GUIDELINES FOR APPLICANTS FOR EU FUNDING OF SURVEY PROGRAMMES FOR PESTS

WORKING PAPER
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1. SURVEY PROGRAMMES FOR PESTS

This document aims to provide the Member States with update information and guidelines on the Union co-funded pests survey programme starting with 2017 and onwards. It contains details on the legal basis, the budget line, a description of the activities to be funded, the eligible direct costs, an indicative timetable and procedures to be followed by Member States and the maximum possible rate of co-financing of the eligible costs and activities.

1.1. INTRODUCTION

Plant health measures have been co-financed by the EU for many years and have unequivocally contributed to the improvement of plant health status within the EU.

The Regulation (EU) No 652/2014 is fully applicable for EU co-financed plant health survey programmes for programmes implemented from 2016 on.

To obtain co-financing, Member States must submit their survey programmes to the Commission for prior approval. Once approved, the Member States shall implement their programmes. During the course of each implementing year the Member States are required to submit by 31st of August an intermediate financial report with the results of the first semester and the updated plans for the second semester, and by the end of April of the subsequent year, a final technical and financial report and claim for reimbursement of eligible expenses. Reports and claims are then examined and the payment procedure is launched. Financial audits (ex ante or ex post, i.e. before or after payment) are organised by the Commission which may lead to financial corrections.

Commission Implementing Decision (EU) 2016/1887 laying down standard requirements for the submission by Member States of applications, reports and requests for payments for the plant health survey programmes, is gradually applicable for new programmes submitted for surveys as of 2017.

1.2. LEGAL BASIS

Regulation (EU) No 652/2014 and in particular Title II, Chapter II, Section 2 thereof.

1.3. BUDGET LINE

The budget line is: 17.04.02.

The annual budget needs to be approved each year following the regular budgetary procedures.
2. IMPORTANT CONCEPTS

**Costs**

Costs incurred by the Member States in carrying out the survey programmes. There are two types of costs: direct and indirect.

"Direct costs" are those specific costs which are directly linked to the implementation of the survey programmes and can therefore be attributed directly to the various measures. Direct costs are costs that can be traced clearly to individual measures and are easily quantifiable. They have to satisfy certain conditions to be eligible. There are different categories of direct costs.

"Indirect costs" are costs that cannot be clearly traced to individual measures (such as administrative costs) or are not easily quantifiable (such as certain consumables). It is agreed and accepted that a flat rate of 7% on the total amount of direct eligible costs represents the eligible amount of indirect costs. Indirect costs are not individually identified and no supporting documents are required.

**Incurred Costs**

Costs "incurred" refers to costs linked to operations on the field that have been implemented within the period covered by the EU funding, and paid before the submission of the payment request to the Commission.

It is acknowledged that "paid" refers to the completed action of money transfer meaning that the Member State has finalized the act of payment to the beneficiary. Proof of payment may be required.

**Reasonable costs**

Costs incurred in purchasing or renting equipment or in purchasing services or products at prices that are proportionate to the market value.

**Necessary costs**

Costs incurred in purchasing or renting equipment or in purchasing services or products for which a direct link with the implementation of survey programmes in accordance with the relevant Union law can be demonstrated.

**Service contract with third party**

Service contract with a third party concluded following a public procurement procedure, regardless of the private/public ownership structure of the third party.

3. CRITERIA FOR ELIGIBILITY OF DIRECT COSTS

In order to be eligible, direct costs incurred by the beneficiary should meet the following criteria:

- they are incurred in the period set out in the Grant Decision and paid before the submission of the payment request by the Member State,

- they are indicated in the estimated budget provided with the submitted and approved application,
• they are incurred in relation to the action as described in the submitted and approved application and are necessary for its implementation,

• they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the Member State and with the usual cost accounting practices of the beneficiary,

• they comply with the requirements of applicable tax and social legislation,

• they are reasonable, necessary, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

• they are in accordance with the relevant provisions of the Union law and the Financial Regulation.

