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GUIDELINES FOR APPLICANTS FOR EU FUNDING OF PHYTOSANITARY PROGRAMMES FOR PESTS

WORKING PAPER

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1. PHYTOSANITARY PROGRAMMES FOR SURVEILLANCE, ERADICATION & CONTAINMENT OF PLANT PESTS

This document aims to provide the MSs with update information and guidelines on the Union co-funded pests phytosanitary programmes starting with 2021 and onwards (as described in section 2.8 of Annex IV of the Regulation (EU) 2021/690 on the Programme for single market, competitiveness of enterprises, including small and medium-sized enterprises, and European statistics and the adoption of the work programme for 2021 and 2022). It contains details on the legal basis, the budget line, a description of the activities to be funded, the eligible direct costs, the technical specifications an indicative timetable and procedures to be followed by MSs and the maximum possible rate of co-financing of the eligible costs and activities.

1.1. INTRODUCTION

Plant health measures have been co-financed since 2015 with the establishment of Plant Health Surveys Programmes under regulation (EU) No 652/2014. In 2021-2027, grants can be awarded to the competent authorities of the MSs, as provided for in Article 10 of the Single Market Programme Regulation. The scope of the programmes is enlarged, covering in addition to surveys, also eradication and containment measures (Phytosanitary Programmes).

The economic consequences of the COVID-19 pandemic and the impact on the national budgets even further increases the need to ensure no interruption of the financial support of these activities. Therefore, for proposals under this action, the costs incurred for activities performed as from 1 January 2021 are exceptionally eligible and may be declared even if the related activities have been implemented prior to the submission of proposals (retroactive eligibility).

In order to apply for co-financing only for the year 2021 MSs will be informed by about the timeline for the submission of the programmes in due course.

1.2. LEGAL BASIS

Regulation (EU) 690/2021 adopted on 3 May: Regulation (EU) 2021/690 establishing a programme for the internal market, competitiveness of enterprises, including small and medium-sized enterprises, the area of plants, animals, food and feed, and European statistics, and in particular Annex I thereof.

1.3. BUDGET LINE

Budget allocated to the work programme implementing the specific objective of contributing to a high level of health for humans, animals and plants along the food chain and in related areas is :

- EUR 220 714 540 - for 2021 activities

Of which EUR 20 000 000 dedicated to the implementation of the Phytosanitary programmes

2.1. IMPORTANT CONCEPTS

Costs	<p>Costs incurred by the MSs in carrying out the phytosanitary programmes. There are two types of costs: direct and indirect.</p> <p>"Direct costs" are those specific costs which are directly linked to the implementation of the phytosanitary 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.</p> <p>"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.</p>
Incurred	<p>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 EC.</p> <p>It is acknowledged that "paid" refers to the completed action of money transfer meaning that the MS has finalized the act of payment to the beneficiary. Proof of payment may be required.</p>
Reasonable costs	<p>Costs incurred in purchasing or renting equipment or in purchasing services or products at prices that are proportionate to the market value.</p>
Market value	<p>The price which the owner would normally have been able to obtain for the value of the destroyed plants, plant products or other objects immediately before it became infected, or was destroyed, taking into account the specie, growth stage and quantity and without deduction of the loss of value due to the occurrence of the pest.</p> <p>The same principles apply mutatis mutandis for the compensation of the plant products, which had to be destroyed.</p>
Necessary costs	<p>Costs incurred in purchasing or renting equipment or in purchasing services or products for which a direct link with the implementation of phytosanitary programmes in accordance with the relevant Union law can be demonstrated.</p>

2.2. LIST OF ABBREVIATIONS AND DEFINITIONS

BZ	Buffer zone
EC	European Commission
EU	European Union
FI	Field Inspection
GNI	Gross national income
IZ	Infected/infested zone
IT tool	Electronic system developed by the EC for the submission of the applications and reports of the phytosanitary programmes in the EUROPHYT-portal, module “EU Plant Health Monitoring, Eradication and Containment Programme”
JRC	Joint Research Centre
MSs	Member States
NUTS	Nomenclature of territorial units for statistics
PAFF	Standing Committee on Plants, Animals, Food and Feed
SMP	Single Market Programme
ST	Sample Taking
TR	Trapping
VE	Visual Examination
WP	Work programme (as described in section 2.8 of Annex IV of Commission Implementing Decision 3046/2021 on the Programme for single market, competitiveness of enterprises, including small and medium-sized enterprises, and European statistics and the adoption of the work programme for 2021)

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 MS,
- 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 MS 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 point 2.2.2 of Annex 1 of Regulation (EU) 2021/690 eligible actions implementing the specific objective referred to in Article 3(2)(e) related to the plant, animal, food and feed areas. The following costs incurred by the MSs in implementing the national phytosanitary programmes may qualify for EU co-financing:

- (a) costs for sampling;
- (b) costs for visual examinations;
- (c) costs for testing, provided that they are limited to:
 - (i) the costs of test kits, reagents and consumables which are identifiable and specifically used for carrying out the tests;
 - (ii) the costs of personnel, regardless of their status, directly involved in carrying out the tests;
- (d) costs of personnel, regardless of their status, directly involved in the measures, as well as costs of renting equipment, of consumables and of any other necessary materials, of treatment products, of ST and of laboratory tests;
- (e) costs of service contracts with third parties to execute part of the measures;
- (f) costs 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, water, soil, growing media, facilities, machinery and equipment;
- (g) costs of compensating the owners concerned for the value of the destroyed plants, plant products or other objects subject to the measures referred to in Articles 17, 28(1), 29(1) and 30(1) of Regulation (EU) 2016/2031 that shall be destroyed, limited to the market value that such plants, plant products and other objects would have had if they had not been affected by those measures; the salvage value, if any, shall be deducted from the compensation; and
- (h) in exceptional and duly justified cases, the costs incurred in carrying out necessary measures other than those referred to in points (a) to (g).

The compensation to operators and owners referred to in point (f) shall only be eligible if the measures have been carried out under the supervision of the competent authority.

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 EC 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 MS 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 $220 \times 8 = 1,760$.

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 MS-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

MSs 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.

4.2.1. Field Inspection (FI) unit costs for service contracts

A composite unit cost was calculated as the weighted sum of the three sampling activities unit costs (visual examination - VE, sample taking - ST or trapping - TR). From now on (2021-22), this is called the field inspection 'FI' unit cost. It is a representative activity to reflect field visits with a standard duration, irrespective of the type of pest under examination.

The field inspection unit cost is the eligible cost at 100% to which the co-funding rate will be applied to calculate the reimbursement.

The field inspection unit costs have been set for the official personnel and for the cost of service contracts including a salary profit mark-up.

For the cost of service contracts with third parties, a profit mark-up is calculated for salaries to impose on field inspection unit costs based on official data. The salary profit mark-up for contracting is set based on two Eurostat indicators of profitability under the economic activity category "Professional, scientific and technical activities (pst)" (Figure 29, same number used as in JRC report ¹). This category is the same used to collect data for the calculation of the official salaries (see section 2.1.4 ¹). The two indicators of profitability are defined as:

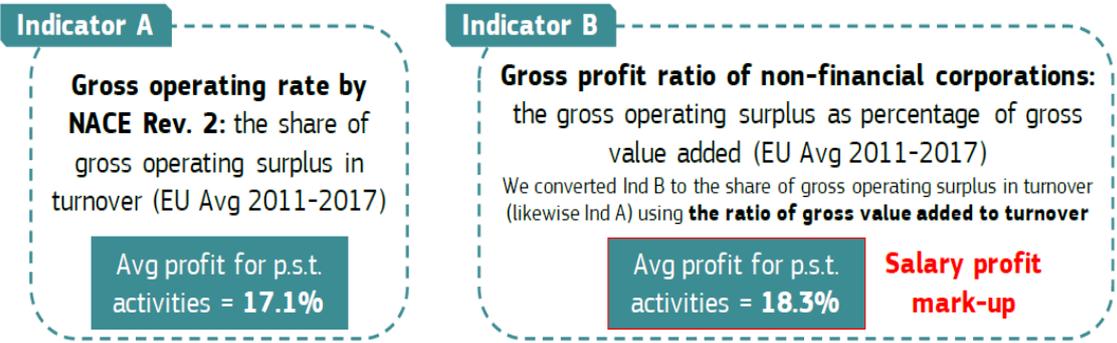
— Indicator A is the gross operating rate by NACE Rev. 2, an economic indicator of profitability for structural business statistics that corresponds to the share of gross operating surplus in turnover (20¹). The EU27 average profit for the period 2011-2017 is 17.1%.

