



SOUTHERN & EASTERN  
Regional Assembly  
Promoting Our Region



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# Clár na hÉireann na Breataine Bige - Rhaglen croes-ffiniol Iwerddon Cymru Ireland Wales Programme 2007- 2013 (Interreg 4A)

## Good Practice Guide (9) Programme Indicators, Definitions & Evidence Requirements Guidance for Approved Projects

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### Introduction

This guidance document provides the relevant definitions and details of evidence requirements for the monitoring and reporting of Programme indicators, as laid out in the Operational Programme.

Indicators are targets set for a project to define and measure the success criteria for the activity. The indicator definitions should not be considered to define eligible activity. This document will aid Lead Partners in the reporting of Programme indicators on behalf of the joint project. These indicators relate to the Priority and Theme under which a project has been approved under the Programme:

Priority 1 Knowledge, Innovation and Skills for Growth

Theme 1 - Innovation and competitiveness

Theme 2 - Skills for competitiveness and employment integration

Priority 2 Climate Change and Sustainable Regeneration

Theme 1 – Climate Change and Sustainable Development

Theme 2 – Sustainable Regeneration of Communities

All projects have already set baseline targets for Programme indicators in their application form (Q. 10) in accordance with the relevant Priority and Theme. These indicators must be tracked to monitor progress against these initial targets. It is the role of the Lead Partner to gather and check this data from all project partners. They will be reported back to the Joint Technical Secretariat in the Programme Indicators document which is issued with the Progress Report at six-monthly intervals during the life of the project.

As they must be measurable, only indicators with a precise and clear justification should be included. This information will be used to assess the performance of each individual project as well as the Programme's achievements.

# Table of Contents

---

## Glossary of Terms

### Priority 1: Knowledge, Innovation and Skills for Growth

#### Theme 1 - Innovation and competitiveness

##### Outputs

Number of joint projects aimed at promoting and developing innovation in SMEs including linkages with HE/FE institutions 6

Number of joint schemes aimed at promoting and developing entrepreneurship and the development of new businesses including cross border business clusters 7

Number of SMEs assisted 8

##### Results

Number of new SMEs created 9

Number of new products / processes developed 11

Number of gross direct new jobs created 12

### Priority 1: Knowledge, Innovation and Skills for Growth

#### Theme 2 - Skills for competitiveness and employment integration

##### Outputs

Number of collaborative training projects that address the skills needs of SMEs and industry in the cross border region 13

Number of joint projects aimed at improving and enhancing systems of learning and workforce development 14

Number of joint projects aimed at providing access to training and education for emigrants and disadvantaged groups 15

Number of beneficiaries undertaking cross-border training courses/modules 16

##### Results

Number of beneficiaries receiving certified qualifications 17

### Priority 2: Climate Change & Sustainable Regeneration

#### Theme 1: Climate Change & Sustainable Development Outputs

##### Outputs

Number of cross-border projects focusing on awareness raising or responding to challenge of climate change 18

Number of collaborative projects protecting and/or enhancing the natural environment. 19

##### Results

Number of new cross-border links established 20

Number of measures implemented which react to the challenge of climate change 21

Number of enhancements undertaken 22

Number of projects disseminating results to stakeholders and/or communities or reports published 23

**Priority 2: Climate Change & Sustainable Regeneration**  
**Theme 2: Sustainable Regeneration of Communities**

**Outputs**

Number of joint projects focusing on sustainable community regeneration action. 24

**Results**

Number of new community, social enterprise or cultural links established 25

Number of new measures implemented 26

Number of gross direct new jobs created 27

**Annex I References**

**Annex II Sample Progress Report**

**Annex III Sample Indicators Report**

# Glossary of Terms

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## **Outputs**

Outputs are the products of the activities funded. They tell us what has actually been produced for the money given to the project.

## **Results**

Results are the immediate advantages of carrying out these activities (outputs). They tell us about the benefit of funding the outputs.

## **Impacts**

Impacts are the sustainable long-term benefits of an activity. They tell us whether the results achieve the stated objectives of the project.

## **Project**

A project is defined as the need to achieve fixed objectives within limited resources and a defined timeframe.

## **Assistance**

Consultancy, advice, guidance or information through the following media:

Face to face, telephone, web-based dialogue, conference, seminar, workshop or networks.

Assistance comprises only active advisory work and does not include travel time to clients. The amount of assistance should be calculated on a cumulative basis. (Source: WEFO)

## **Created**

Achieved through assistance or financial support from the European Regional Development Fund through the Ireland Wales Programme and did not exist prior to the funded project 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 economic activity. (2003/361/EC)

## **SME**

An enterprise which employs fewer than 250 persons and whose annual turnover and/or annual balance sheet does not exceed EUR 43million. (2003/361/EC)

## **Micro-enterprise**

An enterprise which employs fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 2million. (2003/361/EC)

## **Social Enterprise**

Social enterprises are organisations or businesses that are driven primarily by social and/or environmental motives and engage in trading to pursue these objectives. Ownership of the enterprise is within a community, or amongst people with a shared interest; surpluses generated by the enterprise are reinvested to further their social objectives. (Social Enterprise Task Force Group in Ireland)

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)

**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)

**Job**

A new permanent post, i.e. there is a reasonable belief that the post has no finite life-time: that it is not of fixed duration.

