QUESTIONS AND ANSWERS RELATED TO MS APPLICATIONS FOR
2017-2018 SURVEY PROGRAMMES FOR PESTS

1. GENERAL QUESTIONS ON THE SUBMISSION OF TECHNICAL AND FINANCIAL APPLICATION

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QUESTIONS FROM MS	ANSWERS FROM THE COMMISSION
1. GENERAL QUESTIONS ON THE SUBMISSION OF TECHNICAL AND FINANCIAL APPLICATION	
1. Q: How to access the IT Tool for 2017-2018 Plant Health Surveys?	A. To access the module you have to click on or open this link in a web browser: https://webgate.ec.europa.eu/europhyt/ and log in with your ECAS credentials.
2. Q: What type of browser is needed to open the IT tool?	A: Please ensure that if your web browser is Internet Explorer that it is version 9 or higher or use Chrome, Safari or Firefox.
3. Q: Are there any additional useful documents for the submission of the 2017-2018 Plant Health Surveys?	ECAS_Account.pdf DataDictionaryEradic ationFundsPlantHealt AccessPlantHealth.p df PlantHealthSurveysTi ps.pdf guidelines surveys REV 5.pdf Further info: http://ec.europa.eu/dgs/health_food-safety/funding/cff/plant_health/survey-programmes_en.htm
4. Q: Only one contact person per Member Sate can be in charge for the submission of the 2017-2018 Plant Health Surveys?	A. An additional user's access can be given for each MS. The processes are the same followed for the sign in of the contact person (ECAS) and an e-mail should be sent to the Commission for the current request. The new user should request access in the same way (ECAS and SAAS) and we will authorise the request based on your approval of same.

5. Q: The application for the Plant Health Survey Programmes with the IT Tool could be done for the year(s): a) 2017 b) 2018 c) 2017 and 2018 together. What is the difference?	A. There are three ways to apply for the 2017-2018 Plant Health Survey Programmes : a) Apply only for the year **2017** (by 31st of May 2016); b) Apply only for **2018** (by 31st of May 2017); c) 1. Apply for the years **2017** and **2018** **separately** (by 31st of May 2016), with the possibility to duplicate the data (from 2017 to 2018 application); 2. Apply for **both years together - 2017 and 2018** by indicating the estimated budget for both years. Member States should be aware that if they are choosing *option d),* the total estimated budget and the number of sampling and testing procedures will be divided by two, for the purpose of the adoption of the yearly financing decision for 2017 and 2018. *E.g.: Total estimated budget for the years 2017-2018 is 100.000 Euro; the amount allocated in the yearly financing decision would be of 50.000 Euro for 2017 and 50.000 Euro for 2018.* For any of these application methods, the intermediate and final reports will have to be submitted annually, as indicated in the 2017-2018 revised Guidelines (point 7.2, STEP 6).
6. Q: If the MS is working on the application for several days, how to make sure the data already introduced in the IT system is not lost?	A: If the MS is working on the application for several days, each draft version can be saved in the IT tool and the work can be continued in the following days. For this, the user of the IT tool has to press the *Save and exit* option, before closing the application.
7. Q: After the final submission of the application will MS	A: Yes, a number will be sent by the Commission confirming the

have an official proof of submission?	official registration of the application and the MS can download from the IT system a full PDF version of the final application submitted.
8. Q: There are possibilities for copying the same data for the 2017 application to the 2018 one?	A: Yes, a new function have being added so you can duplicate your data (from 2017 to 2018 application) and as a result the next year when the system is going to be opened for reassessing your application for 2018 (already submitted) or for introducing a new application for 2018.

2. TECHNICAL Q & A SECTION	
Administrative areas and locations	
1. Q: Can MS freely choose the appropriate administrative areas, according to their administrative organisation?	A: Yes, each MS can choose the appropriate or the most relevant administrative areas for their survey programmes. In the technical part of the application, MS have to indicate which part of the region/country has been chosen (if that is the case) and what the administrative organisation at national level is.
2. Q: How should MS indicate the area/surface/location to be covered by the survey programme at national level?	A: Regarding the estimative surface to be covered by the survey programmes at national level, please note that "location" is used to define areas such as parks, orchards, nurseries, streets etc. MS can indicate also the covered surface by estimating the km² surveyed. Another option is to estimate the number of trees to be surveyed (method applicable **ONLY in case of limited number** of plants surveyed, such as parks, private gardens etc). In *Block 1a – Location* of the application, MS can combine multiple locations, according to all types of surfaces to be included in the surveys. More information about the surveyed area can be included in the *Geographical characteristics of the areas implemented field,* where MS can include free text and add other types of details such as hectares, crops etc. The total area to be surveyed will be given as estimation in the application for the programme but will be indicated as accurate as possible in the final reports (April 2017 and 2018).

