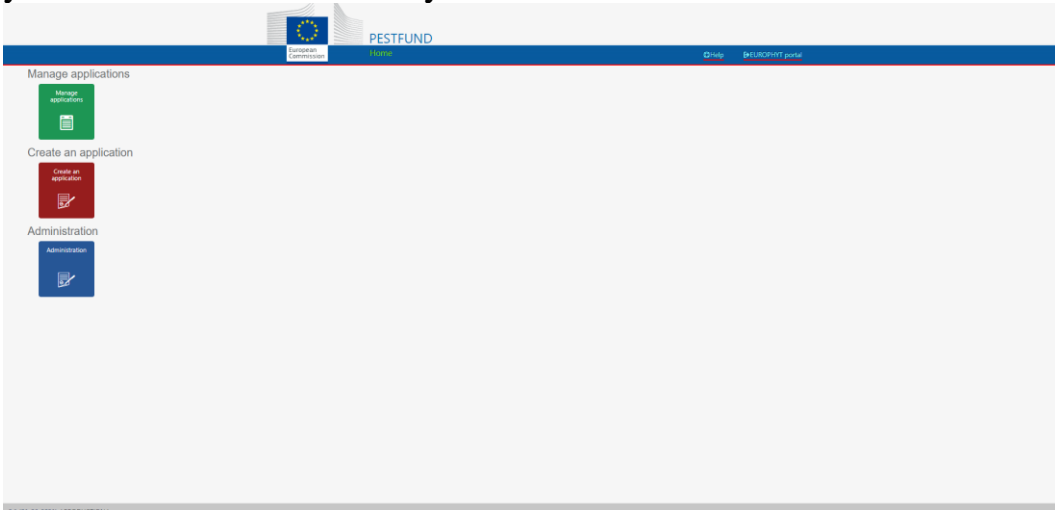



**QUESTIONS AND ANSWERS RELATED TO MS APPLICATIONS FOR
2021-2022 PHYTOSANITARY PROGRAMMES**

CONTENTS

1. GENERAL QUESTIONS ON THE SUBMISSION OF TECHNICAL AND FINANCIAL APPLICATION.....	2
2. TECHNICAL Q & A SECTION.....	8
3. FINANCIAL Q& A SECTION.....	11

QUESTIONS FROM MS	ANSWERS FROM THE COMMISSION
1. GENERAL QUESTIONS ON THE SUBMISSION OF TECHNICAL AND FINANCIAL APPLICATION	
1. Q: How to access the IT Tool for 2021-2022 Phytosanitary Programmes?	A. To access the module you need to visit https://webgate.ec.europa.eu/europhyt/ using a web browser and log in with your EU Login credentials.
2. Q: What type of browser is needed to open the IT tool?	A: Please ensure that your web browser is Microsoft Edge, Chrome, Safari or Firefox.
3. Q: In case of a problem couldn't access the module in the EUROPHYT page, what should MS do?	<p>A: When accessing the module, users should ensure they see version 3.02, as shown in the screenshot below, before proceeding. If the new version number is not displayed, this means that your web browser is not fully refreshed.</p> 