**Product**

An article or substance that is manufactured or refined for use by project beneficiaries. The product must be new to the beneficiary, but not necessarily new to the market.

**Process**

A series of actions or systems developed with the aim of improving methods for the supply of goods or services. The process must be new to the beneficiary, but not necessarily new to the market.

**Beneficiary**

An operator, body or firm, whether public or private, responsible for initiating and implementing operations. Beneficiaries are public or private firms carrying out an individual project and receiving public aid. (EC 1083/2006)

**Certification**

A document confirming that a beneficiary has reached a certain level of achievement in a course of study or training. The certifying body must be confirmed by the project sponsor.

**Climate Change**

Any change in climate over time, whether due to natural variability or as a result of human activity. (<http://glossary.eea.europa.eu>)

**Enhancement**

An improvement in the quality of the environment/habitat.

# Priority 1: Knowledge, Innovation and Skills for Growth

## Theme 1: Innovation and Competitiveness

### Outputs

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#### Number of joint projects aimed at promoting and developing innovation in SMEs including linkages with HE/FE institutions

##### Definition

The number of joint projects aimed at supporting innovation in Small and Medium-sized Enterprises, e.g. research and development, new product development, commercialising the results of research and development between HE/FE institutions and industry on a cross border basis.

##### Joint Project

A project is defined as the need to achieve fixed objectives within limited resources and a defined timeframe.

A project is considered joint when it actively complies with the four co-operation criteria, joint development, joint implementation, joint financing and joint staffing. (Art 19, EC Regulation 1080/2006)

##### 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)

##### Evidence

- The existence of a signed subsidy contract between the Lead Partner on behalf of the project partners and the Joint Technical Secretariat;
- Participation records of the individuals/ SMEs benefiting from the support in question;
- Evaluation forms from participation in project events;
- Adequate supporting documents recording the type of links made between SMEs & HE/ FE institutions.

##### Criteria Breakdown

<i>Enterprise Category</i>	<i>Headcount</i>	<i>Turnover</i>	<i>or</i>	<i>Balance Sheet Total</i>
Medium-sized	<250	≤€50 million		≤€43 million
Small	<50	≤€10 million		≤€10 million
micro	<10	≤€2 million		≤€2 million

Source: (2003/361/EC)

# **Number of joint projects aimed at promoting and developing entrepreneurship and the development of new businesses including cross border business clusters**

## **Definition**

The number of joint projects aimed at developing new enterprises or assisting existing Small and Medium-sized Enterprises, including Social Enterprises, to develop key functions or take advantage of new opportunities, e.g. exporting and working to expand into wider EU markets.

## **Joint Project**

A project is defined as the need to achieve fixed objectives within limited resources and a defined timeframe.

A project is considered joint when it actively complies with the four co-operation criteria, joint development, joint implementation, joint financing and joint staffing. (Art 19, EC Regulation 1080/2006)

## **Entrepreneurship**

Entrepreneurship is an individual's creative capacity, independently or within an organisation, to identify an opportunity and to pursue it in order to produce new value or economic success. COM (2003) 27 final

## **New Business**

A new enterprise set up through assistance from a project part-funded by the Ireland Wales Programme 2007-13.

An enterprise is 'any entity engaged in an economic activity, irrespective of its legal form'. (2003/361/EC)

## **Business Cluster**

A geographic concentration of interconnected businesses and/ or institutions. The clusters have a common aim to increase their economic productivity, on a regional, cross-border and international basis.

## **Evidence**

- The existence of a signed subsidy contract between the Lead Partner on behalf of the project partners and the Joint Technical Secretariat;
- Participation records of the individuals/ SMEs benefiting from the support in question;
- Evaluation forms from participation in project events;
- Adequate supporting documents recording the types of activities which promote entrepreneurship and new business development.

## Number of SMEs assisted

### Definition

The number of Small and Medium-sized Enterprises, including Social Enterprises, receiving advice and/or support in innovative business practice development, e.g. new product development/ business process change. A project should count each enterprise only once during the project's lifetime.

### SME

An enterprise which employs fewer than 250 persons and whose annual turnover and/or annual balance sheet does not exceed EUR 43million. (2003/361/EC)

### Social Enterprise

An enterprise driven primarily by social and/or environmental motives and engages in trading to pursue these objectives. Ownership of the enterprise is within a community, or amongst people with a shared interest; surpluses generated by the enterprise are reinvested to further their social objectives. (Ireland)

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

This relates to 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. Assistance comprises only active advisory work and does not include travel time to clients. The amount of assistance should be calculated on a cumulative basis. (Source: WEFO)

### 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;
- Spread sheet evidencing individual enterprises showing the activity undertaken;
- Creation of a State Aid register of SMEs assisted by the joint project.

### Criteria Breakdown

<i>Enterprise Category</i>	<i>Headcount</i>	<i>Turnover</i>	<i>or</i>	<i>Balance Sheet Total</i>
Medium-sized	<250	≤€50 million		≤€43 million
Small	<50	≤€10 million		≤€10 million
micro	<10	≤€2 million		≤€2 million

Source: (2003/361/EC)

# Priority 1: Knowledge, Innovation and Skills for Growth

## Theme 1: Innovation and Competitiveness

### Results

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#### Number of new SMEs created

##### Definition

The gross number of new Small and Medium-sized Enterprises, including Social Enterprises, created as a direct result of assistance from a project, or participation in Ireland Wales project activity. All legal structures are acceptable, e.g. sole trader, limited company etc. The created enterprise must not have existed prior to the project start date.

