



**European Union**

European Structural  
and Investment Funds

## 2014-2020 European Growth Programme

Output and Result Indicator Definitions Guidance for  
the European Social Fund

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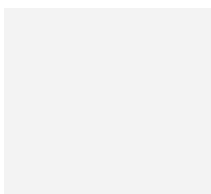
February 2016

## Detailed Definitions for ESF

ESF - CO01 Unemployed, including long-term unemployed	
Terms	Definitions
<b>Unit of Measurement</b>	Participants (male and female)
<b>Count Criteria:</b> Who can be recorded against this indicator?	<p>The following definition (see (i) below) should be used by all ESF opt-in organisations and direct-bid organisations except DWP Opt-In / DWP Opt-in providers. <b>Please note that the Department for Work and Pensions (DWP) opt-in organisation will use a separate definition</b> (see definition (ii) below) which is consistent with the Jobseekers Allowance and Universal Credits regime)</p> <p><b>(i) Unemployed Definition (to be used by non DWP opt-in funded providers and direct bid providers etc.).</b></p> <p>The following definition should be used by all ESF opt-in organisations and direct-bid organisations (NB DWP opt-in organisation will use a separate definition which is consistent with the Jobseekers Allowance and Universal Credits benefits regimes)</p> <p>(The employment status is determined on the date of entering the ESF operation.)</p> <p><i>Unemployed are persons usually without work, available for work and actively seeking work. Persons considered as registered unemployed according to national definitions are always included here even if they do not fulfil all three of these criteria.</i></p> <p>(Long term unemployed is defined in the next indicator section)</p> <p><b>Source of definition</b></p> <p><a href="http://ec.europa.eu/eurostat/documents/3859598/5935673/KS-GO-13-002-EN.PDF">http://ec.europa.eu/eurostat/documents/3859598/5935673/KS-GO-13-002-EN.PDF</a></p> <p>The wording in italics is identical to the LMP definition. This entails both the Labour Force Survey definition of unemployed plus registered unemployed.</p>

	<p><b>(ii) Unemployed definition (only to be used by DWP Opt-In Organisation and its providers).</b></p> <p>Participants who start and leave an ESF operation co-financed by the Department for Work and Pensions opt-in organisation should be counted under the Department for Work and Pensions (DWP) definition of 'unemployed' where this is applicable (see below).</p> <p>DWP defines unemployed as: "Persons out of work, available for work and actively seeking work who are registered as a Job Seeker Allowance (JSA) claimant or Universal Credit (UC) claimant whose circumstances place them in the All Work Related Requirements (AWRR) – Intensive Work Search Regime. This includes persons who are registered as unemployed but have a small part-time job.</p> <ul style="list-style-type: none"> <li>• For JSA participants a small part-time job equates to employment under 16 hours per week; and</li> <li>• For UC claimants, a small part-time job equates to employment that does not move the claimant out of the All Work Relate Requirements (AWRR) – Intensive Work Search Regime.</li> </ul>
<p><b>Count Threshold:</b> What is the threshold or minimum requirement for recording (one count) of this indicator?</p>	<p>For the purpose of reporting to the European Commission, a participant should be counted only once in any given operation. An individual may be counted as a participant in more than one operation, but never more than once per operation (for output indicators).</p> <p>Current guidelines from the European Commission state that a participant who returns to an operation after leaving cannot be counted as a "new" participant. On a second participation at the same operation, the initial leaving date and data relating to result indicators should be updated to reflect the latest results only.</p>
<p><b>Count Exclusions:</b> Which people cannot be counted against this indicator?</p>	<p>People who are economically 'inactive' or 'employed'</p> <p>People with zero hours contracts are treated as employed and should not be recorded under this indicator.</p>

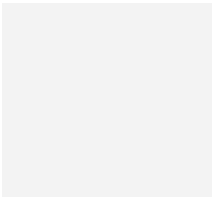
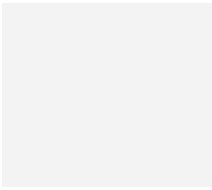
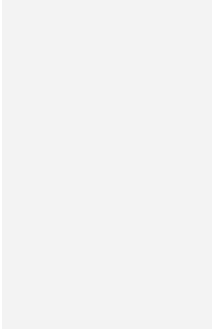
<p><b>Additional information required for indicators</b></p>	<p>The definitions described above ( i.e. the non-DWP definition and the DWP definition are mutually exclusive and cannot be `mixed and matched`)</p> <p>Full-time students, even if they fulfil the criteria for unemployed as set out in this definition, are considered as "inactive".</p> <p>People with maternity or paternity- related entitlement while unemployed are always considered as "unemployed".</p> <p>The employment status is determined on the date of entering the ESF operation.</p> <p>Data for this indicator has to be broken down by category of region.</p>
<p><b>Relationship to other Indicators</b></p>	<p>Indicator CO02 (long term unemployed) will be a subset of this indicator.</p> <p>This indicator contributes towards the ESF programme’s performance framework targets and equality target (male / female).</p> <p><b>Validation tests for data at the level of the participation record:</b></p> <ul style="list-style-type: none"> <li>(i) An individual can only be counted in one of the situations: “unemployed”; “inactive”; or “employed”.</li> <li>(ii) No individual can be both male and female.</li> <li>(iii) An individual recorded under any of the YEI result indicators on “unemployed” should be recorded under the common output indicator “unemployed”.</li> </ul>



