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# GUIDELINES FOR APPLICANTS FOR EU FUNDING OF PLANT HEALTH EMERGENCY MEASURES

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WORKING PAPER

## Table of Contents

<b>Chapter</b>	<b>Title</b>	<b>Page</b>
<b>1.</b>	<b>Introduction</b>	4
<b>2.</b>	<b>Important concepts</b>	5
<b>3.</b>	<b>Criteria for eligibility of direct costs</b>	6
<b>4.</b>	<b>Categories of eligible direct costs</b>	6
4.1	Important remark on personnel costs	7
4.2	Important remark on contracting activities	8
4.3	Eligible indirect costs	8
<b>5.</b>	<b>Eligible measures and related costs</b>	8
5.1	Eligible measures	8
5.2	Activities and eligible costs to be co-funded for plant health emergency measures	8
5.2.1	Activities and eligible costs related to measure a) Eradicate a pest from and infested area	9
5.2.2	Activities and eligible costs related to measure b) Contain a pest in the buffer zone	16
5.2.3	Activities and eligible costs related to measures c) Additional protective measures	16
<b>6.</b>	<b>Procedures followed up for submission, implementation and reporting of plant health emergency measures</b>	17
6.1.	Step 1- Preliminary Information	17
6.2.	Step 2- Application for emergency measures	17
6.3.	Step 3- Evaluation of the emergency measures dossiers	18
6.4.	Step 4- Financing Decision and Grant Decisions for emergency measures dossiers	18
6.5.	Step 5- Request for payment	18
6.6.	Step 6 – Payments and Reimbursements	18
<b>7.</b>	<b>Application tips for emergency measures</b>	19
7.1.	Forms for preliminary application phase	19
7.1.1	Annex II – Template 1 – Preliminary budget	19
7.1.2	Annex II – Template 2 – Plan of eradication/containment activities	22
7.2.	Forms for final reporting phase	22
7.2.1	Annex III – Template 1- Request for payment	22
7.2.2	Annex III – Template 2 - Request for payment– Compensation for plants	23
7.2.3	Annex IV – Final technical report	23
<b>8.</b>	<b>Supporting documents regarding the identifiability and verifiability of the amounts declared</b>	23
8.1.	Costs of official personnel, regardless of their status, directly involved in implementing the measures	23
8.2.	Costs of renting of eligible equipment and materials needed to implement the measures	24
8.3.	Costs of purchase of eligible consumables and of any other necessary materials needed to implement the measures	24
8.4.	Costs of service contracts to execute part of the measures	24
8.5.	Costs of compensating the operators or owners concerning the type of the treatment, destruction and/or removal of plants	25

	products, cleaning and/or disinfection.	
8.6.	Costs of compensating the owners concerned for the value of the destroyed plants, plant products or other objects	25
8.7	Indirect costs	26
<b>9.</b>	<b>Flowchart on the steps needs to be followed for submission of application for grants and requests for payment for Emergency Measures (Commission Implementing Decision (EU) 2016/159)</b>	26
<b>10.</b>	<b>Technical and financial tools for plant health emergency measures</b>	28
<b>11.</b>	<b>Additional information on DG SANTE website</b>	28
<b>Annex I</b>	<b>Preliminary information</b>	29
<b>Annex II</b> <b>-</b> <b>Template</b> <b>1</b>	<b>Preliminary budget</b>	30
<b>Annex II</b> <b>-</b> <b>Template</b> <b>2</b>	<b>Plan of eradication / containment activities</b>	31
<b>Annex</b> <b>III -</b> <b>Template</b> <b>1</b>	<b>Request for payment</b>	32
<b>Annex</b> <b>III -</b> <b>Template</b> <b>2</b>	<b>Request for payment – compensation for plants</b>	33
<b>Annex</b> <b>IV</b>	<b>Final technical report</b>	34

## 1. INTRODUCTION

Plant health emergency measures are a unique tool for protecting and eradicating plant pests against possible pest outbreaks in Member States. Furthermore, their potential cost for the Member States and the EU may be significant. The legislative financial statement of Regulation (EU) No 652/2014 laying down provisions for the management of expenditure relating to the food chain, estimates their average impact on the Union budget at EUR 10 million per year.

Under the previous plant health co-financing ("solidarity") dossiers under article 22 of Council Directive 2000/29/EC<sup>1</sup> the Community Plant Health regime was completed with provisions in respect of a system of Community financial contribution to assist Member States which have to incur expenditure paid from public funds in combating organisms harmful to plants and plant products.