##### SME

An enterprise which employs fewer than 250 persons and whose annual turnover and/or annual balance sheet does not exceed EUR 43million (2003/361/EC).

##### Social Enterprise

An enterprise driven primarily by social and/or environmental motives and engages in trading to pursue these objectives. Ownership of the enterprise is within a community, or amongst people with a shared interest; surpluses generated by the enterprise are reinvested to further their social objectives. (Ireland)

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 as a result of assistance or financial support from the European Regional Development Fund through the Ireland Wales Programme and did not exist prior to the funded project activity.

##### Evidence

###### Wales

- 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.
- If 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).

###### Ireland

- Evidence of the first service delivery/goods provision – usually the date the first invoice is raised
- Evidence of the registration of a company, business name (trading name) or limited partnership with the Companies Registration Office.
- Date on which the business has registered for VAT, if appropriate.

- If below the relevant VAT threshold, the date of registration for business tax with the Revenue Commissioners.

### Category Breakdown

Enterprise Category	Headcount	Turnover	or	Balance Sheet Total
Medium-sized	<250	≤€50 million		≤€43 million
Small	<50	≤€10 million		≤€10 million
micro	<10	≤€2 million		≤€2 million

Source: (2003/361/EC)

## **Number of new products / processes developed**

### **Definition**

Number of new products / processes created either by the project itself or a project beneficiary as a direct result of participation in an Ireland Wales project. This includes the number of new or improved products, processes or services developed for introduction to market introduction. Documentary evidence will be required for each product/ process developed.

### **Product**

An article or substance that is the manufactured or refined for sale. The product must be new to the beneficiary, but not necessarily new to the market.

### **Process**

A series of actions or systems developed with the aim of improving methods for the supply of goods or services. The process must be new to the beneficiary, but not necessarily new to the market.

### **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.

## Number of gross direct new jobs created

### Definition

A new working position, which did not previously exist, created as a direct result of the funded project activity.

### Job

A new post, whether full-time, part-time or seasonal. For the purposes of reporting, all jobs must be quantified as a Full Time Equivalent position.

Both jobs should be reported in the following separate categories:

- Jobs created by beneficiaries as a direct result of the project activity
- Internal project management/administration jobs created within the funded project
- Seasonal jobs, once it is expected to recur indefinitely. In this case the project should report, in addition to number of hours per week, the proportion of the year worked.

New jobs should be reported as Full Time Equivalents (FTEs), based on the number of contracted hours:

- For jobs of contracted full-time hours per week then it is 1 FTE;
- For jobs that are not full-time, then the hours worked each week should be divided by the number of full-time hours to give the proportion of FTE represented, e.g. 18 hours per week would be  $18/35=0.5$  FTE.

### Gross

The total number achieved through Ireland Wales-funded activity which has not been adjusted for deadweight, displacement, leakage and multiplier effects.

### Created

Achieved as a result of assistance or financial support from the European Regional Development Fund through the Ireland Wales Programme and did not exist prior to the funded project activity. Jobs within those enterprises counted under the indicator "No. of new SME's created" should also be counted under this result category.

### Evidence

- Personnel records showing the increase in headcount.
- Contracts of employment for jobs created within the funded project.
- Any other documents showing that these new jobs are directly relate to the work of the project.

# Priority 1: Knowledge, Innovation and Skills for Growth

## Theme 2: Skills for competitiveness and employment integration

### Outputs

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#### Number of collaborative training projects that address the skills needs of SMEs and industry in the cross border region

##### Definition

The number of training-focused projects that addresses the common skills needs of Small and Medium-sized Enterprises, Social Enterprises in key sectors in the cross-border region. The development of training should be a collaborative effort of all project partners, aiming to increase the performance of SMEs and enhance the skills of existing/ potential employees.

##### SME

An enterprise which employs fewer than 250 persons and whose annual turnover and/or annual balance sheet does not exceed EUR 43million (2003/361/EC).

##### Social Enterprise

An enterprise driven primarily by social and/or environmental motives and engages in trading to pursue these objectives. Ownership of the enterprise is within a community, or amongst people with a shared interest; surpluses generated by the enterprise are reinvested to further their social objectives. (Ireland)

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

- The existence of a signed subsidy contract between the Lead Partner on behalf of the project partners and the Joint Technical Secretariat;
- Participation records of the individuals/ SMEs benefiting from the training in question;
- Evaluation forms from project events;
- Adequate supporting documents from the provider to the individual/ SME recording the number of hours and type of training.

##### Category Breakdown

Enterprise Category	Headcount	Turnover	or	Balance Sheet Total
Medium-sized	<250	≤€50 million		≤€43 million
Small	<50	≤€10 million		≤€10 million
micro	<10	≤€2 million		≤€2 million

Source: (2003/361/EC)

## **Number of joint projects aimed at improving and enhancing systems of learning and workforce development**

### **Definition**

The number of joint projects aimed at developing new ways to broaden the range of learning opportunities available and overcome any barriers to labour market participation. This includes a common approach to providing training, e.g. innovative enterprise learning programmes in schools and FE/HE institutions, graduate placement programmes, common cross-border education and employee training programmes.

### **Joint Project**

A project is defined as the need to achieve fixed objectives within limited resources and a defined timeframe.