(ESF- CO03) Inactive	
Terms	Definitions
<b>Unit of Measurement</b>	Participants (male and female)
<b>Count Criteria:</b> Who can be recorded against this indicator?	<p>Inactive participants (see definition below)</p> <p>The following definition – see (i) below - should be used by all ESF opt-in organisations and direct-bid organisations – <b>except DWP opt-in organisations</b> who will use a separate definition- see (ii) below - which is consistent with the Jobseekers Allowance and Universal Credits regime)</p> <p style="text-align: center;"><b>(i) Definition of `inactive' to be used by non-DWP Opt-in organisations and direct bid organisations.</b></p> <p><i>"Inactive" are persons currently not part of the labour force (in the sense that they are not employed or unemployed according to the definitions provided).</i></p> <p><b>Source: Eurostat</b></p> <p>The wording in italics is identical to the LMP definition.</p> <p style="text-align: center;"><b>(ii) Definition of `inactive' to be used by DWP Opt-In organisation and its providers.</b></p> <p>Participants who start and leave an ESF operation co-financed by the Department for Work and Pensions opt-in organisation should be counted under the national Department for Work and Pensions (DWP) definition of `inactive' where this applies (see below).</p> <p>The <b>Department for Work and Pensions consider persons who fall into the following groups as being `inactive':</b></p> <ul style="list-style-type: none"> <li>• Full time students ( even if registered unemployed)</li> <li>• Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS) claimants;</li> <li>• Universal Credit claimants who are placed in: the Work Preparation Requirement or Work Focused Interview Requirement conditionality groups;</li> <li>• People not in receipt of benefits</li> <li>• People who are distant from the labour market that need additional support, skills and/or confidence to enable them to move towards employment.</li> </ul>
<b>Count Threshold:</b> What is the	For the purpose of reporting to the European Commission, a participant should be counted only once in any given operation. An individual may be counted as a participant in more than one

<p>threshold or minimum requirement for recording (one count) of this indicator?</p>	<p>operation but never more than once per operation (for output indicators).</p> <p>Current guidelines from the European Commission state that a participant who returns to an operation after leaving cannot be counted as a “new” participant. On a second participation at the same operation, the initial leaving date and data relating to result indicators should be updated to reflect the final operation.</p>
<p><b>Count Exclusions:</b> Which people cannot be counted against this indicator?</p>	<ul style="list-style-type: none"> <li>• People registered as unemployed, including / long-term unemployed.</li> <li>• Self-employed (including helping family members) are not considered as ‘inactive’.</li> <li>• Employed people.</li> </ul>
<p><b>Additional information required for indicators</b></p>	<p>“Inactive” are people who are not currently part of the labour force (in the sense that they are not employed or unemployed according to the definitions provided above).</p> <p>Full-time students are considered as “inactive”.</p> <p>People on full-time parental leave (understood as absences from work to bring up a child of young age for a period which does not fall under the classification of maternity or paternity leave) should be considered as inactive, unless already registered as unemployed. In this latter case, they should be counted as “unemployed”.</p> <p>"Self-employed" (including helping family members) are not considered as "inactive".</p> <p>The employment status is determined on the date of entering the ESF operation.</p> <p>Data for this indicator has to be broken down by category of region.</p>
<p>Relationship to other Indicators</p>	<p>The total number of participants = sum of indicators 1 + 3 + 5</p> <p>This indicator contributes towards the ESF programme’s performance framework target (s) and also contributes to the programmes equality target for gender ( male / female)</p> <p><b>Validation tests for data at the level of the participation record:</b></p> <ul style="list-style-type: none"> <li>(i) An individual can only be in one of the following situations: “unemployed”; “inactive” or “employed”</li> <li>(ii) An individual who is “inactive, not in education or training” must also be recorded as inactive</li> <li>(iii) No individual can be both “male” and “female”</li> </ul>

	(iv) An individual recorded under any of the YEI result indicators on “inactive participants not in education or training” should be recorded in the common output indicators “inactive” and “inactive, not in education or training”.
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(ESF-CO16) Participants with disabilities	
Terms	Definitions
<b>Unit of Measurement</b>	Participants (male and female)
<b>Count Criteria:</b> Who can be recorded against this indicator?	<p><b>EC Definition:</b></p> <p>“Participants with disabilities” are persons who are registered disabled according to national definitions</p> <p><b>Source: LMP</b></p> <p><a href="http://ec.europa.eu/eurostat/documents/3859598/5935673/KS-GQ-13-002-EN.PDF">http://ec.europa.eu/eurostat/documents/3859598/5935673/KS-GQ-13-002-EN.PDF</a></p> <p><b>National Definition</b></p> <p>Disability: The main national definition is as defined in the Equality Act 2010. See link. <a href="https://www.gov.uk/definition-of-disability-under-equality-act-2010">https://www.gov.uk/definition-of-disability-under-equality-act-2010</a>.</p> <p>You’re disabled under the <a href="#">Equality Act 2010</a> if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.</p> <ul style="list-style-type: none"> <li>• ‘substantial’ is more than minor or trivial - e.g. it takes much longer than it usually would to complete a daily task like getting dressed</li> <li>• ‘long-term’ means 12 months or more – e.g. a breathing condition that develops as a result of a lung infection</li> </ul> <p>However experience has shown that there are some ESF provision types where it has proved difficult to measure. We therefore will allow beneficiaries to alternatively count where the participant discloses a disability that limits the ability to work (as this is often used in questionnaires by the Office for National Statistics).</p> <p>We will also allow use of information on people that are in receipt of the core disability benefits but only those where being in receipt of the benefit is confirmation that that they have met the above definitions: this is not alternative criteria.</p> <p>An individual participant may be recorded under a number of ‘disadvantage’ –related indicators.</p>