— Indicator B is the gross profit ratio of non-financial corporations, an economic indicator of profitability which is calculated, in percentage, as gross operating surplus divided by gross value added (21²). The EU27 average for the period 2011-2017 is 39.2%. Indicator B refers to gross value added while indicator A refers to turnover.

1 <https://ec.europa.eu/eurostat/databrowser/product/view/TIN00155?lang=en>

2 <https://ec.europa.eu/eurostat/web/sector-accounts/detailed-charts/non-financial-corporations>;

Figure 29. The salary profit mark-up for contracting based on two Eurostat indicators of profitability (same number used as in JRC report ¹⁾



Indicator B is converted to the share of gross operating surplus in turnover (likewise indicator A). The EU27 average ratio of gross value added to turnover for the period 2011-2017 is calculated (2.14) from the Structural Business Statistics (22³) and then divide 39.2% by 2.14. The EU27 average profit for the period 2011-2017 is 18.3%.

The average profit of the indicator A was 17.1% and the average profit of the indicator B was 18.3%. The maximum average profit value of 18.3% was set up to be the salary profit mark-up for contracting activities. The FI unit costs for service contracts were set up by using the salary profit mark-up.

As a result of the calculations, the field inspection unit costs eligible at 100% for service contracts by the Member States for the eight salary bands.

³ <https://ec.europa.eu/eurostat/web/structural-business-statistics/data/main-tables>

Bands	Member States	Unit cost at 100% (EUR/FI contracted)
Band 1	BG,LT,LV	24.6
Band 2	HU,PL,RO	34.6
Band 3	CZ,GR,HR,SK	41.8
Band 4	CY,EE,ES,MT,PT	66.1
Band 5	FI,IE,SI	88.3
Band 6	IT,LU,SE	99.9
Band 7	AT,DK,FR	132.9
Band 8	BE,DE,NL	149.3



[Go Back to the Extra Tips for Contracted Activities](#)

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. DESCRIPTION OF ACTIVITIES AND ELIGIBLE COSTS OF PHYTOSANITARY PROGRAMMES

5.1. ACTIVITIES ELIGIBLE FOR CO-FUNDING IN THE PHYTOSANITARY PROGRAMMES – TECHNICAL DESCRIPTION

The activities which are eligible for co-funding in the phytosanitary programme adopted in accordance with Article 16 of the Regulation (EU) 202X/XX [Single Market Programme Regulation] are grouped in the electronic system developed by the EC for the submission of the applications and results of the phytosanitary programmes as part of the EUROPHYT-portal, module “EU Plant Health Monitoring, Eradication and Containment Programme” (IT tool) in two different blocks:

- A. Survey activities carried out in areas where the pests are not known to be present (i.e. outside of demarcated areas).

The eligible activities are visual examinations, sample taking, trapping, testing and other measures (duly justified).

- B. Measures carried out for the eradication or containment of pests known to be present in the EU territory (i.e. inside of demarcated areas), from the second year of the outbreak onwards⁴.

The eligible activities are monitoring activities in the demarcated area (visual examinations, sample taking, trapping, testing), removal and destruction of plants, vector control, other measures.

Point 2.8. of Annex 4 of the Work Programme for the implementation of Regulation (EU) 202X/XX [Single Market Programme Regulation] lists all the pests and all the measures which are eligible for co-funding, in order of priority. Upon receipt of the applications from Member States, the budget will be allocated following this prioritization until the budget allocated for the year in question is exhausted. The allocation will start from the first measure listed for the pests included in priority 1 for all Member States who submitted a co-funding application (i.e. eradication measures, including surveys, taken in accordance with Articles 17 and 19 of Regulation (EU) 2016/2031 in areas where the pest is known to be present or demarcated areas established in accordance with Article 18 of that Regulation for any priority pest, as listed in Annex of Commission Delegated Regulation (EU) 2019/1702). Then the budget allocation will follow to the second measure listed for the pests included in priority 1 for all Member States who submitted a co-funding application (i.e. survey measures taken in areas where the pests are not known to be present, outside the demarcated areas, in accordance with Article 22 of Regulation (EU) 2016/2031 and Commission Implementing Regulation (EU) 2020/1231 for all the pests listed in Annex of Commission Delegated Regulation (EU) 2019/1702). The budget allocation will continue down the list of priorities until availability. For the first group of measures where the co-funding requests exceed the budget available, the co-funding rates will be reduced by the number of points necessary to fit with the total budget available (EUR 20,000,000). The remaining groups of priorities (list of pests and measures), if any, will not be co-funded

For example, after having allocated the budget to all activities included in the priorities 1, 2 and 3 for all MSs, there is still some budget available, but not enough to co-finance the first activity listed in priority 4 for all MSs (i.e. survey measures and, if present, eradication measures for emerging pests). Then the co-financing rate for this measure will be reduced by the number of

⁴ Applications for the first year of the outbreak can be submitted under the emergency measures co-funding under p.2.9. of the Work Programmes 2021-2022.

points necessary to cover this activity for all MSs who had applied and the measures in priority 5 will not be co-funded, as the budget would have been already used.

N.B. Therefore, careful planning of co-funding needs at the application phase is recommended to avoid overestimations in the approved Grants and to allow co-funding of as many as possible priority groups of pests and measures for all Member States.

The measures which are eligible for co-funding under the phytosanitary programmes are based on the list of eligible costs described in Annex I, point 1.4.2. Regulation (EU) 202X/XX [Single Market Programme Regulation].

N.B. The measures carried out as part of the regular border import controls or as part of the plant passport authorisation are not considered eligible under this programme.

From the technical point of view, Member States should provide the following details data for each of the activities included in their phytosanitary programme:

5.1.1. SAMPLING (INCLUDING TRAPPING (TR))

Definition	The term <i>sampling</i> is used to describe the activities involved in the selection and collection of items of plants, plant products or other objects or the pest defined in terms of number, and nature of the material to be analysed.
Sampling⁵	

Member States should indicate the number of samples that they plan to collect for each pest or group of pests included in the phytosanitary programme.

In case of surveys outside demarcated areas, when several pests are sampled together, the technical report should indicate the same number of samples for each pest. For example, if in a coniferous forest 40 samples are planned or taken to detect 4 pests, 40 samples should be noted against each of the 4 pests in the technical part of the IT-tool.

When the sampling will be performed using traps, Member States should indicate the type of traps to be used and their number. The traps eligible for co-financing are the following:

- Bait traps
- Flight interception traps
- Glass-barrier traps
- Malaise traps
- Mass trapping with baiting traps
- Pheromone traps
- Rotary traps

⁵ According to the International Standards of Phytosanitary Measures (ISPM 2008 Ed.)

- Spore traps
- Sticky traps
- Other traps (to be specified and duly justified, needs pre-approval)

It is possible to add any other type of trap not explicitly mentioned in the list, if a technical justification is provided for its approval during the application phase. Only those traps approved will be included in the Grant agreement and will be eligible for co-funding.

In case of the surveys outside demarcated areas, when several pests are trapped together, the technical report should indicate the same number of traps for each pest. For example, if in a coniferous forest 40 traps are placed to detect 4 pests, 40 traps should be noted against each of the 4 pests in the technical part of the IT-tool.