A project is considered joint when it actively complies with the four co-operation criteria, joint development, joint implementation, joint financing and joint staffing. (Art 19, EC Regulation 1080/2006)

### **Evidence**

- The existence of a signed subsidy contract between the Lead Partner on behalf of the project partners and the Joint Technical Secretariat;
- Participation records of the individuals/ SMEs benefiting from the training in question;
- Evaluation forms from events and training;
- Adequate supporting documents from the provider to the individual/ SME recording the number of hours and type of training.

## **Number of joint projects aimed at providing access to training and education for emigrants and disadvantaged groups**

### **Definition**

The number of joint projects aimed at providing access to training/ education opportunities for recently arrived immigrants to the cross-border area and other disadvantaged groups. Projects should focus on common training activities to integrate the target groups into the mainstream workforce.

### **Joint Project**

A project is defined as the need to achieve fixed objectives within limited resources and a defined timeframe.

A project is considered joint when it actively complies with the four co-operation criteria, joint development, joint implementation, joint financing and joint staffing. (Art 19, EC Regulation 1080/2006)

### **Evidence**

- The existence of a signed subsidy contract between the Lead Partner on behalf of the project partners and the Joint Technical Secretariat;
- Participation records of the individuals benefiting from the training in question;
- Evaluation forms from events and training;
- Adequate supporting documents from the provider to the individual recording the number of hours and type of training.

## **Number of beneficiaries undertaking cross-border training courses/modules**

### **Definition**

The number of people undertaking training courses which are jointly developed/ delivered by the project partners. Participation should be linked to specific outcomes and require a meaningful level of engagement. The number of beneficiaries under this output should have completed the training in question. This excludes individuals attending conferences or simply receiving information.

### **Beneficiary**

An operator, body or firm, whether public or private, responsible for initiating and implementing operations. Beneficiaries are public or private firms carrying out an individual project and receiving public aid (EC 1083/2006).

### **Evidence**

- Spread sheet evidence of the individuals/ SMEs benefiting from the training in question;
- Participation records of the individuals/ SMEs benefiting from the training in question;
- Evaluation forms from training events;
- Adequate supporting documents from the provider to the individual/ SME recording the number of hours and type of training assistance.

# **Priority 1: Knowledge, Innovation and Skills for Growth**

## **Theme 2: Skills for competitiveness and employment integration**

### **Results**

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#### **Number of beneficiaries receiving certified qualifications**

##### **Definition**

The number of training participants gaining a full, certified qualification as a result of participation in an Ireland Wales-funded project training course. The participants must have completed the training in full. Certification must be awarded from an appropriate accrediting body.

##### **Beneficiary**

An operator, body or firm, whether public or private, responsible for initiating and implementing operations. Beneficiaries are public or private firms carrying out an individual project and receiving public aid (EC 1083/2006).

##### **Certified Qualification**

A document confirming that someone has reached a certain level of achievement in a course of study or training. This must be awarded by a body with the authority to award certified qualifications in the particular field of study.

##### **Evidence**

- Accredited training records, qualification certificates;
- Alignment of certification with the National Framework for Qualifications in Ireland and the Credit and Qualifications Framework for Wales;
- Participant records with details of the attendee and attendance records;
- Evaluation forms, questionnaires/follow up information etc.;
- Course material e.g. hand-outs and presentation slides.

# **Priority 2: Climate Change & Sustainable Regeneration**

## **Theme 1: Climate Change & Sustainable Development**

### **Outputs**

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#### **Number of cross-border projects focusing on awareness raising or responding to challenge of climate change**

##### **Definition**

The number of joint projects which address the common priority of climate change. Project activities can include one or more of the following:

- raising awareness of/ responding to the challenge of climate change;
- engaging with local communities or interest groups;
- HE/FE research projects in areas such as renewable energy, alternative energy, waste reduction, or the reduction of CO<sub>2</sub> emissions;
- Projects monitoring the impact of climate change on native species;
- Projects investigating the potential threat or benefit posed by non-native species migrating into the cross-border area due to the change in climate.

##### **Joint Project**

A project is defined as the need to achieve fixed objectives within limited resources and a defined timeframe.

A project is considered joint when it actively complies with the four co-operation criteria, joint development, joint implementation, joint financing and joint staffing. (Art 19, EC Regulation 1080/2006)

##### **Climate Change**

Any change in climate over time, whether due to natural variability or as a result of human activity. Combatting climate change is one of four priorities of the Gothenburg Agenda.

##### **Evidence**

- The existence of a signed subsidy contract between the Lead Partner on behalf of the project partners and the Joint Technical Secretariat;
- Publicity material, project leaflets and other publications and evidence of distribution;
- Documentation of event activity, including sign in sheets and evaluation forms;
- Evaluation forms from participation in project activities and events;
- Adequate supporting documents recording joint research and outcomes.

## **Number of collaborative projects protecting and/or enhancing the natural environment**

### **Definition**

The number of joint projects aimed at enhancing or improving the environment, including marine and coastal zones and land-based initiatives. Project activities can include one or more of the following:

- raising awareness of, or responding to the challenge of climate change;
- engaging with local communities or interest groups;
- HE/FE research projects in areas such as renewable energy, alternative energy, waste reduction, or the reduction of CO<sub>2</sub> emissions;
- Projects monitoring the impact of climate change on native species;
- Projects investigating the potential threat or benefit posed by non-native species migrating into the cross-border area due to the change in climate.

