

**OPII: Investing in human capital to create more opportunities and promote the well-being of society**

**PA1: Investing in the employability and adaptability of human capital**

**Section A: Common Indicators as per Circular 01/2019**

<b>Indicator Code &amp; Title</b>	<b>CO01: Unemployed including long-term unemployed</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Unemployed are persons: <ul style="list-style-type: none"> <li>• registered as seeking employment with Jobs Plus; and/or</li> <li>• without work, available for work and actively seeking work</li> </ul>
<b>Guidance</b>	<p>The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation.</p> <p><b>It is important to note that the sum of the number of participants under CO01, CO03 and CO05 should tally with the total number of participants benefitting from the intervention. Source: Guidance Note on Evaluation and Monitoring</b></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>• Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Indicator Code &amp; Title</b>	<b>CO02: Long-term unemployed</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons

<b>Definition</b>	<p>The definition of long-term unemployed varies with age:</p> <ul style="list-style-type: none"> <li>Youth (24 years or younger) experiencing more than six (6) months of continuous unemployment</li> <li>Adult (25 years of age or older) experiencing more than twelve (12) months of continuous unemployment</li> </ul>
<b>Guidance</b>	<p>The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation</p> <p><b>Source: Guidance Note on Evaluation and Monitoring</b></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Indicator Code &amp; Title</b>	<b>CO03: Inactive</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	<p>“Inactive” are persons who are not in employment and not seeking work. Full-time students are considered as inactive.</p>
<b>Guidance</b>	<p>The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation</p> <p><b>It is important to note that the sum of the number of participants under CO01, CO03 and CO05 should tally with the total number of participants benefitting from the intervention. Source: Guidance Note on Evaluation and Monitoring</b></p>

<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>
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<b>Indicator Code &amp; Title</b>	<b>CO04: Inactive, not in education or training</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Inactive persons (not employed, and not seeking work) who are not in education or training. This indicator is a subset of the indicator “inactive”.
<b>Guidance</b>	<p>The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation</p> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Indicator Code &amp; Title</b>	<b>CO05: Employed, including self-employed</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	<p>Employed are persons should be working on a part-time, full-time basis, or on reduced hours.</p> <p>Self-Employed are persons with a business, farm or professional private practice.</p>

<b>Guidance</b>	<p>The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation.</p> <p><b>It is important to note that the sum of the number of participants under CO01, CO03 and CO05 should tally with the total number of participants benefitting from the intervention.</b></p> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Indicator Code &amp; Title</b>	<b>CO06: Number of persons supported below 25 years of age</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Participants who are 24 years of age or younger. The age of the participant is calculated from the date of birth and determined on the date of entering the ESF operation.
<b>Guidance</b>	<p>The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation</p> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul>

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<b>Indicator Code &amp; Title</b>	<b>CO07: Number of persons supported above 54 years of age</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Participants who are 55 years of age or older. The age of the participant is calculated from the date of birth and determined on the date of entering the ESF operation.
<b>Guidance</b>	<p>The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation</p> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>
<b>Verification Source</b>	<p>Sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Indicator Code &amp; Title</b>	<b>CO08: Number of persons supported above 54 years of age who are unemployed, including long term unemployed, or inactive not in education or training</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	This indicator is a sub-group of indicator “number of persons supported above 54 years of age”. For definitions refer to definitions provided in this document.

<b>Guidance</b>	<p>The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation</p> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Indicator Code &amp; Title</b>	<b>CO09: Number of persons supported with primary (ISCED 1) or lower secondary education (ISCED 2)</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	<p>Number of participants with primary or lower secondary education (ISCED Levels 1 or 2)</p> <p>The education level of participants entering an ESF operation should only be counted once at the highest ISCED level successfully completed upon entry.</p>
<b>Guidance</b>	<p>The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation</p> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Indicator Code &amp; Title</b>	<b>CO10: Number of persons supported with upper secondary (ISCED 3) or post-secondary education (ISCED 4)</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Number of participants with primary or lower secondary education (ISCED Levels 3 or 4) The education level of participants entering an ESF operation should only be counted once at the highest ISCED level successfully completed upon entry.
<b>Guidance</b>	The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked. A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation <i>Source: Guidance Note on Evaluation and Monitoring</i>
<b>Verification Source</b>	Verification sources shall include the following (list not exhaustive), as required: <ul style="list-style-type: none"> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.