Since the entry into force of Regulation (EU) 652/2014, it is very important that Member States continue getting appropriate information and guidance concerning both procedural aspects and eligibility principles for emergency measures.

As regards the procedural aspects, Commission Implementing Decision (EU) 2016/159 lays down the procedures for the submission of applications for grants and requests for payment, and the information relating thereto, in respect of the emergency measures against plant pests..

The present Guidelines aim to provide comprehensive guidance to the Member States on some important concepts and processes, criteria, categories, components and conditions for eligibility of costs, ineligible costs, supporting documents to be presented to allow for the identification and verifiability of the amounts declared.

The present Guidelines come to support the Commission Implementing Decision (EU) 2016/159, amended, which regulates the submission of applications for emergency measures with respect to pest outbreaks notified to the Commission as of 1 January 2016.

All dossiers sent before this date should comply with the previous version of the Guidelines.

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<sup>1</sup> Council Directive 97/3/EC of 20.01.97 amending Council Directive 77/93/EEC

## 2. IMPORTANT CONCEPTS

Costs	<p>Costs incurred by the Member States in carrying out the emergency measures. There are two categories of costs: direct and indirect.</p> <p>"Direct costs" are those specific costs which are directly linked to the implementation of the emergency measures 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 (costs of compensation excluded) represents the eligible amount of indirect costs. Indirect costs are not individually identified and no supporting documents are required.</p>
Incurred	<p>Costs "incurred" refer to costs linked to operations on the field that have been implemented within the period covered by the EU funding, and <b>paid</b> before the submission of the payment request to the Commission.</p> <p>It is acknowledged that "paid" refers to the completed action of money transfer meaning that the Member State 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 before the occurrence of the pest.</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 they became infected, or were destroyed, taking into account the species, 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>
Salvage value	<p>Salvage value is the value that the owner has succeeded to obtain by selling the affected item, totally or partially, on the market. This value should be deducted from the final amount to be compensated to the owner.</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 emergency measures in accordance with the relevant Union law can be demonstrated.</p>
Service contract with third party	<p>Service contract with a third party concluded following a public procurement procedure, regardless of the private/public ownership structure of the third party.</p>

### **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 Member State,
- 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 Member State 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 Article 18 of Regulation (EU) No 652/2014, under the emergency measures, the following categories of costs may qualify for funding:

(a) cost 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 sampling and of laboratory tests;

(b) costs of service contracts with third parties to execute part of the measures;

(c) 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;

(d) 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 Article 16 of Directive 2000/29/EC, 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; and

(e) in exceptional and duly justified cases, the costs incurred in carrying out necessary measures other than those referred to in points (a) to (e), provided that such measures are set out in the financing decision referred to in Article 36(4).

The compensation to owners referred to points (c) and (d) 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:**

The calculation of the eligible hourly personnel cost is based on the assumption that there are 220 working days in a year. To arrive at the number of working hours in a year, each Member State 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  $220 \times 8 = 1,760$ . However, for the purpose of calculating the eligible hourly personnel cost, the number of working hours in a year could not go under 1,600 hours.

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 Member State-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.

Currently, the Commission is analysing the legal and financial possibility of to introduce simplified options for the reimbursement of personnel costs, to be implemented in the future by the Member States in the request for payment for emergency measures.

#### **4.2. Important remark on contracting activities:**

Member States 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.

#### **4.3 Eligible Indirect Costs**

Indirect costs are eligible on the basis of flat-rate financing of 7% on the total amount of direct eligible costs (costs of compensation excluded).

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. ELIGIBLE MEASURES AND RELATED COSTS**

#### **5.1 Eligible measures**

According to Article 16 of Regulation (EU) No 652/2014, the following measures against pests are eligible:

- a) **measures to eradicate a pest from an infested area**, taken by the competent Authorities pursuant to Article 16(1) and (2) of Directive 2000/29/EC or pursuant to the Union measures adopted in accordance with Article 16(3) of that Directive;
- b) **measures to contain a pest**, against which Union containment measures have been adopted pursuant to Article 16(3) of Directive 2000/29/EC, in an infested area from which that pest cannot be eradicated, where those measures are essential to protect the Union against further spread of that pest. Those measures shall **exclusively** concern the eradication of that pest **from the buffer zone** in case its presence is detected in that buffer zone;
- c) **additional protective measures** taken against the **spread of a pest**, against which Union measures have been adopted pursuant to Article 16(3) of Directive 2000/29/EC, other than the eradication measures referred to in point (a) and the containment measures referred to in point (b), where those measures are essential to protect the Union against further spread of that pest.