<b>Count Exclusions:</b>	
<b>Additional information required for indicators</b>	Data for this indicator has to be broken down by category of region.
<b>Relationship to other Indicators</b>	<p>Contributes to `participants with disabilities' output targets in Priority Axis 1 and IP 2.1</p> <p><b>Validation tests for data at the level of the participation record:</b></p> <p>(i) No individual can be both “male” and “female”</p>

## ESF CR02) Participants in education/training upon leaving

Terms	Definitions
<b>Unit of Measurement</b>	Participants (male and female)
<b>Count Criteria:</b> Who can be recorded against this indicator?	<p><b>Definition:</b></p> <p>Persons who have received ESF support and who are newly engaged in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.) immediately upon leaving the ESF operation.</p> <p>"upon leaving" is to be understood as up to four weeks after the exit date of the participant.</p> <p><b>Source:</b> ESF Monitoring and Evaluation Guidance on Cohesion Policy June 2015.</p>
<b>Count Threshold:</b> What is the threshold or minimum requirement for recording (one count) of this indicator?	See definition above
<b>Count Exclusions:</b> Which people cannot be counted against this indicator?	Participants not meeting above criteria
<b>Additional information required for indicators</b>	<p><b>Additional Information</b></p> <p>This indicator is to be understood as a change in the situation upon leaving, compared to the situation when entering the ESF operation (with the participant not being in education/training when entering the ESF operation). The reference population is: all participants, except participants who were engaged in education/training upon entering.</p> <p>The source of funding of the ensuing training is not relevant.</p>
<b>Relationship to other Indicators</b>	This immediate result indicator supports the ESF programme's result target indicator "Participants in education or training on leaving" (IPs 1.1, 1.4 and 1.5)

**Internal consistency check for data :**

An individual recorded under any of the YEI immediate result indicators on “in education/training , gain a qualification or are in employment, including self-employment, upon leaving”, should be recorded at least in one of the three common immediate result indicators “participants in education/training”, “participants gaining a qualification upon leaving” and “participants in employment, including self-employment, upon leaving”.

(O1) Total number of Participants	
Terms	Definitions
<b>Unit of Measurement</b>	Participants
<b>Count Criteria:</b>	Total of ESF-CO01 + ESF-CO03 + ESF-CO05
<b>Count Threshold:</b>	See above
<b>Count Exclusions:</b>	
<b>Additional information required for indicators</b>	Data for this indicator has to be broken down by category of region.
<b>Relationship to other Indicators</b>	This important immediate 'output' indicator has a range of performance framework targets

<b>(O4) Participants over 50 years of age</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Unit of Measurement</b>	Participants (male / female)
<b>Count Criteria:</b>	<b>Definition:</b> The age of the participant is calculated from the date of birth and determined on the date of entering the ESF operation.
<b>Count Threshold:</b>	See above definition
<b>Count Exclusions:</b>	Participants aged 50 or younger (on the date they joined the operation) should not be counted for this indicator.
<b>Additional information required for indicators</b>	The Managing Authority anticipates that the ESF / ERDF MI database will calculate this indicator based on date of birth and start dates supplied by the project. The database has yet to be developed at time of writing. The approach described above may change – if this happens, this guidance will be amended accordingly.  Data for this indicator has to be broken down by category of region.
<b>Relationship to other Indicators</b>	This is a programme-specific output indicator and supports the 'over 50' output targets in Priority Axis 1 and IP 2.1

<b>(O5) Participants from ethnic minorities</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Unit of Measurement</b>	Participants (male / female)
<b>Count Criteria:</b>	<p><b>Definition:</b></p> <p>See Definition for 'ethnic minorities' for indicator ESF-C015</p> <p>This '05' indicator, which appears in the England ESF Operational Programme, will use <b>the data</b> gathered under common indicator ESF-CO15 – so please only supply data for ESF-CO15.</p> <p>The indicator '05' in the ESF operational programme should have referred to ESF-CO15 and, if there are any future amendments to the ESF operational programme document, it will be amended to reflect this.</p>
<b>Count Threshold:</b>	See above definition
<b>Count Exclusions:</b>	
<b>Additional information required for indicators</b>	<p>The indicator ESF-CO15 is the nationally defined common indicator which is being used as the proxy for the indicator 'migrants, participants with a foreign background, minorities (including marginalised communities such as the Roma)' which is set out in Annex I of the ESF regulation.</p> <p>Data for this indicator has to be broken down by category of region.</p>
<b>Relationship to other Indicators</b>	See comments above and see Indicator CO15