4. CATEGORIES OF ELIGIBLE DIRECT COSTS

According to Article 20 of Regulation (EU) No 652/2014, under the survey programmes, the following categories of costs may qualify for funding:

(a) cost of sampling;

(b) costs of tests;

(d) in exceptional and duly justified cases, the costs incurred in carrying out necessary measures other than those referred to in points (a) and (b), provided that such measures are set out in the grant decision referred to in Article 22 (3) and (4).

4.1. IMPORTANT REMARK ON PERSONNEL COSTS

Calculation of the personnel costs for the purpose of EU reimbursements is based on hourly cost. Calculation of the eligible hourly personnel cost is based on the Commission benchmark that there are 220 working days in a year and a minimum number of working hours in a year that could not go under 1600 hours. To arrive at the number of working hours in a year, each Member State should multiply the number of working days in a year (220) by the number of statutory working hours per day. For example, if it is a statutory 8-hour working day, the number of working hours in a year is 220 x 8 = 1,760.

Further, to calculate the eligible hourly personnel cost, the gross yearly salary (which includes actual net yearly salary plus social security charges and any other statutory costs paid both by the employee and the employer) is divided by the Member State-specific number of working hours in a year.
**Example based on an 8-hour working day:**

*Net yearly salary received by the employee: 20,000*

*Social security charges and any other statutory cost paid by the employee: 4,000*

*Social security charges and any other statutory cost paid by the Member State: 4,000*

*Gross yearly salary: 28,000*

*Eligible hourly cost: 28,000/ 1,760 = 15.9*

*The amount of the eligible hourly cost (15.9 in this example) should then be multiplied by the direct hours dedicated exclusively to a specific programme activity to determine the personnel costs.*

Eligible personnel costs are limited to the actual salary plus social security charges and any other statutory costs individually for each person engaged in the operation.

Eligible personnel costs should be recorded and accounted for in the accounting records of the beneficiary and allow for a complete trace back and reconciliation.

Eligible personnel costs should be proportionate to the workload required for completing the specific operation.

**4.2. Important Remark on Contracting Activities:**

Member States should ensure that the corresponding legislation on public procurement has been respected.

The contracted price should not exceed the price normally charged by a private company for similar amount and type of work. It should not be unreasonable or reckless.

**4.3. Eligible Indirect Costs**

Indirect costs are eligible on the basis of flat-rate financing of 7% on the total amount of direct eligible costs.

The beneficiary does not need to identify the costs covered or to provide the respective supporting documents.

The 7% flat rate is applicable for both official and contracted activities.

**5. Maximum Possible Rate of Co-Financing of the Eligible Costs**
According to Article 5(1) of Regulation (EU) No 652/2014, the general rate for grants shall not exceed 50% of the eligible costs. Nevertheless higher co-financing rates could be justified for different eligible measures, taking into account the characteristics of the pests or the situation of the concerned Member State/s.

In accordance with Article 5(2) of Regulation (EU) No 652/2014, the maximum rate of 50% may be increased to 75% of the eligible costs in respect of:

(a) Cross-border activities implemented together by two or more Member States in order to control, prevent or eradicate pests or animal diseases.

The potential application of point (a) will depend on the survey programme submitted to the Commission. The survey programme must clearly describe the co-operation between the Member States, as provided for in Article 5(2)(a) of Regulation (EU) No 652/2014.

(b) Member States whose gross national income per inhabitant based on the latest Eurostat data is less than 90% of the Union average, as provided for in Article 5(2)(b) of Regulation (EU) No 652/2014.

The potentially eligible Member States under (b) are currently: Bulgaria, the Czech Republic, Estonia, Greece, Croatia, Cyprus, Latvia, Lithuania, Hungary, Poland, Portugal, Romania, Slovenia and Slovakia.  
6. DESCRIPTION OF ACTIVITIES AND ELIGIBLE COSTS OF SURVEY PROGRAMMES FOR PESTS

6.1. ACTIVITIES AND ELIGIBLE COSTS TO BE CO-FUNDED IN SURVEY PROGRAMMES FOR PESTS

The eligible costs incurred by the Member States in implementing the survey programme referred to in Article 20 Regulation (EU) No 652/2014 may qualify for grants under the following three pillars:

6.1.1. Sampling

<table>
<thead>
<tr>
<th>Definition</th>
<th>The term <em>sampling</em> is used to describe the activities involved in the selection and collection of items of plant defined in terms of number, weight and nature of the material to be analysed. The use of the current term was designed for use in the field sector for the purposes of surveillance and determination of contamination from pests.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sampling(^1)</td>
<td>For the purpose of the guidelines sampling includes visual inspection, sampling and trapping.</td>
</tr>
</tbody>
</table>

i) Visual inspection

<table>
<thead>
<tr>
<th>Eligible direct costs</th>
<th>Non-eligible direct costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Costs for official personnel (regardless of their status), limited to actual salary costs for staff specifically allocated entirely or in part to the field work during the implementation of the specified activity of visual inspection. Only the actual time spent in the field (including travel time to and from the location) to perform the visual inspection will be considered as eligible.</td>
<td>1. Time spend in the office for administrative work (preparation of field work, coordination, reporting and planning activities)</td>
</tr>
<tr>
<td>2. Costs for contracted personnel specifically allocated entirely or in part in the field for doing the visual inspection activities related to 2019 - 2020 Survey programme for pests</td>
<td>2. Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc)</td>
</tr>
<tr>
<td>3. Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc)</td>
<td>3. Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc)</td>
</tr>
<tr>
<td>4. Training of staff costs</td>
<td>4. Training of staff costs</td>
</tr>
<tr>
<td>5. Costs for official or contracted staff not carrying out specifically the activity of visual inspection but supporting it (such as Police, Civil Protection, Border Inspection staff etc.)</td>
<td>5. Costs for official or contracted staff not carrying out specifically the activity of visual inspection but supporting it (such as Police, Civil Protection, Border Inspection staff etc.)</td>
</tr>
<tr>
<td>6. (Tele)communication costs (and purchase or lease costs of this equipment)</td>
<td>6. (Tele)communication costs (and purchase or lease costs of this equipment)</td>
</tr>
<tr>
<td>7. Purchase of any type of equipment, except if pre-approved by the Commission in the application phase, as &quot;exceptional and fully justified costs&quot;</td>
<td>7. Purchase of any type of equipment, except if pre-approved by the Commission in the application phase, as &quot;exceptional and fully justified costs&quot;</td>
</tr>
<tr>
<td>8. VAT costs in case of contracted activities</td>
<td>8. VAT costs in case of contracted activities</td>
</tr>
</tbody>
</table>

Table 1. List of Eligible direct and Non eligible direct costs related to visual inspection

\(^1\) According to the International Standards of Phytosanitary Measures (ISPM 2008 Ed.)
### ii) Sampling

<table>
<thead>
<tr>
<th>Eligible direct costs</th>
<th>Non-eligible direct costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Costs for official personnel (regardless of their status), limited to actual salary costs for staff specifically allocated entirely or in part to field work during the implementation of the specified activity of sampling. Only the actual time spent in the field (including travel time to and from the location) to perform the sampling will be considered as eligible.</td>
<td>1. Time spent in the office for administrative work (preparation of field work, coordination, reporting and planning activities)</td>
</tr>
<tr>
<td>2. Consumables (limited to: gloves, scissors, knives, sampling bags /bottles, substances for sample preservation, Petri plates for sampling, spray indicators) needed for the sampling process of pest sampling (soil, plant and trees only).</td>
<td>2. Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc)</td>
</tr>
<tr>
<td>3. Costs for personnel contracted for activities entirely dedicated to the specified activity of sampling, related to 2019 - 2020 Survey programme for pests.</td>
<td>3. Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc)</td>
</tr>
</tbody>
</table>

| Training of staff costs                                                                 | Costs for official or contracted staff not carrying out specifically the activity of visual inspection but supporting it (such as Police, Civil Protection, Border Inspection staff etc.) |
|                                                                                        | (Tele)communication costs (and purchase or lease costs of these equipment)                                                                                   |
| Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs" | 7. Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs" |
| VAT costs in case of contracted activities                                               | 8. VAT costs in case of contracted activities                                                                                                               |

