

MINISTERU GĦALL-AFFARIJJIET  
EWROPEJ U UGWALJANZA

SEGRETARJAT PARLAMENTARI  
GĦALL-FONDI EWROPEJ U  
DJALOGU SOCJALI



MINISTRY FOR EUROPEAN AFFAIRS  
AND EQUALITY

PARLIAMENTARY SECRETARIAT  
FOR EUROPEAN FUNDS AND  
SOCIAL DIALOGUE

*Diviżjoni għall-Ippjanar u Koordinazzjoni tal-Prijoritajiet*

*Planning and Priorities Co-ordination Division*

Date: 20<sup>th</sup> February 2019

MA Circular 01/2019

Attn: All Beneficiaries and Directors Programme Implementation

**Re: Common Immediate Result Indicators of Annex I of Regulation (EU) No. 1304/2013**

In view of reporting requirements as specified in Article 50(1) and (2) of Regulation (EU) No. 1303/2013 and Annex I of Regulation (EU) No. 1304/2013, the Managing Authority is hereby issuing guidance on the collection and presentation of data relating to Common Immediate Result Indicators, which are to be collected and recorded by the beneficiary.

Common Immediate Result Indicators relate *only* to persons and capture the effects on participants brought about by an operation (a project). They capture a **change in situation** e.g. participants' employment situation. These indicators are to be recorded and stored as individual participant data.

Common Immediate Result Indicators for participants are as follows (refer to Annex I of this circular):

- inactive participants engaged in job searching upon leaving
- participants in education/training upon leaving
- participants gaining a qualification upon leaving
- participants in employment, including self-employment, upon leaving
- disadvantaged participants engaged in job searching, education/ training, gaining a qualification, in employment, including self-employment, upon leaving

The **results** under the immediate result indicators must manifest themselves and be recorded in the time span between the day the person leaves the supported operation (exit date) and the **four weeks** which follow the event.<sup>1</sup> The reason for this four week timespan is in order to identify any initial changes occurring right after the intervention. Therefore, any **results** which manifest themselves following the four week timespan, are not to be recorded under the immediate result indicators.

It is the responsibility of the Project Leader to ensure that data is recorded and stored **for ALL participants** (i.e. irrespective of whether they exited the activity or completed) and passed on to the Managing Authority (MA). For this exercise, the survey template in **Annex II** should be used to collect participant data. This could either be filled in by the participants themselves, or through a very short interview (face to face or phone interviews) within four weeks following the exit/completion of the intervention. A Template for the collection of data to be filled in by the beneficiary is contained in **Annex III**. Data for the common immediate result indicators is to be presented to the MA biannually as per table below:

<b>Reference period of participants exiting/completing</b>	<b>Compile data and report to MA by</b>
January 2019 to June 2019	September 2019
July 2019 to December 2019	February 2020
January 2020 to June 2020	September 2020 and so on

Given that data for the common immediate result indicators for the years 2016, 2017 and 2018 has/will be collected by the MA, this circular applies for all those participants who have exited/completed an operation as **from 2019 onwards**. It is important to note that all data collected is to be broken down by gender, by year and by participant.

We kindly ask all beneficiaries to abide to this circular in order to ensure that Malta continues to meet its monitoring and reporting obligations.

<sup>1</sup> By way of example, a result under the immediate result indicators is the following: an inactive person who, within four weeks from exit date, is actively searching for employment. Hence, a change of status from inactive to job searching will be recorded as part of the common immediate result indicators.

Annexes to Circular

**Annex I: Definitions of Common immediate result indicators**

**Annex II: Template for Questions to be asked to participants**

**Annex III: Template for Collection of Data**

We thank you for your cooperation.

## Annex I: Definitions of Common Immediate Result Indicators

Name of indicator	Reference population <sup>2</sup> (situation at the time of entry)	Definition
<b>Inactive participants engaged in job searching upon leaving</b>	Inactive participants	Inactive persons who have received ESF support and who are newly engaged in job searching activities <sup>3</sup> upon leaving the ESF operation (up to four weeks after the exit date of the participant).
<b>Participants in education/training upon leaving</b>	All participants, except participants who were engaged in education/training upon entering	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 (up to four weeks after the exit date of the participant).
<b>Participants gaining a qualification upon leaving*</b>	All participants	Persons who have received ESF support and who gained a qualification <sup>4</sup> upon leaving the ESF operation (up to four weeks after the exit date of the participant).
<b>Participants in employment, including self-employment, upon leaving</b>	- Unemployed - Inactive participants	Unemployed or inactive persons who have received ESF support, and who are in employment, including self-employment, immediately upon leaving the ESF operation (up to four weeks after the exit date of the participant).
<b>Disadvantaged participants engaged in job searching, education/ training, gaining a qualification, or in employment, including self-employment, upon leaving</b>	Disadvantaged participants who achieve a result understood as a change in the situation upon leaving, compared to the situation when entering the ESF operation.	Disadvantaged participants are: - migrants, people with a foreign background, minorities - participants with disabilities - other disadvantaged

<sup>2</sup> “Reference Population” is the cohort for which data is to be recorded. The situation at the time of entry is to be taken as the guideline for determining the reference population per indicator.