<b>Indicator Code &amp; Title</b>	<b>CO11: Number of persons supported with tertiary education (ISCED 5-8)</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Number of participants with primary or lower secondary education (ISCED Levels 5 - 8) The education level of participants entering an ESF operation should only be counted once at the highest ISCED level successfully completed upon entry.
<b>Guidance</b>	The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked. A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation <i>Source: Guidance Note on Evaluation and Monitoring</i>

<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>
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<b>Indicator Code &amp; Title</b>	<b>CO15: Migrants, people with a foreign background, minorities (including marginalised communities such as Roma)</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	<p>Migrants are non-national permanent residents in a country.</p> <p>People with a foreign background are those persons whose parents were born outside the country. The persons in this group may or may not have directly experienced an international migration.</p>
<b>Guidance</b>	<p>The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation</p> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Indicator Code &amp; Title</b>	<b>CO16: Participants with disabilities</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons



<b>Definition</b>	<p>Persons with a disability are to be registered with any of the following entities:</p> <ul style="list-style-type: none"> <li>• Commission for the Rights of Persons with a Disability</li> <li>• Social security for the participants benefiting from disability benefits</li> <li>• Jobs Plus Disability section</li> </ul>
<b>Guidance</b>	<p>The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation</p> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ol style="list-style-type: none"> <li>1. Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ol> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Indicator Code &amp; Title</b>	<b>CO17: Other disadvantaged</b>
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	<p>Other disadvantaged are persons falling in any of the following categories:</p> <ul style="list-style-type: none"> <li>• have no educational level, including basic literacy or numeracy;</li> <li>• are homeless or effected by housing exclusion);</li> <li>• you are an inmate or former offender;</li> <li>• you are a former substance abuser or are undergoing detoxification treatment;</li> <li>• at risk of poverty (earning an annual income below €8,698).</li> </ul>
<b>Guidance</b>	<p>The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation</p> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>

<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>
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<b>Indicator Code &amp; Title</b>	<b>CIR24: Inactive participants engaged in job searching upon leaving</b>
<b>Type</b>	Results
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Inactive persons who have received ESF support and who are newly engaged in job searching activities upon leaving the ESF operation
<b>Guidance</b>	<p>The results must manifest themselves and be recorded in the time span between the day the persons leave the supported operation (exit date) and the four weeks which follow this event. In terms of recording results, no difference should be made between participants who complete the intervention or leave early.</p> <p>If a participant leaves an operation but returns at a later date to the same operation there is still one participation record. In this case, the existing participation record should be updated. The start date and information related to output indicators of the participation record should always refer to the first participation and therefore should not be changed upon re-entry.<sup>1</sup></p> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed Survey for Collection of Common Immediate Result Indicators template as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Indicator Code &amp; Title</b>	<b>CIR25: Participants in education/training</b>
<b>Type</b>	Results

<sup>1</sup> Therefore, in cases where a participant exits the project prior to completion and re-enters at a subsequent date the original participation record is updated only as regards end date and result. The start date and information related to output indicators should not be changed upon re-entry.

