions (kilotonnes) = Energy consumption (kWh) X Fuel emission factor (kg/kWh)

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Renewable energy generated

(ERDF Convergence Priority 4; ERDF Competitiveness Priority 3)

Definition:

The amount of electricity, measured in GWh, generated from renewable sources due to Structural Fund intervention. This should be counted on an annualised cumulative basis during the lifetime of the intervention.

Renewable energy is the term used to describe energy flows that occur naturally and continuously in the environment, such as energy from the wind, waves or tides (DTI, 2006d).

Evidence:

Where the electricity is supplied to the national grid the account information, including GWh supplied, shall be provided by the electricity company that receives the contribution to the national grid.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

SMEs accommodated

(ERDF Convergence Priority 3)

Definition:

Number of SMEs accommodated within the sites and premises referred to in the indicator "Premises created or refurbished" (for Priority 3 only).

Accommodated: The maximum number potentially located at any one time. This is not the number accommodated over the life of the premises.

SMEs: "The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million." (EC, 2003a)

Evidence:

Floor plans, building specifications to support the number of new desks/positions provided. Building should be complete before reporting SMEs accommodated.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Social enterprises created (ERDF Convergence Priority 5)

Definition:

The **gross** number of social enterprises created. The social enterprise will be considered as created when one of the evidence criteria is fulfilled.

Social enterprise: an **enterprise** with primarily social objectives whose surpluses are principally reinvested for that purpose in the enterprise or in the community, rather than being driven by the need to maximise profit for shareholders and owners (WAG, 2005).

Created: Achieved through Structural Fund **assistance** or **financial support** and did not exist prior to the Structural Fund activity.

Evidence:

- Evidence of the first service delivery/goods provision – usually the date the first invoice is raised
- Date on which the business registers for VAT if appropriate – a statutory recognition of trading.
- Below the VAT threshold – date individuals involved register for Class 2 National Insurance contributions (must occur within 13 weeks of the start of trading) – a statutory recognition of trading
- In cases, where the above is not necessarily applicable, the start of the business may be determined by developing the balance sheet: investment in assets for the purpose of the business; or opening of a business bank account (WDA, 2004/5, pp.53-54).

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Size of enterprise (number of employees) (0-1, 2-9, 10-49, 50-249, 250+)
Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

In addition, at a frequency agreed with WEFO the following data will need to be reported for each enterprise created as part of the Enterprise database:

Contact name and details, including the company name as the first line of the address

Preferred Language for communication

Unitary Authority of Enterprise

Number of male owners

Number of female owners

Number of BME owners

Number of non-BME owners

Number of owners who consider themselves disabled

Number of owners with a work limiting health condition

Number of owners who understand welsh

Number of owners who speak welsh

Number of owners who read welsh

Number of owners who write welsh

Number of owners who are aged 16-18

Number of owners who are aged 19-24

Number of owners who are aged 25-49

Number of owners who are aged 50+

Social enterprise

SME

Sector

Number of employees

Date enterprise created

VAT Number

Created by graduate?

Spinout SME?

Spend by new/lapsed visitors

(ERDF Convergence Priority 2; ERDF Competitiveness Priority 2)

Definition:

Measured in £, this is an estimate of spend by new / lapsed visitors to the targeted region which have been influenced by a marketing campaign.

“Lapsed” - Visitors which have not been to the targeted region for 3 years.

Evidence:

Survey work (peer reviewed methodology) which links a marketing campaign to an increase in new and lapsed visitor numbers.

Category / Criteria breakdowns:

N/A

Visits

(ERDF Convergence Priority 4)

Definition:

The **gross** number of visits to the infrastructure referred to in the output “Initiatives developing the natural and/or historic environment” or to the countryside or coast referred to in the output “Managed access to countryside or coast”. This should be counted on a cumulative basis during the life time of the project. Visits can be any person, regardless of locale, and may include multiple visits.

Evidence:

Till receipts, if applicable, to attraction or sample monitoring of sites or paths.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Waste reduced, reused or recycled (ERDF Convergence Priority 4)

Definition:

The **gross** amount (in tonnes) of waste reduced, made available for re-use or recycled through Structural Fund intervention. This should be counted on a cumulative basis for the life time of the project.

Waste reduction: a lessening of the amount of waste produced at source

Waste re-used: waste that has been brought back into productive use and that has not required any processing technique

Waste recycled: waste that has been brought back into productive use through some sort of processing technique

Waste can be from the following sources:

Commercial waste: waste from buildings which are primarily used for trade

Industrial waste: waste from any buildings occupied by an industry or factory

Construction waste: waste from the construction, repair, maintenance and demolition of buildings

Municipal waste: waste collected by the Local Authority.

Evidence:

Sponsors should discuss their project's proposed methodology for reporting against this indicator with WEFO.

Category / Criteria breakdowns:

The following data will need to be reported, at project level, each time Indicator achievements are reported as part of submitting a claim:

Waste Type (Commercial waste – Reduced, Commercial waste – Reused, Commercial waste – Recycled, Commercial waste - Energy recovered, Industrial waste – Reduced, Industrial waste – Reused, Industrial waste – Recycled, Industrial waste - Energy recovered, Construction waste – Reduced, Construction waste – Reused, Construction waste – Recycled, Construction waste - Energy recovered, Municipal waste – Reduced, Municipal waste – Reused, Municipal waste – Recycled, Municipal waste - Energy recovered)

Unitary Authority (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthen, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Outside of Wales)

Impacts**Income generated**

(ERDF Convergence Priority 4)

Definition:

Spend (£) associated, directly or indirectly, to the visits counted under the indicator "Visits". This spend should include money spent at the visitor attraction/facility and the surrounding area.

