



## IV Reporting

# Indicators

### Background

Indicators have been established for the Operational Programme for each priority for the purpose of measuring progress and effectiveness of its operations. They can be found in the Operational Programme following each priority description (chapter 4).

Please refer also to Appendix 4.1 of the Operational Programme for definitions and explanatory notes on indicators, targets and data collection.

Every project must provide indicators, which are used to measure performance. Progress towards achieving indicator targets must be included once a year, when requested in a periodic report and in the final report. Some indicators are the same for all projects. Other indicators will be chosen by projects to reflect the specific activities and aims of the project concerned.

Reports on the indicators will be used to assess the progress of the individual project and the programme as a whole. Selecting the appropriate indicators is one of the core criteria for approval of projects.

### Guidance

Projects must supply indicators for outputs and results.

#### 1. COMPULSORY INDICATORS

These indicators must be established for every project, that is, it is compulsory to relate to each indicator and, if relevant, specify the exact indicator description regarding what you intend to measure.

#### 2. GENERIC INDICATORS

These indicators are potentially relevant for every project as they relate to activities cutting across all priorities.

#### 3. PRIORITY INDICATORS

It is compulsory to establish at least one output and one result indicator. If the priority indicators listed in the table do not suit the planned activities, outputs and results, additional indicators may be established. However, this must be duly justified!

Indicators from priorities other than the one targeted by the project may also be chosen, as relevant. This is important as it shows the interrelation of the projects and priorities and the project's wider contribution to the programme objectives.

Indicators are quantitative and should be regularly monitored to check progress towards targets. For this reason, projects should avoid having too many indicators.

It is also important that the indicators selected are:

- **Relevant:** Will the indicators measure all of the project's key activities?
- **Specific:** Is it clear exactly what will be measured, in what geographical area measurements will be made, what units (number, euros, km) will be used?
- **Measurable:** Will the project be able to collect accurate information to measure progress towards the targets set? The information required for measurements should be quite easy to collect.

The value for the indicators at the start of the project is called the **baseline**. It will often be zero and will only increase as the project progresses – e.g. number of reports produced. Sometimes, however, if you measure something that already exists (number of people employed in an area), the baseline figure will not be zero.

Each indicator must also have a **target**. This is the figure that the project expects to reach at the end of its activities. Normally it can be expected that the figures reported at the end of the project will be roughly identical to the targets set at the start. Any significant difference between these two figures will require explanation – especially of course if the project has underperformed.

### **Finding further information**

See the Indicator Appendix for the Application Form and Guide for the indicators all projects must report on. Please refer also to Appendix 4.1 of the Operational Programme for definitions and explanatory notes on indicators, targets and data collection.

Please contact the secretariat if you need further guidance on indicators.