QUESTIONS AND ANSWERS RELATED TO MS 2018 INTERMEDIATE REPORT FOR PESTS

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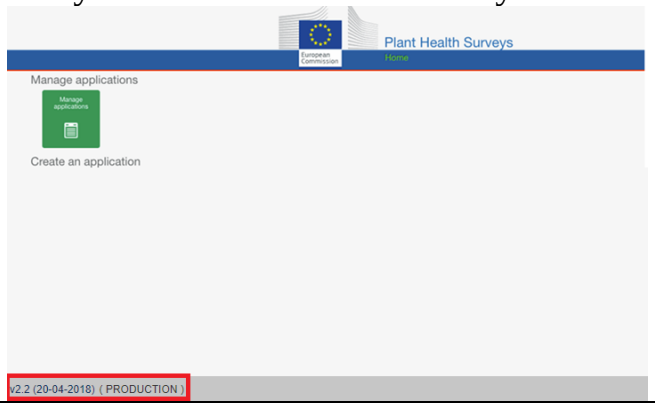
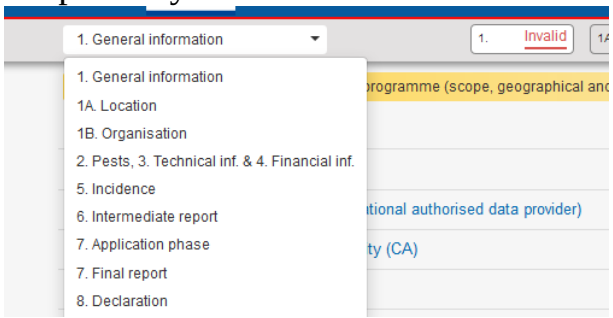
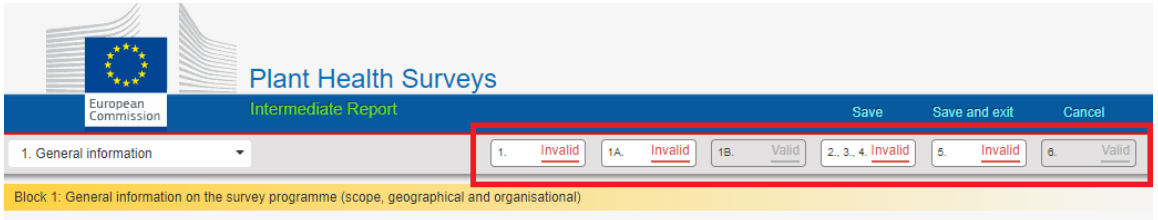
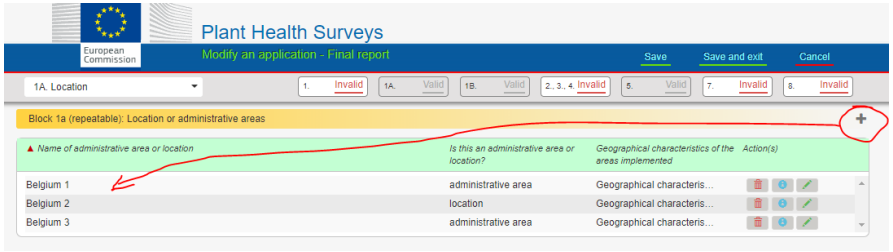
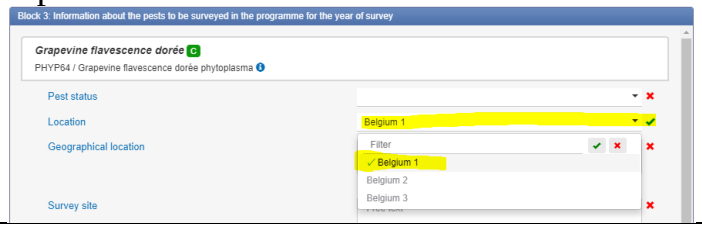
QUESTIONS FROM MS	ANSWERS FROM THE COMMISSION
1. GENERAL QUESTIONS ON THE SUBMISSION OF TECHNICAL AND FINANCIAL INTERMEDIATE REPORT	
1. Q: How to access the IT Tool for 2018 Intermediate Report for Plant Health Surveys?	A. To access the module you need to visit https://webgate.ec.europa.eu/europhyt/ 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 if your web browser is Internet Explorer that it is version 9 or higher or use Chrome, Safari or Firefox.
3. Q: In case of a problem couldn't assess the module in the EUROPHYT page, what should MS do?	A: When accessing the module, users should ensure they see version 2.2, 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. 
4. Q: In case of validation errors or other problems with EUROPHYT page, what should MS do?	A: Please follow the instructions provided here, in order to change the settings.