**(ESF-CO15) Migrants, people with a foreign background, minorities (including marginalised communities such as the Roma)**

Terms	Definitions
<b>Unit of Measurement</b>	Participants (male / female)
<b>Count Criteria:</b> Who can be recorded against this indicator?	<p>The ESF Managing Authority has agreed with the European Commission that in line with the guidance the England ESF programme will use the national definition of `ethnic minority group` in-line with guidance from the Office for National Statistics. This indicator will be used as a `proxy` for the indicator `migrants, people with a foreign background, minorities (including marginalised communities such as Roma)` as set out in Annex I of the ESF Regulations.</p> <p><b>What the ONS has to say about defining `ethnic group`</b></p> <p>ONS Guidance and Methodology Measuring Equality, Ethnic Group, National Identity and Religion</p> <p>“Collecting data on ethnic group is complex because of the subjective, multi-faceted and changing nature of ethnic identification. There is no consensus on what constitutes an ethnic group and membership is something that is self-defined and subjectively meaningful to the person concerned.</p> <p>Terminology has changed markedly over time and tends to evolve in the context of social and political developments. Ethnic group is also very diverse, encompassing common ancestry and elements of culture, identity, religion, language and physical appearance.</p> <p>ONS guidance on what instruction should be used when asking the ethnic question in a face-to-face interviewer led survey and self-completion survey:</p> <p>It is recommended that the ethnic group question will be asked in a way that allows the respondent to see all possible response options before making their decision. Therefore, in face-to-face interviewer-led surveys, a single show card should be used that presents all response options. The interviewer should then ask the respondent to select the option that best describes their ethnic group or background. Similarly, a self-completion survey (e.g. paper based) should use this single question (as above).</p> <p>The instruction `please describe` should follow `other` response options.</p> <p>ONS Recommends gathering ethnic data according to the categories listed below in England.</p>

**What is your ethnic group?**

Select one option (from groups 1-18\_below) that best describes your ethnic group or background.

(Groups 3 and 5-18 will be counted as “ethnic minorities” when the ESF Managing Authority provides aggregated monitoring data to the European Commission. However, individual ESF providers must gather data and record it against each relevant group below so that a full and detailed split of ethnic group data can also be monitored / reported ).

**White**

- 1. English/Welsh/Scottish/Northern Irish/British
- 2. Irish
- 3. Gypsy or Irish Traveller or ROMA
- 4. Any other White background,

**Mixed/Multiple ethnic groups**

- 5. White and Black Caribbean
- 6. White and Black African
- 7. White and Asian
- 8. Any other Mixed/Multiple ethnic background,

**Asian/Asian British**

- 9. Indian
- 10. Pakistani
- 11. Bangladeshi
- 12. Chinese
- 13. Any other Asian background,

**Black/African/Caribbean/Black British**

- 14. African
- 15. Caribbean
- 16. Any other Black/African/Caribbean background,

**Other ethnic group**

- 17. Arab
- 18. Any other ethnic group



<p><b>Count Threshold:</b> What is the threshold or minimum requirement for recording (one count) of this indicator?</p>	<p>See guidance above</p>
<p><b>Count Exclusions:</b> Which people cannot be counted against this indicator?</p>	
<p><b>Additional information required for indicators</b></p>	<p>An Individual should be recorded against one ethnic group selected from groups 1-18 above.</p> <p>Data for this indicator has to be broken down by category of region.</p>
<p><b>Relationship to other Indicators</b></p>	<p>Common output indicator and contributes to output targets (ethnic minorities) in Priority Axis 1 and IP 2.1</p> <p><b>Internal data consistency check ( common output indicators):</b></p> <p>(i) No individual can be both “male” and “female”.</p>

<b>(R1) Unemployed participants into employment (including self-employment) on leaving</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Unit of Measurement</b>	Participants (unemployed) male/female
<b>Count Criteria:</b>	<p>This programme-specific immediate result indicator is a sub-set of the `common immediate result` indicator “Participants in employment, including self-employment, upon leaving”. It is a sub-set because it only counts the participants who were `unemployed` when they started at the operation.</p> <p>Unemployed is defined in indicator C1 “ Unemployed, including long term unemployed”</p> <p>“In employment, including self-employment” is defined as in the indicator `Employed including self-employed’(C5)</p> <p>“On leaving / upon leaving” is understood to mean the situation on the leaving date or within 4 weeks of the leaving date.</p>
<b>Count Threshold:</b>	See definition above
<b>Count Exclusions:</b>	
<b>Additional information required for indicators</b>	<p>This is a programme-specific immediate result indicator</p> <p>The England ESF Operational Programme has targets relating to this indicator in Investment Priorities 1.1, 1.4 and 1.5.</p> <p>Data for this indicator has to be broken down by category of region.</p>
<b>Relationship to other Indicators</b>	<p>This indicator is a sub-set of the common immediate result indicator “Participants in employment, including self-employment, upon leaving”</p> <p>It excludes those participants who were inactive upon entry to the operation.</p> <p>The reference population is ESF -CO01</p>