**Table 2. List of Eligible direct and Non eligible direct costs related to sampling activity**

### iii) Trapping

<table>
<thead>
<tr>
<th>Eligible direct costs</th>
<th>Non-eligible direct costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Costs for official personnel (regardless of their status), limited to actual salary costs for staff specifically allocated entirely or in part in the field work during the implementation of the specified activity of trapping. Only the actual time spent in the field (including travel time to and from the location) to perform the trapping will be considered as eligible.</td>
<td>1. Time spend in the office for administrative work (preparation of field work, coordination, reporting and planning activities)</td>
</tr>
<tr>
<td>2. Costs for materials (only traps) and consumables (only attractants) needed for the trapping process of pest. Types of eligible traps: Pheromone traps, Mass trapping with baiting traps, Rotary traps, Sticky traps, Flight interception traps, Bait</td>
<td>2. Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc)</td>
</tr>
<tr>
<td></td>
<td>3. Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc)</td>
</tr>
</tbody>
</table>

| Training of staff costs                                                                 | Costs for official or contracted staff not carrying out specifically the activity of visual inspection but supporting it (such as Police, Civil Protection, Border Inspection staff etc.) |
|                                                                                        | (Tele)communication costs (and purchase or lease costs of these equipment)                                                                                   |

8 | Page
traps, Malaise traps, Glass- barrier traps.


7. Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"

8. VAT costs in case of contracted activities

### Table 3. Lists of Eligible direct and Non eligible direct costs related to trapping activity

<table>
<thead>
<tr>
<th>Eligible direct costs</th>
<th>Non-eligible direct costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Costs for official personnel (regardless of their status), limited to actual salary costs for staff specifically allocated entirely or in part on the premises of the laboratory during the implementation of the specified activity of testing. Only the actual time spent to perform the testing activity will be considered as eligible.</td>
<td>1. Time spend in the office for administrative work (preparation of field work, coordination, reporting and planning activities, quality management costs); Costs for staff not specifically allocated to the project (management, secretariat, administrative etc.)</td>
</tr>
<tr>
<td>2. Costs for the test kits and reagents which are identifiable and specifically used for carrying out the tests. Costs for consumables need for laboratory work (limited to: gloves, scissors, needles, loops, safety equipment for the staff, Petri plates for testing)</td>
<td>2. Training of staff costs</td>
</tr>
<tr>
<td>3. Costs invoiced by private entities contracted for activities entirely dedicated to the specified activity of testing, related to 2019 - 2020</td>
<td>3. Costs for issuance of plant passports and certification labels</td>
</tr>
<tr>
<td>4. Cost for testing for intra-community trade or export to third countries</td>
<td>4. Cost for testing for intra-community trade or export to third countries</td>
</tr>
<tr>
<td>5. (Tele)communication costs (and purchase or lease costs of these equipment)</td>
<td>5. (Tele)communication costs (and purchase or lease costs of these equipment)</td>
</tr>
<tr>
<td>6. Purchase of any equipment, except if pre-approved by the Commission in the application phase, as &quot;exceptional and fully justified costs&quot;</td>
<td>6. Purchase of any equipment, except if pre-approved by the Commission in the application phase, as &quot;exceptional and fully justified costs&quot;</td>
</tr>
<tr>
<td>7. Laboratory development, innovation, improvement, analyses and studies of testing or detecting methodologies costs</td>
<td>7. Laboratory development, innovation, improvement, analyses and studies of testing or detecting methodologies costs</td>
</tr>
<tr>
<td>8. Research, development, prototype or trials for improved material or equipment (even directly related to the programme)</td>
<td>8. Research, development, prototype or trials for improved material or equipment (even directly related to the programme)</td>
</tr>
</tbody>
</table>

2 According to the International Standards of Phytosanitary Measures (ISPM 2008 Ed.)

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6.1.2. Testing

**Definition**
The term *testing* refers to the official examination procedure, other than visual to determine if pests are present or to identify pests.

*Testing*²
Survey programme for pests.