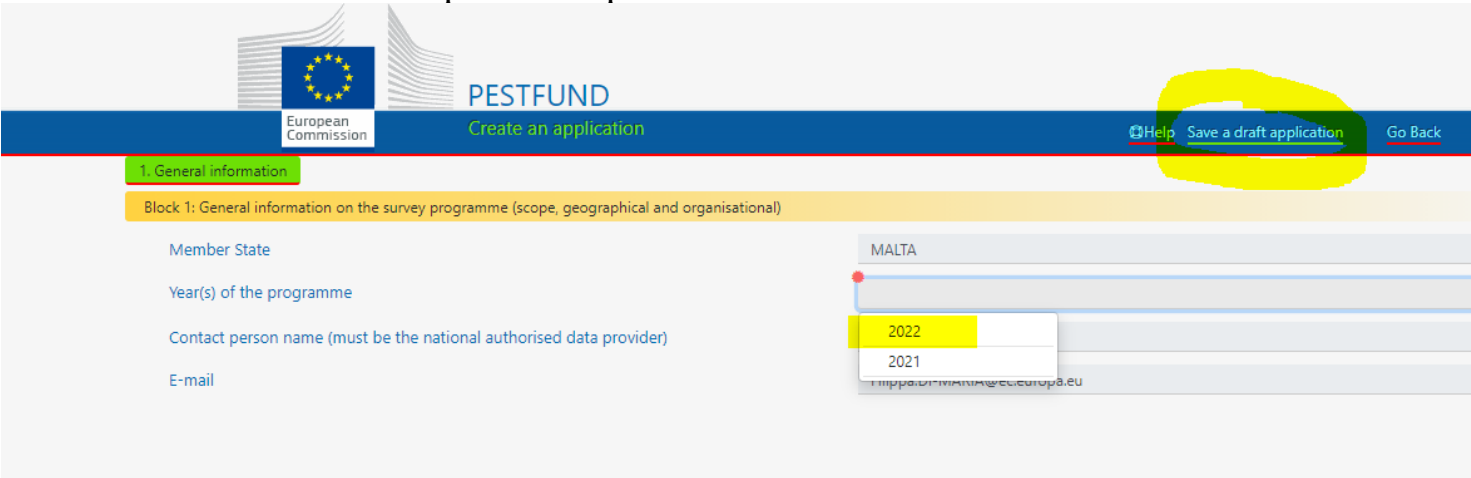
<p>4. Q: Which module is used in order to create a new application for 2021-2022 Phytosanitary Programmes?</p>	<p>A: The Phytosanitary Programmes IT Tool (previous called Surveys) with the acronym PESTFUND is now available for the Application phase 2021-2022. The IT Tool box that you should select is the one called “PESTFUND”, as shown in the screenshot below.</p>  <p>The screenshot shows the EUROPHYT PORTAL interface. At the top center is the European Commission logo. Below it, the text 'EUROPHYT PORTAL' is displayed. A row of seven application icons is shown: Interceptions, Outbreaks, PESTFUND (highlighted with a red box and a red arrow), Plant Health Surveys, Sustainable Use of Pesticides, Business Intelligence, and System Administration. Below the icons, a text box states: 'EUROPHYT Outbreaks web application is used for the notification of the presence of pests within Member States and the measures taken or intended to be taken by the Member States.'</p>
<p>5. Q: In case of validation errors or other problems with EUROPHYT page, what should MS do?</p>	<p>A: Please follow the instructions provided here, in order to change the settings.</p>
<p>6. Q: Are there any additional useful documents for the submission of the 2021-2022 Phytosanitary Programmes applications?</p>	<p>Request access to the portal EU Login account Financial Identification Form Further info Guidelines Q&A Phytosanitary Programmes 2021-2022 IT tool User guide for Phytosanitary Programmes 2021-2022</p>
<p>7. Q: Only one contact person per Member State can be in charge for the submission of the 2021-2022 Phytosanitary Programmes?</p>	<p>A. An additional user's access can be given for each MS. The processes are the same followed for the sign in of the contact person (ECAS) and an e-mail should be sent to the Commission for the current request. The new user should request access in the same way (ECAS and SAAS) and we will authorise the request based on your approval of name.</p>

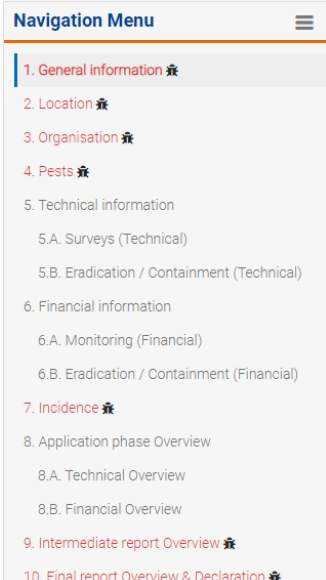
8. Q: How can MS create an application for 2021?

A: MS has to go to Europhyt portal and follow the below steps in order to create a new application for 2021.

1. Log in to Europhyt application: <https://webgate.ec.europa.eu/europhyt/>
2. Click on the “**Create an application**” button;
3. Select the year of survey **2021** in the drop down menu and Select the year of survey **2021** and press “**Save a draft application**”;
4. Go to “manage an application” and filter again and select the “**Draft Initial**” with the above new survey id number, for **2021**;
5. Click on the **Action** menu;
6. Select **Modify**.