<b>(R2) Inactive participants into employment or job search upon leaving</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Unit of Measurement</b>	Participants (inactive)
<b>Count Criteria:</b>	<p>This programme-specific indicator combines the `common' immediate result indicator "Inactive participants engaged in job search upon leaving" (ESF CR01) with any inactive participants counted under "the common immediate result indicator "Participants in employment, including self-employment upon leaving" (ESF CR04). In this latter case, inactive participants will be a sub-set of participants counted in CR04).</p> <p>Inactive is defined as in the indicator "Inactive" (The reference population is ESF CO03).</p> <p>"On leaving / upon leaving" is understood to mean the situation on the leaving date or within 4 weeks of the leaving date.</p>
<b>Count Threshold:</b>	
<b>Count Exclusions:</b>	
<b>Additional information required for indicators</b>	<p>This indicator is to be understood as a change in the employment status upon leaving the operation, compared to the status when entering the ESF operation (with the participant being inactive, not engaged in job searching for work, when entering the ESF operation).</p> <p>Data for this indicator has to be broken down by category of region.</p>
<b>Relationship to other Indicators</b>	<p>This programme-specific indicator combines the `common' immediate result indicator "Inactive participants engaged in job search upon leaving" with any inactive participants counted under "the common immediate result indicator "Participants in employment, including self-employment upon leaving". In this latter case, (Inactive participants will therefore be a sub-set of participants). However, differently to that indicator, participants who were unemployed at entry are not counted.</p> <p>The reference population is ESF CO03</p>
<b>Notes</b>	This programme specific indicator contributes to targets set in IPs 1.1; 1.4; and 1.5



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Output Indicator Definitions Guidance for the  
European Regional Development Fund for England

**VERSION 5**

January 2018

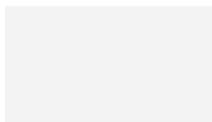
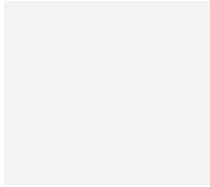
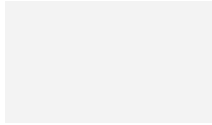
<b>(C1) Number of enterprises receiving support</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Unit of measurement</b>	Number of enterprises
<b>Investment priorities where the indicator is used</b>	IP1b IP2a IP2b IP3a IP3c IP3d IP4a IP4b IP4e IP4f IP6f IP9d
<b>Count Criteria:</b> What can be recorded against this indicator?	<ul style="list-style-type: none"> <li>• The type of support includes consultancy, information, diagnostic advice and guidance to individual businesses, as well as financial assistance for investment that results in the production of goods and/or services.</li> <li>• This output indicator covers all size of business - sole trader, micro business, small and medium-sized enterprise, large business. It includes social enterprises where these engage in economic activity.</li> <li>• Specific calls for proposals or specific conditions may require those running projects to work with particular types of businesses. Furthermore, eligibility rules and in particular state aid rules may limit the type of businesses that may be supported.</li> <li>• Assistance counted can include initial diagnostic and assessments, as well as any defined subsequent support.</li> <li>• The method for delivering assistance can be face-to-face, telephone or web-based dialogue, through conferences, seminars, meetings, and workshops dependent on the needs of individual businesses.</li> <li>• Assistance can include one-to-one or in groups.</li> <li>• Activities should support the project's objectives and be directed towards ultimately improving the performance of the business.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support can be provided across a range of activity including: <ul style="list-style-type: none"> <li>○ Management/leadership support</li> <li>○ Corporate and social responsibility</li> <li>○ Access to new supply chains and markets including new international markets</li> <li>○ Marketing</li> <li>○ Innovation and commercialisation of R&amp;D</li> <li>○ Process improvement, quality assurance</li> <li>○ Access to Finance Support</li> <li>○ Direct loans and financial instruments</li> <li>○ Resource efficiency.</li> </ul> </li> <li>• The list of activity above is not exclusive. Any support can be counted if this is consistent with national eligibility rules and the operational programme and addresses a genuine business need established through a diagnostic or other assessment.</li> </ul>
<p><b>Count Threshold:</b> What is the threshold or minimum requirement for recording (one count) of this indicator?</p>	<p>To count one instance of this indicator you must provide evidence to demonstrate the ERDF project has provided the following:</p> <p><b>For non- financial support:</b></p> <ul style="list-style-type: none"> <li>• 2 days (12 hours) active consultancy support.</li> </ul> <p><b>For financial support (loan or grant) investment:</b></p> <ul style="list-style-type: none"> <li>• Grant or Loan/Risk Finance Investment of at least £1,000.</li> </ul> <p><i>Multiple Counting:</i> A specific business can only be counted once by a project. Multiple instances of financial or non-financial support within a project cannot be counted multiple times. Separate projects may count the same business where they provide the level of support meeting the criteria above in separate interventions. Each individual support claimed should have a unique indicator.</p>
<p><b>Count Exclusion:</b> What activity cannot be counted against this indicator?</p>	<ul style="list-style-type: none"> <li>• The 12-hour support excludes travelling and preparation time; it is only the actual time delivering the support to the business that can be counted.</li> <li>• Distribution of generic guidance, mail-shots and brochures (electronic or hard copy) are excluded.</li> <li>• Activity already counted toward achieving Indicators for ERDF outlined in this note cannot be double counted.</li> <li>• Any businesses ineligible for ERDF support under national eligibility rules are excluded.</li> </ul>
<p><b>Verification Evidence:</b></p>	<p><b>Record of business</b> - Name, address including post code, contact details, company registration number (CRNs) if applicable. Each</p>