When applying for EU co-funding of costs related to one or more measures related to an outbreak, the Member States have to clearly define the outbreak area and indicate exactly where each of the three types of measure will be implemented (eradication, containment or other measures). Clear, descriptive maps should accompany the dossier, indicating the location where the measures are being implemented, according to the specific legislation in place.

## 5.2 Activities and eligible costs to be co-funded for plant health emergency measures

For the purpose of the Guidelines, the following **activities and eligible costs** incurred by the Member States in implementing the measures listed in point 5.1 may qualify for grants:

### 5.2.1 Activities and eligible costs related to measure a) *Eradicate a pest from an infested area*<sup>2</sup>

#### A. Costs for visual inspection, sampling & trapping activities

##### a) Visual inspection

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct Costs</u>
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.	1. Time spent 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.).
2. Costs for contracted personnel specifically allocated entirely or in part in the field for doing the visual inspection activities related to emergency measures, as defined by article 16 of Regulation (EU) No 652/2014.	4. Training of staff costs.
	5. Costs for official or contracted staff not carrying out specifically the activity of visual inspection but supporting it (such as Police, Civil Protection, Border Inspection staff etc.).
	6. (Tele)communication costs (and purchase or lease costs of this equipment).
	7. Purchase of any of equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"
	8. VAT costs in case of contracted

<sup>2</sup> Article 16.1.(a) of Regulation (EU) No 652/2014)

activities.

## b) Sampling

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct Costs</u>
<p><b>1.</b> 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 sampling. Only the actual time spent in the field (including travel time to and from the location) to perform the sampling will be considered as eligible.</p>	<p><b>1.</b> Time spent in the office for administrative work (preparation of field work, coordination, reporting and planning activities).</p>
	<p><b>2.</b> Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc.).</p>
	<p><b>3.</b> Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc.).</p>
<p><b>2.</b> 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>	<p><b>4.</b> Training of staff costs.</p>
	<p><b>5.</b> Costs for official or contracted staff not carrying out specifically the activity of sampling but supporting it (such as Police, Civil Protection, Border Inspection staff etc.).</p>
	<p><b>6.</b> (Tele)communication costs (and purchase or lease costs of this equipment).</p>
<p><b>3.</b> Costs for personnel contracted for activities entirely dedicated to the specified activity of sampling, related to the implementation of the emergency measures, as defined by article 16 of Regulation (EU) No 652/2014.</p>	<p><b>7.</b> Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"</p>
	<p><b>8.</b> VAT costs in case of contracted activities.</p>

## c) Trapping

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct Costs</u>
<p><b>1.</b> 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 trapping. Only the actual</p>	<p><b>1.</b> Time spent in the office for administrative work (preparation of field work, coordination, reporting and planning activities).</p>
	<p><b>2.</b> Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc.).</p>

time spent in the field (including travel time to and from the location) to perform the trapping will be considered as eligible.	<b>3.</b> Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc.).
<b>2.</b> Costs for materials (only traps) and consumables (only attractants) needed for the trapping process of the pest.  Types of eligible traps: Pheromone traps, Mass trapping with baiting traps, Rotary traps, Sticky traps, Flight interception traps, Bait traps, Malaise traps, Glass- barrier traps.	<b>4.</b> Training of staff costs.
	<b>5.</b> Costs for official or contracted staff not carrying out specifically the activity of trapping but supporting it (such as Police, Civil Protection, Border Inspection staff etc.).
<b>3.</b> Costs for personnel contracted for activities entirely dedicated to the specified activity of trapping, related to emergency measures, as defined by article 16 of Regulation (EU) No 652/2014.	<b>6.</b> (Tele)communication costs (and purchase or lease costs of this equipment).
	<b>7.</b> Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"
	<b>8.</b> VAT costs in case of contracted activities.

