



Guide on fulfilment and monitoring of the output indicators

in the frame of the

INTERREG V-A SLOVAKIA-HUNGARY
COOPERATION PROGRAMME

Version: 3-00

Previous version: 2-00

Published by the JS on 27th March 2019

Content

Content	2
Basic principles	3
How to report indicators in IMIS 2014-2020?	4
How to report indicators in Beneficiary Reports?.....	4
How to report indicators in Project Reports?	5
Common Output Indicators	6
Programme Specific Output Indicators	11
Project Specific Output Indicators	17

Basic principles

Indicators are quantitative measurements describing the change that programme stakeholders seek to achieve on the programme area, also measurements assuming main outputs of the projects. Each indicator has three parameters. The basic value of an indicator reflects on the initial status before the project implementation. The actual value indicates the progress of the fulfilment in the given reporting period, while the achieved value is cumulating actual values that were already reported. The Programme uses two main types of indicators: result and output.

Result indicators describe the principle of the change that specific objectives seek to achieve. In this regard, these indicators are important guidelines for the Applicants during the project preparation also for the quality assessors in project selection procedure. Since the basic and target values of these indicators are predefined on Programme level, Applicants have only to describe their expected contribution to the fulfilment of the particular indicator textually.

Output indicators summarize the main outputs created by the projects on beneficiary, project or programme level. These indicators were created by different stakeholders for various purposes:

- **Common output indicators** were elaborated by the European Commission and are mandatory to be choose from by each programme co-financed by the ERDF assuming the planned achievements of the different programmes.
- **Programme specific output indicators** were designed by the task force of the Programme directly to every Priority axis in order to measure their outputs more accurate.

Common and Program specific output indicators provide quantitative data also for the national and joint controlling bodies for smother evaluation of the project implementation.

- **Project specific output indicators** serve primarily for statistical analyses created by the Joint Secretariat.

Before submitting the application form, each applicant has to set the mandatory and other relevant output indicators on Beneficiary level. During the contracting procedure, the Joint Secretariat revises content and target value of all indicators and requests completion, correction or modification if necessary.

Since the output indicators are set on Beneficiary level, their fulfilment is primarily evaluated on Beneficiary level. Both, the Beneficiaries and the controlling bodies shall know precisely the description of the selected indicators, the adequate frequency of measuring, the methodology of the calculation and the way of proving their fulfilment.

How to report indicators in IMIS 2014-2020?

How to report indicators in Beneficiary Reports?

According to the prescribed frequency of measurement, Beneficiaries have to precisely update the **change** in the actual values for every indicator in each Beneficiary report. In the description field - related to each indicator -, Beneficiaries shall add textual description about the fulfilment and describe the methodology of the calculation.

In IMIS 2014-2020 the INDICATOR DATASHEET consists of three parts:

1. MAIN DATA – active sheet
2. DOCUMENTS - active sheet
3. HISTORY– filled in automatically by the system. It lists previous beneficiary reports so that Beneficiary can view progress for the indicator given earlier.

On the “**MAIN DATA**” sheet of each indicator, there are only two active fields, which shall be filled in by the Beneficiary as follows:

Actual value field

- Beneficiary shall type in the value achieved exclusively in the period for which the report is to be submitted.
- Beneficiary should not type in the cumulative value calculated as sum of value achieved in the current and previous reports. *(e.g. if the target value for an indicator is reached and reported in the first Beneficiary report, the Beneficiary shall report zero as actual value in all the following Beneficiary reports)*



Be aware that, until the Joint Secretariat does not approve a submitted Project report, the achieved values will not be updated in IMIS 2014-2020 with actual values reported in Beneficiary reports included in the yet unapproved Project report.

Indicator current description field

- Beneficiary is asked to type in structured, logical, short, fit-for-purpose message which is to be understood as textual explanation of the Actual value.
- The description is a message of the Beneficiary based on which the controllers must be able to understand the validity and correctness of the reported Actual value.
- In the final progress report, Beneficiaries have to also report here on the reason of altering from the contracted target value if relevant.