5.1.2. VISUAL EXAMINATIONS

Measure	Definition
Visual examination	Examination in the field using the unaided eye, lens, stereoscope or other optical microscope

Member States should indicate the number of visual examinations that they plan to do for each pest or group of pests.

A visual examination should be counted each time when a pest is searched in a given survey site.

In case of surveys outside demarcated areas, when a survey site is examined visually for several pests together, the technical report should indicate the same number of visual examinations for each pest. For example, if 85 visual examinations in coniferous forests planned or undertaken to detect 4 pests, 85 visual examinations should be reported against each of the 4 pests in the technical part of the IT-tool. Each visit to that forest should be counted as a visual examination for each of the given pests.

5.1.3. TESTING

Measure	Definition
Testing ⁶	The term <i>testing</i> refers to the official examination of plants, plant products or other regulated articles, other than visual, to determine if pests are present, identify pests or determine compliance with specific phytosanitary requirements.

⁶ According to the International Standards of Phytosanitary Measures (ISPM 5, 2019)



Member States should indicate the type of tests to be performed for pest identification and their number.

The test eligible for co-financing are the following:

- Biotest
- ELISA
- Extraction
- IF Test
- Microscopically Identification
- Molecular Testing
- Morphological Identification
- Nutritional and Enzymatic Tests
- PCR DTBIA
- Plating Technique
- Real Time PCR-PCR+Sequencing
- Real-time-PCR
- Selective Culture Media
- Serological Test
- Other tests (to be specified and duly justified)

It is possible to add any other type of test not explicitly mentioned in the list, if a technical justification is provided during the application phase. Only those tests approved will be included in the Grant agreement and will be eligible for co-funding.

In case of the surveys outside demarcated areas, when several pests are tested together, the technical report should indicate the same number of tests for each pest. For example, if in a coniferous forest 40 tests are carried out to detected 4 pests, 40 tests should be noted against each of the 4 pests in the technical part of the report.

5.1.4. TREATMENT, DESTRUCTION AND REMOVAL OF PLANTS, PLANT PRODUCTS OR OTHER OBJECTS

Member States should provide the number of plants to be destroyed and removed. In the case of treatments, the application should include details of the treatment, the application scheme and the plants, plant products or other objects where the treatment will be applied.

[Link to the financial part](#)

5.1.5. CLEANING AND DISINFECTION OF PREMISES, LAND, WATER, SOIL, GROWING MEDIA, FACILITIES, MACHINERY AND EQUIPMENT

Member States should provide details as regards cleaning and disinfection of premises, land, water, soil, growing media, facilities, machinery and equipment.

[Link to the financial part](#)

5.1.6. OTHER MEASURES (EXCEPTIONAL AND DULY JUSTIFIED COSTS)

Other measures can be part of the phytosanitary programme outside of demarcated areas and/or be included as part of the eradication/containment measures (inside of demarcated areas). These measures should be listed by the Member States in their application in the corresponding section, depending on the territorial application of the measures outside or inside demarcated areas, with proper justification and associated costs (e.g. information and awareness campaigns, use of equipment exclusively required for a specific pest survey, use of sniffer dogs, use of innovative technologies, etc.).

The Commission shall evaluate these measures and 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 will not be considered eligible.

In case of use of new and innovative technologies for surveillance, eradication and containment, these should also be indicated as other measures and properly justified. Their readiness level should be at least equal to 9 (actual system proven in operational environment)⁷.

[Link to the financial part](#)

5.1.7. COMPENSATING THE OWNERS FOR THE VALUE OF DESTROYED PLANTS AND PLANT PRODUCTS

Costs of compensating the owners concerned for the value of the plants, plant products or other objects subject to the measures referred to in Articles 17, 28(1), 29(1) and 30(1) of Regulation (EU) 2016/2031 that shall be destroyed, limited to the market value that such plants, plant products and other objects would have had if they had not been affected by those measures; the salvage value, if any, shall be deducted from the compensation.

[Link to the financial part](#)

⁷ https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf

5.2. ACTIVITIES AND ELIGIBLE COSTS TO BE CO-FUNDED IN THE PHYTOSANITARY PROGRAMMES

The eligible costs incurred by the MSs in implementing the phytosanitary programmes referred to in chapter 4 of the document, may qualify for grants under the following three pillars:

5.2.1. FIELD INSPECTION

For the purpose of the guidelines the term field inspection will be used to describe the financial reporting of VE, ST and TR, as these activities are part of the unit cost methodology.

5.2.1.1. VISUAL EXAMINATION

<u>Eligible direct costs</u>	<u>Non-eligible direct costs</u>
<p>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.</p>	<p>1. Time spend in the office for administrative work (preparation of field work, coordination, reporting and planning activities)</p>
	<p>2. Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc)</p>
<p>2. Costs for contracted personnel specifically allocated entirely or in part in the field for doing the VE activities related to 2021 - 2022 programmes for pests</p>	<p>3. Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc.)</p>
	<p>4. Training of staff costs</p>
	<p>5. Costs for official or contracted staff not carrying out specifically the activity of VE but supporting it (such as Police, Civil Protection, Border Inspection staff etc.)</p>
	<p>6. (Tele)communication costs (and purchase or lease costs of this equipment)</p>
	<p>7. Purchase of any type of equipment, except if pre-approved by the EC in the application phase, as "exceptional and fully justified costs"</p>
	<p>8. VAT costs in case of contracted activities</p>
<p>Table 1. List of Eligible direct and Non eligible direct costs related to VE activities</p>	

5.2.1.2. SAMPLE TAKING

<u>Eligible direct costs</u>	<u>Non-eligible direct costs</u>
<p>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 ST. Only the actual time spent in the field (including travel time to and from the location) to perform the ST will be considered as eligible.</p>	<p>1. Time spend in the office for administrative work (preparation of field work, coordination, reporting and planning activities)</p>
	<p>2. Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc)</p>
	<p>3. Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc.)</p>

<p>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).</p>	4. Training of staff costs
	5. Costs for official or contracted staff not carrying out specifically the activity of VE but supporting it (such as Police, Civil Protection, Border Inspection staff etc.)
	6. (Tele)communication costs (and purchase or lease costs of these equipment)
<p>3. Costs for personnel contracted for activities entirely dedicated to the specified activity of ST, related to 2021 - 2027 Phytosanitary programme for pests.</p>	7. Purchase of any equipment, except if pre-approved by the EC in the application phase, as "exceptional and fully justified costs"
	8. VAT costs in case of contracted activities

Table 2. List of Eligible direct and Non eligible direct costs related to ST activities

5.2.1.3. TRAPPING

<u>Eligible direct costs</u>	<u>Non-eligible direct costs</u>
<p>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 TR. Only the actual time spent in the field (including travel time to and from the location) to perform the TR will be considered as eligible.</p>	1. Time spend in the office for administrative work (preparation of field work, coordination, reporting and planning activities)
	2. Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc.)
	3. Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc.)
<p>2. Costs for materials (only traps) and consumables (only attractants) needed for the TR process of pest.</p> <p>Types of eligible traps described in 5.1.1.</p>	4. Training of staff costs
	5. Costs for official or contracted staff not carrying out specifically the activity of VE but supporting it (such as Police, Civil Protection, Border Inspection staff etc.)
	6. (Tele)communication costs (and purchase or lease costs of these equipment)
<p>3. Costs for personnel contracted for activities entirely dedicated to the specified activity of TR, related to 2021 - 2022 Phytosanitary programmes for pests.</p>	7. Purchase of any equipment, except if pre-approved by the EC 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 TR activities

[Go Back to the Extra Tips for Sampling Activities](#)

5.2.1.4. UNIT COST METHODOLOGY TO BE USED FOR FIELD INSPECTION ACTIVITIES

The MSs have already being inform about the unit cost methodology (previous PAFF) and the composite unit cost that includes the three activities involved in sampling: VE, ST and TR with different weights. From now on this composite unit cost would be renamed as field inspection 'FI'.