<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Participants who have received ESF support and who are newly engaged in education (lifelong learning, formal education) or training activities.
<b>Guidance</b>	<p>The results must manifest themselves and be recorded in the time span between the day the persons leave the supported operation (exit date) and the four weeks which follow this event. In terms of recording results, no difference should be made between participants who complete the intervention or leave early.</p> <p>If a participant leaves an operation but returns at a later date to the same operation there is still one participation record. In this case, the existing participation record should be updated. The start date and information related to output indicators of the participation record should always refer to the first participation and therefore should not be changed upon re-entry.<sup>2</sup></p> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed Survey for Collection of Common Immediate Result Indicators template as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Indicator Code &amp; Title</b>	<b>CIR26: Participants gaining a qualification upon leaving</b>
<b>Type</b>	Results
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Persons who have received ESF support and who gained a qualification upon leaving the ESF operation.
<b>Guidance</b>	The results must manifest themselves and be recorded in the time span between the day the persons leave the supported operation (exit date) and the four weeks which follow this event. In terms of recording results, no difference should be made between participants who complete the intervention or leave early.

<sup>2</sup> Therefore, in cases where a participant exits the project prior to completion and re-enters at a subsequent date the original participation record is updated only as regards end date and result. The start date and information related to output indicators should not be changed upon re-entry.

	<p>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.</p> <p>If a participant leaves an operation but returns at a later date to the same operation there is still one participation record. In this case, the existing participation record should be updated. The start date and information related to output indicators of the participation record should always refer to the first participation and therefore should not be changed upon re-entry.<sup>3</sup></p> <p><b>Source: Guidance Note on Evaluation and Monitoring</b></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed and signed Survey for Collection of Common Immediate Result Indicators template as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Indicator Code &amp; Title</b>	<b>CIR27: Participants in employment, including self-employment, upon leaving</b>
<b>Type</b>	Results
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Definitions are as provided in this document
<b>Guidance</b>	<p>The results must manifest themselves and be recorded in the time span between the day the persons leave the supported operation (exit date) and the four weeks which follow this event. In terms of recording results, no difference should be made between participants who complete the intervention or leave early.</p> <p>If a participant leaves an operation but returns at a later date to the same operation there is still one participation record. In this case, the existing participation record should be updated. The start date and information related to output indicators of the participation record should always refer to the first participation and therefore should not be changed upon re-entry.<sup>4</sup></p> <p><b>Source: Guidance Note on Evaluation and Monitoring</b></p>

<sup>3</sup> Therefore, in cases where a participant exits the project prior to completion and re-enters at a subsequent date the original participation record is updated only as regards end date and result. The start date and information related to output indicators should not be changed upon re-entry.

<sup>4</sup> Therefore, in cases where a participant exits the project prior to completion and re-enters at a subsequent date the original participation record is updated only as regards end date and result. The start date and information related to output indicators should not be changed upon re-entry.

<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed and signed Survey for Collection of Common Immediate Result Indicators template as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>
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<b>Indicator Code &amp; Title</b>	<b>CIR28: Disadvantaged participants engaged in job searching, in education/training, gaining a qualification or in employment, including self-employment upon leaving</b>
<b>Type</b>	Results
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Definitions for the different categories are as provided in this document
<b>Guidance</b>	<p>The results must manifest themselves and be recorded in the time span between the day the persons leave the supported operation (exit date) and the four weeks which follow this event. In terms of recording results, no difference should be made between participants who complete the intervention or leave early.</p> <p>If a participant leaves an operation but returns at a later date to the same operation there is still one participation record. In this case, the existing participation record should be updated. The start date and information related to output indicators of the participation record should always refer to the first participation and therefore should not be changed upon re-entry.<sup>5</sup></p> <p><b>Source: Guidance Note on Evaluation and Monitoring</b></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Completed and signed Survey for Collection of Common Immediate Result Indicators template as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

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<sup>5</sup> Therefore, in cases where a participant exits the project prior to completion and re-enters at a subsequent date the original participation record is updated only as regards end date and result. The start date and information related to output indicators should not be changed upon re-entry.