Documents sheet

In most cases, Beneficiaries have to prove the correctness of the entered data by different supporting documents. On the “**DOCUMENTS**” sheet part of the indicator datasheet, Beneficiaries shall upload the supporting documents in accordance with the instructions given in this guide.

How to report indicators in Project Reports?

All indicator values (*actual, achieved, remaining*) in the Project Report are calculated and filled in automatically by the IMIS 2014-2020, based on values included in the Beneficiary reports approved by the FLC. Lead Beneficiary does not have a possibility to modify the values of indicators.



Be aware that if a contradiction between the contracted target value and the achieved and actual values is recognized in the Project report, modification of the submitted Project report is only possible with the revalidation of the Beneficiary report.

In IMIS 2014-2020 on the “**MAIN DATA**” sheet of each indicator there is only one active field, which needs to be filled in by the Lead Beneficiary as follows:

Indicator current description (by LB) field

- The Lead Beneficiary is asked to merge the descriptions given by the project partners in the Beneficiary reports and create one unified, structured, logical, short, fit-for-purpose message based on which the Joint Secretariat must be able to understand the validity and correctness of the reported values.

Documents sheet

On the **DOCUMENTS SHEET** part of the indicator datasheet, JS may ask further supporting documents in accordance with the instructions given in this guide.

Common Output Indicators

The following table describes all important parameters of each indicator used by the programme.

CO01	Productive investment: Number of enterprises receiving support		
Meas. unit	piece	Freq. of measuring	Once, in the final BR
Definition			
<p>Number of enterprises receiving support in any form from ERDF (<i>whether the support represents state aid or not</i>). An enterprise receiving grants more than once is still only one enterprise receiving grants. Enterprise: Organisation producing products or offering services to satisfy market needs in order to reach profit. The legal form of an enterprise may be various (self-employed persons, partnerships, etc.). Forms of the support contains the following subsets:</p> <ul style="list-style-type: none"> • number of enterprises receiving grants (<i>non-refundable direct financial support</i>); • number of enterprises receiving financial support other than grants (<i>non-grant type financial support</i>); • number of enterprises receiving non-financial support (<i>guidance, consultancy, enterprise incubators, etc.</i>) 			
How to report?			
<p>The target value of the indicator sums all enterprises directly involved in the project implementation as Beneficiaries or Associated partners¹ (AP) or enterprises being the target group of the project activities (e.g. enterprises receiving consultancy services). Each Beneficiary shall enter the actual value of the indicator once in the final BR in line with the target value. In the “Current description” field, Beneficiary shall list the name of the enterprises and the form of the received support according to the types of support listed in the Definition of this indicator.</p> <p><u>Note:</u> External services providers contracted for the sake of project implementation are not counted into fulfilment of this indicator.</p>			
Supporting documents	Not relevant		

¹ Outputs of an AP can be assigned to a particular Beneficiary or can be introduced in a form of separated Associated partner without budget.

CO02	Productive investment: Number of enterprises receiving grants		
Meas. unit	piece	Freq. of measuring	Once, in the final BR
Definition			
Number of enterprises receiving support in forms of non-refundable direct financial support conditional only to completion of project (grants). Subset of “Number of enterprises receiving support”.			
How to report?			
The target value of the indicator sums all enterprises involved into the project implementation as Beneficiaries receiving ERDF contribution. The fulfilment of this indicator can be basically counted after the first reimbursement of the ERDF contribution is delivered to the SME beneficiaries of the project (enterprise). Beneficiary shall enter the actual value (<i>in line with the target value</i>) once in the final BR.			
Supporting documents	Not relevant		