<p>What records need to be retained to count this indicator?</p>	<p>enterprise should have a unique identifier at operational level during the course of the project.</p> <p><b>Support claimed through hours supported</b> – record, electronic or paper, of support meeting the minimum threshold verified and signed by a senior member of staff in the enterprise assisted, including time period claimed.</p> <p><b>Support claimed for direct financial support</b> - documentation demonstrating that value meeting the minimum threshold has been provided to the business, with a unique identifier.</p>
<p><b>Additional Information Required for Indicator</b></p>	<p>Types of additional data which will need to be provided:</p> <ul style="list-style-type: none"> <li>• <b>For enterprises:</b> details of the size of the enterprise, sole trader, small and medium-sized enterprise, large company.</li> </ul> <p>A small and medium-sized enterprise covers enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million Euro, and/or an annual balance sheet total not exceeding 43 million Euro (in accordance with the definition laid down in <a href="#">EU Regulation No 1303/2013</a> within the meaning of Commission Recommendation 2003/361/EC<sup>4</sup>).</p>
<p><b>Relationship to other Indicators</b></p>	<p><b>Indicator C1 is the primary output for enterprises supported.</b></p> <p><b>C1 subsets</b></p> <p>Indicators C2-C5 are subsets of indicator C1. All instances reported under C1 under priority axis 1 and 3 should also be reported under one or more of the following:</p> <ul style="list-style-type: none"> <li>• C2 – <a href="#">Enterprises receiving grants</a></li> <li>• C3 – <a href="#">Enterprises receiving financial support other than grants</a></li> <li>• C4 – <a href="#">Enterprises receiving non-financial support</a></li> <li>• C5 – <a href="#">New enterprises supported</a></li> </ul> <p><b>Other outputs related to C1</b></p> <p>Enterprises reported under C1 and one of the above subsets may also be reported under the following where they meet the relevant definition, criteria and count threshold:</p> <ul style="list-style-type: none"> <li>• C28 - <a href="#">Enterprise supported to introduce new product to market</a></li> <li>• C29 - <a href="#">Enterprise supported to introduce new product to firm</a></li> </ul> <p>Multiple counts of these indicators <i>do not</i> increase the number of enterprises supported under C1.</p> <p><b>Enterprises reported under P13</b></p> <p>Indicator <a href="#">P13 for 'Enterprise receiving information, diagnostic and</a></p>

<sup>4</sup> Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises, [http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L\\_.2003.124.01.0036.01.ENG](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2003.124.01.0036.01.ENG)

	<u>brokerage</u> may also be reported under C1, but only where they have met the C1 count threshold of 12 hours. The 3 hours of support under P13 can be counted towards the 12 hours needed for an output under C1.
<b>Notes</b>	Business is the term commonly used in the UK; the EU Regulations use enterprise.

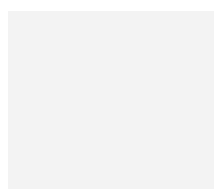




(C5) Number of new enterprises supported	
Terms	Definitions
<b>Unit of Measurement</b>	Number of enterprises
<b>Investment priorities where the indicator is used</b>	IP1b IP2a IP2b IP3a IP3c IP3d IP4a IP4f IP6f IP9d
<b>Count Criteria:</b> What can be recorded against this indicator?	<ul style="list-style-type: none"> <li>• This is a subset of indicator C1 – therefore <a href="#">Count Criteria under C1</a> must be fulfilled.</li> <li>• Activity must be to support a new business or a business locating in the England programme area for the first time.</li> </ul> <p>A new business is one which:</p> <ul style="list-style-type: none"> <li>• has been registered at Companies House or HMRC for less than 12 months before assistance is provided; or</li> <li>• is a business locating in the England programme area for the first time, to start trading (i.e. registers for VAT, or registers for National Insurance (Class 2) contributions, or the start date of a company’s first accounting period, or the date a business receives risk finance investment prior to its first commercial sale).</li> </ul> <p>Businesses locating are defined as:</p> <ul style="list-style-type: none"> <li>• new to the England programme area or branches of businesses which remain established outside the UK.</li> </ul>

## (C5) Number of new enterprises supported

<b>Count Threshold:</b> What is the threshold or minimum requirement for recording (one count) of this indicator?	This is a subset of indicator C1 – <u>Count Threshold is as C1.</u>
<b>Count Exclusions:</b> What activity cannot be counted against this indicator?	This is a subset of indicator C1 - <u>Count Exclusion is as C1.</u>  The same business cannot be counted at different phases of its growth, as this would be double counting.
<b>Verification Evidence:</b> What records need to be retained to count this indicator?	In addition to the <u>evidence required for indicator C1:</u>  <b>Evidence of a new business</b> – Evidence of Companies House or HMRC registration less than 12 months before assistance is provided.
<b>Relationship to other Indicators</b>	Enterprises reported under C1 may also be reported under C5 where they meet the relevant definition, criteria and count threshold.  Enterprises reported under C5 may also be reported under the following where they meet the relevant definition, criteria and count threshold: <ul style="list-style-type: none"> <li>• C28 - <u>Enterprise supported to introduce new product to market</u></li> <li>• C29 - <u>Enterprise supported to introduce new product to firm</u></li> </ul>