Evaluation Questions:

The appropriate area should be outlined at the start of the project and a baseline established.

Evidence:

Evaluation

Increase in company-level GVA

(ERDF Convergence Priority 1, 2 and 4 ; ERDF Competitiveness Priority 1,2 and 3)

Definition:

The change in company-level Gross Value Added (GVA) in enterprise receiving Structural Fund **assistance** or **financial support**.

This should be based on the DTI Scoreboard calculation model (DTI, 2006e):

Company-level GVA = Operating Profit + Employee Costs + Depreciation + Amortisation

“These quantities are defined and calculated as follows:

Operating Profit = Profit (or loss) before tax plus net interest paid (or minus net interest received) less gains (or plus losses) arising from the sale/disposal of businesses or assets.

Employee Costs = Total employment costs (wages & salaries, social security & pension costs).

Depreciation = Depreciation and impairment charges on owned assets and assets held under finance leases.

Amortisation = Depreciation and impairment charges on acquisition goodwill and other intangible assets.” (ibid.)

Evaluation Questions:

The baseline should be established prior to intervention. The reference period for the baseline should be the last financial year.

Evidence:

Evaluation

Increase in turnover

(ERDF Convergence Priority 1, 2 and 3 ; ERDF Competitiveness Priority 1, 2, 4 and 5)

Definition:

The **net** change in turnover resulting from Structural Fund **assistance** or **financial support**.

“Turnover comprises the totals invoiced by the observation unit during the reference period, and this corresponds to market sales of goods or services supplied to third parties.

Turnover includes all duties and taxes on the goods or services invoiced by the unit with the exception of the VAT invoiced by the unit vis-à-vis its customer and other similar deductible taxes directly linked to turnover.

It also includes all other charges (transport, packaging, etc.) passed on to the customer, even if these charges are listed separately in the invoice. Reduction in prices, rebates and discounts as well as the value of returned packing must be deducted.

Income classified as other operating income, financial income and extraordinary income in company accounts is excluded from turnover. Operating subsidies received from public authorities or the institutions of the European Union are also excluded.” (Eurostat, 2006)

The observation unit is the **enterprise** or branch of an **enterprise**, which ever is the direct recipient of Structural Fund **assistance** or **financial support**.

Evaluation Questions:

The baseline should be established prior to intervention. The reference period for the baseline should be the last financial year.

Evidence:

Evaluation

Net enterprises created

(ERDF Convergence Priority 1, 2 and 4 ; ERDF Competitiveness Priority 2)

Definition:

Net: achieved through Structural Fund activity and adjusted for deadweight, displacement, leakage and multiplier effects (WDA, 2004/5, p.17; WEFO, 2005a).

Enterprise: Any entity engaged in an economic activity, irrespective of its legal form. This includes self-employed persons and partnerships or associations regularly engaged in an economic activity (EC, 2003a).

Created: Achieved through Structural Fund **assistance** or **financial support** and did not exist prior to the Structural Fund activity.

Evaluation Questions:

Survivability and growth rates

Profitability

Is the enterprise VAT registered?

Has the enterprise reached Alternative Investment Markets (AIM) or public limited companies (plc) status?

Evidence:

Evaluation

Net increase in level of export
(ERDF Convergence Priority 2)*Definition:*

Measured in £, the **net** increased export (goods and services) in **enterprises** that have been either **assisted** or **financially supported**.

Export of goods: goods which leave the statistical territory of the UK.

Export of services: services where the customer is outside of the statistical territory of the UK

*Evaluation Questions:**Evidence:*

Evaluation

Net jobs created

(ERDF Convergence Priority 1, 2, 3 and 4 ; ERDF Competitiveness Priority 1,2,3,4 and 5)

Definition:

The net number of jobs created.

Job: There are two types of jobs that can be counted, as outlined below.

New Job: A new post which is expected will exist for at least 12 months and did not exist prior to the Structural Fund activity. This does not include jobs which have been relocated.

Associated Job: A post associated with the delivery of a project which exists due to structural fund intervention and which is envisioned to be of a minimum of 12 months e.g. Construction jobs associated with an infrastructure project.

Net: achieved through Structural Fund activity and adjusted for deadweight, displacement, leakage and multiplier effects (WDA, 2004/5, p.17; WEFO, 2005a).

Created: Achieved through Structural Fund **assistance** or **financial support** and did not exist prior to the Structural Fund activity.

Evaluation Questions:

Quality of jobs created

Indirect jobs (multiplier effect)

Demographics

Evidence:

Evaluation

Net passenger kilometres on public transport

(ERDF Convergence Priority 3)

Definition:

The net number of passenger kilometres on public transport.

The net number of passengers, defined below, should be multiplied by the distance travelled to provide net passenger kilometres (Eurostat, 2006). This should be counted on a cumulative basis during the lifetime of the project.

The net number of passengers using public transport:

- referred to in the indicator “public transport services created or improved”;
- on a public transport route enabled by an intermodal facility referred to in the indicator “intermodal facilities created or improved”; or
- on railroad referred to in the indicator “railroads created or reconstructed”

Net: achieved through Structural Fund activity and adjusted for deadweight, displacement, leakage and multiplier effects (WDA, 2004/5, p.17; WEFO, 2005a).

Evaluation Question:

Usage of public transport by different groups: women and disabled (may tie in with Living in Wales’s survey)

Evidence:

Evaluation

Net reduction in greenhouse emissions

(ERDF Convergence Priority 4; ERDF Competitiveness Priority 3)

Definition:

The **net** reduction in greenhouse emissions (CO₂ and equivalents, kiloton per annum) produced by **enterprises** due to Structural Fund intervention.

Evaluation Questions:

If this is difficult to measure, proxy measures will need to be considered. It will be important to establish a baseline before Structural Fund intervention.