CO08	Productive investment: Employment increase in supported enterprises		
Meas. unit	FTE	Freq. of measuring	Once, in the final BR
Definition			
Gross new working positions in supported enterprises in full time equivalents. Essentially a 'before-after' indicator which captures the part of the employment increase that is direct consequence of project completion. The positions need to be filled (vacant posts are not counted) and increase the total number of jobs in the enterprise. If total employment in the enterprise does not increase, the value is zero – it is regarded as realignment, not increase. Safeguarded etc. jobs are not included. Workers employed to implement the project are not counted. The indicator is fulfilled if the average value of the registered number of workplaces undertaken by the relevant project - compared to the amount of the existing staff 12 months before the start date of the relevant project - is reached.			
How to report?			
Relevant for the PA3 projects. Will be finalized later.			
Supporting documents	Will be finalized later.		

CO09	Sustainable tourism: Increase in expected number of visits to supported sites of cultural and natural heritage and attractions		
Meas. unit	visits/year	Freq. of measuring	Once, in the final BR
Definition			
<p>The ex-ante estimated increase in number of visits to a site in the year following project completion. Valid for site improvements that aim to attract and accept visitors for sustainable tourism. Includes sites with or without previous tourism activity (e.g. <i>nature parks or buildings converted to museum</i>). One visitor can make multiple visits; a group of visitors count as many visits as many members the group has.</p>			
How to report?			
<p>Beneficiary shall enter the actual value of the indicator once in the final BR. In the “Current description” field Beneficiary shall describe the method of calculation for the final value. Proposed methods that can be used to estimate the number of visits to supported sites:</p> <ul style="list-style-type: none"> • Historical data: Statistics from previous years of the developed site or similar attraction nearby; • Estimation based on the population of the catchment area; • Estimation based on target groups: the number of targeted visitors to a site (e.g. <i>school children aged 8-14 of the region/two counties, etc.</i>); • Survey: distributing questionnaire to the chosen groups, population. <p>Applicants may use the combination of the different approaches. One visitor can make multiple visits; a group of visitors count as many visits as many members the group has. If the final achieved value alters from the target value Beneficiary shall explain the difference in the “Current description” field.</p>			
Supporting documents	Not relevant		

CO13	Roads: Total length of newly built roads		
Meas. unit	km	Freq. of measuring	continuously
Definition			
<p>Length of roads (in kilometres) constructed by the project where either:</p> <ul style="list-style-type: none"> • no road existed before or • as a consequence of project completion, the capacity and quality of the previously existing local/secondary road is significantly improved to reach a higher classification (e.g. national road or equivalent). <p>Road construction operations must be complementary to investments financed by the Programme or national mainstream programmes contributing to the Specific Objective.</p>			
How to report?			
<p>Beneficiary shall enter the actual value of the total length of newly built roads after the permission of use or the technical delivery acceptance protocol is accepted. In the “Current description” field Beneficiary shall indicate the number of activity related to this indicator and if the final achieved value alters from the target value, explain the difference.</p>			
Supporting documents	Copy of the road occupancy permit (permission to use) issued by the building authority or the technical delivery acceptance protocol.		

CO23	Nature and biodiversity: Surface area of habitats supported in order to attain a better conservation status		
Meas. unit	hectares	Freq. of measuring	continuously
Definition			
Surface of restored or created areas aimed to improve the conservation status of threatened species. The operations can be carried out both in or outside of Natura 2000 areas, capable of improving the conservation status of targeted species, habitats or ecosystems for biodiversity and the provisioning of ecosystem-services.			
How to report?			
Beneficiary shall enter the actual value of the indicator after the conservation status of a specific area is improved. In the “Current description” field Beneficiary shall indicate the number of activity related to this indicator and if the final achieved value alters from the target value, explain the difference. <u>Note:</u> Areas that receive support repeatedly should be counted only once.			
Supporting documents	Site map of the affected area and the technical delivery acceptance protocol.		