### **Joint Project**

A project is defined as the need to achieve fixed objectives within limited resources and a defined timeframe.

A project is considered joint when it actively complies with the four co-operation criteria, joint development, joint implementation, joint financing and joint staffing. (Art 19, EC Regulation 1080/2006)

### **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).

### **Evidence**

- The existence of a signed subsidy contract between the Lead Partner on behalf of the project partners and the Joint Technical Secretariat;
- Publicity material, project leaflets and other publications and evidence of distribution;
- Documentation of event activity, including sign in sheets and evaluation forms;
- Evaluation forms from participation in project activities and events;
- Adequate supporting documents recording joint research and outcomes.

# Priority 2: Climate Change & Sustainable Regeneration

## Theme 1: Climate Change & Sustainable Development

### Results

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#### Number of new cross-border links established

##### Definition

The number of links established between organisations, individuals or groups in Ireland and Wales as a direct result of the activity of the project. The links must be new, relate to the aims of Priority 2 Theme 1 and the project, and last at least for the duration of the project.

Types of cross-border links include:

- Twinning of community groups;
- Linking Local Authorities and other relevant public bodies;
- Linking environmental interest groups;
- Linking relevant members of the scientific community.

Project activities can include one or more of the following:

- raising awareness of, or responding to the challenge of climate change;
- engaging with local communities or interest groups;
- HE/FE research projects in areas such as renewable energy, alternative energy, waste reduction, or the reduction of CO<sub>2</sub> emissions;
- Projects monitoring the impact of climate change on native species;
- Projects investigating the potential threat or benefit posed by non-native species migrating into the cross-border area due to the change in climate.

##### Evidence

- Evaluation forms from participation in project activities and events;
- Evidence of meetings held with participants, including sign in sheets and photos;
- Adequate supporting documents recording joint research and outcomes.

## **Number of measures implemented which react to the challenge of climate change**

### **Definition**

This refers to actions or activities taken within the joint project to respond to the challenges of climate change and its effect on the cross-border area.

Project activities can include one or more of the following:

- raising awareness of, or responding to the challenge of climate change;
- engaging with local communities or interest groups;
- engaging with new stakeholders;
- HE/FE research projects in areas such as renewable energy, alternative energy, waste reduction, or the reduction of CO<sub>2</sub> emissions;
- Projects monitoring the impact of climate change on native species;
- Projects investigating the potential threat or benefit posed by non-native species migrating into the cross-border area due to the change in climate.

### **Evidence**

- Publicity material, project leaflets and other publications and evidence of distribution;
- Documentation of event activity, including sign in sheets and evaluation forms;
- Fully documented detail of any project research and outcomes, such as publications, presentations, participation in fora etc.
- Adequate supporting documents recording the type of activities carried out.

## Number of enhancements undertaken

### Definition

This relates to the number of joint actions or activities undertaken to improve the quality of the environment or habitat in the cross-border region and beyond.

Project activities can include one or more of the following:

- engaging with local communities or interest groups to improve their local area;
- HE/FE research projects aimed at improving the cross-border environment through the development of renewable energy, alternative energy, waste reduction, or the reduction of CO<sub>2</sub> emissions;
- Projects monitoring the impact of climate change on native species;
- Projects investigating the potential threat or benefit posed by non-native species migrating into the cross-border area due to the change in climate.

### Enhancement

This is considered to constitute an improvement in the quality of the environment/habitat.

### Evidence

Proof of the improvements made to the environment, such as:

- Physical evidence of the enhancement, including photographic evidence;
- Appropriate documentation of the improvements in question, e.g. reports showing the reduction in CO<sub>2</sub> levels over the life of the project, carbon footprinting techniques, scientific research undertaken.

## **Number of projects disseminating results to stakeholders and/or communities or reports published**

### **Definition**

The number of initiatives aimed at actively publicising lessons learned or the outcomes of research arising from the joint project activity.

Initiatives can include:

- Circulating published reports or research results;
- Publishing results on websites, a joint project website or external websites;
- Media coverage;
- Holding information seminars or workshops;
- Making presentations at conferences.

### **Evidence**

- Published reports, conference reports, notes or records of seminars & workshops;
- Presentations made on behalf of the project partners at external events. Only events where the project is actively presented can be reported under this indicator. It cannot be an event where the lead Partner or another project partner is involved as 'passive' participants;
- Publicity/ dissemination events, where the event is organised by the project partners. The subject of the event should be entirely or partly dedicated to disseminating project results;
- Documented evidence of media coverage.

## **Priority 2: Climate Change & Sustainable Regeneration**

### **Theme 2: Sustainable Regeneration of Communities**

#### **Outputs**

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#### **Number of joint projects focusing on sustainable community regeneration action**

##### **Definition**

Community regeneration actions must focus on a specific geographic area or comprise of a group of communities that are linked by common needs in the cross-border region. Regeneration actions can include physical improvements to public spaces other than capital works, bringing them to economic, social and/ or community use.

The term “public” refers to spaces used by the public rather than publicly owned spaces. This also includes the refurbishment of natural spaces, e.g. landscaping, and improving access.

Key aspects to this indicator are the sustainability of project activities and the potential impact on the communities in question.