Evidence:

Evaluation

Net social enterprises created

(ERDF Convergence Priority 4)

Definition:

The net number of social enterprises created.

Net: achieved through Structural Fund activity and adjusted for deadweight, displacement, leakage and multiplier effects (WDA, 2004/5, p.17; WEFO, 2005a).

Social enterprise: an **enterprise** with primarily social objectives whose surpluses are principally reinvested for that purpose in the enterprise or in the community, rather than being driven by the need to maximise profit for shareholders and owners (WAG, 2005).

Created: Achieved through Structural Fund **assistance** or **financial support** and did not exist prior to the Structural Fund activity.

Evaluation Questions:

Survivability

Grant dependence

Evidence:

Evaluation

Net waste recovered

(ERDF Convergence Priority 4)

Definition:

The net amount (in tonnes) of waste reduced, made available for re-use or recycled through Structural Fund intervention. This should be counted on a cumulative basis for the life time of the project.

Waste reduction: a lessening of the amount of waste produced at source

Waste re-used: waste that has been brought back into productive use and that has not required any processing technique

Waste recycled: waste that has been brought back into productive use through some sort of processing technique

Net: achieved through Structural Fund activity and adjusted for deadweight, displacement, leakage and multiplier effects (WDA, 2004/5, p.17; WEFO, 2005a).

Evaluation Questions:

Use made of waste recovered from landfill?

Impact on businesses adopting technologies for waste recovery?

Evidence:

Evaluation

Occupancy rates

(ERDF Convergence Priority 1, 3 and 5 ; ERDF Competitiveness Priority 4)

Definition:

The percentage of the “Premises created or refurbished” and “Innovation centres and R&D facilities developed” occupied. This should be calculated on an annual basis and, depending on the length of the project, could be tracked over several years (LGA, p.12).

Evaluation Questions:

Churn of occupants?

Evidence:

Evaluation

Population brought within travel time threshold of a 'key centre'
(ERDF Convergence Priority 3)*Definition:*

The maximum potential additional number of people brought within travel time threshold of a key centre as a result of the output indicators: "Access route created or reconstructed", "Public transport services created or improved" and "Railroads created or reconstructed".

Travel time threshold: the total journey time to a 'key centre'. The travel time threshold for an area will need to be determined (based on available evidence) prior to project activity.

'Key centre': Business sites and premises and town/city centres.

*Evaluation Questions:**Evidence:*

Evaluation

Population with access to infrastructure points

(ERDF Convergence Priority 1)

Definition:

The maximum number of people who potentially have access to the ICT infrastructure referred to in the indicator "Open access infrastructure points". This should be contrasted with actual use and considered against the following questions.

Evaluation Questions:

Who is using the open access and for what purpose? Is it allowing for increased accessibility to services?

Change in turnover for enterprises with access to infrastructure points (in which case the baseline will also need to be considered).

Evidence:

Evaluation

Sales of products, processes or services

(ERDF Convergence Priority 1; ERDF Competitiveness Priority 1 and 4)

Definition:

For products and services (DTI, 2005): Total turnover from products or services broken down (as a percentage) against the following categories: new to the market; new to the enterprise, but not to the market; improved; and unchanged or marginally modified.

For processes: profit benefit (expressed as a percentage of turnover) arising from the use of new or “improved methods for the production or supply of goods and services.” (DTI, 2005)

Evaluation Questions:

Profitability of launched product, process or service

For products, processes or services registered: Has the product, process or service been licensed to another user?

Increased choice of ICT products

Evidence:

Evaluation

Value for time savings
(ERDF Convergence Priority 3)*Definition:*

The value, in £, of travel time, saved for freight and passengers, resulting from the **created** or reconstructed access route and railroad (referred to in the indicators “Access route **created** or reconstructed” and “Railroad **created** or reconstructed”) or from the use of the intermodal facilities referred to in the indicator “intermodal facilities provided/improved”. This should be counted on a cumulative basis during the lifetime of the project.

Evaluation Questions:

Identify the baseline before construction, or reconstruction, of the access route or railroad or intermodal facility

Evidence:

Evaluation

Annex 1: Category Breakdown Guidance

The following guidance provides details of the category breakdown requirements for the 2007-13 Structural Fund Programmes. It is important to read this guidance in conjunction with the Operational Programme documents, the indicator definitions guidance in the main body of this document and the Monitoring and Evaluation guidance.

ERDF Individual and Enterprise database information will need to be provided to WEFO in a spreadsheet. WEFO will provide you with a spreadsheet (including fixed headings) to enable you to communicate the data required. The frequency of reporting this information will be agreed with your WEFO Project Development Officer during project development.

PPIMS category breakdowns will be reported during the claims process; frequency of which will be agreed with your WEFO Project Development Officer.

WEFO is required by European Commission Structural Funds regulations to collect and report against category breakdown information, as detailed in this Annex. WEFO is also collecting this data to facilitate sound assessments of the progress of the programmes, and to enable high quality evaluations of the programmes to be undertaken. Collecting this data from the outset will reduce the likelihood of contractors contacting projects in the future to obtain this information.

WEFO is collecting data which is consistent with data collected within other parts of the Welsh Government. This allows us to make a reasonable comparison between Structural Fund interventions and types of assistance provided by other parts of the Welsh Government.