CO39	Urban development: Public or commercial buildings built or renovated in urban areas		
Meas. unit	m ²	Freq. of measuring	continuously
Definition			
Size of renovated/newly developed public and commercial areas. In case of partial renovation the value shall indicate the size of the affected premises.			
How to report?			
Beneficiary shall enter the actual value of the indicator after a specific renovation or construction is completed.. In the “Current description” field Beneficiary shall indicate the number of activity related to this indicator and if the final achieved value alters from the target value, explain the difference. <u>Note:</u> Areas that receive support repeatedly should be counted only once.			
Supporting documents	Technical delivery acceptance protocol or permission to use.		

CO44	Labour Market and Training: Number of participants in joint local employment initiatives and joint training		
Meas. unit	person	Freq. of measuring	continuously
Definition			
Beneficiary shall enter the actual value of the indicator (in line with the target value) after the joint local employment initiative or joint training (training, course, aid, consultancy) is completed or provided.			
How to report?			
Beneficiary shall report the number of participants on different kind of employment initiatives and trainings. In the “Current description” field Beneficiary shall indicate the title and location of the initiative or training and if the final achieved value alters from the target value, explain the difference. <u>Note:</u> Participants attending on multiple occasions belonging to a single initiative (e.g. training course) should be counted only once.			
Supporting documents	<ul style="list-style-type: none"> • certificates or • training agreements or • attendance sheets and photo documentation 		

Programme Specific Output Indicators

PA₁

O11	Length of reconstructed and newly built 'green ways'		
Meas. unit	km	Freq. of measuring	continuously
Definition			
<p>A greenway is a linear open space established along either a natural corridor, such as a river front, stream valley or ridgeline; overland along a rail-road right-of-way converted to recreational use, a canal, scenic road or other route. It is any natural or landscaped course for pedestrians, equestrian or bicycle passage; open space connector linking parks, natural reserves, wildlife habitat corridor, cultural features, or historic sites with each other and with populated areas or a certain strip of linear park designated as park-way or greenbelt.</p>			
How to report?			
<p>Beneficiary shall report the actual length of newly built green ways after the specific way is built or improved. In the "Current description" field Beneficiary shall enter the number of activity related to this indicator and if the final achieved value alters from the target value, explain the difference.</p>			
Supporting documents	Site map showing the affected route and photo documentation		

PA₂

O221	Number of new public transport services started within the framework of the programme		
Meas. unit	piece	Freq. of measuring	continuously
Definition			
<p>Number of new regular, scheduled cross-border lines (bus, train, ferry, etc.). Service in this context means a utility facilitating cross-border mobility, e.g. new bus line; e-ticketing service; mobile application; developed intelligent transport system (e.g. automated scheduling, route planner, display boards, etc.); cross-border common tariff system; operating cross-border transport association, etc.</p>			
How to report?			
<p>Beneficiary shall report the number of new transport services launched according to the target value in IMIS. In the "Current description" field Beneficiary shall indicate subject of the service and if the final achieved value alters from the target value, explain the difference.</p>			
Supporting documents	<ul style="list-style-type: none"> • In case of external provider service level agreement or maintenance agreement. • In case of internal staff updated foundation letter or statute. 		

PA₃

O312	Number of women in joint local employment initiatives and joint trainings		
Meas. unit	person	Freq. of measuring	Continuously
Definition			
Beneficiary shall enter the actual value of the indicator (in line with the target value) after the joint local employment initiative or joint training (training, course, aid, consultancy) is completed or provided.			
How to report?			
Beneficiary shall report the number of women (as a subset of CO44) on different kind of employment initiatives and trainings. In the “Current description” field Beneficiary shall indicate the title and location of the employment initiative or joint training. <u>Note:</u> Participants attending on multiple occasions belonging to a single initiative (e.g. training course) should be counted only once.			
Supporting documents	not relevant		

O313	Number of participants from groups at risk of discrimination, including Roma in joint local employment initiatives and joint trainings		
Meas. unit	person	Freq. of measuring	Continuously
Definition			
Beneficiary shall enter the actual value of the indicator (in line with the target value) after the joint local employment initiative or joint training (training, course, aid, consultancy) is completed or provided.			
How to report?			
Beneficiary shall report the number of participants on employment initiatives and trainings specialized (<i>clearly indicated in the title and theme</i>) for groups at risk of discrimination, including Roma (as a subset of CO44). In the “Current description” field Beneficiary shall indicate the title and location of the employment initiative or joint training. <u>Note:</u> Participants attending on multiple occasions belonging to a single initiative (e.g. training course) should be counted only once.			
Supporting documents	Invitation, agenda or theme description and attendance sheet.		