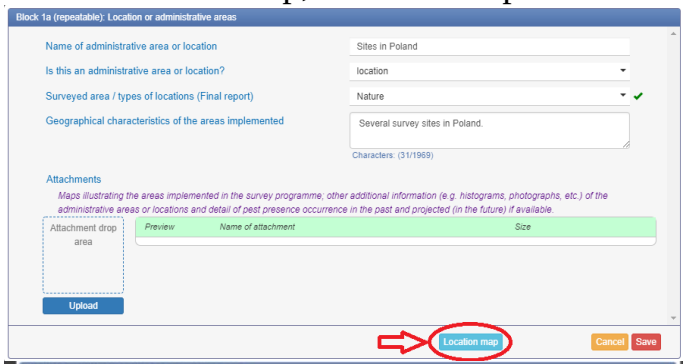
5. Q: Are there any additional useful documents for the submission of the 2018 Intermediate Report?	Request access to the portal EU Login account Plant health survey tips Data dictionary on intermediate report Video on the intermediate report IT tool Financial Identification Form Further info
6. Q: Only one contact person per Member Sate can be in charge for the submission of the for 2018 Intermediate Report?	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 same.
7. Q: How can MS create an Intermediate Report for 2018?	A: MS has to go to 2018 "Submitted" application, click on the "Actions" menu and select "Create Intermediate Report"; this will create a duplicated version for the intermediate report. →→→→→→→
8. Q: Can the intermediate report be edited before submission?	A: Yes, the intermediate report can be edited before submission. The report will not be considered valid if it was not submitted within the legal deadline (31 August 2018).
9. Q: If the MS is working on the intermediate report for several days, how to make sure the data already introduced in the IT system is not lost?	A: If the MS is working on the intermediate report 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 *Save and exit* option, before closing the report.

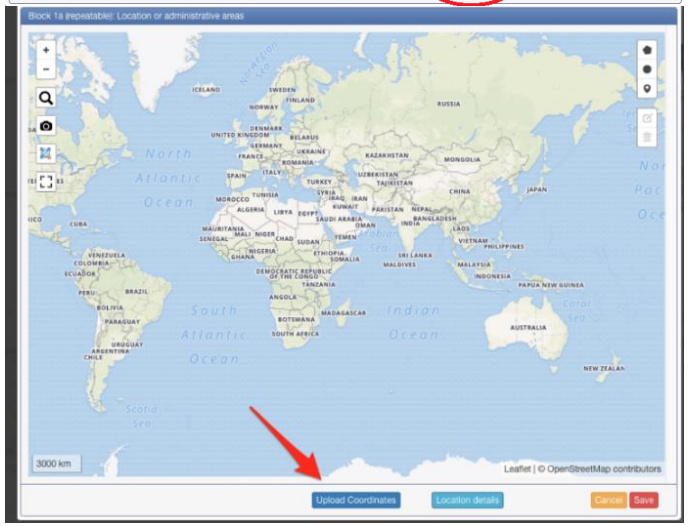
10. Q: How can MS access the different blocks of the 2018 Intermediate Report ?	A: A new function (blocks presentation) with a drop down menu have created in the top left which give you the chance to use a list menu for all the –blocks in a more efficient and simpler way. 
11. Q: What actions have to be followed by the MS before submitting the intermediate report?	A: Before proceeding to the submission of the intermediate report, the MS has to follow the following actions: •Modify the intermediate report •Save •Validate •Submit the intermediate report
12. Q: How can MS validate which fields are missing from the Intermediate Report for 2018?	A: A new function bar have inserted in top screen in order to validate and check which fields are missing from all the sections. So please note that the validation results from now shown in the header: 
13. Q: After the submission of an intermediate report, will MS have an official proof of submission?	A: Yes, a number will be sent by the Commission confirming the official registration of the intermediate report and the MS can download from the IT system a full PDF version of the submitted report.