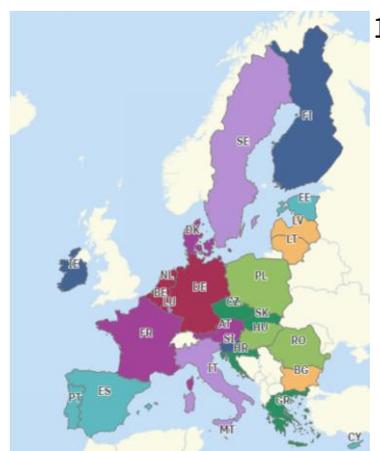
To set the parameters (i.e., salaries, activity time, consumable costs) and the weights used per activity when calculating the FI unit cost, we review (a) questionnaires send to Member States, (b) the relative shares on total expenditure per activity for the available years in the EUROPHYT database (2016-2018) and (c) Eurostat data. The calculation of the FI then follows the equation:

$$[UnitCost FI]_{i} = w_{VE} [*UC VE]_{i} + w_{ST} [*UC ST]_{i} + w_{TR} [*UC TR]_{i}$$

where i represents variation across Member States; w_VE, w_ST and w_TR are the specific weights for each of the sampling activities; and UC_VE, UC_ST and UC_TR are the unit costs for each of the sampling activities.

As a result of the calculations, the field inspection unit costs ^[21] by Member States are indicated in the below table. As mentioned above, the field inspection unit costs include the three activities involved in sampling (VE, ST and TR):

Bands	Member States	Unit cost at 100% (EUR/FI official personnel)
Band 1	BG, LT, LV	21.3
Band 2	HU, PL, RO	29.7
Band 3	CZ, GR, HR, SK	35.8
Band 4	CY, EE, ES, MT, PT	56.4
Band 5	FI, IE, SI	75.2
Band 6	IT, LU, SE	85.0
Band 7	AT, DK, FR	112.9
Band 8	BE, DE, NL	126.7



5.2.2. TESTING

<u>Eligible direct costs</u>	<u>Non-eligible direct costs</u>
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<p>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.</p>	<p>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.)</p>
	<p>2. Training of staff costs</p>
	<p>3. Costs for issuance of plant passports and certification labels</p>
	<p>4. Cost for testing for intra-community trade or export to third countries</p>
	<p>5. (Tele)communication costs (and purchase or lease costs of these equipment)</p>
<p>2. Costs for the test kits and reagents which are identifiable and specifically used for carrying out the tests.</p> <p>Costs for consumables need for laboratory work (limited to: gloves, scissors, needles, loops, safety equipment for the staff, Petri plates for testing)</p>	<p>7. Laboratory development, innovation below level 9 readiness level, improvement, analyses and studies of testing or detecting methodologies costs</p>
	<p>8. Research, development, prototype or trials for improved material or equipment (even directly related to the programme)</p>
<p>3. Costs invoiced by private entities contracted for activities entirely dedicated to the specified activity of testing, related to 2021 - 2027 Phytosanitary programme for pests.</p>	<p>9. Calibration of equipment costs</p>
<p>4. Costs for testing imports coming from third countries, related to 2021 - 2022 Phytosanitary programmes for pests.</p>	<p>10. VAT costs in case of contracted activities</p>

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

[Go Back to the Extra Tips for Testing Activities](#)

5.2.3. OTHER ACTIVITIES CARRIED OUT BY THE MEMBER STATES (OFFICIAL COSTS) – EXCEPTIONAL AND DULY JUSTIFIED CASES

According to the 2.2 of Annex 1 of Regulation (EU) 2021/690 eligible actions implementing the specific objective referred to the costs mentioned Article 3(2)(e) and detailed above in the Guidelines may qualify for co-funding.

Nevertheless, point (h) specifies that, in exceptional and duly justified cases, costs incurred in carrying out the monitoring, eradication and containment activities, 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 (h) should be listed by the MSs in their application, with proper justification and associated costs. The EC 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.

[Go Back to the Extra Tips for Other Activities](#)

According to point 2.2.2 of Annex 1 of Regulation (EU) 2021/690 eligible actions implementing the specific objective referred to in Article 3(2)(e) related to the plant, animal, food and feed areas.

5.2.4. 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, WATER, SOIL, GROWING MEDIA, FACILITIES, MACHINERY AND EQUIPMENT

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct Costs</u>
<p>1. Costs of compensation for treatment:</p> <ul style="list-style-type: none"> - costs for renting of equipment, consumables, and materials needed for the treatment activity. - renting of equipment or machinery needed for treatment activities: the eligible cost is limited to the necessary, specific and direct operational use of the equipment or the machinery, duly substantiated by relevant data and adequate calculation method; - preventive treatments: a) pulverisation; b) endotherapy; c) other – please indicate other treatment - costs for plant products 	<p>1. Costs for contracted staff not carrying out specifically the activities of treatment, destruction/removal, cleaning/disinfection</p> <p>2. Compensation of loses associated with the presence of the disease, such as for production, unemployment or ban on cultivation</p>
<p>2. Costs of compensation for destruction / removal of plants:</p> <ul style="list-style-type: none"> - costs for renting of equipment, consumables, and materials needed for the destruction/removal of plants activity. - renting of equipment or machinery needed for destruction/removal of plants: the eligible cost is limited to the necessary, specific and direct operational use of the equipment or the machinery, duly substantiated by relevant data and adequate calculation method; 	<p>3. Costs for national administrative and legal procedures (fines, court expenses etc.)</p> <p>4. Evaluation fees</p>

<ul style="list-style-type: none"> - destruction of plants: a) cutting; b) shredding; c) burning; d) transport to waste management plants; e) other – please indicate other type of destruction 	
<p>3. Costs of compensation for cleaning/disinfection:</p> <ul style="list-style-type: none"> - costs for renting of equipment, consumables and materials needed for the cleaning and/or disinfection activity. - renting of equipment or machinery needed for cleaning and/or disinfection: the eligible cost is limited to the necessary, specific and direct operational use, duly substantiated by relevant data and adequate calculation method; - treatment of growing substrates: a) packaging; b) wrapping and storage material; c) storage; d) packaging premises & means of transport; e) other – please indicate other type of treatment 	<p>5. Purchase of any equipment, except if pre-approved by the EC in the application phase, as "exceptional and fully justified costs"</p> <p>6. VAT costs in case of contracted activities.</p>

[Go Back to the Extra Tips for Compensation](#)

5.2.5. COST OF COMPENSATING THE OWNERS CONCERNED FOR THE VALUE OF THE DESTROYED PLANTS, PLANT PRODUCTS OR OTHER OBJECTS SUBJECT TO THE MEASURES REFERRED TO IN ARTICLES 17, 28(1), 29(1) AND 30(1) OF REGULATION 2016/2031, LIMITED TO THE MARKET VALUE OF SUCH PLANTS, PLANT PRODUCTS AND OTHER OBJECTS AS IF THEY HAD NOT BEEN AFFECTED BY THOSE MEASURES; THE SALVAGE VALUE, IF ANY, SHALL BE DEDUCTED FROM THE COMPENSATION

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct Costs</u>
<p>1. Payment to the owners for the value of the destroyed plants, plant objects or other objects, corresponding to their market value.</p>	<p>1. Voluntary destruction of the plants, plant objects or other objects (without official inspection order),</p>
	<p>2. Compensation of all losses associated with the presence of the pest, such as for production, unemployment or ban on replanting</p>
	<p>3. Evaluation fees.</p>

[Go Back to the Extra Tips for Compensation](#)

6. TIMETABLE OF APPLICATION, APPROVAL AND REPORTING

6.1. LATE ADOPTION OF WORK PROGRAMMES FOR THE PHYTOSANITARY PROGRAMMES 2021-2022

The procedures and timelines (submission, approval, implementation and reporting) for the Phytosanitary Programmes need to be adjusted after the adoption of the SMP and the Work Programme for DG SANTE. As a result, in chapter 6.2. revised timelines and steps described (Annex 2) and in the next few months the timeline will be enriched with steps for the year 2022.