<sup>3</sup> “Engaged in job searching” is to be understood as persons usually without work, available for work and actively seeking work. Persons who are registered with Jobplus as jobseekers should always be counted.

<sup>4</sup> Qualification means a formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards.

\*Note on the indicator '**participants gaining a qualification upon leaving**':

Data on this indicator is to be provided directly by the Beneficiary, from own records.

For this purpose, Annex III includes a column specifying whether a course or training is formally accredited; whether participants who are following an accredited course have successfully completed their studies and will thus be receiving the relevant qualification; and whether a certificate of attendance was provided to the participant.

**Annex II: Template for Questions to be asked to ALL Participants**

Name: _____	Surname: _____
I.D. Number: _____	

Each participant is to fill in only ONE of the below sections, as follows:

**Section A – only for employed participants at entry in the ESF project**

**Section B – only for inactive participants at entry in the ESF project**

**Section C – only for unemployed participants at entry in the ESF project**

**A. Questions for participants who were employed upon entry into the ESF project:**

1. Were you in education/training prior to the commencement of the training/course?

Yes	O → Final
No	O → Go to question 2

2. Were you in education/training up to 4 weeks after you exited/completed the training/course?

Yes	O → Final
No	O → Final

**B. Questions for participants who were inactive upon entry into the ESF project:**

1. Were you in education/training activities upon entry in the ESF project?

Yes	O → Go to question 3
No	O → Go to question 2

2. Are/were you in education/training activities up to 4 weeks after you exited/completed the ESF project?

Yes	O → Go to question 3
No	O → Go to question 3

3. Are/were you in employment, including self-employment, up to 4 weeks after you exited/completed the ESF project?

Yes	<input type="radio"/> → Final
No	<input type="radio"/> → Go to question 4

4. Are/were you job searching (without work, available for work and actively seeking work, including registered unemployed) 4 weeks after you exited/completed the ESF project?

Yes, I was job searching	<input type="radio"/> → Final
No, I remained inactive	<input type="radio"/> → Final

**C. Questions for participants who were unemployed upon entry into the ESF project:**

1. Were you in education/training activities upon entry in the ESF project?

Yes	<input type="radio"/> → Go to question 3
No	<input type="radio"/> → Go to question 2

2. Are/were you in education/training activities up to 4 weeks after you exited/completed the ESF project?

Yes	<input type="radio"/> → Go to question 3
No	<input type="radio"/> → Go to question 3

3. Are/were you in employment, including self-employment, up to 4 weeks after you exited/completed the ESF project?

Yes, I became employed / self-employed	<input type="radio"/> → Final
No, I remained unemployed	<input type="radio"/> → Final

**Annex III: Template for Data Collection and Recording**

The table below is to be used to collect and record data on the individual participants. Examples have been included for guidance.

I.D. Card No. <sup>1</sup>	Name <sub>1</sub>	Surname <sup>1</sup>	Age Group (as declared upon entry in Annex I) <sup>1</sup>	Title of project <sup>2</sup>	Start Date of participation <sup>2</sup>	Exit / Completion date of participation <sup>2</sup>	Employment status prior to the commencement of the training/course  (Employed / Unemployed / Inactive / Inactive not in education/training) <sup>1</sup>	Participants engaged in job searching upon leaving (Yes / No) <sup>3</sup>	Participants in education/training upon entry (Yes/No) <sup>1</sup>	Participants in education/training upon leaving (Yes/No) <sup>3</sup>	Participants in employment including self-employment upon leaving (Yes/No/NA) <sup>3</sup>	Course / Training Accredited (Yes / No) <sup>2</sup>	Formal Qualification attained (Yes/No/NA) <sup>2</sup>	Certificate of Attendance attained (Yes / No / NA) <sup>2</sup>	Disadvantaged participants (Yes / NA) <sup>1</sup>
			0 – 15 years 16 - 24 years 25 – 54 years 55 – 64 years 65 years +		Day / month / year	Day / month / year	As declared upon entry in Annex I	Inactive participants	All participants	All participants, except participants who were in education/training upon entering	Unemployed Inactive participants	All Participants (to be filled in by Beneficiary)	All participants (to be filled by Beneficiary)	All participants (to be filled by Beneficiary)	Disadvantaged participants (as declared in Annex I)
1234 56(M)	Mario	Borg					Inactive	Yes	No	No	No	No	No	Yes	N/A
5678 9(M)	Joe	Farrugia					Employed	N/A	No	No	N/A	Yes	Yes	Yes	N/A
5689 (M)	Stefania	Muscat					Unemployed	N/A	No	Yes	No	Yes	Yes	No	Yes
9876 79(G)	Clara	Grech					Inactive	No	No	No	Yes	No	No	N/A	N/A

<sup>1</sup> Indicates data obtained from Annex I

<sup>2</sup> Indicates data from Beneficiary records

<sup>3</sup> Indicates data from participants' replies to the survey questions, as per Annex II template