O314	Number of new business services promoting employment and consultancy services		
Meas. unit	piece	Freq. of measuring	Once, in the final BR
Definition			
Number of business services promoting employment and common use of expert and consultancy services. CCP projects are considered as predefined business services.			
How to report?			
Beneficiary shall enter the actual value of services or initiatives that were organised or provided (in line with the target value) during the implementation. In the "Current description" field Beneficiary shall indicate the title and location of the business services and if the final achieved value alters from the target value, explain the difference.			
Supporting documents	In case of CCP no supporting document is needed. In case of other projects, invitations, agenda, attendance sheets and photo documentation.		

PA₄

O411	Number of cross-border products and services developed		
Meas. unit	piece	Freq. of measuring	continuously
Definition			
Number of newly developed cross-border services or products developed by public institutions.			
How to report?			
Beneficiary shall report the number of products and services developed according to the target value in IMIS. In the "Current description" field Beneficiary shall indicate the number of the activity related to this indicator and if the final achieved value alters from the target value, explain the difference.			
Supporting documents	Not relevant		

O412	Number of documents published or elaborated outside of the framework of SPF		
Meas. unit	piece	Freq. of measuring	continuously
Definition			
Number of documents (e.g. studies, plans, proposals for legal instruments, description/manual of ITC solutions, and operational manuals) related to and based on newly developed cross-border services or products developed by public institutions.			
How to report?			
Beneficiary shall enter the actual value of the newly developed type of document (not the number of copies printed/distributed). In the "Current description" field Beneficiary shall indicate the title of the document and if the final achieved value alters from the target value, explain the difference.			
Supporting documents	Electronic copy of the published or elaborated document/s		

O413	Number of cross-border events		
Meas. unit	piece	Freq. of measuring	Continuously
Definition			
Number of cross-border events organised by and/or with participation of public authorities and people in the eligible cross-border area.			
How to report?			
Beneficiary shall enter the actual value of the type of events organized by the partner. Events organized jointly by more than one Beneficiary shall be counted only once (meaning only one of the Beneficiaries organizing the joint event shall report on this indicator – e.g. the Beneficiary who was the main organizer) following the IMIS target value. In the “Current description” field Beneficiary shall indicate the title of the event and if the final achieved value alters from the target value, explain the difference. Note: Events attended by the Beneficiary but not organized shall not be counted and reported in the fulfilment of this indicator.			

Supporting documents	Invitations, attendance sheets and photo documentation.		
O414	Number of documents published or elaborated in the framework of SPF		
Meas. unit	piece	Freq. of measuring	continuously
Definition			
Number of documents (e.g. studies, plans, proposals for legal instruments, description/manual of ITC solutions, and operational manuals) related to and based on newly developed cross-border services or products developed in the framework of the Small Project Fund.			
How to report?			
Beneficiary shall enter the actual value of the newly developed type of document (not the number of copies printed/distributed). In the “Current description” field Beneficiary shall indicate the title of the document and if the final achieved value alters from the target value, explain the difference.			
Supporting documents	Electronic copy of the published or elaborated document/s		

O415	Number of people participated in cooperation		
Meas. unit	person	Freq. of measuring	Once, in the final BR
Definition			
Number of people participated in the cross-border cooperation including the members of project teams, including experts, participants of the professional/technical events and people participating in the preparation of published documents.			
How to report?			
Beneficiary shall enter the actual value of the indicator once in the final BR. The value can be calculated according the supporting documents or can be estimated by the Beneficiaries. In “current description” field Beneficiary shall describe the method of calculation.			
Supporting documents	Attendance sheet, list of participants if relevant		