6.2. PROCEDURES FOLLOWED UP FOR SUBMISSION, IMPLEMENTING AND REPORTING OF PHYTOSANITARY PROGRAMMES FOR PESTS

STEP 1

Regulation (EU) 690/2021 adopted on 3 May: Regulation (EU) 2021/690 establishing a programme for the internal market, competitiveness of enterprises, including small and medium-sized enterprises. Following the SMO adoption, written procedure followed with the vote for the Working Programme for 2021-22 DG SANTE (19th May).

STEP 2

The deadline for submission of the Phytosanitary programmes 2021-2022 will be 30th June of 2021. The programmes submitted after the above date will not be eligible for EU co-financing.

A new version of the online IT tool (PESTFUND) has been developed for the submission of programmes. To use this tool, MSs have to use the ECAS identification details and fill in the information in the online Europhyt portal <https://webgate.ec.europa.eu/europhyt/>

STEP 3

Evaluation by the EC of Phytosanitary programmes 2021-2022 submitted by MSs and further procedures (questions / clarifications from MSs) will take place between July and September.

STEP 4

No later than 30 November a meeting of the PAFF committee would take place to inform the MSs on the outcome of the evaluation procedure. In this context, the EC will present the draft list of the Phytosanitary programmes 2021-2022 technically approved and proposed for co-financing and will discuss their financial and technical details with the national delegations.

STEP 5

The final list of Phytosanitary programmes 2021-2022 selected for co-financing and the final amount allocated to each programme will be communicated to the MSs during a meeting of the PAFF, which will be held by the end of the year (2021). The Phytosanitary programmes 2021-2022 and associated funding will be approved 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.

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

7.1. PRELIMINARY BUDGET (APPLICATION PHASE)

The costs presented in the application phase will be estimative and calculated as indicated below:

- a. Costs of FI will be represented by the MSs as the estimated number of direct hours per person multiplied by the hourly cost (see point 4.1 of the Guidelines)
- b. Laboratory tests costs will be represented by the MSs 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 5.2.2 of the Guidelines). In case several testing methods are used for one pest, each method has to be presented individually.
- c. Exceptional and dully justified costs will be represented by the MSs in accordance with point 5.2.3. of the Guidelines.

7.2. REQUEST FOR PAYMENT (REPORTING PHASE)

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

The costs presented in the reporting phase will be real costs.

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 MS has to be applied.

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

As the grant takes the form of reimbursement of actual costs and the unit cost methodology (as indicated in 4.2.1. and 5.2.1.4), the beneficiary shall declare the costs actually incurred for the action. If requested to do so in the context of checks or audits, the beneficiary shall 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 shall 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.

8.1 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 VE, ST, TR indicating: number of inspectors needed, travel time to and from the location, recorded in timesheets, duration of the inspection.

8.2 COSTS OF RENTING OF ELIGIBLE EQUIPMENT AND MATERIALS NEEDED TO IMPLEMENT THE MEASURES

➤ **In support of the payment request:**

- 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 monitoring, eradication / containment activity);

- official report attesting the proper implementation of the measures.

8.3 COSTS OF PURCHASE OF ELIGIBLE CONSUMABLES AND OF ANY OTHER NECESSARY MATERIALS NEEDED TO IMPLEMENT THE MEASURES

➤ **In support of the payment request:**

- 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 monitoring, eradication /containment activity);
- official evaluation records for the specific type of consumables and materials used during the implementation of the measures.

8.4 COSTS OF SERVICE CONTRACTS TO EXECUTE PART OF THE MEASURES

➤ **In support of the payment request:**

- 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.

8.5 COSTS OF COMPENSATION TO THE OWNERS

8.5.1. COSTS OF COMPENSATING THE OPERATORS OR OWNERS CONCERNING THE TYPE OF THE TREATMENT, DESTRUCTION AND/OR REMOVAL OF PLANTS OR PLANT PRODUCTS, CLEANING AND/OR DISINFECTION

- **In support of the payment request:**
 - list of operators or owners compensated for the above mentioned activities and invoice details (if it is the case).
- **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:**
 - copy of invoices and proof of payment for the direct cost or cost of renting equipment for treatment, destruction and/or removal of plants or plant products, cleaning and/or disinfection;
 - official report attesting the proper implementation of the measures; calculation of costs incurred for the official personnel and respective documents: list of the staff, salary sheets, accounting statements, working time recorded through monthly timesheets, calculation of hourly costs , calculation method of salaries (wages and social charges) and statutory remuneration;
 - official certificates of destruction and/ or removal of plants or plant products.

8.5.2. COSTS OF COMPENSATING THE OWNERS CONCERNED FOR THE VALUE OF THE DESTROYED PLANTS, PLANT PRODUCTS OR OTHER OBJECTS SUBJECT TO THE MEASURES REFERRED IN ARTICLES 17, 28(1), 29(1) AND 30(1) OF REGULATION 2016/2031

- **In support of the payment request:**
 - list of owners compensated for the value of the destroyed plants, plant products or other objects (Template to be provided in Final Report phase)
 - if not provided during the application phase (copy to the existing national / regional legislation in place regarding the compensation to the owners for the value of the destroyed plants, plant products or other objects subject to the measures referred in Articles 17, 28(1), 29(1) and 30(1) of Regulation 2016/2031;
 - description of the method followed for the calculation of the market value and the price line of the market value (based on the value of the plant/tree species or of the pest incidence);

- description of the administrative structure (competent authorities) and the process followed (financial circuit) for the payment of compensations to the owners;
- **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/or proof of payments.
 - official evaluation record of the destroyed plants, plant products or other objects, for which compensation has been paid;
 - official inspection order attesting the permission to destroy the plants, plant products or other objects, for which compensation has been paid;
 - official certificates of destruction of plants, plant products or other objects for which compensation has been paid, together with corresponding invoices from the destroyer.

8.6 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).

9. TECHNICAL AND FINANCIAL TOOLS FOR THE PHYTOSANITARY PROGRAMMES 2021-2022

9.1. IT TOOL TECHNICAL SPECIFICATIONS

The Commission developed an IT tool for the submission of applications, intermediate report and final reports for phytosanitary programmes. The IT tool is available via the EUROPHYT portal with the acronym PEST FUND 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 IT tool is divided into several blocks, where technical and financial information has to be inserted and/or validated by the users. The technical informations / specifications described in more detail in the supported document “EU Plant Health Monitoring, Eradication and Containment Programme PESTFUND v.3.0” https://ec.europa.eu/food/funding/plant-health/survey-programmes_en

9.2. IT TOOL FINANCIAL SPECIFICATIONS

As of 2021, the EC services together with the MSs have developed a new structure and methodology for reporting and co-financing the results of the Monitoring, Eradication and Containment Programmes.

An overview of the financial part (6 A & B) could be found in Annex I, describing the blocks subdivision in the IT tool financial section. In chapter 9.3-9.8, additional information regarding the financial blocks given in order to have the ability to investigate the following (a) which data to be inserted (b) calculation formulas (c) useful tips.

9.3. SAMPLING ACTIVITIES CARRIED OUT BY THE MSS – BLOCK (1) SAMPLING (ONLY OFFICIAL COSTS)

a. Field: Block 6 A Monitoring & 6 B Eradication / Containment

b. Data to be provided: For **field inspection** (sampling) activities, the MSs need to insert their "Number of hours" and "Estimated Cost per activity" per group. Field "Number of hours" represent the **total number of hours per year** taking place from official personnel in order to perform the sampling activities. Following JRC methodology the field inspection unit cost covers the time spent on fieldwork with **a standard duration of 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. As a result the **total number of hours per year need to be divided / 2.42 hours**.