The screenshot shows the 'Create an application' page in the Europhyt portal. The header includes the European Commission logo and the text 'PESTFUND Create an application'. A navigation bar contains 'Help', 'Save a draft application', and 'Go Back'. The main content area is titled '1. General information' and 'Block 1: General information on the survey programme (scope, geographical and organisational)'. It features a form with fields for 'Member State' (set to MALTA), 'Year(s) of the programme' (with a dropdown menu showing 2021 selected), 'Contact person name (must be the national authorised data provider)', and 'E-mail'.

<p>9. Q: How can MS create an application for 2022?</p>	<p>A: MS has to go to Europhyt portal and select from the drop-down menu a new application for 2022 and follow the above explained steps.</p> 
<p>10. Q: Can this applications be edited before submission?</p>	<p>A: Yes, the application for 2021 and 2022 can be edited before submission. The application will not be considered valid if it was not submitted within the deadline as announced to the MSs by the COM (30th June 2021).</p>
<p>11. Q: If the MS is working on the application for several days, how to make sure the data already introduced in the IT system is not lost?</p>	<p>A: If the MS is working on the application for several days, each draft version can be saved in the IT tool and the work can be continued in the following days. For this, the user of the IT tool has to press the <i>Save and exit</i> option, before closing the application.</p>

<p>12. Q: How can MS access the different blocks of the Application for 2021-2022?</p>	<p>A: A new function (navigation menu) have been created in the left which gives you the chance to use a list menu for all the –blocks in a more efficient and simpler way. For any further specific information on specific blocks please consult the Application Phase 2021/22 - User Guide</p> 
<p>13. Q: What actions have to be followed by the MS before submitting the application?</p>	<p>A: Before proceeding to the submission of the application, the MSs has to follow the following actions:</p> <ul style="list-style-type: none"> •Modify an application •Save •Validate •Submit Application <p>At the current stage no possibility to validate and submit the application of 2021 to 2022 year exists. IT tool team is working to sort out the current issue as soon as possible.</p>
<p>14. Q: After the final submission of the application, will MS have an official proof of submission?</p>	<p>A: Yes, a number will be sent by the Commission confirming the official registration of the application and the MS can download from the IT system a full PDF version of the final application submitted.</p>

15. Q: Should the MS apply only for the year 2021?	A: The Member States should apply for the both years (as described in the WP). Application for year 2021 and application for year 2022 should be submitted by 30 th of June 2021.
16. Q: Should the MS apply for the Intermediate report 2021 (31st August)?	A: Intermediate report for the year 2021 will not be submitted due to the late adoption of the SMP and the ongoing application period (by end of June 2021).
17. Q: For the eradication measures, can we introduce costs for outbreaks occurred in 2020 and early 2021? What if a new outbreak occurs this year (or in 2022) after the submission of the application?	A: The Phytosanitary programmes 2021-2022 are going to co-fund: 1. the survey measures in areas where the pests are not known to be present, and 2. the eradication and containment measures from the second financial year from the outbreak onwards. All the new outbreaks from 2021 on, and only for the first financial year of eradication, will be co-funded under the current Emergency Measures regime under the Commission Implementing Decision (EU) 2016/159 provisions.
18. Can these applications be submitted after the 30 th of June as a date of submission?	A: Yes, we are strongly advising the Member States applications for the Phytosanitary Programmes 2021-22 to be submitted by the deadline of 30 June 2021. On the grounds that this would be impossible to meet the deadline of 30 June 2021, one additional week (by 07th of July) will be given to applicants by providing to the COM a duly justified reason in the following mailbox HADEA-PLANT-PROG@ec.europa.eu .

2. TECHNICAL Q & A SECTION

<p>1. Q: What type of technical information should be included in the technical blocks of the Application for 2021-2022?</p>	<p>A: The MSs could seek for technical description of the Phytosanitary programmes under chapter 5.1. of the guidelines document. As well technical information / specifications described in more detail in the supported document “EU Plant Health Monitoring, Eradication and Containment Programme PESTFUND v.3.02”</p>
<p>2. Q: The pest <i>Scaphoideus titanus</i> appears two times in the list of pests of group 2, in entry 31 and entry 35. Which of the pests should be selected?</p>	<p>A: The pest has been listed erroneously in entry 35. MSs should only report the surveys done for this pest in the entry 31 “This entry includes <i>Grapevine flavescence doree phytoplasma</i> [PHYYP64] and its vector <i>Scaphoideus titanus</i> [SCAPLI]”.</p> <p>MSs are requested to unselect the pest in entry 35, using the justification “the pest is already listed in entry 31” until the system is corrected.</p>
<p>3. In block 5.A, after the field "pest status" there is a field “group of pests”. What information is to be included in this field?</p>	<p>A: The field “Group of pests” is an optional field, where free text can be introduced. There is no pre-defined list of names for this field. Each MS can give a name to those pests surveyed together (e.g. forest pests, citrus pests, etc.). At this stage of the development of the IT system, this field is for information only and it is not linked with any other field of the application. For this reason the technical information needs to be provided for each pest included in the programme, even if the belong to the same group of pests.</p>

