QUESTIONS AND ANSWERS RELATED TO MEMBER STATES 2020 FINAL REPORT FOR PESTS
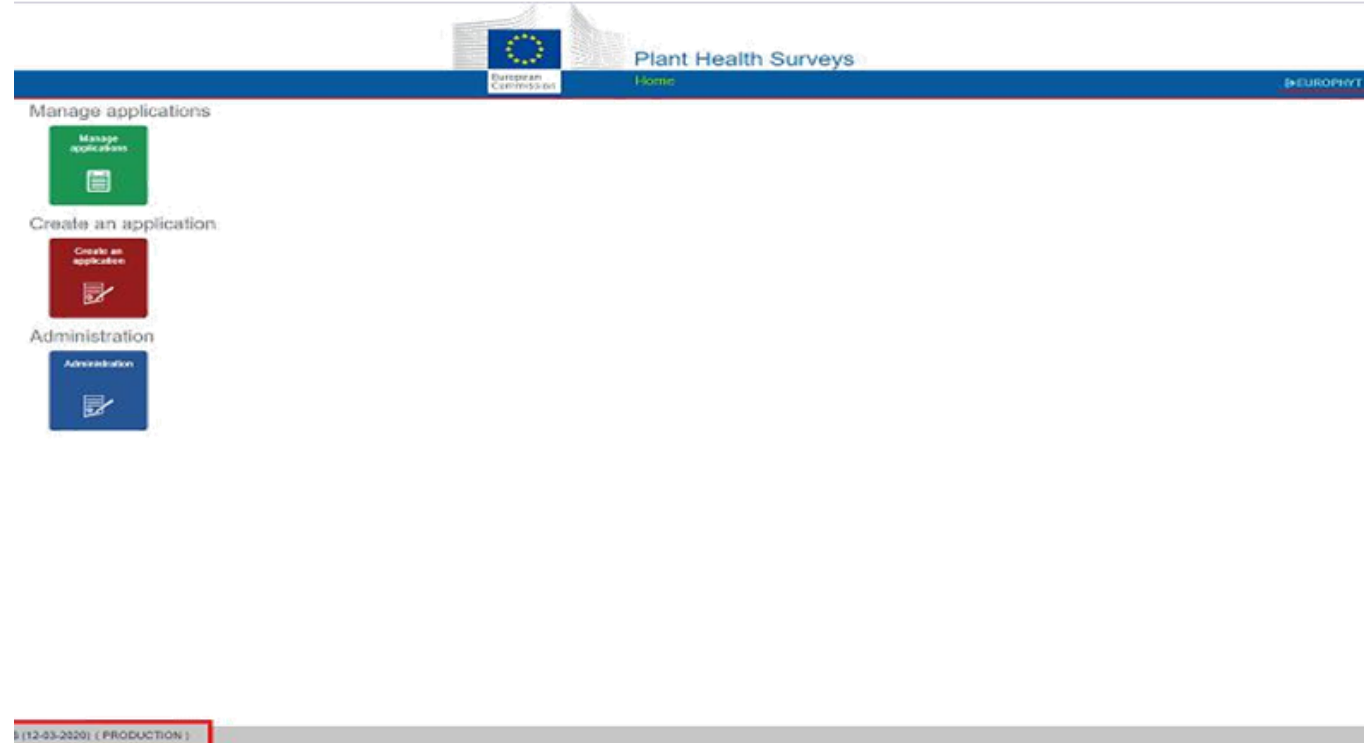
CONTENTS