In the example below, total number of hours spent for Pest Group 1 are 1000; then we need to divide them $1000 / 2.42 = 413.2$. As a result the field "Number of hours" need to insert the value 413.2 X to be multiplied by "Estimated Cost per activity" 29.7 (Unit Cost for Band 2, HU-PL-RO), the "Total estimated cost" in EUR at 100 %" is 12.272.04 € for Pest Group 1. The same logic is applied for the rest of the Pest Groups.

(1) Sampling (Only Official costs)					
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	100			
1	Number of samples	100			
1	Number of traps	100			
2	Number of visual examinations	200			
2	Number of samples	200			
1	Number of hours	413.2	€29.70	€12,272.04	€9,204.03
2	Number of hours	413.2	€29.70	€12,272.04	€9,204.03

Do you wish to indicate contract activities? Yes No

c. Calculation Formula: **Number of hours** (^[1*] to be inserted) X **Estimated costs** (^[2*] to be inserted by JRC Unit cost methodology) = Total estimated cost in EUR

d. Contracted Activities: MSs should make sure that whenever there are both Officials and Contracted Activities, they should be reported separately, respectively under *Section (1)* as shown in the field ^[3*] of the above table and *Section (4)* under BLOCK 6 A or under BLOCK 6 B This option is only available if you have answered "Yes" to the question "Do you wish to indicate contract activities?"

e. Extra tips:

- In Block 6 A, “Monitoring programmes” the "Number of activities" has to be presented per Pest Group (1-4), while in block 6 B, “Eradication and Containment Programmes” the "Number of activities" has to be presented per Pest (Group 1-5).
- For sampling activities only the figures from the fields "Number of hours" are taken into account while computing the total amount of this section.
- Activities and costs inserted in the current section are official costs only
- Contracted activities and costs should be inserted in block 4 under 6.A and in block 6 under 6.B “Cost of service contracts with third parties to execute part of the measures”
- Activities indicated as ineligible after the evaluation phase in the technical part should be removed as well from the financial part (current section)
- More information concerning the eligibility of the costs could be found under [6.1.1. Eligible / non-eligible direct costs for sampling activities.](#)
- For TR consumable costs more expensive than the EUR 41 ceiling, the actual costs of TR consumables will be used and 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)
- The number of cost to be inserted by the MSs [*2] should be in line with the Unit cost methodology as indicated below per Member State (ex. the Member States belonging in Band 2, HU-PL-RO need to complete the field by inserting 29.7)

Bands	Member States	Unit cost at 100% (EUR/FI official personnel)
Band 1	BG, LT, LV	21.3
Band 2	HU, PL, RO	29.7
Band 3	CZ, GR, HR, SK	35.8
Band 4	CY, EE, ES, MT, PT	56.4
Band 5	FI, IE, SI	75.2
Band 6	IT, LU, SE	85.0
Band 7	AT, DK, FR	112.9
Band 8	BE, DE, NL	126.7



9. 4. TESTING ACTIVITIES CARRIED OUT BY THE MSS (OFFICIAL COSTS) – BLOCK (2) TESTING (ONLY OFFICIAL COSTS)

a. Field: 6 A Monitoring & 6 B Eradication / Containment

b. Data to be provided: For **Testing** activities the MSs are supposed to insert only their “**Estimated Cost per activity**” per each activity and each Pest Group. In the example below, we have 50 “Number of activities” for Biotest spent for Group 1, plus 20 “Number of activities” for ELISA spent for Group 1; if multiplied by “Estimated Cost per activity” respectively at 12 € for Biotest and at 20 € for ELISA, the “Total estimated cost in EUR at 100 %” will be 600 € for Biotest and 400 € for ELISA. The “Total estimated cost in EUR at 100 %” will be 1000 € for Pest Group 1. The same logic is applied for the rest of the Pest Groups.

c. Calculation Formula: **Number of activities** (filled automatically from the technical part) **X Estimated cost per activity** ([1*] to be inserted) = Total estimated cost in EUR

(2) Testing (Only Official costs)							
Type of measure	Pest Group	Technical measures - Testing	Number of activities (annual)	Estimated Cost per activity (to be defined)	Total estimated cost in EUR (100%)	Co-funded rate (50% or 75%)	
Testing	1	Biotest	[2*] 50	[1*] € 12.00	€600.00	€300.00	
		ELISA	[2*] 20	[1*] € 20.00	€400.00	€200.00	
Testing	2	Biotest	[2*] 10	[1*] € 12.00	€120.00	€60.00	
		ELISA	[2*] 30	[1*] € 20.00	€600.00	€300.00	
		IF Test	[2*] 20	[1*] 10.00 €	€200.00	€100.00	
	5	Real-time-PCR	[2*] 35	[1*] 10.00 €	€350.00	€175.00	

Do you wish to indicate contract activities? Yes No

d. Contracted Activities: The MSs should make sure that whenever there are both Officials and Contracted Activities, they should be reported separately, respectively under Section (2) as shown in the field [2*] of the above table and Section (4) under BLOCK 6 A or under BLOCK 6 B This option is only available if you have answered “Yes” to the question “Do you wish to indicate contract activities?”

e. Extra tips:

- In Block 6 A, “Monitoring programmes” the "Number of activities" has to be presented per Pest Group (1-4), while in Block 6 B, “Eradication and Containment Programmes” the "Number of activities" has to be presented per Pest (Group 1-5).
- Activities and costs inserted in the current section are official costs only

- Contracted activities and costs should be inserted in block 4 under 6.A and in block 6 under 6.B “*Cost of service contracts with third parties to execute part of the measures*”
- The testing to be inserted in the field “Estimated cost per activity”^[1*] could be the number of the specific tests (ex. PCR or ELISA)
- Activities indicated as ineligible after the evaluation phase in the technical part should also be removed from the financial part (current section)
- More information concerning the eligibility of the costs could be found under [6.1.2. Eligible / non-eligible direct costs for Testing activities.](#)

9. 5 . OTHER MEASURES CARRIED OUT BY THE MSS (OFFICIAL COSTS) – BLOCK (3) EXCEPTIONAL AND DULY JUSTIFIED CASES, THE COSTS INCURRED IN CARRYING OUT NECESSARY MEASURES OTHER THAN THOSE REFERRED TO IN POINTS (1) AND (2).

a. Field: 6 A Monitoring & 6 B Eradication / Containment

b. Data to be provided: For **Other** measures the MSs are supposed to insert only their “Estimated Cost per activity” per each activity and each Pest Group. In the example below, we have 10 “Number of activities” spent for Sniffer dogs Pest Group 1; if multiplied by the “Estimated Cost per activity” at 50 € each, the “Total estimated cost in EUR at 100 %” will be 500 € for Pest Group 1. The same logic is applied for the rest of the Pest Groups.

c. Calculation Formula: **Number of activities** (filled automatically from the technical part) **X Estimated cost per activity** ([1*] to be inserted) = Total estimated cost in EUR

(3) Exceptional and duly justified cases, the costs incurred in carrying out necessary measures other than those referred to in points (1) and (2)

Type of measure	Pest Group	Technical measures - Other	Number of activities (annual)	Estimated Cost per activity (to be defined)	Total estimated cost in EUR (100%)	Co-funded rate (50% or 75%)
Other	1	Sniffer dogs	[2*] 10	[1*] 50.00 €	€500.00	€250.00
Do you wish to indicate contract activities? <input checked="" type="radio"/> Yes <input type="radio"/> No						

(3) Exceptional and duly justified cases, the costs incurred in carrying out necessary measures other than those referred to in points (1) and (2)