## Section B: Programme Specific Indicators

<b>Investment Priority</b>	<b>8i - Access to employment for job seekers and inactive people, including the long term unemployed and people far from the labour market, also through local employment initiatives and support for labour mobility</b>
<b>Specific Objective</b>	<b>SO 2:</b> Enhancing the employability of older workers in the labour market
<b>Indicator Code &amp; Title</b>	<b>CO07:</b> above 54 years of age
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Number of participants supported who are above the age of 54
<b>Guidance</b>	<p>The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.</p> <p>The age of the participant is calculated from the date of birth and determined on the date of entering the ESF operation.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation</p> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Supporting documentation providing evidence of the activities carried out for example photos, attendance sheet, training material, presentations delivered etc.; and</li> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>
<b>Investment Priority</b>	<b>8i - Access to employment for job seekers and inactive people, including the long term unemployed and people far from the labour market, also through local employment initiatives and support for labour mobility</b>

<b>Specific Objective</b>	<b>SO 1:</b> Improve the employment levels and labour mobility through incentives for employers and support measures for jobseekers/workers
<b>Indicator Code &amp; Title</b>	<b>O1:</b> Persons supported
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Number of persons supported
<b>Guidance</b>	The indicator is to record the total number of unique persons supported who can be identified and asked for their personal details.
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Supporting documentation providing evidence of the activities carried out for example photos, attendance sheets, training materials, presentations delivered, agreements, etc.; and</li> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Investment Priority</b>	<b>8ii - Access to employment for job seekers and inactive people, including the long term unemployed and people far from the labour market, also through local employment initiatives and support for labour mobility</b>
<b>Specific Objective</b>	<b>SO 1:</b> Smoothing the transition of youth from education to employment
<b>Indicator Code &amp; Title</b>	<b>CO06:</b> Below 25 years of age
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Number of participants supported who are below the age of 25
<b>Guidance</b>	The total number of persons supported is to be calculated as the total number of persons benefitting directly from the intervention, who can be identified, asked their personal data (data on participants) and for whom specific expenditure is earmarked.

	<p>The age of the participant is calculated from the date of birth and determined on the date of entering the ESF operation.</p> <p>A participant should be counted only once per project even if the individual participates in more than one activity/sub-activity, in the same operation</p> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Supporting documentation providing evidence of the activities carried out for example photos, attendance sheet, training material, presentations delivered etc.; and</li> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Investment Priority</b>	<b>8ii - Sustainable integration into the labour market of young people (ESF), in particular those not in employment, education or training, including young people at risk of social exclusion and young people from marginalised communities, including through the implementation of the Youth Guarantee</b>
<b>Specific Objective</b>	<b>SO1:</b> Smoothing the transition of youth from education to employment
<b>Indicator Code &amp; Title</b>	<b>O05:</b> Persons participating in up skilling and re-training programmes
<b>Type</b>	Output
<b>Unit of Measure</b>	Number of persons
<b>Definition</b>	Number of persons supported
<b>Guidance</b>	The indicator is to record the total number of unique persons supported who can be identified and asked for their personal details.
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>Supporting documentation providing evidence of the activities carried out for example photos, attendance sheets, training materials, presentations delivered, agreements, etc.; and</li> </ul>



	<ul style="list-style-type: none"> <li>Completed excel table including Data on Participants as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>
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<b>Investment Priority</b>	<b>8i - Access to employment for job seekers and inactive people, including the long term unemployed and people far from the labour market, also through local employment initiatives and support for labour mobility</b>
<b>Specific Objective</b>	<b>SO 3:</b> Improving the labour market participation of women through financial support for the care of dependents in order to facilitate retention and return of women into the labour market as well as campaigns.
<b>Indicator Code &amp; Title</b>	<b>R1:</b> Participants in employment upon leaving
<b>Type</b>	Result
<b>Unit of Measure</b>	Percentage <sup>6</sup>
<b>Definition</b>	Unemployed or inactive persons who have received ESF support, and who are in employment, including self-employment, upon leaving the ESF operation.
<b>Guidance</b>	<p>The age of the participant is calculated from the date of birth and determined on the date of entering the ESF operation.</p> <p>The results must manifest themselves and be recorded in the time span between the day the persons leave the supported operation (exit date) and the four weeks which follow this event. In terms of recording results, no difference should be made between participants who complete the intervention or leave early.</p> <p>If a participant leaves an operation but returns at a later date to the same operation there is still one participation record. In this case, the existing participation record should be updated. The start date and information related to output indicators of the participation record should always refer to the first participation and therefore should not be changed upon re-entry.<sup>7</sup></p> <p><b>Source: Guidance Note on Evaluation and Monitoring</b></p>
<b>Verification Source</b>	Verification sources shall include the following (list not exhaustive), as required:

<sup>6</sup> Beneficiaries are to provide the Managing Authority with absolute figures. Percentages will be calculated by the Managing Authority.

<sup>7</sup> Therefore, in cases where a participant exits the project prior to completion and re-enters at a subsequent date the original participation record is updated only as regards end date and result. The start date and information related to output indicators should not be changed upon re-entry.

	<ul style="list-style-type: none"> <li>Completed excel table including Common Immediate Result Indicators as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019; and / or</li> <li>Records from Jobsplus.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>
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<b>Investment Priority</b>	<b>8i - Access to employment for job seekers and inactive people, including the long term unemployed and people far from the labour market, also through local employment initiatives and support for labour mobility</b>
<b>Specific Objective</b>	<b>SO 2:</b> Enhancing the employability of older workers in the labour market.
<b>Indicator Code &amp; Title</b>	<b>R3:</b> Older workers in employment upon leaving
<b>Type</b>	Result
<b>Unit of Measure</b>	Percentage <sup>8</sup>
<b>Definition</b>	Unemployed or inactive persons who have received ESF support, and who are in employment, including self-employment, upon leaving the ESF operation.
<b>Guidance</b>	<p>The age of the participant is calculated from the date of birth and determined on the date of entering the ESF operation.</p> <p>The results must manifest themselves and be recorded in the time span between the day the persons leave the supported operation (exit date) and the four weeks which follow this event. In terms of recording results, no difference should be made between participants who complete the intervention or leave early.</p> <p>If a participant leaves an operation but returns at a later date to the same operation there is still one participation record. In this case, the existing participation record should be updated. The start date and information related to output indicators of the participation record should always refer to the first participation and therefore should not be changed upon re-entry.<sup>9</sup></p> <p><b>Source: Guidance Note on Evaluation and Monitoring</b></p>

<sup>8</sup> Beneficiaries are to provide the Managing Authority with absolute figures. Percentages will be calculated by the Managing Authority.

<sup>9</sup> Therefore, in cases where a participant exits the project prior to completion and re-enters at a subsequent date the original participation record is updated only as regards end date and result. The start date and information related to output indicators should not be changed upon re-entry.

<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>• Completed excel table including Common Immediate Result Indicators as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019; and / or</li> <li>• Records from Jobsplus.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>
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<b>Investment Priority</b>	<b>8ii - Sustainable integration into the labour market of young people (ESF), in particular those not in employment, education or training, including young people at risk of social exclusion and young people from marginalised communities, including through the implementation of the Youth Guarantee</b>
<b>Specific Objective</b>	<b>SO1:</b> Smoothing the transition of youth from education to employment
<b>Indicator Code &amp; Title</b>	<b>R6:</b> Participants below 25 who are in education/training, gaining a qualification/certification or are in employment, including self-employment, upon leaving.
<b>Type</b>	Output
<b>Unit of Measure</b>	Percentage <sup>10</sup>
<b>Definition</b>	Participants who are in education/training, gaining a qualification/certification or are in employment, including self-employment, upon leaving
<b>Guidance</b>	<p>The results must manifest themselves and be recorded in the time span between the day the persons leave the supported operation (exit date) and the four weeks which follow this event. In terms of recording results, no difference should be made between participants who complete the intervention or leave early.</p> <p>If a participant leaves an operation but returns at a later date to the same operation there is still one participation record. In this case, the existing participation record should be updated. The start date and information related to output indicators of the participation record should always refer to the first participation and therefore should not be changed upon re-entry.<sup>11</sup></p> <p>When reporting on participants who gained a qualification/certification:</p> <ul style="list-style-type: none"> <li>– if the assessment is held within 4 weeks from completion of the operation, and the participant is successful in obtaining the qualification/certification, then the result is</li> </ul>

<sup>10</sup> Beneficiaries are to provide the Managing Authority with absolute figures. Percentages will be calculated by the Managing Authority.