10. VAT costs in case of contracted activities

**Table 4. List of Eligible direct and Non eligible direct costs related to testing activity**

Techniques and methods used for the identification of pests through the process of laboratory tests must be specified (type of test used for the identification of the pest: microscopically identification, morphological identification, serological tests, nutritional and enzymatic tests, molecular testing, plating technique, extraction, IF Test, biotest, selective culture media, real-time PCR -PCR + Sequencing - PCR DTBIA, ELISA and other types of tests, to be specified in the application).

6.1.3. Exceptional and dully justified costs

According to the Regulation (EU) No 652/2014, only the costs mentioned in art. 20 (points (a) and (b)) and detailed above in the Guidelines may qualify for co-funding.

Nevertheless, in Art.20 point (c), the Regulation specifies that, in exceptional and duly justified cases, costs incurred in carrying out the survey programme, other than those referred above, may be considered eligible (e.g. information and awareness campaigns, use of equipment exclusively required for a specific pest survey etc).

Measures under point (c) should be listed by the Member States in their application, with proper justification and associated costs. The Commission shall evaluate the measures from a technical perspective and the costs from a financial perspective. If approved, these measures will be included in the Grant Decision and the relevant costs will be considered as eligible direct costs. If not included in the Grant Decision, these measures and the related costs are not considered eligible.

**7. TIMETABLE OF APPLICATION, APPROVAL AND REPORTING**

**7.1. ADOPTION OF WORK PROGRAMMES FOR THE SURVEY OF PESTS**

The procedures (submission, approval, implementation and reporting) for the Survey programmes for pests need to be followed exclusively based on provisions of Regulation (EU) No 652/2014.
Preparatory work for the design of the work programme for pest surveys starts in the Working Group meeting (experts from Member States) and is voted in PAFF meetings by the end of April in the year before the implementation of the programme.

7.2. PROCEDURES FOLLOWED UP FOR SUBMISSION, IMPLEMENTING AND REPORTING OF SURVEY PROGRAMMES FOR PESTS (REGULATION (EU) NO 652/2014)

STEP 1

The deadline for submission of Survey programmes will be 31 May of each year before the implementation of the programmes. The programmes submitted after 31 of May will not be eligible for EU co-financing. If it is the case, the Member States will submit the programme and financial estimation covering a multiannual programme.

A new version of the online IT tool has been developed for the submission of survey programmes. To use this tool, Member States have to use the ECAS identification details and fill in the information in the online forms, as requested by Regulation (EU) 652/2014.

STEP 2

Evaluation by the Commission of Survey programmes submitted by Member States and further procedures (questions / clarifications from Member States) will take place between June and August. No later than 30 November a meeting of the PAFF committee would take place to inform the Member States on the outcome of the evaluation procedure. In this context, the Commission will present the draft list of the programmes technically approved and proposed for co-financing and will discuss their financial and technical details with the national delegations (Art. 22 of the Regulation (EU) No 652/2014).

STEP 3

The final list of programmes selected for co-financing and the final amount allocated to each programme will be communicated to the Member States during a meeting of the PAFF, which will be held by the end of January of the year of implementation.

STEP 4
The survey programmes and associated funding will be approved by 31 January by means of a grant decision in relation to the measures implemented and the costs incurred from 1 January to 31 December of the year of implementation (Art. 22 of the Regulation (EU) No 652/2014).

**STEP 5**

By 31 of August of the year of implementation of the survey programmes Member States will submit to the Commission an intermediate financial report for the approved programmes, with the results of the first semester and the updated plans for the second semester. In case of multiannual programmes, the intermediate financial report has to be submitted annually, for each year of implementation.

**STEP 6**

By 30 of April of the year following the implementation of the programmes, Member States will submit to the Commission an annual detailed technical and financial report for each approved programme. That report will include the results achieved, measured on the basis of the indicators referred to in the regulation and a detailed account of eligible costs incurred (Art. 23 of the Regulation (EU) No 652/2014). In case of multiannual programmes, the final technical and financial report has to be submitted annually, for each year of implementation.

**7.3. PAYMENTS AND REIMBURSEMENTS**

The deadline for the submission of the payments request is 30 April of the year following the implementation of the programme (Art. 24 of the Regulation (EU) No 652/2014). In case of multiannual programmes, the payments request has to be submitted annually, for each year of implementation.