This Annex gives details of the category breakdown requirements for the following:

- Enterprise database;
- ERDF Individual database (including Equal Opportunities data); and
- Project-level aggregate category breakdowns

Enterprise database

The following information should be collected for each enterprise (including social enterprises), employer or organisation receiving assistance or financial support (definition of assistance and financial support can be found in the indicator definition guidance):

Category	Criteria	Guidance	Database Field(s)
Contact title		For example Mr, Ms, Miss, Mrs, Dr etc In order to assess the lasting effects of Structural Funds WEFO will need to carry out research. For the purpose of this research WEFO may need to contact enterprises.	EA001
Contact first name(s)			EA002
Contact surname			EA003
Contact job title			EA004
Contact address		For 'Enterprise Address 1' (EA005) the company name should be entered.	EA005, EA006, EA007, EA008
Post code of contact			EA010
Unitary Authority of Enterprise	Blaenau Gwent; Bridgend; Caerphilly; Cardiff; Carmarthen; Ceredigion; Conwy; Denbighshire; Flintshire; Gwynedd; Isle of Anglesey; Merthyr Tydfil; Monmouthshire; Neath Port Talbot; Newport; Pembrokeshire; Powys;		EA009

	Rhondda Cynon Taff; Swansea; Torfaen; Vale of Glamorgan; Wrexham; Outside of Wales.		
Telephone number			EA011
Alternative telephone number			EA012
E-mail address			EA013
Preferred language for communication	Welsh; English.		EA014
Number of male owners		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	EA015
Number of female owners		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior	EA016

		managers.	
Number of BME owners		<p>This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.</p> <p>Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic groups.</p> <p>Black and Minority Ethnic groups include people who may face barriers because of their ethnic origin, in accessing opportunities in Wales.</p>	EA019
Number of non-BME owners		<p>This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.</p> <p>Ethnic origin questions are not about nationality, place</p>	EA020

		<p>of birth or citizenship. They are about broad ethnic groups.</p> <p>Black and Minority Ethnic groups include people who may face barriers because of their ethnic origin, in accessing opportunities in Wales.</p>	
Number of owners who consider themselves disabled		<p>This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.</p> <p>Owners should be asked whether they consider themselves to be a disabled person because of the barriers (attitudinal, environmental and organisational) which prevent them from participating fully in all areas of life.</p>	EA022
Number of owners with a work limiting health condition		<p>This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.</p>	EA024

		This, as above for disability, should be self-reported by the owners.	
Number of owners who understand Welsh		<p>This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.</p> <p>This criterion is about whether an owner understands Welsh and is exclusive from the language criteria below, which are about use of Welsh.</p>	EA026
Number of owners who speak Welsh		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	EA028
Number of owners who read Welsh		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	EA030

Number of owners who write Welsh		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	EA032
Number of owners who are aged 16-18		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	EA035
Number of owners who are aged 19-24		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	EA036
Number of owners who are aged 25-49		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	EA037
Number of owners who are aged 50+		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	EA038
Start-up	Yes; No.	Is the enterprise less than two years old at the time of	EA040

		receiving assistance or financial support?	
Social enterprise	Yes; No.	A definition of “social enterprises” can be found in the indicator definition guidance.	EA041
SME	Yes; No.	Is the enterprise classified as a Small and Medium-sized Enterprise? See http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/decision_sme_en.pdf for a definition of SMEs.	EA042
Sector	SIC 2007	UK Standard Industrial Classification of Economic Activities 2007 (SIC 2007) should be used to provide class level information on the enterprise to a minimum level of four digits. Further guidance can be found on the ONS Website. See http://www.statistics.gov.uk	EA043
Number of employees			EA044
Turnover	£	See indicator definitions for a definition of turnover. Not applicable to ESF employers.	EA045
Date received assistance or financial support	dd/mm/yyyy	This should be the date that assistance or financial support was first received by the enterprise.	EA046
VAT number		If not VAT registered enter “N/A”. Not applicable to ESF employers.	EA047
Assisted or financially supported	Assisted; Financially supported.	See indicator definition guidance for a definition of assistance and financial support.	EA048

Amount of financial support	£	The amount of financial support provided to the enterprise. If no financial support was given please enter "0".	EA050
Profit benefit	£	You should check if this indicator applicable to your Priority, and whether it is an indicator you have agreed to report against. If this result is not applicable or you have not agreed to report against this indicator, please enter "0". See indicator definition guidance for further guidance.	EA051
Increase in level of export	£	You should check if this indicator applicable to your Priority, and whether it is an indicator you have agreed to report against. If this result is not applicable or you have not agreed to report against this indicator, please enter "0". See indicator definition guidance for further guidance.	EA052
Adopting or improving equality strategy and monitoring system	Yes; No.	You should check if this indicator applicable to your Priority, and whether it is an indicator you have agreed to report against. If this result is not applicable or you have not agreed to report against this indicator, please enter "No". See indicator definition guidance for further guidance.	EA053

Adopting or improving Environmental Management System	Yes; No.	You should check if this indicator applicable to your Priority, and whether it is an indicator you have agreed to report against. If this result is not applicable or you have not agreed to report against this indicator, please enter "No". See indicator definition guidance for further guidance.	EA054
Number of products processes or services registered		You should check if this indicator applicable to your Priority, and whether it is an indicator you have agreed to report against. If this result is not applicable or you have not agreed to report against this indicator, please enter "0". See indicator definition guidance for further guidance.	EA055
Number of new or improved products, processes or services launched		You should check if this indicator applicable to your Priority, and whether it is an indicator you have agreed to report against. If this result is not applicable or you have not agreed to report against this indicator, please enter "0". See indicator definition guidance for further guidance.	EA056
Investment induced	£	You should check if this indicator applicable to your Priority, and whether it is an indicator you have agreed to report against. If this result is not applicable or you have not agreed to report against this indicator, please enter "0". See indicator definition guidance for further guidance.	EA057
Gross jobs created	Full time equivalents (FTE) (see indicator	You should check if this indicator applicable to your Priority, and whether it is an indicator you have agreed	JC001