<b>(C8) Employment increase in supported enterprises</b>	
Terms	Definitions
<b>Unit of Measurement</b>	Full-time equivalents above the baseline set at the start of the intervention
<b>Investment Priorities where the indicator is used</b>	IP1b IP3a IP3c IP3d IP9d
<b>Count Criteria:</b> What can be recorded against this indicator?	<ul style="list-style-type: none"> <li>• Those jobs created following an intervention with an enterprise that result in an increase in the overall number of staff employed within that enterprise. To determine the employment increase a baseline of the number of jobs in place in the enterprise immediately prior to the start of the support should be taken and compared to the number of jobs in place at the end of the support. The difference between the two is the employment increase. It should be noted that the employment increase due to the support might not always equal the number of jobs created that are directly attributable to the support – e.g. where organisations have restructured during the period and posts been removed.</li> <li>• A new, permanent, paid, full-time equivalent (FTE) job created as a result of activity supported by project.</li> <li>• New means it should not have existed with that employer in the England programme area before the intervention.</li> <li>• Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created. A full-time equivalent (FTE) job created can be counted even if it does not last for 12 months provided there is contractual evidence that the intended life expectancy of the job was 12 months.</li> </ul> <p>The indicator applies to all sizes of enterprise, but eligibility rules or project selection criteria may restrict the scope of activity.</p>

## (C8) Employment increase in supported enterprises

<p><b>Count Threshold:</b> What is the threshold or minimum requirement for recording (one count) of this indicator?</p>	<p>This indicator can be counted if:</p> <ul style="list-style-type: none"> <li>• A job with an intended life expectancy of at least 12 months is created. Date of creation is the day the new employee starts work in the enterprise.</li> <li>• The 36 hours per week threshold is reached. Part-time jobs should be treated on a pro-rata basis.</li> <li>• A job results in an overall increase in the employment levels of the supported enterprise.</li> </ul> <p><b>Seasonal jobs</b> may be counted where this is normal practice for an industry. The job must exist for a minimum of 4 weeks per annum and is counted on a pro-rata basis.</p>
<p><b>Count Exclusions:</b> What activity cannot be counted against this indicator?</p>	<p>Jobs which are created to directly set up the project's activities, including construction jobs, do not count as an increase in employment in supported enterprises, as these are inputs to rather than outputs of the operation.</p> <p>Jobs which have been created as a result of realignment of posts across the enterprise.</p> <p>Jobs which have been safeguarded.</p>
<p><b>Verification Evidence:</b> What records need to be retained to count this indicator?</p>	<p><b>Job Created:</b> Employment Increase: written confirmation from senior member of staff in the supported enterprise confirming the overall increase in employment levels within the enterprise as a result of the support provided. This should include confirmation of the baseline and end figures and specific details of the jobs created resulting in the increase. To include details of the job as advertised and started, duration, and the number of hours per week.</p> <p>A sole trader will need to provide a self-declaration to confirm details of post started, salary, duration and number of hours per week.</p> <p>In both of the above instances the written confirmation should include the following text:</p> <p><i>“The enterprise had X employees prior to the commencement of support, which has now risen to Y. The new post(s) has (have) resulted in an increase in employment within the enterprise and is (are) neither (i) a result of a realignment of posts across the organisation; nor (ii) a post(s) which has (have) been safeguarded.”</i></p>

## (C8) Employment increase in supported enterprises

<b>Additional Information Required for Indicator</b>	<p>Projects need to provide basic information about the individual they support relating to:</p> <ul style="list-style-type: none"> <li>• <b>Gender:</b> Male/Female/ Prefer not to say</li> <li>• <b>Age:</b> The following age categories should be used: 16-24/25-29/30-34/35-39/40-44/45-49/50-54/55-59/60-64/65+/Prefer not to say</li> <li>• <b>Disability:</b> “Do you consider yourself to have a disability?” Yes/No/Prefer not to say</li> <li>• <b>Ethnicity:</b> White/Mixed / Multiple ethnic groups/Asian / Asian British/Black / African / Caribbean / Black British/Other ethnic group/Prefer not to say</li> </ul>
<b>Relationship to other Indicators</b>	<ul style="list-style-type: none"> <li>• This indicator will result from some form of support to an enterprise. For the avoidance of doubt, providing all other evidentiary requirements associated with this output (C8) are met C8 outputs may be claimed in cases where the support/assistance provided by the project to the enterprise in which the employment is increased does not reach the threshold required to trigger a C1 output.</li> </ul> <p>The support can create a multiple of employment outputs.</p>

### FAQs

**Q. Does the type of business created make a difference to whether we can count a job as well?**

**A.** The type of business is not relevant providing it is consistent with the [National Eligibility Rules](#).

**Q. Can helping individuals to obtain voluntary work count as employment and meet the criteria for this output?**

**A.** No – the indicator is limited to paid employment.

**Q. If we train people in construction skills with the aim of them becoming self-employed, can we count them under increase in employment?**