Payments will be made within 90 calendar days (Art. 90 of Regulation No 966/2012 (Financial Regulation) provided that the claim is not suspended for technical or financial reasons.

**8. TIPS FOR SUBMITTING THE PRELIMINARY BUDGET (APPLICATION PHASE) AND REQUEST FOR PAYMENT (REPORTING PHASE)**

**8.1. PRELIMINARY BUDGET (APPLICATION PHASE)**

The costs presented in the application phase will be estimative and calculated as indicated below:
a. Costs of visual inspection will be represented by the Member States as the estimated number of direct hours per person multiplied by the hourly cost (see point 4.1 of the Guidelines)

Please note that staff costs (official or contracted) cannot be included more than once in the estimation of costs, in case several activities (such as visual inspection, sampling, trapping) are done simultaneously. However, in case of activities performed simultaneously in the field, the costs for personnel will be split between these activities, in order to keep the traceability of the overall costs.

Example:

*If during a 6 hours visual inspection activity the staff (3 persons) is also collecting samples, the number of total hours should be split between the 2 activities and submitted as costs for visual inspection (3 persons x 3 working hours) and costs for sampling (3 persons x 3 working hours).*

b. Sampling costs will be represented by the Member States as estimated costs of staff allocated for sampling activities and estimated cost per sample (including the eligible consumables presented under point 6.1.1 ii) of the Guidelines).

c. Trapping costs will be represented by the Member States as the estimated costs of staff allocated for trapping activities (cumulated number of hours for placing and collecting the traps) and estimated cost per trap (including the eligible materials and consumables presented under point 6.1.1 iii) of the Guidelines).

d. Laboratory tests costs will be represented by the Member States as the estimated costs of staff allocated for testing activities and estimated cost per test (including the kits, reagents and the eligible consumables presented under point 6.1.2 of the Guidelines).

In case several testing methods are used for one pest, each method has to be presented individually.

e. Exceptional and dully justified costs will be represented by the Member States in accordance with point 6.1.3. of the Guidelines.

**8.2. REQUEST FOR PAYMENT (REPORTING PHASE)**

All payments must be done before sending the final report to the Commission.

The costs presented in the reporting phase will be real costs.
In the case of official personnel, the Member States will have to indicate the number of hours for each eligible measure and the total costs associated, calculated as indicated in point 4.1 of the Guidelines). For all the eligible measures included in the final report, the Member States shall present the total costs for all the elements listed under each measure.

In addition, upon request, a breakdown of costs per measure should be provided by the Member States, allowing the reconstruction of the costs included in the final report. The costs included in the payment request will be expressed in Euro. In case they are expressed in another currency, the most recent exchange rate set by the European Central Bank prior to the first day of the month in which the payment request is submitted by the Member State has to be applied.

9. SUPPORTING DOCUMENTS REGARDING THE IDENTIFIABILITY AND VERIFIABILITY OF THE AMOUNTS DECLARED

As the grant takes the form of reimbursement of actual costs, the beneficiary must declare the costs actually incurred for the action. If requested to do so in the context of checks or audits, the beneficiary must be able to provide adequate supporting documents to prove the costs declared, such as contracts, invoices and accounting records. In addition, the beneficiary's usual accounting and internal control procedures must permit direct reconciliation of the amounts declared with the amounts recorded in its accounting statements as well as with the amounts indicated in the supporting documents.

9.1 Costs of official personnel, regardless of their status, directly involved in implementing the measures

- In support of the payment request:
  - all documents related to costs incurred for the personnel under the eligible conditions such as salary slips, timesheets, mission reports and an explanation sheet showing how the personnel cost has been calculated. Please follow the method of calculation described under point 4.1 of the Guidelines.

- In the course of in-depth control or on-the-spot audits (non-exhaustive list in addition of documents required in support of the payment request:}
official evaluation records for the specific type of inspection, sampling, trapping etc (indicating: number of inspectors needed, travel time to and from the location, recorded in timesheets, duration of the inspection).

9.2 Costs of renting of eligible equipment and materials needed to implement the measures

➢ In support of the payment request:
  o list of suppliers' names and invoice details.