	definition guidance for information on calculating FTE)	to report against. If this result is not applicable or you have not agreed to report against this indicator, please enter "0". See indicator definition guidance for further guidance.	
Number in salary band – £14,999 and below		This is the number of gross jobs created within this salary band.	JC002
Number in salary band £15,000-£19,999		This is the number of gross jobs created within this salary band.	JC003
Number in salary band £20,000-£24,999		This is the number of gross jobs created within this salary band.	JC004
Number in salary band £25,000-£34,999		This is the number of gross jobs created within this salary band.	JC005
Number in salary band £35,000 and above		This is the number of gross jobs created within this salary band.	JC006
Unitary Authority of location of jobs	Blaenau Gwent; Bridgend; Caerphilly; Cardiff; Carmarthen; Ceredigion; Conwy; Denbighshire; Flintshire; Gwynedd; Isle of Anglesey; Merthyr Tydfil; Monmouthshire; Neath Port Talbot; Newport; Pembrokeshire; Powys;	If jobs are located in more than one location then record the location of the majority of jobs.	JC007

	Rhondda Cynon Taff; Swansea; Torfaen; Vale of Glamorgan; Wrexham; Outside of Wales.		
Post code of location of jobs		If jobs are located in more than one location then record the location of the majority of jobs.	JC008

The following information should be collected for each enterprise (including social enterprise) created:

Category	Criteria	Guidance	Database Field(s)
Contact title		For example Mr, Ms, Miss, Mrs, Dr etc In order to assess the lasting effects of Structural Funds WEFO will need to carry out research. For the purpose of this research WEFO may need to contact enterprises.	EC001
Contact first name(s)			EC002
Contact surname			EC003
Contact job title			EC004
Contact address		For 'Enterprise Address 1' (EC005) the company name should be entered.	EC005, EC006, EC007, EC008
Post code of contact			EC009
Unitary Authority of Enterprise	Blaenau Gwent; Bridgend; Caerphilly; Cardiff; Carmarthen; Ceredigion; Conwy; Denbighshire; Flintshire; Gwynedd; Isle of Anglesey; Merthyr Tydfil; Monmouthshire; Neath Port Talbot; Newport; Pembrokeshire; Powys; Rhondda Cynon Taff; Swansea; Torfaen; Vale of Glamorgan; Wrexham; Outside of		EC014

	Wales.		
Telephone number			EC010
Alternative telephone number			EC011
E-mail address			EC012
Preferred language for communication	Welsh; English.		EC013
Number of male owners		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	EC015
Number of female owners		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	EC016

Number of BME owners		<p>This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.</p> <p>Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic groups.</p> <p>Black and Minority Ethnic groups include people who may face barriers because of their ethnic origin, in accessing opportunities in Wales.</p>	EC017
Number of non-BME owners		<p>This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.</p> <p>Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic</p>	EC018

		<p>groups.</p> <p>Black and Minority Ethnic groups include people who may face barriers because of their ethnic origin, in accessing opportunities in Wales.</p>	
Number of owners who consider themselves disabled		<p>This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.</p> <p>Owners should be asked whether they consider themselves to be a disabled person because of the barriers (attitudinal, environmental and organisational) which prevent them from participating fully in all areas of life.</p>	EC019
Number of owners with a work limiting health condition		<p>This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.</p> <p>This, as above for disability, should be self-reported by</p>	EC021

		the owner.	
Number of owners who understand Welsh		<p>This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.</p> <p>This criterion is about whether an owner understands Welsh and is exclusive from the language criteria below, which are about use of Welsh.</p>	EC022
Number of owners who speak Welsh		<p>This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.</p>	EC024
Number of owners who read Welsh		<p>This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.</p>	EC026
Number of owners who write Welsh		<p>This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.</p>	EC028
Number of owners		<p>This equal opportunities information should be provided</p>	EC030

who are aged 16-18		for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	
Number of owners who are aged 19-24		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	EC031
Number of owners who are aged 25-49		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	EC032
Number of owners who are aged 50+		This equal opportunities information should be provided for the owners of the enterprise assisted of financially supported. If information is not available for owners, information should be provided for directors or senior managers.	EC033
Social enterprise	Yes; No.	A definition of “social enterprises” can be found in the indicator definition guidance.	EC034
SME	Yes; No.	Is the enterprise classified as a Small and Medium-sized Enterprise? See http://ec.europa.eu/enterprise/enterprise_policy/sme_d	EC035

		efinition/decision_sme_en.pdf for a definition of SMEs.	
Sector	SIC 2007	UK Standard Industrial Classification of Economic Activities 2007 (SIC 2007) should be used to provide class level information on the enterprise to a minimum level of four digits. Further guidance can be found at: http://www.statistics.gov.uk/methods_quality/sic/downloads/SIC2007explanatorynotes.pdf	EC036
Number of employees			EC037
Date enterprise created	dd/mm/yyyy	See indicator definition guidance for definition of when an enterprise is considered to be “created”	EC038
VAT number		If not VAT registered enter “N/A”.	EC039
Created by graduate	Yes; No.		EC040
Spinout enterprise	Yes; No.	Is the enterprise an independent spin-out from established enterprises or research institutes?	EC041
Gross jobs created	Full time equivalents (FTE) (see indicator definition guidance for information on calculating FTE)	You should check if this indicator applicable to your Priority, and whether it is an indicator you have agreed to report against. If this result is not applicable or you have not agreed to report against this indicator, please enter “0”. See indicator definition guidance for further guidance.	JC001
Number in salary band – below £14,999			JC002
Number in salary band £15,000-£19,999			JC003
Number in salary band £20,000-			JC004