Type of measure	Pest Group	Technical measures - Other	Number of activities (annual)	Estimated Cost per activity (to be defined)	Total estimated cost in EUR (100%)	Co-funded rate (50% or 75%)
BZ	1	Measure 1	[2*] 100	[1*] € 10.00	€1,000.00	€500.00
IZ	4	Measure 2	[2*] 80	[1*] € 5.00	€400.00	€200.00
Do you wish to indicate contract activities? <input checked="" type="radio"/> Yes <input type="radio"/> No						

d. Contracted Activities: The MSs should make sure that whenever there are both Official and Contracted Activities, they should be reported separately, respectively under Section (3) as shown in the field [2*] of the above table and Section (4) under BLOCK 6 A or under BLOCK 6 B This option is only available if you have answered “Yes” to the question “Do you wish to indicate contract activities?”

e. Extra tips:

- In Block 6 A, “Monitoring programmes” the "Number of activities" has to be presented per Pest Group (1-4), while in Block 6 B, “Eradication and Containment Programmes” the "Number of activities" has to be presented per Pest (Group 1-5).
- Activities and costs inserted in the current section are official costs only

- Contracted activities and costs should be inserted in block 4 under 6.A and in block 6 under 6.B “*Cost of service contracts with third parties to execute part of the measures*”
- Activities indicated as ineligible after the evaluation phase in the technical part should also be removed from the financial part (current section)
- More information concerning the eligibility of the costs could be found under [6.1.3. Eligible / non-eligible direct costs for Other activities](#)

9. 6. CONTRACTED ACTIVITIES CARRIED OUT BY THE MSS – BLOCK (4) A & 6 (B) COST OF SERVICE CONTRACTS WITH THIRD PARTIES TO EXECUTE PART OF THE MEASURES.

a. Field: *Block 4 6 A Monitoring & Block 6 6 B Eradication / Containment*

b. Data to be provided: If you have selected the “Yes” button in the previous three tables, the same fields will appear in this table too, to allow the MSs to insert their contracted activities and “Estimated Cost per activity”. The same logic, already applied for the Field Inspection, Testing and Other measures from the “Official costs” tables, is also applicable here. The MSs have possibility through the drop-down menu to select as many rows as they need in order to list all contracted parties.

Field "Number of hours" represent the **total number of hours per year** taking place from contracted personnel in order to perform the sampling activities. Following JRC methodology the field inspection unit cost covers the time spent on fieldwork with a standard duration of 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. As a result the **total number of hours per year need to be divided / standard duration 2.42 hours.**

In the example below, total number of hours spent for Pest Group 1 are 1000; then we need to divide them $1000 / 2.42 = 413.2$. As a result the field “Number of hours” need to insert the value 413.2 X to be multiplied by “Estimated Cost per activity” 34.6 (Unit Cost for Band 2, HU-PL-RO). Then “Total estimated cost in EUR at 100 %” is 14.296.72 € for Pest Group 1. The same logic is applied for the rest of the Pest Groups.

(4) Cost of service contracts with third parties to execute part of the measures

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 hours	413.2	€ 34.6	€14,296.72	€10,722.54
2	Number of hours	413.2	€ 34.6	€14,296.72	€10,722.54
Add New Sampling					
Pest Group	Technical measures - Testing	Number of activities (annual)	Estimated Cost per activity (to be defined)	Total estimated cost in EUR (100%)	Co-funded rate (50% or 75%)
1	ELISA	10	€ 7.5	€75.00	€56.25
2	Biotest	40	€ 14	€480.00	€360.00
Add New Testing					
Pest Group	Technical measures - Other	Number of activities (annual)	Estimated Cost per activity (to be defined)	Total estimated cost in EUR (100%)	Co-funded rate (50% or 75%)
1	Sniffer dogs	5	€ 10	€50.00	€37.50
2	Sniffer dogs	15	€ 10	€150.00	€112.50
Add New Other Measures					

c. Calculation Formula: Number of activities (^[1*]to be inserted) **X Estimated cost per activity** (^[2*]to be inserted) = Total estimated cost in EUR

d. Extra tips:

- In Block 6 A, “Monitoring programmes” the "Number of activities" has to be presented per Pest Group (1-4), while in Block 6 B, “Eradication and Containment Programmes” the "Number of activities" has to be presented per Pest (Group 1-5).
- For FI activities, only the figures from the fields "Number of hours" are taken into account while computing the total amount of this section.
- All the activities and costs inserted in the current section are only contracted costs
- The maximum average profit value of 18.3% was set up to be the salary profit mark-up for contracting activities.(based on two Eurostat indicators of profitability) See paragraph 4.2.
- Activities indicated as ineligible after the evaluation phase in the technical part should be removed as well from the financial part (current section)
- More information concerning the eligibility of the costs could be found under 4.2.Eligible / non-eligible direct costs for Contracted activities
- For TR consumable costs more expensive than the EUR 41 ceiling, the actual costs of TR consumables will be used and Member States shall declare those costs individually and duly justified in the current block as other measures indicating the type of the trap in the field (a) the name of the trap "Technical Measure" , (b) the number of the traps " Number of activities " and (c) the cost in “Estimated Cost per activity”.
- The number of cost to be inserted by the MSs [*2] should be in line with the cost methodology number as indicated below per Member State (ex. the Member States belonging in Band 5, FI-IE-SI need to complete the field by inserting 88.3)

Bands	Member States	Unit cost at 100% (EUR/FI contracted)
Band 1	BG,LT,LV	24.6
Band 2	HU,PL,RO	34.6
Band 3	CZ,GR,HR,SK	41.8
Band 4	CY,EE,ES,MT,PT	66.1
Band 5	FI,IE,SI	88.3
Band 6	IT,LU,SE	99.9
Band 7	AT,DK,FR	132.9
Band 8	BE,DE,NL	149.3



9. 7. COMPENSATION - BLOCK (5) 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, WATER, SOIL, GROWING MEDIA, FACILITIES, MACHINERY AND EQUIPMENT.

a. Field: B Eradication / Containment

b. Data to be provided: For Compensation activities the MSs are supposed to insert only their “**Estimated Cost per activity**” per each activity per Pest. In the example below, in the type of measure BZ (Buffer Zone) we have 10 “**Number of activities**” for Plants to be removed – Measure 1 at 12 € “**Estimated Cost per activity**”, the “**Total estimated cost in EUR at 100 %**” will be 120 € . The same logic is applied for the rest of the type of measures.

c. Calculation Formula: **Number of activities (filled automatically from the technical part) **X Estimated cost per activity** (^[1*]to be inserted) = Total estimated cost in EUR**

(5) 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, water, soil, growing media, facilities, machinery and equipment;

Type of measure	Technical measures - Other	Number of activities (annual)	Estimated Cost per activity (to be defined)	Total estimated cost in EUR (100%)	Co-funded rate (50% or 75%)
BZ	Plants to be removed - Measure 1	^[2*] 10	^[1*] € 12.00	€120.00	€60.00
IZ	Plants to be removed - Measure 2	^[2*] 20	^[1*] € 10.00	€200.00	€100.00
BZ	Plants to be destroyed - Measure 1	^[2*] 15	^[1*] € 20.00	€300.00	€150.00
IZ	Plants to be destroyed - Measure 2	^[2*] 12	^[1*] € 20.00	€240.00	€120.00
BZ	Clear-cut felling - Measure 1	^[2*] 40	^[1*] € 30.00	€1,200.00	€600.00
IZ	Clear-cut felling - Measure 2	^[2*] 50	^[1*] € 28.00	€1,400.00	€700.00

Do you wish to indicate contract activities? Yes No

d. Contracted Activities: The MSs should make sure that whenever there are both Officials and Contracted Activities, they should be reported separately, respectively under Section (5) as shown in the field ^[2*]of the above table and Section (4) under BLOCK 6 B. This option is only available if you have answered “Yes” to the question “Do you wish to indicate contract activities?”

e. Extra tips:

- Activities and costs inserted in the current section are only official costs Activities and costs inserted in the current section are official costs only
- Contracted activities and costs should be inserted in block 4 under 6.A and in block 6 under 6.B “*Cost of service contracts with third parties to execute part of the measures*”

