

**To: Heads of higher education
institutions in Wales**

Reference: W03/71HE
Date: 21 December 2003
Response By: N/A
Further Information: Hannah Falvey, 029
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Transparency Review reporting for academic year 2002/03: responses by 31 January 2004

In July 2000 the HEFCW issued circular letter W00/67HE (dated 3 July 2000) which formally notified you of the Transparency Review reporting requirements, as established by the Transparency Review report. The timetable requires all institutions to report on the costs of their activities for academic year 2002/03 by **31 January 2004**.

In reporting these data, institutions are asked to confirm that they have complied with the 10 costing standards established in the Transparency Review report, and developed in the Transparent Approach to Costing (TRAC) Volumes 1 and 2, issued by the Joint Costing and Pricing Steering Group (JCPSG) in July 2000 and Volume 2a Updates and supplementary guidance issued in December 2002.

The form also asks institutions to provide details of the institutional committee that was responsible for confirming compliance with the process standards (costing standard 7). Guidance on meeting this standard is set out in section C8 of the TRAC Reference manual. In providing assurance to the Head of institution the relevant committee should seek assurance from the Internal Auditor to confirm that he/she has reviewed progress on meeting the Transparency Review requirements; that the processes in place or being developed comply with the Reference Manual; and that the institution is on target to meeting the full requirements.

A copy of the form for reporting is attached to this letter. An electronic return should be completed and returned electronically through a secure web-site (the HEFCE extranet). A copy of this letter will be sent to your Director or Head of Finance together with details of how to access the secure web-site. A signed copy of the completed form should be returned by 31 January 2004 to Hannah Falvey at the above address. We will treat the information provided as strictly confidential. We will report to the Department for Education and Skills on the sector aggregate data only, and we expect to publish the sector aggregate data.

If you have any questions about the reporting requirements, please do not hesitate to contact me.

Yours sincerely

Hannah Falvey
HE Data Analysis Manager