£24,999			
Number in salary band £25,000-£34,999			JC005
Number in salary band £35,000+			JC006
Unitary Authority of location of jobs	Blaenau Gwent; Bridgend; Caerphilly; Cardiff; Carmarthen; Ceredigion; Conwy; Denbighshire; Flintshire; Gwynedd; Isle of Anglesey; Merthyr Tydfil; Monmouthshire; Neath Port Talbot; Newport; Pembrokeshire; Powys; Rhondda Cynon Taff; Swansea; Torfaen; Vale of Glamorgan; Wrexham; Outside of Wales.	If jobs are located in more than one location then record the location of the majority of jobs.	JC007
Post code of location of jobs		If jobs are located in more than one location then record the location of the majority of jobs.	JC008

ERDF Individual database

The following information should be collected for each individual receiving ERDF assistance or financial support:

Category	Criteria	Guidance	Database Field(s)
Title		Mr, Ms, Miss, Mrs, Dr	IN001
Surname			IN003
First Name(s)			IN002
Address			IN005, IN006, IN007, IN008
Post code			IN009
Unitary Authority	Blaenau Gwent; Bridgend; Caerphilly; Cardiff; Carmarthen; Ceredigion; Conwy; Denbighshire; Flintshire; Gwynedd; Isle of Anglesey; Merthyr Tydfil; Monmouthshire; Neath Port Talbot; Newport; Pembrokeshire; Powys; Rhondda Cynon Taff; Swansea; Torfaen; Vale of Glamorgan; Wrexham; Outside of Wales.		IN014
Contact number		Including area code	IN010
Alternative contact number		For example a work or mobile number	IN011
Preferred language	Welsh; English.	In order to assess the lasting effects of Structural	IN012

for communication		Funds WEFO will need to carry out research. For the purpose of this research WEFO may need to contact individuals.	
National insurance number			IN004
Year of birth	yyyy	WEFO is required to report against Commission age categories as well as certain age groups identified in the Operational Programme documents. For reporting purposes, those aged 50 and over will be classified by WEFO as older people.	IN015
Consent to pass details to WEFO	Yes; No.	The project sponsor must obtain consent from the individual to pass their details on to WEFO. If consent is not given the above fields will need to be completed with anonymous details; WEFO RME can provide you with advice on generating 'dummy' records. However, the remaining category information will need to be completed and passed on to WEFO.	IN013
Employment status prior to intervention	Employed (excluding self employed); Self-employed; Unemployed (up to one year); Long-term unemployed (over one year); Economically inactive (excluding those in full time education or training); In full time	This should be the employment status of the individual upon being given advice or financial support. Individuals should be given the answering options of: Employed (excluding self-employed); Self-employed; Claiming Job Seekers Allowance (for up to one year); Claiming Job Seekers Allowance (for over one year); Not in work and not claiming Job Seekers Allowance (excluding those in full time education); In full time	IN026

	education.	<p>education. The categories directly correspond to those to the left.</p> <p>If an individual works for less than 16 hours a week and is not claiming Job Seekers Allowance, then they should be counted as economically inactive.</p> <p>For reporting purposes those who are economically inactive and aged 16-18 will be classified by WEFO as NEET (Not in Education, Employment or Training).</p>	
Hours worked per week		<p>If an individual is employed or self employed then the number of hours usually worked per week should be provided.</p> <p>For reporting purposes, those who work 30 hours or less will be classified by WEFO as working part time and those working over 30 hours will be classified as working full time.</p>	IN027
Duration of unemployment or economic inactivity (months)		<p>If an individual is unemployed or economically inactive then the duration (in months) of their unemployment or economic inactivity should be provided.</p>	IN028
Date assistance or financial support received	dd/mm/yyyy	<p>This should be the date on which an individual received assistance or financial support; or where assistance is delivered over a planned duration, the commencement date of that assistance.</p>	IN029

Equal Opportunities data

Gender	Male; Female		IN016
Lone parent	Yes; No	A lone parent is a person with a dependent child (whether related to the child or not) living in a household with no other people. A dependent child is a person aged 0-15 or 16-18 and in full-time education. Participants should be asked if they have sole caring responsibility for a child/children.	IN020
Disabled	Yes; No	Participants should be asked whether they consider themselves to be a disabled person because of the barriers (attitudinal, environmental and organisational) which prevent them from participating fully in all areas of life.	IN018
Work limiting health condition	Yes; No	This, as above for disability, should be self-reported by the Participant. That is, Participants should be asked whether they face barriers to employment due to a work limiting health condition.	IN019
Understand Welsh	Yes; No	This criterion is about whether a Participant understands Welsh and is exclusive from the language criteria below, which are about use of Welsh.	IN021
Speak Welsh	Yes; No		IN022
Read Welsh	Yes; No		IN023
Write Welsh	Yes; No		IN024
Age when first received assistance or financial support	11-14; 15-24; 25-54; 55-64; 65+		IN030

Ethnicity	<p>Black, Black British, Black English, Black Irish, Black Scottish, Black Welsh: Caribbean African Any other Black background, please specify</p> <p>Asian, Asian British, Asian English, Asian Irish, Asian Scottish, Asian Welsh: Indian Pakistani Bangladeshi Chinese Any other Asian background, please specify</p> <p>White: British English Irish Scottish</p>	Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic group's i.e. UK citizens may belong to any of the groups to the left. Participants should use the category which they feel describes their ethnic origin.	IN017

	<p>Welsh Any other White background, please specify</p> <p>Dual Heritage: White and Black Caribbean White and Black African White and Asian Any other dual heritage background, please specify..... ...</p> <p>Gypsy / Traveller / Romany</p> <p>If you would prefer to describe your ethnic origin in another way, please do so.</p>		
Migrant	Yes – EU; Yes – non-EU; No.	A migrant is classed as a person who has changed their country of residence for a period of at least a year to the UK, but is not a citizen of the UK.	IN025

Project-level aggregate category breakdowns

For certain indicators projects will need to report data against the following categories as part of its delivery profile.