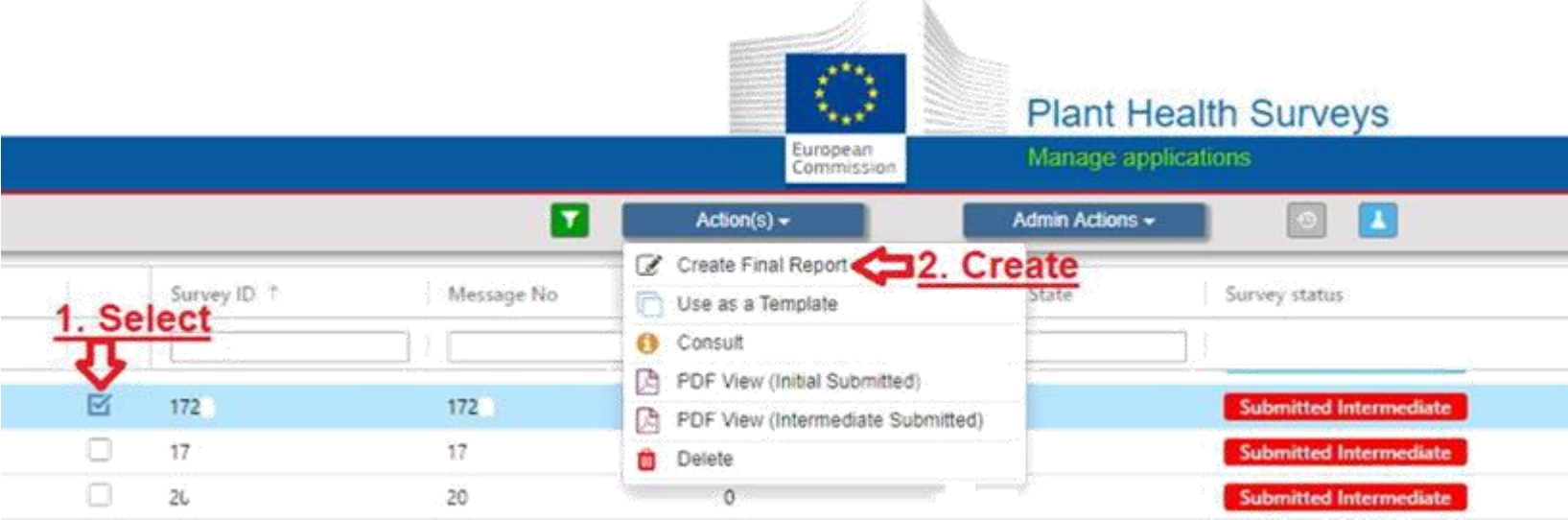| QUESTIONS FROM MS	ANSWERS FROM THE COMMISSION
1. GENERAL QUESTIONS ON THE SUBMISSION OF TECHNICAL AND FINANCIAL FINAL REPORT	
1. Q: How to access the IT Tool for 2020 Final Report for Plant Health Surveys?	A. To access the module you need to visit https://webgate.ec.europa.eu/europhyt/ using a web browser and log in with your EU Login credentials.
2. Q: What type of browser is needed to open the IT tool?	A: Please note that recommended browsers are Chrome and Firefox. In case your web browser is an Internet Explorer, please make sure that it is updated to at least Version 10.
3. Q: Which module is used in order to access the Final Report 2020?	A: The IT Tool for the co-financing Final Report is the same as the previous years (since 2016). The only difference is the changing of the name of the IT Tool box that you should select in order to complete the Final Report for the co-funding scheme and the one that you need to select is: "EU Plant Health Monitoring, Eradication and Containment Programme" and not Plant Health Surveys (new IT Tool for pest survey annual module. Concerning the new IT Tool for pest survey annual module (in red) please use the following e-mail from Unit in charge G 1, in case you need additional clarifications (SANTE-G1-PLANT-HEALTH-SURVEYS-SUPPORT@ec.europa.eu).

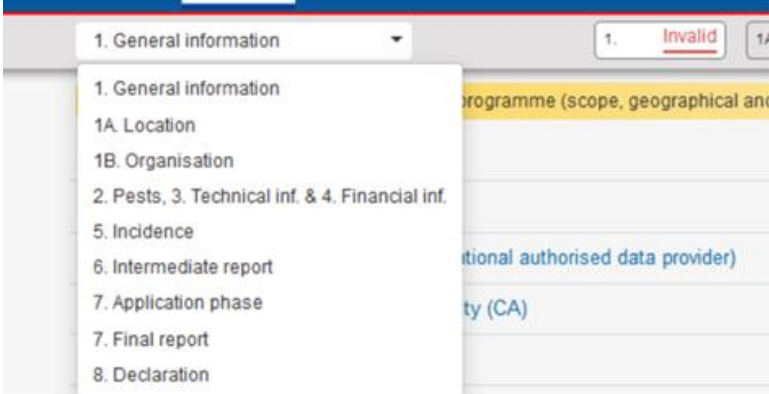| 4. Q: In case of a problem to access the module in the EUROPHYT page, what should Member States do?	A: When accessing the module, users should ensure they see version 2.8, as shown in the screenshot below, before proceeding. If the new version number is not displayed, this means that your web browser is not fully refreshed.
5 Q: In case of validation errors or other problems with EUROPHYT page, what should Member States do?	A: Please follow the instructions provided here, in order to change the settings.