3. Q: Could MS include garden centers and nurseries in the 2017-2018 Plant Health Surveys?	A: MS can include garden centers and nurseries in their survey programmes, indicating them as number of locations in the *Block 1a – Location*. Also, please see answer given above.
4. Q: Regarding the information in *Block 1a - Location*, the MS has to provide the overall information about the territories covered by the survey of all pests included in the programme?	A: Yes, in Block 1a, the MS has to **estimate** the surfaces included in the survey of all pests included in the programme; multiple choices are possible (e.g. number of hectare and locations etc)
5. Q: Regarding the information in *Block 3 – Technical information,* what is MS supposed to fill in?	A: In *Block 3 – Technical information* MS has to indicate in the free text cell a) the name of the administrative area/location (the same as in Block 1.a) b) the name of the location/place where the survey took place *E.g.: a) Brussels b) nursery/park name etc.*
6. Q. Regarding the location map provided by the IT tool, how the MS can 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.
Pests Lists	
7. Q: The technical and financial forms (in Block 2, 3 and 4 allow information and submission of costs per pest, which means MS have to submit information for all the pests proposed?	A: We are following the same structure as for the year 2016 application. The analysis of information (technical and financial), performed by the Commission evaluation team, will be a) per pest priority area and b) in depth analysis per pest.

8. Q: Is it possible to include other unknown organisms, related to the survey inspections performed at high risk locations?	A: The 2017-2018 Plant Health Survey Programme (C(2016) 2465) is limited to the priority pests already listed in the work programme. No other additional pests can be included in the applications of MS requesting EU co-finance for 2017-2018 survey programmes.
9. Q: Regarding the point 6.1. f) Commission Implementing Decision on the adoption of the work programme for 2017-2018 for the implementation of survey programmes for pests *"To be eligible for co-funding, the programme has to include at least the priorities referred to in points (a) and (b) of Section 3"* Is it enough to include only some of the harmful organisms listed in the areas a) and b) (and not all of them)?	A: As discussed in the Working Group of February 2016 and as the work programme is indicating all pests listed in the priority areas (a) and (b) should be included by the MS in their survey programme. In specific cases where some host plants are not present in a MS and the surveillance of specific pests is not relevant or needed, MS have to indicate in the technical part of the application what the reasons of exclusion of some specific pests are. The Commission evaluation team will analyse carefully the explanation given and will communicate to the MS if the reasons of exclusion are well justified.
10. Q: If a MS is applying for the first time for EU co-funding, should *Block 5 – Pest incidence* be filled in as well?	A: Yes, even MS applying for the first time have to fill in *Block 5 – Pest incidence,* by indicating which surveillance they have implemented in the previous years, since 2014 (as set up in the IT system).
11. Q: Block 2 – category A – for the pest *Candidatus Liberibacter* spp. is missing its vectors *Diaphorina citri* and *Trioza erytreae*, where could MS insert them since the application does not foresee these 2 insects?	A: The working programme for 2017-2018 for the implementation of survey programmes for pests (C(2016) 2465) is mentioning for the pest *Candidatus Liberibacter* spp. and its vectors (*Diaphorina citri* and *Trioza erytreae*). We couldn't include all the pest vectors in the IT Tool, as a result whenever you want to choose *Diaphorina citri* and *Trioza erytreae* you can proceed selecting *Candidatus Liberibacter* spp..

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3. FINANCIAL Q & A SECTION

1. Q: If other public institutions, other than the central competent authority, are assigned to perform activities for the scope of the survey programme, should the costs related to the activities declared as official costs or contracted costs?	A: If the institutions assigned to implement the survey programme are public bodies and were delegated by the competent authority directly to execute different measures of the programme, the costs related to the implementation of the survey programme have to be declared as official staff activities. This rule applies for all situations where the competent authority has not organised a public call for the purpose of partial or total implementation of the activities related to the survey programme (selecting the best offer according to specific award criteria), but it has designated unilaterally some other public institutions to perform the activities, for different reasons (lake of human resources, specific equipment etc at central level). As indicated in *point 2 - Important Concepts* of the Guidelines, service contract with a third party is concluded following a public procurement procedure, regardless of the private/public ownership structure of the third party.

Co-funding rate

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

Eligible costs

3. Q: In the updated Guidelines for 2017-2018 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.