2. TECHNICAL Q & A SECTION	
Administrative areas and locations	
1. Q: Can MS freely choose the appropriate administrative areas, according to their administrative organisation?	A: Yes, each MS can choose the appropriate or the most relevant administrative areas for their survey programmes. In the technical part of the application, MS have to indicate which part of the region/country has been chosen (if that is the case) and what the administrative organisation at national level is.
2. Q: How should MS indicate the area/surface/location to be covered by the survey programme at national level?	A: In Block 1a – Location, MS can combine multiple locations, according to all types of surfaces to be included in the surveys. More information about the surveyed area can be included in the Geographical characteristics of the areas implemented field, where MS can include free text and add other types of details such as hectares, crops etc.
3. Q How to indicate pest location in the Block 3?	A: First add location(s) in the block 1A:  Then move to the Block 2., 3., 4. to add your location (pre-filled in Block 1A) to the Technical report A: 

4. Q: How to ad survey sites by uploading GPS coordinates from an Excel file?

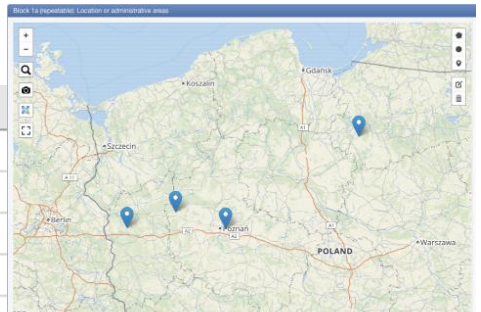
1. Go to Block 1A Location and add new / edit old location.
2. Click Location map, then click Upload coordinates:

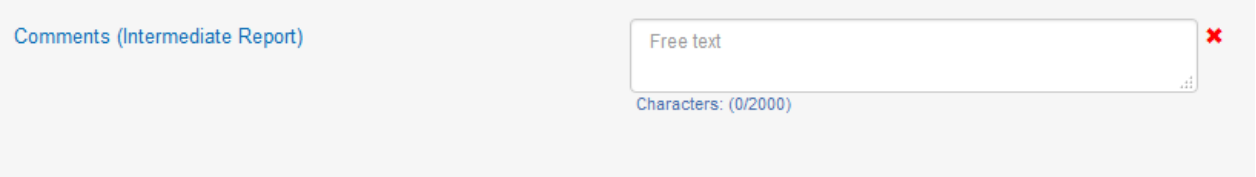


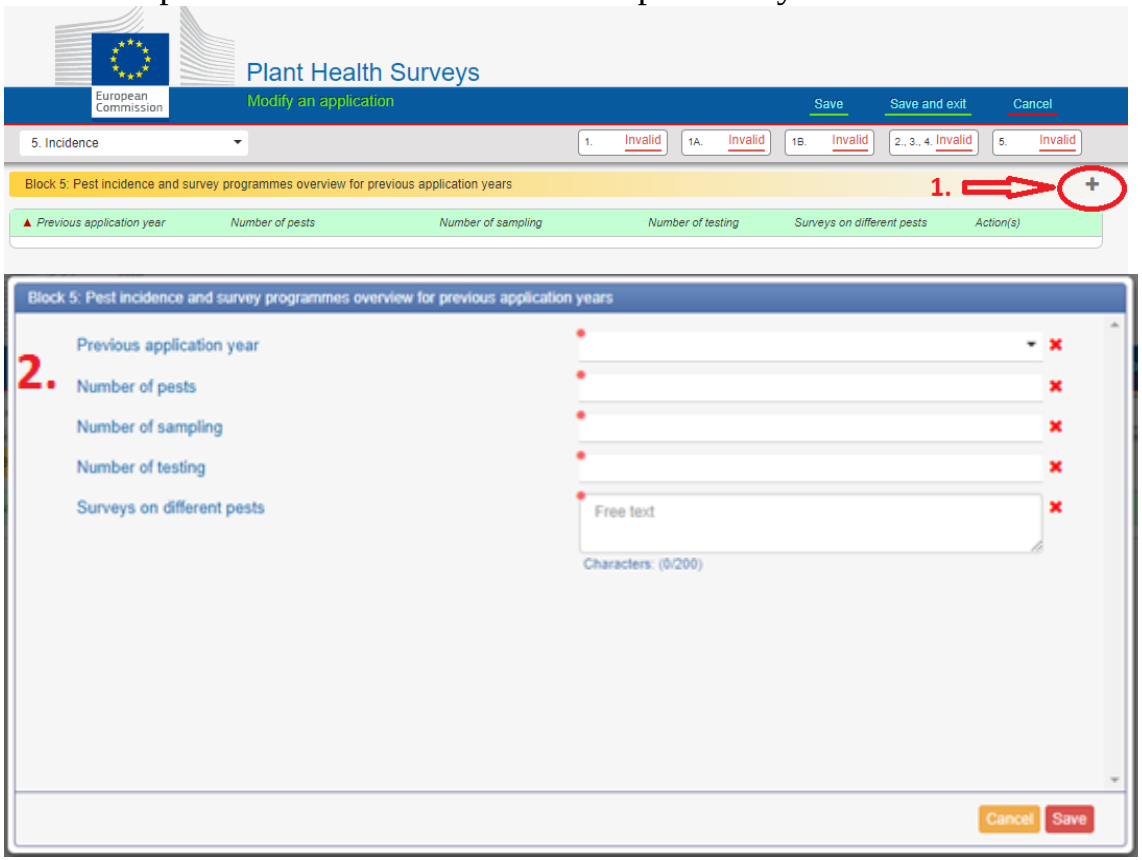


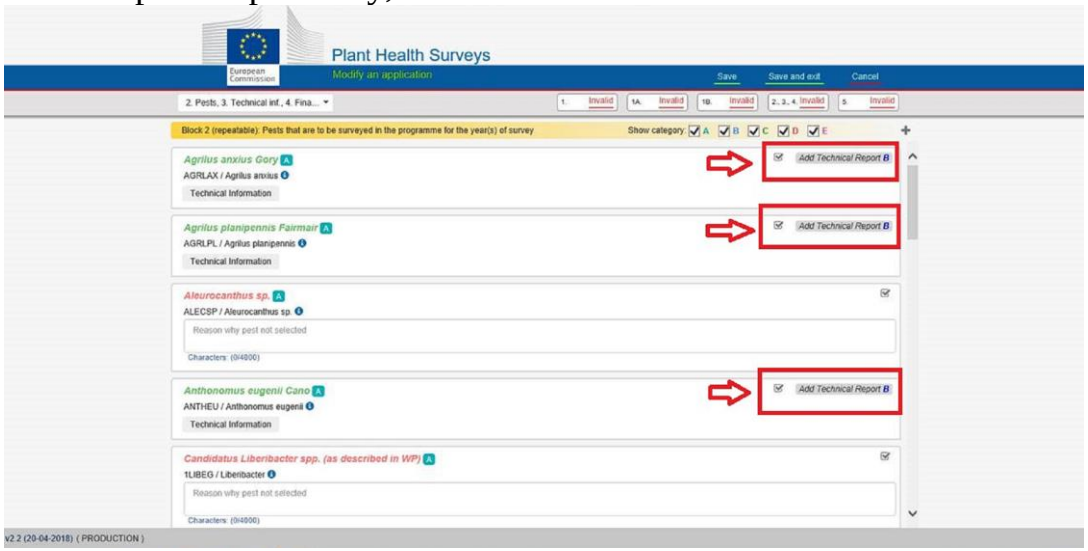
3. Make sure that the GPS coordinates are in digital format, stored in a single cell, separated by a comma (left picture below) and saved as a .csv file. If the proper format is used, the result will be shown as in the picture on the right:

	A	B
1	52.40241887397332,17.039794921874996	
2	52.40875474231709,15.003703117370605	
3	52.60971939156648,16.00296020507812	
4	53.54030739150022,19.7808837890625	