Category	Criteria	Guidance
Gender	Male; Female.	
Black and Minority Ethnic group	Yes; No.	<p>Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic groups.</p> <p>Black and Minority Ethnic groups include people who may face barriers because of their ethnic origin, in accessing opportunities in Wales.</p>
Disabled	Yes; No.	Participants should be asked whether they consider themselves to be a disabled person because of the barriers (attitudinal, environmental and organisational) which prevent them from participating fully in all areas of life.
Migrant	Yes – EU; Yes - non-EU; No.	A migrant is classed as a person who has changed their country of residence for a period of at least a year to the UK, but is not a citizen of the UK.

Employment status	Employed (excluding self employed); Self-employed; Unemployed (up to one year); Long-term unemployed (over one year); Economically inactive (excluding those in full time education or training); In full time education.	<p>This should be the employment status of the individual upon enrolment or registration.</p> <p>Economically inactive are working age people (aged 16 to statutory retirement age) who are neither in employment nor unemployed. This includes those who want a job but have not been seeking work in the last four weeks, those who want a job and are seeking work but not available to start work, and those who do not want a job.</p> <p>Unemployed people are those over 18 who are either not in work or who are in work but under formal notice of redundancy; and who are: capable of working; available for work; actively seeking work; and below statutory retirement age.</p>
Existing qualifications	None; Below NQF level 2; At NQF level 2; At NQF level 3; At NQF level 4-6; At NQF level 7-8.	<p>This should be the highest level of qualification held by the individual upon enrolment, registration or receipt of assistance or financial support. Qualifications used and their approximate National Qualification Framework (NQF) 'Level' equivalents:</p> <p>NQF Levels 7-8 (previously NVQ level 5 or equivalent) NVQ level 5; Higher degree</p> <p>NQF Levels 4-6 (previously NVQ level 4 or equivalent) NVQ level 4; First degree, Other degree; Diploma in HE; HNC, HND, BTEC etc. higher; Teaching (further, secondary and primary education, foundation stage1 and level not stated); Nursing etc.; RSA higher diploma; Other higher education qualification below degree level</p> <p>NQF Level 3 (previously NVQ level 3 or equivalent) NVQ level 3; Advanced Welsh Baccalaureate1; International Baccalaureate1; GNVQ Advanced; 2+ A levels, 4+ AS levels or equivalent; RSA advanced diploma; OND, ONC, BTEC etc. national</p>

		<p>City and Guilds advanced craft; Access to HE qualification¹; Trade apprenticeship; Other qualifications</p> <p>NQF Level 2 (previously NVQ level 2 or equivalent) NVQ level 2; Intermediate Welsh Baccalaureate¹; 1 A level, or 2/3 AS levels, or equivalent; Trade apprenticeship; GNVQ intermediate RSA diploma; City and Guilds craft; BTEC; 5+ O levels, GCSE grade A*-C, CSE grade 1 or equivalent; Other qualifications.</p> <p>Below NQF Level 2 (previously NVQ level 1 or equivalent) NVQ level 1; Up to 4 O levels, GCSE grade A*-C, CSE grade 1 or equivalent; GCSE grade D-G, CSE grade 2-6 or equivalent; 1 AS level; GNVQ, GSVQ foundation; BTEC; RSA other; City and Guilds other; YT, YTP certificate; Key skills qualification; Basic skills qualification.</p>
Qualification gained	Below NQF level 2; At NQF level 2; At NQF level 3; At NQF level 4-6; At NQF level 7-8.	See indicator definition for "Participants gaining qualifications". See above for qualifications used and their approximate National Qualification Framework (NQF) Level equivalents.
Age	11-14; 15-24; 25-54; 55-64; 65+	
SME	Yes; No.	
Size of enterprise (number of employees)	0-1; 2-9; 10-49; 50-249; 250+	
Type of land	Brownfield – derelict; Brownfield – contaminated; Greenfield.	

Purpose of premises	Education; Business – Office; Business – Manufacturing; Business - Distribution	
Commercial waste	Reduced; Reused; Recycled; Energy recovered.	
Industrial waste	Reduced; Reused; Recycled; Energy recovered.	
Construction waste	Reduced; Reused; Recycled; Energy recovered.	
Municipal waste	Reduced; Reused; Recycled; Energy recovered.	
Railroad created	Yes – TEN; Yes – Other; No.	TEN = Trans-European Network. See http://ec.europa.eu/ten/transport/index_en.htm for guidance on TENs.
Railroad reconstructed	Yes; No.	
Access route created	Yes – TEN; Yes – Other; No.	
Access route reconstructed	Yes; No.	
Type of environmental risk management initiative	Flood defence scheme; Catchment management scheme.	
Level in public service	Public service managers; Public service workforce.	Public service employees at Welsh Assembly Government Grade 7 or equivalent and above are classified as 'public service managers; those below Welsh Assembly Government Grade 7 or equivalent are classified

Assisted to utilise ICT to promote innovative capacity	Yes; No.	
Unitary Authority	Blaenau Gwent; Bridgend; Caerphilly; Cardiff; Carmarthen; Ceredigion; Conwy; Denbighshire; Flintshire; Gwynedd; Isle of Anglesey; Merthyr Tydfil; Monmouthshire; Neath Port Talbot; Newport; Pembrokeshire; Powys; Rhondda Cynon Taff; Swansea; Torfaen; Vale of Glamorgan; Wrexham; Outside of Wales.	