6 Q: Are there any additional useful documents for the submission of the2020 Final Report?	Request access to the portal EU Login account Plant health survey tips Data dictionary on final report Financial Identification Form Further info
7 Q: Only one contact person per Member State can be in charge for the submission of the 2020 Final Report?	A: An additional user's access can be given for each Member State. 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 authorize the request.
8 Q: How can Member States create a Final Report for 2020?	A: Member States have to go to **"Submitted Intermediate"** application and select it. Click on the "Actions" menu and choose" Create Final Report", which will create a Draft version of the final report.
9 Q: Can the final report be edited before submission?	A: Yes, the final report can be edited before submission. Final reports and reimbursement requests for the 2020 EU co-financed programmes that cannot be submitted by the deadline of **30 April 2021**.

10 Q: If the Member States are working on the final report for several days, how to make sure the data already introduced in the IT system is not lost?	A: If a Member State is working on the final 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.
11 Q: How can Member States access the different blocks of the 2020 Final Report?	A: A function (blocks representation) with a drop-down menu has been created in the top left which gives you the chance to use a list menu for all the blocks in a more efficient and simpler way.
12 Q: What actions have to be followed by the Member States before submitting the Final Report?	A: Before proceeding to the submission of the Final Report, the Member States have to follow the following actions: • Modify the Final Report, including the upload of the signed declaration (Block 8) • Save • Validate • Submit the Final Report

13 Q: How can Member States verify which fields are missing from the Final Report for 2020?	A: A function bar has been inserted in the top screen in order to validate and check which fields are missing from all the sections. Please note that the validation results are shown in the header:
14 Q: After the submission of a Final Report, will Member States have an official proof of submission?	A: Yes, an automatic reply will be generated by the IT system, including the submission number of the Final Report and Declaration signed by the Member State.

2. TECHNICAL Q & A SECTION	
Administrative areas and locations	
1. Q: What should be indicated in the *General overview and analysis of the surveys result recorded field*?	A: Please summarise and analyse the survey results (pests detected; number of positive results, etc.) and the follow up actions taken.
2. Q: What should be indicated in the field *Outcomes, targets attained and benefits of the survey programme*?	A: Please describe the outcomes of the programme and elaborate on the targets attained and the performance indicators set to measure the success of the programme in the GD; elaborate on the benefits of the co-financing programme for your country. Additional issues (if applicable): - Unexpected results/outcomes (if applicable) - Information on qualitative aspects of the surveillance programme (that can be of use to other users) e.g. use of a specific technique/technology/diagnostic tool that has proven efficient or on the contrary troublesome (optional)
3. Q: What should be indicated in the field *Main difficulties with the Surveys Programme?*	A: Please elaborate on the challenges identified (if applicable) while implementing the programme and the way they have influenced the execution and performance of the surveillance programme as set in the GD.