**A.** No.

<b>(P11) Number of potential entrepreneurs assisted to be enterprise ready</b>	
Terms	Definitions
<b>Unit of Measurement</b>	Number of individuals
<b>Investment Priorities where this indicator is used</b>	IP3a IP9d
<b>Count Criteria:</b> What can be recorded against this indicator?	<p>Assistance must be focussed and reported on the following target groups:</p> <ul style="list-style-type: none"> <li>• Individuals aged 16 and over currently in employment, unemployed or economically inactive with an interest in exploring alternative career pathways.</li> <li>• Pre-start support provided to a potential entrepreneur may be recorded as eligible activity. This applies to entrepreneurs who are not trading and have not been registered with Companies House or HMRC before assistance is initiated.</li> </ul> <p>The assistance will involve some form of direct interaction with individuals. This may be one-to-one or in groups and take the form of coaching, mentoring and workshops constituting part of the enterprise journey. It could therefore include:</p> <ul style="list-style-type: none"> <li>• Workshops and sessions to develop understanding of the issues of starting a business;</li> <li>• Coaching and mentoring to nurture behaviours, values and dispositions to support self-employment and new businesses start up;</li> <li>• Support to explore appropriate business opportunities, for example franchise, social enterprise, building enterprise teams;</li> <li>• Community enterprise coaching – using community-based infrastructures to support people to overcome barriers and actively explore starting a business;</li> <li>• Supporting those in employment to consider business start-ups and ownership as a career opportunity.</li> <li>• The method for delivering assistance can be face-to-face, telephone or web-based dialogue, through conferences, seminars, meetings</li> </ul>

<b>(P11) Number of potential entrepreneurs assisted to be enterprise ready</b>	
	and workshops dependent on the needs of individual businesses.
<b>Count Threshold:</b> What is the threshold or minimum requirement for recording (one count) of this indicator?	<p>To count one instance of this indicator you must provide evidence to demonstrate the ERDF project has:</p> <ul style="list-style-type: none"> <li>provided at least 2 days /12 hours of assistance to the individual/enterprise.</li> </ul>
<b>Count Exclusions:</b> What activity cannot be counted against this indicator?	<ul style="list-style-type: none"> <li>Individuals who are under 16 cannot be counted.</li> <li>Multiple counts of the same individual within a project is excluded.</li> <li>Assistance which is provided in the form of generic guidance, mail shots either electronic or hard copy is excluded.</li> <li>Sign posting activity alone will not count as a form of assistance</li> <li>The same business cannot be counted at different phases of its growth, as this would be double counting.</li> </ul>
<b>Verification Evidence:</b> What records need to be retained to count this indicator?	<p><b>Individual:</b></p> <ul style="list-style-type: none"> <li>Name, date of birth, address, postcode.</li> </ul> <p><b>If support towards indicator continues after individual forms an enterprise:</b></p> <ul style="list-style-type: none"> <li>Evidence that support was initiated before the enterprise was formed (registration with Companies House or HMRC).</li> </ul> <p><b>Activity:</b> Letter or standard form signed and dated by the individual specifying what assistance they received and on what date(s).</p>
<b>Additional Information Required for Indicators</b>	<p>The unit of measurement is the individual (potential entrepreneur), not whether they actually go on to start a business. However, it is likely that rate of business start-up will need to be tracked as part of project and programme level evaluation.</p> <p>Projects will need to provide basic information about the individual they support relating to:</p> <ul style="list-style-type: none"> <li><b>Gender:</b> Male/Female/Prefer not to say</li> <li><b>Age:</b> The following age categories should be used: 16-24/25-29/30-34/35-39/40-44/45-49/50-54/55-59/60-64/65+/Prefer not to say</li> </ul>

**(P11) Number of potential entrepreneurs assisted to be enterprise ready**

	<ul style="list-style-type: none"><li>• <b>Disability:</b> “Do you consider yourself to have a disability?” Yes/No/Prefer not to say</li><li>• <b>Ethnicity:</b> White/Mixed / Multiple ethnic groups/Asian / Asian British/Black / African / Caribbean / Black British/Other ethnic group/Prefer not to say</li></ul>
<b>Relationship to other indicators</b>	None



**(P12) Square metres public or commercial building built or renovated in targeted areas**

Terms	Definitions
<b>Unit of Measurement</b>	Square metres (m <sup>2</sup> )
<b>Investment Priorities</b> where this indicator is used	IP9d
<b>Count Criteria:</b> What can be recorded against this indicator?	The entire area inside the external walls of a building including corridors, lifts, plant rooms, service accommodation, which is newly built /constructed as part of the operation, or upgraded buildings refurbished, improved or adapted for productive use as part of the operation, in an agreed community led local development (CLLD) area.
<b>Count Threshold:</b> What is the threshold or minimum requirement for recording (one count) of this indicator?	Not applicable
<b>Count Exclusions:</b> What activity cannot be counted against this indicator?	<ul style="list-style-type: none"> <li>• Areas which have been identified as ineligible in the application and funding agreement are excluded.</li> <li>• Instances where an existing building is purchased but there are no improvements or building work undertaken on it as part of the project are excluded.</li> </ul>
<b>Verification Evidence:</b> What records need to be retained to count this indicator?	<ul style="list-style-type: none"> <li>• Address of premises including postcode.</li> <li>• As built drawings showing floor space.</li> </ul>