<sup>11</sup> Therefore, in cases where a participant exits the project prior to completion and re-enters at a subsequent date the original participation record is updated only as regards end date and result. The start date and information related to output indicators should not be changed upon re-entry.

	<p>to be counted towards the indicator even if it is published after the four week period. In case the assessment is known after the 4 week period it is recommended to set the indicator at '0' and then update the participant's record once the result is known;</p> <ul style="list-style-type: none"> <li>– In cases where the intervention has more than one module the indicator will be recorded as at the last exit. .</li> </ul> <p><i>Source: Guidance Note on Evaluation and Monitoring</i></p>
<b>Verification Source</b>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>• Completed and signed Survey for Collection of Common Immediate Result Indicators template as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

<b>Investment Priority</b>	<b>8ii - Sustainable integration into the labour market of young people (ESF), in particular those not in employment, education or training, including young people at risk of social exclusion and young people from marginalised communities, including through the implementation of the Youth Guarantee</b>
<b>Specific Objective</b>	<b>SO1:</b> Smoothing the transition of youth from education to employment
<b>Indicator Code &amp; Title</b>	<b>R7:</b> Participants gaining a qualification/certification upon leaving in up-skilling and re-training programmes
<b>Type</b>	Output
<b>Unit of Measure</b>	Percentage <sup>12</sup>
<b>Definition</b>	Participants who gained a qualification/certification upon leaving
<b>Guidance</b>	<p>The results must manifest themselves and be recorded in the time span between the day the persons leave the supported operation (exit date) and the four weeks which follow this event. In terms of recording results, no difference should be made between participants who complete the intervention or leave early.</p> <p>If a participant leaves an operation but returns at a later date to the same operation there is still one participation record. In this case, the existing participation record should be updated.</p>

<sup>12</sup> Beneficiaries are to provide the Managing Authority with absolute figures. Percentages will be calculated by the Managing Authority.

	<p>The start date and information related to output indicators of the participation record should always refer to the first participation and therefore should not be changed upon re-entry.<sup>13</sup></p> <p>When reporting on participants who gained a qualification/certification:</p> <ul style="list-style-type: none"> <li>– if the assessment is held within 4 weeks from completion of the operation, and the participant is successful in obtaining the qualification/certification, then the result is to be counted towards the indicator even if it is published after the four week period. In case the assessment is known after the 4 week period it is recommended to set the indicator at '0' and then update the participant's record once the result is known;</li> <li>– In cases where the intervention has more than one module the indicator will be recorded as at the last exit. .</li> </ul> <p><b>Source: Guidance Note on Evaluation and Monitoring</b></p>
<p><b>Verification Source</b></p>	<p>Verification sources shall include the following (list not exhaustive), as required:</p> <ul style="list-style-type: none"> <li>• Completed and signed Survey for Collection of Common Immediate Result Indicators template as issued by the Managing Authority through Circular No. 01/2019 dated 20/02/2019 and revised on 12/07/2019.</li> </ul> <p>The Beneficiary is to maintain any documentation related to the intervention in line with obligations on document retention. All documents are to be made available to the Managing Authority and other stakeholders upon request.</p>

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<sup>13</sup> Therefore, in cases where a participant exits the project prior to completion and re-enters at a subsequent date the original participation record is updated only as regards end date and result. The start date and information related to output indicators should not be changed upon re-entry.