##### **Evidence**

- The existence of a signed subsidy contract between the Lead Partner on behalf of the project partners and the Joint Technical Secretariat;
- Documentation of key project activity in relation to impacts on the communities;
- Publicity material, project leaflets and other publications and evidence of distribution;
- Documentation of event activity, including sign in sheets and evaluation forms;
- Evaluation forms from participation in project activities;
- Other supporting documents recording joint research & outcomes.

# Priority 2: Climate Change & Sustainable Regeneration

## Theme 2: Sustainable Regeneration of Communities

### Results

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#### Number of new community, social enterprise or cultural links established

##### Definition

The number of links established between organisations, individuals or groups in Ireland and Wales as a direct result of the activity of the project. This indicator focuses on the development and nurture of social and cultural networks, and living communities within the cross-border area. The links must be new, relate to the aims of Priority 2 Theme 2 and the project itself, and last at least for the duration of the project.

Types of cross-border links can include:

- Twinning of community groups;
- Linking Local Authorities and other relevant public bodies;
- Linking cultural or linguistic groups;
- Links creating economic benefits to the cross-border region;
- Links established between the project partners themselves.

Project activities can include one or more of the following:

- Raising awareness of, or responding to common cultural, environmental, economic or community issues;
- Creation of a common forum or training for communities or relevant groups within the cross-border area;
- Engaging with local communities or interest groups to share best practice;
- Development of cultural or linguistic links thorough cross-border exchanges.

##### Social Enterprise

An enterprise driven primarily by social and/or environmental motives and engages in trading to pursue these objectives. Ownership of the enterprise is within a community, or amongst people with a shared interest; surpluses generated by the enterprise are reinvested to further their social objectives. (Ireland)

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

- Evaluation forms from participation in project activities and events;
- Evidence of meetings held with participants, including sign in sheets and photos;
- Adequate supporting documents recording joint activity.

## Number of new measures implemented

### Definition

This relates to the number of new measures put in place by the project partners as a direct result of the project activity in living communities within the urban and rural parts of the cross-border region. Measures can include, social networks, training programmes, socio-economic measures, social or cultural research, cultural exchanges,

Types of cross-border measures can include:

- The creation of social networks, including online activity;
- Developing training programmes to enhance community, cultural, environmental or socio-economic values;
- Research on issues relating to common community, cultural, environmental or socio-economic issues and proposals for action;
- Exchange activity between communities or relevant groups within the cross-border region.

### Evidence

- Adequate supporting documents recording joint activity and figures for each measure implemented.
- Evaluation forms from participation in project activities and events;
- Evidence of meetings held with participants, including sign in sheets, minutes, reports and photos;

## Number of gross direct new jobs created

### Definition

A new working position, which did not previously exist, created as a direct result of the funded project activity.

### Job

A new post, whether full-time, part-time or seasonal. For the purposes of reporting, all jobs must be quantified as a Full Time Equivalent position.

Both jobs should be reported in the following separate categories:

- Jobs created by beneficiaries as a direct result of the project activity
- Internal project management/administration jobs created within the funded project
- Seasonal jobs, once it is expected to recur indefinitely. In this case the project should report, in addition to number of hours per week, the proportion of the year worked.

New jobs should be reported as Full Time Equivalents (FTEs), based on the number of contracted hours:

- For jobs of contracted full-time hours per week then it is 1 FTE
- For jobs that are not full-time, then the hours worked each week should be divided by the number of full-time hours to give the proportion of FTE represented, e.g. 18 hours per week would be  $18/35=0.5$  FTE.

### Gross

The total number achieved through Ireland Wales-funded activity which has not been adjusted for deadweight, displacement, leakage and multiplier effects.

### Created

Achieved as a result of assistance or financial support from the European Regional Development Fund through the Ireland Wales Programme and did not exist prior to the funded project activity. Jobs within those enterprises counted under the indicator "No. of new SME's created" should also be counted under this result category.

### Evidence

- Personnel records showing the increase in headcount.
- Contracts of employment for jobs created within the funded project.
- Any other documents showing that these new jobs are directly relate to the work of the project.

## Annex I - References

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Ireland Wales Programme 2007-2013 Operational Programme

INTERACT Reporting Template for Territorial Co-operation Projects 2007-2013

Northern Periphery Programme 2007-2013 Programme Manual – Part 1: How to Apply, p.31-32

The European Charter for Small Enterprises, 2000

Welsh Assembly Government, ERDF Indicators, Definitions and Evidence Requirements, Version 1.02  
2009

Welsh Assembly Government, ESF Indicators, Definitions and Evidence Requirements, Version 1.02  
2009

Interreg IVC 2007-2013 Programme Manual, Annex 3

Commission Recommendation 2003/361/EC concerning the definition of micro, small and medium-sized enterprises

INTERACT Territorial Co-operation Project Management Handbook, March 2007

Social Enterprise Task Force Group in Ireland

Social Enterprise Strategy for Wales (2005), Welsh Assembly Government

Council Regulation (EC) No. 1083/2006

Commission Communication of 11 March 2003, "Innovation policy: updating the Union's approach in the context of the Lisbon strategy" COM (2003) 112 final

Commission Green Paper of 21 January 2003 on Entrepreneurship in Europe COM (2003) 27 final

The New Programming Period 2007-2013, Indicative Guidelines on Evaluation Methods: Monitoring and Evaluation Indicators-Working Document No. 2. European Commission, August 2006