<p>4. Should the programme include activities (such visual examinations, sampling, trapping) that are already funded by another program?</p>	<p>A: To facilitate the evaluation of the phytosanitary programme, MSs should include in the application only those activities for which they will ask co-funding. However, if there is any reason for which the MSs want to include in the technical part of the programme activities (e.g. visual examinations, samples, traps or tests) for which co-funding is not requested, because they are funded by any other programme, we strongly advice the MS to clearly indicate this in the field “Comments (application)”. The inclusion of clear explanations will facilitate the technical evaluation of the programme. Otherwise will be very confusing to have a long list of technical activities and request of confounding for only some of them.</p>
<p>5. Q: How to proceed to select pests in Group 3 when there are several pests of the same genus listed in Annex II of Commission Implementing Regulation (EU) 2019/2072 and the same survey activities are done for all these pests, for example <i>Pissodes</i>?</p>	<p>A: Select only one of the species of that genus, and indicate in the field “Comments (Application)” the list of the other species of that genus that are included in the survey”. In this case, the pests are counted as 1 pest.</p>
<p>6. Q: In the group 1 of pests, it is indicated <i>Bursaphelencus xylophilus</i> and its vector <i>Monochamus</i> that also belong to group 3. Should we indicate <i>Monochamus</i> as vector in the group 1 or should be included separately in group 3?</p>	<p>A: Both options are possible, because <i>Monochamus</i> is both, a QP and vector of a priority pest (and priority pests need to be surveyed every year). Therefore, the inclusion of <i>Monochamus</i> in Group 3 or as part of the survey of <i>Bursaphelencus xylophilus</i> in Group 1 will depend on the multiannual survey programme of each MS.</p>

<p>7. Q: What to do in case surveys will not be carried out for pests listed in groups 1 and 2?</p>	<p>A: Surveys are obligatory for the pests listed in Groups 1 and 2 and by default, all these pests are selected in the IT system. When due to eco-climatic conditions or the absence of host plants a MSs decides not to carry out the survey for one of these pest, it is necessary to unselect the pest and add a justification for the reason of exclusion.</p>
<p>8. Q: In Block 5.A. is currently compulsory to introduce all the measures included in sampling (VE, ST, TR) but the survey activities of some pests do not include these three activities. When completing the application, is it possible to validate with only one of these activities selected?</p>	<p>A: Currently there is a problem with the IT system and MSs are requested to select the three sub-activities included in sampling (VE, ST, TR). When selecting “sampling” it is obligatory to introduce at least one of the sub-activities (VE, ST, TR), but not the three of them. The IT tool team is working to solve this issue as soon as possible.</p>

3. FINANCIAL Q & A SECTION

1. Q: How to submit the financial informations?

A: Please go to Block 6 “Financial” and use the sub-blocks 6A for submitting Monitoring (survey) financial data and 6B to submit Eradication and containment financial data for each pest, as shown in the screenshot below:

Pest Group	Technical measures - Sampling	Number of activities (annual)	Estimated Cost per activity (to be defined)	Total estimated cost in EUR (100%)	Co-funded rate (50% or 75%)
1	Number of visual examinations	33			
1	Number of samples	34			
1	Number of traps	72			
2	Number of visual examinations	30			
2	Number of samples	30			
2	Number of traps	240			
1	Number of hours	50	€12.00	€600.00	€450.00
2	Number of hours	50	€15.00	€750.00	€562.50
2	Number of hours	0	€0.00	€0.00	€0.00

2. Q: What information should be provided under *Block 6 A and 6B*?

A: The MSs could seek for financial description of the Phytosanitary programmes under chapter 9.2. of the [guidelines](#) document.