5. Q: What technical information should be provided in the technical information fields (comments)?	A:  To help COM assess the additional activities MS are encouraged to provide all the relevant technical information that could facilitate the technical assessment of the programme (e.g. information about additional activities and measures taken per pest, details regarding inspection, sampling and testing strategies; etc.). If no technical information is provided in the comment field, the COM reserves the right to reject the additional activities due to limited or no information provided by the MS. The text in the current field has to include: 1) If you have **added** new measures in Block 4 (contracted or official), compared to the initial application, please indicate: ➢ the justification of the additional measures needed. *e.g. for point 2*: For *Xylella fastidiosa*, in the approved Surveys programme MS indicated that only visual inspection would be done. In the Intermediate report, MS has added in Block 4 sample taking and trapping. As a result, in the current text box, MS has to indicate the following: a) additional measures have been implemented/are going to be implemented for *Xylella fastidiosa*, respectively sample taking and trapping, with an additional budget of 10.000€; b) these measures were needed in order to enforce the activities taking place in the border area. 2) If no additional measures were applied compared to the initial application, simply add "No." in the comment field.

6. Q: In *Block 5 – Pest incidence* the data would be pre -filled from MSs participated in previous years?	A: Yes, MS applied for the programmes 2016 and 2017 could select the intermediate report data to be prefilled with information from previous years: 

3. FINANCIAL Q & A SECTION	
1. Q: How to insert additional measures to the financial information per pest?	A: Please use the buttons "Add Technical Report B" to submit the financial information for each pest respectively, as shown in the screenshot below: 
2. Q: Can MS modify the number of units or the cost per unit for a specific pest, compared with the data provided in the initial application?	A: Yes, MS can edit the number of units or the costs allocated, if needed. If the overall budget for survey programme changes (by increasing/decreasing), compared to the one approved in the initial application phase, MS has to include a justification in *Block 6 - Intermediate report*. (see more details below, in chapter 4: Block 6 Intermediate Report).

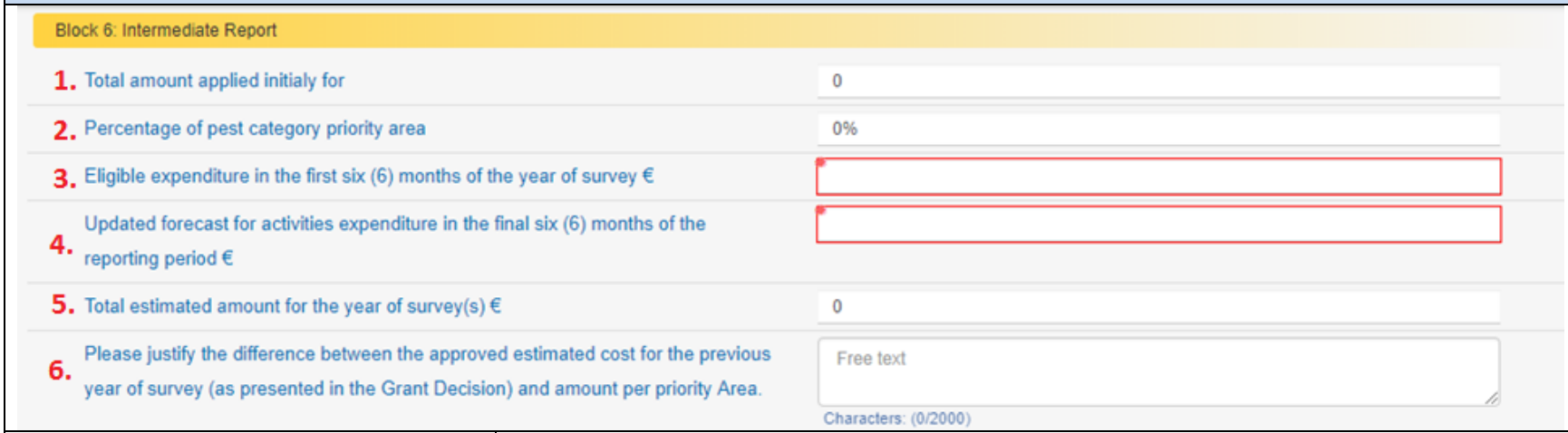
3. Q: How should MS present the financial status of the currently implemented programme in the Intermediate Report?	A: MS have to indicate in *Block 6 - Intermediate report* the expenditures already incurred in the first 6 month of survey programme implementation and the forecast for the last 6 month of the survey programme. Please see this screenshot: (see more details below, in chapter 4: Block 6 Intermediate Report).