The Programming Period 2007-2013, Indicative Guidelines on Evaluation Methods: Reporting on Core Indicators for the European Regional Development Fund and the Cohesion Fund, Working Document No. 7. European Commission, July 2009

## Annex II – Sample Progress Report

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**IRELAND WALES**  
2007 – 2013

### *Ireland Wales Programme 2007-2013*

### ***PROGRESS REPORT***

<b>Project Name:</b>	
<b>Project Number:</b>	
<b>Progress Report Number:</b>	
<b>Progress Report for Period</b>	
<b>Date Submitted</b>	<b>dd-mm-yyyy</b>

**Address:**

Ireland Wales Programme  
Joint Technical Secretariat  
Old Port of Waterford Building  
2 George's Street  
Waterford  
Ireland

Email: [ireland\\_wales@seregassembly.ie](mailto:ireland_wales@seregassembly.ie)

Website: [www.irelandwales.ie](http://www.irelandwales.ie)

## **Progress Report**

The purpose of the Progress Report is:

- To allow different Programme bodies to monitor the progress of the project, including the Secretariat, Managing Authority, and Programme Monitoring Committee.
- To help guarantee a satisfactory implementation of the project.
- To provide a continuous measurement of project outputs.
- To allow a cross-check between project implementation and the project application.
- To feed into the Annual Implementation Report, this is submitted to the European Commission.
- To help disseminate information and knowledge about the project to the wider public.
- To identify best practices in project implementation and communication measures.

The Progress Report will also be checked to make sure that the implementation of the project corresponds with the project expenditure. Therefore, a missing or unsatisfactory Progress Report will lead to a delay in issuing a payment.

***This is a word document; press return to expand the text boxes, extra lines can be inserted into the tables by using the tab button.***

The Progress Report consists of 8 Sections:

### **Section 1- General Information**

In this Section, projects are asked to provide general information about the project. Please ensure that all the contact names, email addresses and phone numbers are up to date.

In Section 1.5 projects should provide a list of all changes, to the project structure or on the implementation of the Cross Cutting Themes, if any, to the project compared to the approved application.

Note that changes to the work plan are dealt with in Section 2 and should not be reported here.

### **Section 2-Activity Report**

Projects should provide a report for each work package, detailing all work completed to date on each work package, comparing the activity plan set out in the application with the implementation and results achieved so far.

Also in this Section please provide details of any Outputs or Results that have been achieved during the period in question; e.g. the Priority 1 Theme 2 Result of *Number of beneficiaries receiving certified qualifications*, you should provide the number of beneficiaries receiving qualifications, the Awarding Body and the level of the certification.

The rest of this section deals with any changes to the work plan.

### **Section 3-Special Conditions of Grant**

Provide a brief description of what measures the partners are taking to ensure that they are complying with the special conditions outlined in Article 13 of the Subsidy Contract.

### **Section 4-Project Management and Partnership Dynamics**

In this Section projects should describe the systems in place to monitor and evaluate the project's progress. Please provide details of the structures actually in place. Do not replicate the answer provided in Question 7 of the application form, unless those systems are actually being employed.

### **Section 5- Cross Cutting Themes**

This Section deals with the cross cutting themes, equal opportunities and sustainable development. Projects are asked to describe how they have incorporated these measures into their project on a practical level.

### **Section 6- Project Communication and Publicity**

In this Section, projects should describe what measures they have taken regarding communication and publicity. In addition please confirm that all promotional materials comply with the European and Ireland Wales publicity requirements.

### **Section 7- Declaration**

The contact person of the lead partner should sign and stamp the declaration.

## SECTION 1: GENERAL INFORMATION

1.1 Project Duration:			
Start Date:		End Date:	

1.2 Priority and Theme (Please tick)	
Priority 1 Theme 1 –Innovation and Competiveness	
Priority 1 Theme 2 – Skills for Competiveness and Employment Integration	
Priority 2 Theme 1 – Climate Change and Sustainable Development	
Priority 2 Theme 2 – Sustainable Regeneration of Communities	

1.3 Target Area/Location of the operation
Copy from the application, if there are any changes highlight them in red and explain the reason for the change in section 1.5. Please note that any changes in the target area need pre-approval from the JTS.

1.4 Partnership Information	
Copy from the application, if there are any changes highlight them in red and explain the reason for the change in section 1.5. Please note that any changes in the partnership need pre-approval from the JTS.	
Lead Partner	
Contact Person	
Telephone Number	
Email address	
Partner 2	
Contact Person	
Telephone Number	
Email address	
Partner 3	
Contact Person	
Telephone Number	
Email address	
Partner 4	
Contact Person	

Telephone Number	
Email address	
Partner 5	
Contact Person	
Telephone Number	
Email address	
Partner 6	
Contact Person	
Telephone Number	
Email address	

**1.5 Report on Changes to the Project Structure and Cross Cutting Themes**

Please report all changes, if any, in the project in comparison to the approved application.

Type of change(s) made/Date of approval	Justification of the changes(s) made and impact on the project implementation
---	---

**SECTION 2: ACTIVITY REPORT**

**2.1 Project Activities**

Provide an overall description of project activities so far, highlighting the most important activities in all work packages and how they interlink. Max. 1 page

--

**2.2 The Project is: (please tick)**

Complete	
Proceeding according to the Work Plan	
Behind schedule	
Ahead of schedule	
Significantly changed	
Is Being Abandoned	

**2.3 If the project is not proceeding according to the work plan, please provide the reason for any changes in the delivery of the project.**

--

**2.4 Project Work Plan**

List the activities for this reporting period as outlined in the work plan (Question 6, Annex 1 of the Subsidy Contract). Please indicate the status of each activity.