## B. Laboratory tests

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct Costs</u>
<b>1.</b> 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.	<b>1.</b> Time spent in the office for administrative work (preparation of laboratory work, coordination, reporting and planning activities, quality management costs); Costs for staff not specifically allocated to the project (management, secretariat, administrative etc.)
	<b>2.</b> Training of staff costs.
	<b>3.</b> Costs for issuance of plant passports and certification labels.
<b>2.</b> Costs for the purchase of test kits and reagents which are identifiable and specifically used for carrying out the tests.  Costs for consumables need for	<b>5.</b> (Tele)communication costs (and purchase or lease costs of this equipment).
	<b>6.</b> Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"
	<b>7.</b> Laboratory development, innovation, improvement, analyses and studies of

laboratory work (limited to: gloves, scissors, needles, loops, Petri plates for testing)	testing or detecting methodologies' costs.
	<b>8.</b> Research, development, prototype or trials for improved material or equipment (even directly related to the measures).
<b>3.</b> Costs invoiced by private entities contracted for activities entirely dedicated to the specified activity of testing, related to emergency measures, as defined by article 16 of Regulation (EU) No 652/2014.	<b>9.</b> Calibration of equipment costs
	<b>10.</b> VAT costs in case of contracted activities

Techniques and methods used for the identification of pests through the process of laboratory tests must be specified (type of test used for the identification of the pest, e.g.: microscopic identification, morphological identification, serological tests, nutritional and enzymatic tests, molecular testing, plating technique, extraction, IF Test, biotest, selective culture media, real-time PCR -PCR + Sequencing - PCR DTBIA, ELISA and other types of tests, to be specified in the application).

### C. Treatment of plants and plant products

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct Costs</u>
<b>1.</b> 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 treatment. Only the actual time spent in the field (including travel time to and from the location) to perform the treatment will be considered as eligible.	<b>1.</b> Time spent in the office for administrative work (preparation of field work, coordination, reporting and planning activities).
	<b>2.</b> Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc.).
	<b>3.</b> Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc.).
<b>2.</b> 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	<b>4.</b> Training of staff costs.
	<b>5.</b> Costs for official or contracted staff not carrying out specifically the activity of treatment but supporting it (such as Police, Civil Protection, Border Inspection staff etc.).
	<b>6.</b> (Tele) communication costs (and purchase or lease costs of this equipment).

method;  Preventive treatments: a) pulverisation; b) endotherapy; c) other – please indicate other treatment	
<b>3.</b> Costs for plant products	<b>7.</b> Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"
<b>4.</b> Costs invoiced by private entities contracted for activities entirely dedicated to the specified activity of treatment, related to emergency measures, as defined by article 16 of Regulation (EU) No 652/2014.	<b>8.</b> VAT costs in case of contracted activities.

#### **D. Destruction and/or removal of plants**

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct costs</u>
<b>1.</b> 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 plants destruction and/or removal. Only the actual time spent in the field (including travel time to and from the location) to perform the destruction and /or removal of plants will be considered as eligible.	<b>1.</b> Time spent in the office for administrative work (preparation of field work, coordination, reporting and planning activities).
	<b>2.</b> Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc.).
<b>2.</b> Costs for renting of equipment, consumables, and materials needed for the destruction and/or removal of plants activity.  Renting of equipment or machinery needed for destruction and/or removal of plants: the eligible cost is limited to the necessary, specific and direct	<b>3.</b> Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc.).
	<b>4.</b> Training of staff costs.
	<b>5.</b> Costs for official or contracted staff not carrying out specifically the activity of destruction and/or removal of plants but supporting it (such as Police, Civil Protection, Border Inspection staff etc.).
	<b>6.</b> (Tele) communication costs (and purchase or lease costs of this equipment).
	<b>7.</b> Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"
	<b>8.</b> VAT costs in case of contracted activities.

operational use, duly substantiated by relevant data and adequate calculation method;  Destruction of plants: a) cutting; b) shredding; c) burning; d) transport to waste management plants; e) other – please indicate other type of destruction	<b>9.</b> Costs for voluntary destruction of plants (without official destruction order)
	<b>10.</b> Compensation of loses associated with the presence of the disease, such as for production, unemployment or ban on cultivation
	<b>11.</b> Costs for national administrative and legal procedures (fines, court expenses etc)
<b>3.</b> Costs invoiced by private entities contracted for activities entirely dedicated to the specified activity of destruction and/or removal of plants, related to emergency measures, as defined by article 16 of Regulation (EU) No 652/2014.	<b>12.</b> Evaluation fees
	<b>13.</b> Costs relating to the destruction /dismantling /removal of fixed infrastructure (fences, roads etc)