4. 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?	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. 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 (lake of human resources, specific equipment etc. at central level). As indicated in *point 2 - Important Concepts* 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.
5. Q: Have your financial details changed since the Plant Health survey 2018 application phase?	If yes, please download and fill in the updated Financial Identification Form and email the filled-in copy in a timely manner to: SANTE-D4-SURVEYS-PLANT-HEALTH@ec.europa.eu

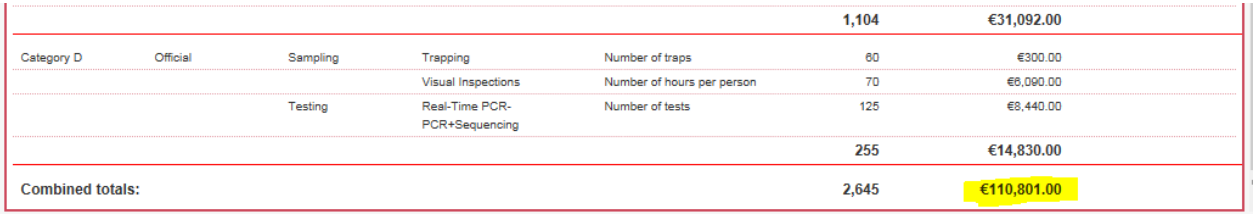
Co-funding rate	
5 Q: Regarding the 50% or 75% co-funding rate, MS cannot select the appropriate percentage in the application; is this correct?	A: The system will automatically calculate the 50% co-funding rate; however, according to the available budget, the evaluation team will allocate the appropriate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

Eligible costs	
6. Q: In the updated Guidelines for survey 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 consumables used for sampling, trapping and testing are the ones listed for each activity in the Guidelines. Any other eligible costs can be covered by the 7% flat rate.

4. BLOCK 6 - STEP BY STEP GUIDANCE FOR 2018 INTERMEDIATE REPORT



1. Q: What amount is being indicated in the field: **Total amount applied initially for?**	A. The current field indicates the total amount applied initially (Stage 1) and approved for the entire year of survey. You don't need to insert anything in the current field.
2. Q: What percentage is being indicated in the field: **Percentage of pest category priority area?**	A. The current field indicates the initially Percentage of pest category priority area % (Stage 1) and approved for the year of survey. You don't need to insert anything in the current field.
3. Q: What amount is being indicated in the field: **Eligible expenditure in the first six (6) months of the year of survey?**	A. In the current filed, the budget **used** (for all the pests) for **the first six months** of the Survey programme has to be provided.
4. Q: What amount is being indicated in the field: **Updated forecast for activities expenditure in the final six (6) months of the reporting period?**	A. In the current field an estimation of the budget **to be used** (for all the pests) for **the appl. six months** of the Surveys programme has to be provided.

5. Q: What amount is being indicated in the field: **Total estimated amount for the year of survey(s)?**	A. The field is updated automatically from the Combined totals of the Intermediate Report (screenshot below). You don't need to insert anything in the field. **Important: Please note that the total added automatically in field 5 (sum of the amounts from the first and the last 6 months of the Survey programme) has to match the sum of user-added values in fields 3 & 4:** *e.g. Field 3*: 80.000 € + *Field 4*: 30.801 € = *Field* 5: 110.801 € 
6. Q: What has to be included in the field with title **"Please justify the difference between the approved estimated cost for the previous year of survey (as presented in the Grant Decision) and amount per priority Area."**(free text)?	A: **Important: if ADDITONAL measures have been added in the Intermediate report, compared to the application phase, MS have to fill in the current text field!** The text in the current field has to include: 1) A justification of the difference between the **total** approved estimated cost (as presented in the Grant Decision) and the **total** updated forecast, if higher or lower.

					1,104	€31,092.00
Category D	Official	Sampling	Trapping	Number of traps	60	€300.00
			Visual Inspections	Number of hours per person	70	€6,090.00
		Testing	Real-Time PCR-PCR+Sequencing	Number of tests	125	€8,440.00
					255	€14,830.00
Combined totals:					2,645	€110,801.00