3. Q: Regarding the information in *Block 6A Visual examinations* what information needs to be provided?

A: Please provide the total number of hours of the visual examinations per group of pests. The field “number of hours” for each pest group has to be indicated as the total number of hours per pest group divided for standard duration 2.42 hours. It is irrespective of the activity undertaken (visual examination - VE, sample taking - ST or trapping - TR) and the type of pest under examination. Please insert in the field “Estimated Cost per activity” add the value indicated for your Country as for Unit Cost methodology indicated under Ch 9.3. of the [guidelines](#).

Activity	Description	Value	Estimated Cost
2	Number of samples	30	€0.00
2	Number of traps	240	€0.00
1	Number of hours	50	€0.00
2	Number of hours	50	€0.00
3	Number of hours	0	€0.00
4	Number of hours	0	€0.00
5	Number of hours	17	€0.00

4. Q: For testing in the field “Estimated Cost per activity” what information has to be provided?

A: Please provide Com with the average/mean cost calculation per testing method per group, indeed it represents in a better way the different cost distribution per group.

5. Q: Regarding the information in *Block 6A and 6B Sampling and Testing* financial data are linked with the technical information?

A: The information given in the financial section are directly linked with the technical information but are also editable in case the activities, for which the financial co-funding request is submitted, are spitted between official and contracted and will be used only for the financial assessment. Each MS is responsible for the data submitted.

<p>6. Q: If other public institutions, other than the central competent authority, are assigned to perform activities for the scope of the survey programme, should the costs related to the activities be declared as official costs or contracted costs?</p>	<p>A: If the institutions assigned to implement the survey programme are public bodies and were delegated by the competent authority directly to execute different measures of the programme, the costs related to the implementation of the survey programme have to be declared as official staff activities.</p> <p>This rule applies for all situations where the competent authority has not organised a public call for the purpose of partial or total implementation of the activities related to the survey programme (selecting the best offer according to specific award criteria), but it has designated unilaterally some other public institutions to perform the activities, for different reasons (lack of human resources, specific equipment etc. at central level).</p> <p>As indicated in <i>point 2 - Important Concepts</i> of the Guidelines, service contract with a third party is concluded following a public procurement procedure, regardless of the private/public ownership structure of the third party.</p>
<p>7. Is it possible to duplicate the application of 2021 in order to facilitate the filling in of 2022 application?</p>	<p>At the current stage no possibility of duplicating the application of 2021 to 2022 year exist due to the new IT system that have being established for first time. Commission is going to consider the current function in future development phases.</p>
<p>8. Q: Have your financial details changed since the Plant Health survey 2020 application phase?</p>	<p>If yes, please download and fill in the updated Financial Identification Form and email the filled-in copy in a timely manner to: HADEA-PLANT-PROG@ec.europa.eu</p>
<p>9. Q: Where is the filed to indicate the estimated costs for consumables or materials?</p>	<p>A: No reason to insert costs for materials (traps) and consumables (attractants) for the TR process. Those costs are included in the current FI cost methodology.</p>