4. Q: What information needs to be provided in *Block 3 Technical information Survey site –*?	A: In *Block 3 – Technical information Survey site,* Member States have to indicate in the free text cell the type of sites surveyed (non-exhaustive list included in field 1A Location *Surveyed area/types of locations* of General Information E.g. *nursery/park name/deciduous forest/harbour area, etc.* and the percentage of each type of surveyed sites, if available.
5. Q: What information needs to be provided in *Block 3 Number of visual inspections?*	A: Please provide the number of visual inspections as **number** and not as hours/per person. The total number of visual inspections carried out for each pest should be indicated and not split between the pests if part of a combined inspection (e.g. if you visit 20 citrus orchards to check for 5 different citrus pests, 20 visual inspections have been carried out for each pest)). This information is not linked to the financial information and will be used only for the technical assessment.
6. Q: What information needs to be provided in *Block 3 Number of laboratory test with positive results* and *Number of positive samples?*	A: Please indicate findings of the survey of a specific pest, expressed as: - *Number of positive samples*: number of samples tested positive (not related to the number of tests required to confirm the positive) - *Number of laboratory tests with positive results:* this number should be equal to the "Number of positive samples" when one test is carried out to detect a positive sample or bigger when more than one test is required to confirm a positive sample. In the case of positive samples, please add the outbreak notification number and date in the corresponding box, using the field *Comments* when more than one outbreak is linked to the findings or justify why the outbreak(s) has not been notified and the follow-up actions taken. In the field *Comments* indicate the total number of samples for the pest, if different, should also be indicated and not split between the pests if part of a combined inspection (e.g. potato pests). This information is not linked to the financial information and will be used only for the technical assessment.

7. Q: Regarding the location map provided by the IT tool, how can the Member States use it?	A: The location map provided allows the user to zoom in, and select a specific area/location at national level and then use the drawing tools to indicate the exact area to be surveyed for a specific pest. The users have also the possibility to upload their own maps in the IT tool for all surveys and also per pest.
8. Q: Can Member States freely choose the appropriate administrative areas, according to their administrative organization?	A: Yes, each Member States can choose the appropriate or the most relevant administrative areas for their survey programmes. However, please provide information as precise as possible. In the technical part of the application, Member States 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.
9. Q: How should Member States indicate the location to be covered by the survey programme at national level – *Block 1A*?	A: In Block 1a – Location, Member States 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 Member States can include free text and add other types of details.

10. Q How to indicate the pest *location in Block 3*?	A: For each pest, please provide geographical information as precise as possible (GPS or NUTS 3 level); maps per pest/groups of pests are also welcome. 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:

Block 3: Information about the pests to be surveyed in the programme for the year of survey

Agrilus anxius A
AGRLAX / Agrilus anxius ℹ️

Pest status — Absent ✔

Location — Bavaria, Berlin, Bremen, North-Rhine-Westphalia, Thuringia, Berlin, Bonnnn, Hamburg ✔

Characters: (83/417)

Select

In case of other location insert manually

- Bremen
- Hamburg
- Lower Saxony
- Mecklenburg-Western Pomerania
- North Rhine-Westphalia
- Rhineland-Palatinate
- Saxony

Survey site

- Schleswig-Holstein
- Baden-Wuerttemberg
- Thuringia
- Bavaria
- Berlin
- Brandenburg

Surveyed area / types of locations ✖

Survey site - Attachments

Cancel   Save

visual inspections executed - (1232)

11. Q: How to add locations (geographical) 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:
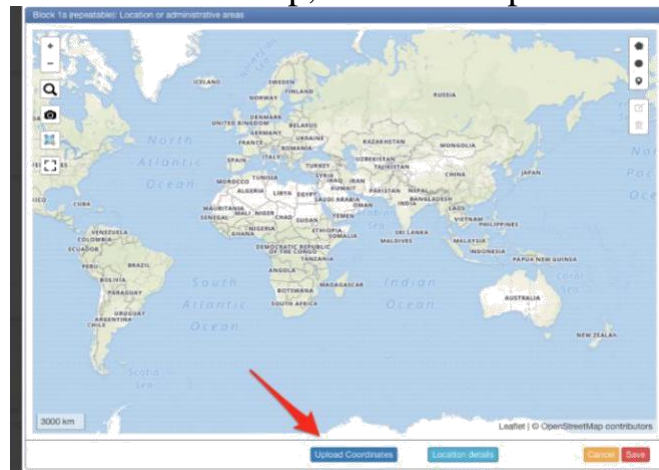
	3. Make sure that the GPS coordinates are in digital format, stored in a single cell, separated by a comma (left picture below) and saved as a .csv file. If the proper format is used, the result will be shown as in the picture on the right:
12. Q: What technical information should be provided in the *Comments* fields?	A: To help the Commission assess the change in the number of activities, Member States are encouraged to provide all relevant technical information that could facilitate the technical assessment of the programme; e.g.:

information about the reasons for increase/decrease in number of measures taken per pest/group of pests;

details regarding inspection, sampling and testing strategies (e.g. choice of high risk survey sites, percentage of area/crop/host plants/target population inspected);

efficacy of a particular sampling or testing strategy, difficulties encountered;

the total number of samples/tests for the pests not split between the pests if part of a combined inspection (e.g. potato pests).