Bibliography

- ARENA Network (2004) Green Dragon environmental standard, <http://www.greendragonems.com/english/standard/index.asp> (accessed 7 August 2006)
- Arundel, A. and Hollanders, H. (2006) 2006 Trend chart methodology report: Searching the forest for the trees: "Missing" indicators of innovation, MERIT
- Berninger, k. (2003) How to assess environmentally beneficial effects of projects in EU Regional Development Programmes, Finnish Ministry of the Environment.
- Cabinet Office (2007) Third Sector, <http://www.cabinetoffice.gov.uk/the%5Fthird%5Fsector/> (accessed 9 July 2007)
- Cadw (2006) Welcome..., <http://www.cadw.wales.gov.uk/> (accessed 10 November 2006)
- Department of Trade & Industry (2005) UK Innovation Survey
- Department of Trade & Industry (2006a) What is R&D?, <http://www.dti.gov.uk/innovation/randd/what-is-randd/page10535.html> (accessed 7 August 2006)
- Department of Trade & Industry (2006b) Introduction to cleaner fossil fuels technology, <http://www.dti.gov.uk/energy/sources/sustainable/carbon-abatement-tech/introduction/page19545.html> (accessed 10 August 2006)
- Department of Trade & Industry (2006c) Microgeneration, <http://www.dti.gov.uk/energy/sources/sustainable/microgeneration/index.html> (accessed 11 November 2006)
- Department of Trade & Industry (2006d) Energy Sources, <http://www.dti.gov.uk/energy/sources/renewables/renewables-explained/intro/page14237.html> (accessed 17 November 2006)
- Department of Trade & Industry (2006e) The Value Added Scoreboard, http://www.innovation.gov.uk/value_added/downloads/2006_ValueAdded_Analysis.pdf (accessed 21 May 2007).
- Environment Agency (2006) Flooding, <http://www.environment-agency.gov.uk/subjects/flood/> (accessed 10 August 2006)
- Environment Agency Wales (2006) Understanding the flood map, <http://www.environment-agency.gov.uk/subjects/flood/826674/829803/858477/858535/?version=1&language=e> (accessed 10 November 2006)
- European Commission (2003a) Commission recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises (2003/361/EC)
- European Commission (2003b) The Evaluation of socio-economic development: The guide
- European Commission (2004) Innovation in Europe: Results for the EU, Iceland and Norway

European Commission (2005) The sixth Environment Action Programme scoreboard (26/10/2005)

European Commission (2006a) The new programming period, 2007-2013: Methodological working papers: Draft working paper [X]: Indicators for monitoring and evaluation: A practical guide

European Commission (2006b) Competitiveness and Innovation Framework Programme (2007-2013)

European Commission (2006c) i2010 benchmarking framework

European Commission (2006d) Trans-European Networks, http://ec.europa.eu/ten/transport/index_en.htm (accessed 10 November 2006)

European Environment Agency (2006) Natural ecosystem, http://glossary.eea.europa.eu/EEAGlossary/N/natural_ecosystem (accessed 10 November 2006)

Eurostat (2006) CODED: The Eurostat concepts and definitions database, http://ec.europa.eu/comm/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=CODED2&StrLanguageCode=EN&IntPcKey= (accessed 7 August 2006)

Greater London Authority (2005) Our Equality and Diversity Strategy 2005-08, <http://www.london.gov.uk/gla/tenders/docs/equality-diversity-strategy2005-2008.pdf> (accessed 9 November 2006)

Intergovernmental Panel on Climate Change (2001) Glossary of terms, <http://www.ipcc.ch/pub/syrgloss.pdf> (accessed 10 August 2006)

Kanerva et al (2006) 2006 Trendchart report: Can we measure and compare innovation in services?

Local Government Association (?) Managed workspaces and business indicators: A good practice guide for Local Authorities, <http://www.lga.gov.uk/lga/economicregeneration/final.pdf> (accessed 22 January 2007)

OECD (2002a) Measuring the information economy

OECD (2002b) Frascati manual

Office of Project Advice and Training (2005a) Core outputs technical note

Office of Project Advice and Training (2005b) Core and component outputs verification evidence

Office of Project Advice and Training (2006) Core and component outputs verification evidence

ONS (2006) The national 5-digit subclass level of UK Standard Industrial Classification 2007 (SIC 2007), http://www.statistics.gov.uk/methods_quality/sic/downloads/subclasses.pdf (accessed 30 October 2006)

Patent Office (2006) <http://www.patent.gov.uk> (accessed 7 August 2006)

Welsh Assembly Government (2001) The Transport Framework for Wales

Welsh Assembly Government (2002) Wise about Waste: The National Waste Strategy for Wales

Welsh Assembly Government (2004) Sustainable Development Action Plan 2004-2007

Welsh Assembly Government (2005) Social Enterprise Strategy for Wales

Welsh Assembly Government (2006a) Achieving our Potential: Mid Term Review

Welsh Assembly Government (2006b) Environment Strategy for Wales

Welsh Assembly Government (2006c) Wales: A Vibrant Economy

Welsh Assembly Government (2006d) Wales Transport Strategy – Connecting Wales

Welsh Development Agency (2004/5) Output Measures and Monitoring Guidance

Welsh European Funding Office (2004) Partnership Bulletin: Classification of Jobs, 18 October

Welsh European Funding Office (2004a) Objective 1 Programme Complement 2000-2006

Welsh European Funding Office (2005a) Objective 1 Mid Term Evaluation Update

Welsh European Funding Office (2005b) Objective 2 Mid Term Evaluation Update

Welsh European Funding Office (2006) West Wales and the Valleys ERDF Convergence Programme – Strategic Environmental Assessment (SEA) environmental report (consultation document)

World Bank (2004) Monitoring and Evaluation: Some tools, methods & approaches.

WTO (2006) Measuring Trade in Services