O416	Number of women participated in cooperation		
Meas. unit	person	Freq. of measuring	Once, in the final BR
Definition			
Number of women participated in the cross-border cooperation including the members of project teams, participants of the events and people participating in the preparation of published documents.			
How to report?			
Beneficiary shall enter the actual value of the indicator once in the final BR. The value can be calculated according the supporting documents or can be estimated by the Beneficiaries. In “current description” field Beneficiary shall describe the method of calculation.			
Supporting documents	Attendance sheet, list of participants if relevant		

O417	Number of participants from socially marginalized groups, including Roma		
Meas. unit	person	Freq. of measuring	Once, in the final BR
Definition			
Number of representatives of vulnerable groups participating in specific actions financed through the Programme.			
How to report?			
Beneficiary shall enter the actual estimated value of the indicator. In the “Current description” field Beneficiary shall indicate the title and location of the action/event/initiative. <u>Note:</u> Participants attending on multiple occasions belonging to a single initiative (e.g. training course) should be counted only once.			
Supporting documents	Invitations, attendance sheets and photo documentation.		

Project Specific Output Indicators

Project specific output indicator shall be reported only in the final Beneficiary report. In the indicator current description field, Beneficiaries shall describe the method of calculation and explain the altering form the contracted target value if relevant.

ID	Indicator	Meas. unit	Description
PS01	Developed surface/capacity affected by investment	m ²	Size of renovated/newly developed urban buildings and areas. <i>(e.g: surface of buildings, surface of pathways, parks etc.)</i>
PS02	Developed natural surface affected by investment	ha	Size of the developed natural surface affected by investment <i>(e.g: surface of forests, green ways, parks, pathways etc.)</i>
PS03	Number of developed documents	pieces	Number of type of documents related to and based on newly developed cross-border services or products <i>(e.g.: studies, analyses, strategies, curricula, action plans, methodologies)</i> .
PS04	Length of bicycle paths	km	The length of the newly built, reconstructed or appointed (signed) bicycle paths.
PS05	Number of women participating in project activities, events	person	Number of women present on attendance sheets or estimation according to official photo documentation.
PS06	Number of new working places	pieces	Number of newly created working places due to the project results <i>(during and after implementation)</i> . Management activities related to the implementation shall be not counted.
PS07	Number of sustained working places	pieces	Number of sustained working places due to project <i>(during or after implementation)</i> . Sustained working place means to keep existing positions or to ensure the same number of position for the organization that would have ceased to exist without the project.
PS08	Traveling time saving by investment	min	According to available traffic applications <i>(e.g. via Michelin, Google maps)</i>
PS09	Number of newly implemented cross border infrastructure	pieces	Number of bridges, ferries, roads and bicycle paths.
PS10	Number of developed IT systems and services	pieces	Developed IT based systems and services <i>(monitoring, transport, etc.)</i>

ID	Indicator	Meas. unit	Description
PS11	Number of new or reconstructed bridges	pieces	Number of new or reconstructed bridges
PS12	Number of organized professional events	pieces	E.g.: conference, workshop, seminar, study tour, exchange programme, etc...excluding project management meetings
PS13	Number of institutions, organizations involved in professional events	pieces	Number of institutions/organizations involved in the project activities (including associated partners organizations)
PS14	Number of new webpages	pieces	Number of newly created professional web pages (sub pages shall be not included)
PS15	Number of cross-border thematic articles, media appearances	pieces	Number of electronic and printed articles
PS16	Number of newly developed documents related to the investment	pieces	Building documents, feasibility studies, technical plans etc.
PS17	Number of purchased means of transport	pieces	E.g.: buses, other vehicles or bicycles