This information is not linked to the financial information and will be used for the technical assessment. Member States comments will facilitate the assessment and will avoid requests for additional information.

E.g. In the Final report, a Member State has significantly increased the trapping compared with the initial or intermediate report for a given pest. This could be justified with new findings resulting in strengthening the surveillance in an area neighbouring the findings/province. The inclusion of this information will avoid request of information about this increase during the evaluation of the final report, because the information will already be detailed in the report.

Another example is to indicate, for pests surveyed in groups, the total number of samples and the samples per pest (e.g. Potato pests - in total xxx number of samples were collected (divided for x, y, z pests).)

13. What are the new fields concerning pest outbreaks in Block 3?	In case of an ongoing outbreak or a new outbreak of a pest, Member States are required to provide the EUROPHYT Outbreak reference number and the date in the following fields:
	EUROPHYT Outbreaks reference number ✖ EUROPHYT Outbreaks notification date ▤ ✖ The current version of the IT-tool allows only the introduction of one outbreak number and one date. In case of several outbreaks, please indicate them in the "Comments" box

14. Q: In *Block 5 – Pest incidence* the data would be pre -filled from Member States participated in previous years?	A: Yes, when **Member States** had applied for the programmes in 2016, 2017, 2018 they will be able to select the final report data to be prefilled with information from previous years:

	3. FINANCIAL Q & A SECTION
1. Q: How can Member States add measures in the final report, supplementary to the ones included in the application phase?	A: No additional measures/pests can be added in the Final Report. Member States have the possibility only to revise (increase or decrease) the measures which have already been evaluated in the Application or Intermediate Report phase (if applicable).
2. Q: How can Member States edit exiting costs, which were imported from application phase or Intermediate Report phase (if applicable)?	A: If a Member States wants to edit existing type of costs (imported from the application or intermediate phase), this can be done simply by going to the tab Final – Official or Final-Contracted and press the Edit tool (pencil symbol) at the right side of each existing measure:

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This way the quantitative information and the related costs can be modified (by either increasing or decreasing the existing numbers). The information in the final report has to include overall total data, based on real implemented measures and related costs.

Block 4: (Stage 1) and re-entered as Block 7 (Stage 3): Part I and Part II: Activities carried out by official staff or contracted

Indicators	Number of hours per person
Quantitative information	60
Estimated cost in EUR	€16.67
Total estimated cost in EUR (at 100%)	1000.2
Co-funded rate request	75
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3. Q: If 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
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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.
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4. Q: In Block 7: Final Report, what are the comments that we should introduce in the comment box?	A: Member States should "comment" in the text box the following: 1) A justification of the difference between the total approved estimated cost (as presented in the Grant Decision) and the total real cost, if higher 2) A justification of the difference between the total approved estimated cost (as presented in the Grant Decision) and the total real cost, if lower, especially if the budget is having a higher difference than 20% then an analytical description of the reason of the current decrease need to be described. **Plant Health Surveys** — Modify an application - Final report Block 7: Final Report Total amount applied initialy for 2019 € — 86945 Total approved budget initially (€) Total Real cost in EUR (at 100%) — 101042.24 Total final budget (€) — 50521.12 Comments — Free text — Characters: (0/2000) Co-funded rate request — 50

5. Q: Does the signed declaration needs to be uploaded by 30 April 2021?	Member States need to finalise, submit and sign the declaration by the **30 April 2021**.
6. Q: Have your financial details changed since the Plant Health survey 2020 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	
7. Q: Regarding the 50% or 75% co-funding rate, Member States 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 Member States.
Eligible costs	
8. 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.