Activity	Completed	In progress	Not started (provide reason for delay)

**2.5 Indicators Report**

Please provide details of any Outputs and /or Results achieved in this claim period (as reported in the Indicators Report). The Outputs/Results should be in line with those defined in Question 10, Annex I of the Subsidy Contract.

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**2.6 Change of activities**

Please report on all changes to **the work plan in comparison to the approved application.**

Type of change(s) made	Justification of the changes(s) made and impact on the project implementation
------------------------	---

**SECTION 3: SPECIAL CONDITIONS OF GRANT**

**3. Please report on the progress towards achieving the special conditions agreed in the Subsidy Contract.**

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**SECTION 4: PROJECT MANAGEMENT AND PARTNERSHIP DYNAMICS****4.1 Project Monitoring and Evaluation**

Describe the systems in place to monitor and evaluate the progress of the project.

--

**4.2 Project Management**

Provide information on any Steering Group Meetings and/or Project Meetings that have taken place to date.

**4.3 Partnership Dynamics**

Describe the involvement of all partners in project implementation during this reporting period. Was this in line with the work plan?

**SECTION 5: 2007-2013 CROSS CUTTING THEMES****5.1 Equal Opportunities**

Please report on the Equal Opportunities measures taken to date, copy from Question 13 (a) of the application form, if there have been any changes highlight them in red and explain the reason for the change in section 1.5.

**5.2 Sustainable Development**

Please report on the Sustainable Development measures taken to date, copy from Question 13(b) of the application form, if there have been any changes highlight them in red and explain the reason for the change in section 1.5.

**SECTION 6: PROJECT COMMUNICATION AND PUBLICITY****6.1 Communication Report**

Provide details of all communication activities during the period; include details of promotional materials, websites, newsletters, press releases etc. Mention any innovative steps your project has taken to enhance its communication performance.

**Address for project website (if applicable):**

**Section 7: Declaration**

<b>I confirm that this report is an accurate record of the Project to date</b>
<b>Signature of Lead Partner Contact:</b>
<b>Organisation:</b>
<b>Date:</b>
<b>Organisation Stamp:</b>

**INTERNAL USE ONLY**

<b>Project Officer</b>
<b>Signature:</b>
<b>Date:</b>
<b>Comments</b>

<b>Head of Unit</b>
<b>Signature:</b>
<b>Date:</b>
<b>Comments</b>

<b>Managing Authority</b>
<b>Signature:</b>
<b>Date:</b>
<b>Comments</b>

## Annex III – Sample Indicators Report

*Please complete this section of the form before signing the Payment Claim Form (Select as Appropriate)*

### **PROGRESS AGAINST OUTPUTS & RESULTS**

<b>Priority 1 Theme 1 - Outputs</b>	Outputs as per Subsidy Contract	Cumulative Achieved to Date	Figure for this period
No. of joint projects aimed at promoting & developing innovation in SME's including linkages with HE/FE institutions.			
No. of joint projects aimed at promoting and developing entrepreneurship & the development of new businesses including cross border business clusters.			
Number of SME's assisted			

<b>Priority 1 Theme 2 - Outputs</b>	Outputs as per Subsidy Contract	Cumulative Achieved To Date	Figure for this period
Number of collaborative training projects that address the skills needs of SME's and industry in the cross border region.			
Number of joint projects aimed at improving and enhancing systems of learning and workforce development.			
Number of joint projects aimed at providing access to training and education for immigrants and disadvantaged groups.			
Number of beneficiaries undertaking cross border training courses/ modules.			

<b>Priority 2 Theme 1 - Outputs</b>	Outputs as per Subsidy Contract	Cumulative Achieved To Date	Figure for this period
Number of cross border projects focusing on awareness raising or responding to challenge of climate change.			
Number of collaborative projects protecting and/or enhancing the natural environment.			

<b>Priority 2 Theme 2 - Outputs</b>	Outputs as per Subsidy Contract	Cumulative Achieved To Date	Figure for this period
Number of joint projects focusing on sustainable community regeneration action.			

## **RESULTS**

<b>Priority 1 Theme 1</b>	Results as per Subsidy Contract	Cumulative Achieved To Date	Figure for this period
Number of new SMEs created			
Number of new products/processes developed			
Number of gross direct new jobs created			

<b>Priority 1 Theme 2</b>	Results as per Subsidy Contract	Cumulative Achieved To Date	Figure for this period
Number of beneficiaries receiving certified qualifications			

<b>Priority 2 Theme 1</b>	Results as per Subsidy Contract	Cumulative Achieved To Date	Figure for this period
Number of new cross border links established			
Number of measures implemented which react to the challenge of climate change			
Number of enhancements			
Number of projects disseminating results to stakeholders and/or communities or reports published			

<b>Priority 2 Theme 2</b>	Results as per Subsidy Contract	Cumulative Achieved To Date	Figure for this period
Number of new community, social enterprise or cultural links established			
Number of new measures implemented			
Number of gross direct new jobs created			

Please detail any additional outputs and/or results from project activity

Is the project on schedule to achieve targets as agreed in the Subsidy Contract? YES <input type="checkbox"/> NO <input type="checkbox"/>