➢ In the course of in-depth control or on-the-spot audits (non-exhaustive list in addition of documents required in support of the payment request:
  ✓ invoices and proof of payment for the renting of equipment actually used;
  ✓ tender and contracting procedures and documents (specific or not to a certain survey activity);
  ✓ official report attesting the proper implementation of the measures.

9.3 Costs of purchase of eligible consumables and of any other necessary materials needed to implement the measures

➢ In support of the payment request:
  o list of suppliers' names and invoice details.

➢ In the course of in-depth control or on-the-spot audits (non-exhaustive list in addition of documents required in support of the payment request:
  ✓ invoices and proof of payment for the purchase of consumables and any other material used for the measures;
  ✓ tender and contracting procedures and documents (specific or not to a certain survey activity);
  ✓ official evaluation records for the specific type of consumables and materials used during the implementation of the measures.

9.4 Costs of service contracts to execute part of the measures

➢ In support of the payment request:
  o list of contractors' names and invoice details.
In the course of in-depth control or on-the-spot audits (non-exhaustive list in addition of documents required in support of the payment request:

- written contract with an independent third party (no financial, corporate or legal link between entities), including the financial and the technical terms of the commercial cooperation;
- tender documentation including terms of reference, tender applications, evaluation records, and award decision;
- invoices and proof of payment indicating the type of action, contract specifications, financial and technical reporting on the tasks involved;
- official report attesting the proper implementation of the measures.

9.5 Indirect costs

The beneficiary is not required to identify the costs covered by the flat rate of 7% or to provide supporting documents. The 7% flat rate is applicable for both official and contracted activities (except for compensations).
PLANT HEALTH

FLOWCHART on the steps needed to be followed by MS for Survey programmes for pests

**STEP 6**
COMMITMENT AND PAYMENT

The Commission makes the budgetary commitments and reimburses MS by payments (Art. 19 of Regulation 652/2014)

**STEP 5**
INTERIM REPORTS

1. Submission of interim reports by MS by 31 August (Art. 23 of Regulation 652/2014)
2. Reallocation of budget, possible amendment of grant decisions
3. New notification to the Competent Authorities of MS

**STEP 4**
GRANT DECISION

1. PAFF Committee presenting the final list of programmes and amounts allocated
2. Award decision by AOSD
3. Grant Decisions (Art. 121 of FR) for approved programmes
4. Notification to the Competent Authorities of MS

**STEP 3**
SURVEY PROGRAMMES APPROVAL

1. PAFF Committee presenting:
   a. List of approved programmes
   b. Provisional amounts and conditions allocated per MS
2. Modification / adaptation of the programmes according to MS comments

**STEP 2**
EVALUATION AND MS CLARIFICATION

1. Evaluation by the Commission Plant Health Evaluation Team
2. Questions and clarifications addressed to MS by the Commission

**STEP 1**
SURVEY PROGRAMME

1. Adoption of work programme by 30 April (Art. 36 of Regulation 652/2014)
2. MS Survey programme application and submission of survey programme by 31 May (Art. 21 of Regulation 652/2014)
10. TECHNICAL AND FINANCIAL TOOLS FOR SURVEY PROGRAMMES FOR PESTS

The Commission developed an IT tool for the submission of applications, intermediate report and final reports for survey programmes for pests. The IT tool is available via the EUROPHYT platform and using individual login credentials, allocated to Member States upon request. Several persons can be registered as users for each Member State, if requested.

The tool is divided into several blocks, where technical and financial information has to be inserted and/or validated by the users. The tool is self-explanatory, giving additional information to the users when hovering over different areas in each block.

A list of Frequently Asked Questions (FAQ), regularly updated, is published on SANTE website, giving detailed instructions to the Member States on what information is need in each block.

11. CONTACT DETAILS FOR APPLICANTS

Information related to plant health survey measures, as included in Regulation (EU) No 652/2014 is available on:


For any question related to the application for Survey programmes for pests (whether technical or financial) please contact us by email at SANTE-D4-SURVEYS-PLANT-HEALTH@ec.europa.eu