- Activities indicated as ineligible after the evaluation phase in the technical part should be removed as well from the financial part (current section)
- More information concerning the eligibility of the costs could be found under [6.1.4.CompensatingTheOwnersForTreatmentDestructionCleaning](#)

9. 8. COMPENSATION – BLOCK (6) COST OF COMPENSATING THE OWNERS CONCERNED FOR THE VALUE OF THE DESTROYED PLANTS, PLANT PRODUCTS OR OTHER OBJECTS SUBJECT TO THE MEASURES REFERRED TO IN ARTICLES 17, 28(1), 29(1) AND 30(1) OF REGULATION 2016/2031, LIMITED TO THE MARKET VALUE OF SUCH PLANTS, PLANT PRODUCTS AND OTHER OBJECTS AS IF THEY HAD NOT BEEN AFFECTED BY THOSE MEASURES; THE SALVAGE VALUE, IF ANY, SHALL BE DEDUCTED FROM THE COMPENSATION.

a. Field: 6 B Eradication and Containment

b. Data to be provided: For Compensation activities concerning the value of the destroyed plants, plant products or other object, MS are supposed to insert only their “**Estimated Cost per activity**” per each activity per Pest. In the example below, in the type of measure BZ we have 100 “Number of activities” for Plants to be compensated and at 1000 € as “Estimated Cost per activity”, the “Total estimated cost in EUR at 100 %” will be 100,000.00 €. The same logic is applied for the rest of the type of measures.

c. Calculation Formula: **Number of activities** (filled automatically from the technical part) **X Estimated cost per activity** ([1*] to be inserted) = Total estimated cost in EUR

(6) Cost of compensating the owners concerned for the value of the destroyed plants, plant products or other objects subject to the measures referred to in Articles 17, 28(1), 29(1) and 30(1) of Regulation 2016/2031, limited to the market value of such plants, plant products and other objects as if they had not been affected by those measures; the salvage value, if any, shall be deducted from the compensation;

Type of measure	Technical measures - Other	Number of activities (annual)	Estimated Cost per activity (to be defined)	Total estimated cost in EUR (100%)	Co-funded rate (50% or 75%)
BZ		[2*] 100	[1*] 1000,00 €	€100,000.00	€50,000.00
IZ		0		€0.00	€0.00

Do you wish to indicate contract activities? Yes No

d. Contracted Activities: The MSs should make sure that whenever there are both Officials and Contracted Activities, they should be reported separately, respectively under Section (6) as shown in the field [2*] of the above table and Section (4) under BLOCK 6 B. This option is only available if you have answered “Yes” to the question “Do you wish to indicate contract activities?”

e. Extra tips:

- Activities and costs inserted in the current section are only official costs Activities and costs inserted in the current section are official costs only
- Contracted activities and costs should be inserted in block 4 under 6.A and in block 6 under 6.B “Cost of service contracts with third parties to execute part of the measures”

- Activities indicated as ineligible after the evaluation phase in the technical part should be removed as well from the financial part (current section)
- More information concerning the eligibility of the costs could be found under [6.1.5. Eligible / non-eligible direct costs for Destroyed Plants](#)

9.9.FINANCIAL OVERVIEW - SECTION (8) APPLICATION PHASE OVERVIEW IN THE IT TOOL

In section 8, a summary table of the budget distribution of the application and aggregated figures for both sections (A. monitoring & B eradication and containment) will be displayed “Total estimated cost in EUR at 100 %” and “Co-funded rate at 50% or 75 %”

a. Field: 8 B Financial Overview Monitoring Programme

Financial summary Monitoring Programme								
Type of activity	Type of measure	Group of Pests					Total estimated cost in EUR (100%) ³	Co-funded rate (50% or 75%)
		1	2	3	4	5		
A	Sampling	€10,000.00	€2,000.00	€1,000.00	€0.00	€0.00	€13,000.00	€9,750.00
	Testing	€6,000.00	€1,000.00	€5,000.00	€0.00	€0.00	€12,000.00	€9,000.00
	Other measures	€1,000.00	€876.79	€0.00	€0.00	€0.00	€1,876.79	€1,407.59
	Contracted activities	€10,605.40	€5,000.00	€4,175.20	€0.00	€0.00	€19,780.60	€14,835.45
						Direct costs:	€46,657.39	€34,993.04
						7% flat rate calculated on the basis of all eligible direct costs:	€3,266.02	€2,449.51
						TOTAL:	€49,923.41	€37,442.56

Overview	Group 1	Group 2	Group 3	Group 4	Group 5	TOTAL
Total :	€27,605.40	€8,876.79	€10,175.20	€ -	€ -	€46,657.39
7% flat rate	€ 1,932.38	€ 621.38	€ 712.26	€ -	€ -	€ 3,266.02
Total including 7% flat rate :	€29,537.78	€9,498.17	€10,887.46	€ -	€ -	€49,923.41
Total co-funded budget Application phase	€22,153.33	€7,123.62	€ 8,165.60	€ -	€ -	€37,442.55

b. Field: 8 B Financial Overview Eradication and Containment Programme

Eradication and Containment Programme		Group of Pests					Total estimated cost in EUR (100%) ³	Co-funded rate (50% or 75%)
Type of activity	Type of measure	1	2	3	4	5		
B	Sampling							
	Testing							
	Other measures							
	Contracted activities							
	Compensation - Descturction, cleaning etc.							
	Compensation - Value of plants, products etc.							
						Direct costs:		
						7% flat rate calculated on the basis of all eligible direct costs:		
						TOTAL:		

10. SUPPORTIVE DOCUMENTS AND USEFUL INFORMATION FOR APPLICANTS

Information related to plant health Monitoring, Eradication and Containment measures, as included in section 2.8 of Annex IV of the Regulation (EU) 2021/690 on the Programme for single market, competitiveness of enterprises, including small and medium-sized enterprises, and European statistics and the adoption of the work programme for 2021 and 2022, is available on:

https://ec.europa.eu/food/funding/plant-health/survey-programmes_en

https://ec.europa.eu/food/funding/plant-health/emergency-measures_en

For more detailed information, please refer to the financial section of the FAQ document.

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

For any question related to the application for Monitoring programmes for pests (whether technical or financial) please contact us by email at

SANTE-D4-SURVEYS-PLANT-HEALTH@ec.europa.eu

For any question related to the IT Tool issues please, contact us by email at

SANTE-PLANT-HEALTH-SUPPORT@ec.europa.eu

ANNEX 1 OUTLET OF THE SECTIONS IN THE IT TOOL FINANCIAL PART

6.A Monitoring

Block (1) Sampling (Only Official costs)

Block (2) Testing (Only Official costs)

Block (3) Exceptional and duly justified cases, the costs incurred in carrying out necessary measures other than those referred to in points (1) and (2) (Only Official costs)

Block (4) Cost of service contracts with third parties to execute part of the measures (Only Contracted costs)

6.B Eradication and Containment

Block (1) Sampling (Only Official costs)

Block (2) Testing (Only Official costs)

Block (3) Exceptional and duly justified cases, the costs incurred in carrying out necessary measures other than those referred to in points (1) and (2) (Only Official costs)

Block (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, water, soil, growing media, facilities, machinery and equipment; (Only Official costs)

Block (5) Cost of compensating the owners concerned for the value of the destroyed plants, plant products or other objects subject to the measures referred to in Articles 17, 28(1), 29(1) and 30(1) of Regulation 2016/2031, limited to the market value of such plants, plant products and other objects as if they had not been affected by those measures; the salvage value, if any, shall be deducted from the compensation; (Only Official costs)

Block (6) Cost of service contracts with third parties to execute part of the measures (Only Contracted costs)

ANNEX 2 TIMELINE AFTER SINGLE MARKET PROGRAMME ADOPTION FOR PHYTOSANITARY PROGRAMMES 2021-22