<p>10. Q: How to proceed in case of use of TR consumables or materials more expensive than 41 euros ceiling?</p>	<p>A: In case the actual cost of TR consumables or materials are more expensive than 41 euros ceiling (referring to the cost per single trap) Member States shall declare those costs individually and duly justified under the contracted cost block as “other measures” indicating the type of the trap in the field "Technical Measure" (block 4 under 6.A and in block 6 under 6.B). For further information, please consult the Ch 9.3. of the guidelines.</p>																																										
<p>11. Q: Where and how may the cost for treatment, cleaning and disinfection be included in the IT Tool?</p>	<p>A: The treatment, cleaning and disinfection are measures, under eradication and containment, eligible to receive EU co-funding. However, due to technical malfunction in the IT Tool formulas, unfortunately it is not available the insert the technical part and data on the IT Tool. As a result you should insert the data manually the field related to the current activities (as the example above) in the financial Part (6 B). Please bear in mind that the data and activities should be the same in part 5 B and part 6 B. In the technical part MSs should insert their data under “Other” in block 5 B. In the financial part block 6 B, please follow the example below in order to add the measures under eradication and containment section concerning the activities: Treatment and destruction and removal of plants, Cleaning, Disinfection and removal of plant products.</p> <p>(4) Cost of compensating the operators or owners concerned for the treatment, the destruction and subsequent removal of plants, of plant products and of other objects, and for the cleaning and disinfection of premises, land, growing media, facilities, machinery and equipment;</p> <table border="1"> <thead> <tr> <th>Type of zone</th> <th>Technical measures - Other</th> <th>Number of activities (annual)</th> <th>Estimated Cost per activity (to be defined)</th> <th>Total estimated cost in EUR (100%)</th> <th>Co-funded rate (50% of)</th> </tr> </thead> <tbody> <tr> <td>BZ (R)</td> <td>Treatment of plants</td> <td>100</td> <td>€ 1000</td> <td>€100,000.00</td> <td>€75,000.00</td> </tr> <tr> <td>IZ (R)</td> <td>Destruction of plants</td> <td>200</td> <td>€ 2000</td> <td>€400,000.00</td> <td>€300,000.00</td> </tr> <tr> <td>BZ (D)</td> <td>Removal of plants</td> <td>300</td> <td>€ 1000</td> <td>€300,000.00</td> <td>€225,000.00</td> </tr> <tr> <td>IZ (D)</td> <td>Cleaning of premises</td> <td>400</td> <td>€ 1500</td> <td>€600,000.00</td> <td>€450,000.00</td> </tr> <tr> <td>BZ (C)</td> <td>Disinfection of equipment</td> <td>500</td> <td>€ 2000</td> <td>€1,000,000.00</td> <td>€750,000.00</td> </tr> <tr> <td>IZ (C)</td> <td>Removal of plant products</td> <td>600</td> <td>€ 1000</td> <td>€600,000.00</td> <td>€450,000.00</td> </tr> </tbody> </table> <p>Do you wish to indicate contract activities? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	Type of zone	Technical measures - Other	Number of activities (annual)	Estimated Cost per activity (to be defined)	Total estimated cost in EUR (100%)	Co-funded rate (50% of)	BZ (R)	Treatment of plants	100	€ 1000	€100,000.00	€75,000.00	IZ (R)	Destruction of plants	200	€ 2000	€400,000.00	€300,000.00	BZ (D)	Removal of plants	300	€ 1000	€300,000.00	€225,000.00	IZ (D)	Cleaning of premises	400	€ 1500	€600,000.00	€450,000.00	BZ (C)	Disinfection of equipment	500	€ 2000	€1,000,000.00	€750,000.00	IZ (C)	Removal of plant products	600	€ 1000	€600,000.00	€450,000.00
Type of zone	Technical measures - Other	Number of activities (annual)	Estimated Cost per activity (to be defined)	Total estimated cost in EUR (100%)	Co-funded rate (50% of)																																						
BZ (R)	Treatment of plants	100	€ 1000	€100,000.00	€75,000.00																																						
IZ (R)	Destruction of plants	200	€ 2000	€400,000.00	€300,000.00																																						
BZ (D)	Removal of plants	300	€ 1000	€300,000.00	€225,000.00																																						
IZ (D)	Cleaning of premises	400	€ 1500	€600,000.00	€450,000.00																																						
BZ (C)	Disinfection of equipment	500	€ 2000	€1,000,000.00	€750,000.00																																						
IZ (C)	Removal of plant products	600	€ 1000	€600,000.00	€450,000.00																																						
<p>12. Q: Concerning Block 9 and 10: Is there any data to provide at this moment?</p>	<p>A: No data needs to be inserted on Blocks 9 and 10. IT tool Team is working to solve this issue as soon as possible on making both of them not obligatory to fill.</p>																																										

13. Q: Is the Testing costs in the IT tool refers to a stipulated Unit cost or is this to be defined by each MS?	A: No Unit cost methodology has been created as regard “testing cost” till today. MSs should provide the average number of tests per group in the current field.
--	--

Co-funding rate

1. Q: Regarding the 50% or 75% co-funding rate, MS cannot select the appropriate percentage in the application; is this correct?	A: The system will automatically calculate the 50% or 75% co-funding rate; however, according to the available budget, the evaluation team will allocate the appropriate co-funding rate to each MS.
--	--

Eligible costs

1. Q: In the updated Guidelines for Phytosanitary programmes there are lists of eligible consumables for sampling, trapping and testing. Are these lists exhaustive? Can any other consumables be considered eligible?	A: The only eligible costs are the ones listed for each activity in the Guidelines. Any other eligible costs can be covered by the 7% flat rate.
--	--