**E. Cleaning and/or disinfection** of premises, land water, soil, growing media, facilities, machinery and equipment

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct Costs</u>
<p><b>1.</b> 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 cleaning and/or disinfection. Only the actual time spent in the field (including travel time to and from the location) to perform the cleaning and/or disinfection will be considered as eligible.</p>	<b>1.</b> Time spent in the office for administrative work (preparation of field work, coordination, reporting and planning activities).
	<b>2.</b> Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc.).
	<b>3.</b> Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc.).
	<b>4.</b> Training of staff costs.
<p><b>2.</b> Costs for renting of equipment, consumables and materials needed for the cleaning and/or disinfection activity.</p> <p>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</p>	<b>5.</b> Costs for official or contracted staff not carrying out specifically the activity of cleaning and/or disinfection but supporting it (such as Police, Civil Protection, Border Inspection staff etc.).
	<b>6.</b> (Tele) communication costs (and purchase or lease costs of this equipment).
	<b>7.</b> Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"

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	
<b>3.</b> Costs invoiced by private entities contracted for activities entirely dedicated to the specified activity of cleaning and/or disinfection, related to emergency measures, as defined by article 16 of Regulation (EU) No 652/2014.	<b>8.</b> VAT costs in case of contracted activities.

**F. Costs of compensating the operators/owners concerned for treatment, destruction/removal, cleaning/disinfection**

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct Costs</u>
<b>1.</b> Costs of compensation for treatment: - 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	<b>1.</b> Costs for contracted staff not carrying out specifically the activities of treatment, destruction/removal, cleaning/disinfection
	<b>2.</b> Compensation of losses associated with the presence of the disease, such as for production, unemployment or ban on cultivation
<b>2.</b> Costs of compensation for destruction / removal of plants: - 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	<b>3.</b> Costs for national administrative and legal procedures (fines, court expenses etc)
	<b>4.</b> Evaluation fees

<p>the necessary, specific and direct operational use of the equipment or the machinery, duly substantiated by relevant data and adequate calculation method;</p> <p>- destruction of plants: a) cutting; b) shredding; c) burning; d) transport to waste management plants; e) other – please indicate other type of destruction</p>	
<p><b>3.</b> Costs of compensation for cleaning/disinfection:</p> <p>- costs for renting of equipment, consumables and materials needed for the cleaning and/or disinfection activity.</p> <p>- 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;</p> <p>- treatment of growing substrates: a) packaging; b) wrapping and storage material; c) storage; d) packaging premises &amp; means of transport; e) other – please indicate other type of treatment</p>	<p><b>5.</b> Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"</p> <hr/> <p><b>6.</b> VAT costs in case of contracted activities.</p>

**G. Costs of compensating the owners concerned for the value of the destroyed plants, plant objects or other objects** subject to the measures referred in Article 16 of Directive 2000/29/EC

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

**H. Exceptional and duly justified costs**

<sup>3</sup> As defined under Point 2 "Important concepts" of the Guidelines



According to Regulation (EU) No 652/2014, only the costs mentioned in Article 18.1 (a) to (d) and detailed above in the Guidelines may qualify for co-funding.

Nevertheless, in Article 18.1(e), the Regulation specifies that, in exceptional and duly justified cases, costs incurred in carrying out necessary measures other than those referred to points (a) to (d) in the same Article may be considered eligible (*e.g. information and awareness campaigns, replacement of host plants by non-host plants in a "clear-cut" area, purchase of equipment exclusively required for a specific outbreak etc*).

Measures under point (e) should be listed by the Member States in their application, with proper justification and associated costs. The Commission shall evaluate the measures from a technical perspective and the costs from a financial perspective, according to the specific characteristics of the outbreak. 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.

### **5.2.2 Activities and eligible costs related to measure b) *Contain a pest in the infested zone and eradicate from buffer zone*<sup>4</sup>**

All activities, eligible costs and recommendations for the measures to eradicate a pest from an infested area (listed under point 5.2.1 of the Guidelines) are applicable entirely and fully to the activities and eligible costs of measures to contain a pest in the buffer zone.

### **5.2.3 Activities and eligible costs related to measure c) *Additional protective measures*<sup>5</sup>**

In principle, according to Regulation (EU) No 652/2014, only the eligible measures mentioned in Article 16.1 (a) and (b) and detailed above in the Guidelines (points 5.2.1 and 5.2.2.) may qualify for grants co-funding.

Nevertheless, in Article 16.1(c), the Regulation specifies that additional protective measures can be taken by Member States against the spread of a pest, other than the eradication measures referred to in point (a) and containment measures referred to in point (b), where those measures are essential to protect the Union against further spread of the pest.

Member States applying for plant health emergency measures and including in the application additional protective measures other than the ones listed under point 5.2.1 and 5.2.2 of the Guidelines have to describe in detail:

- the type of additional protective measures;
- their use in line with the requirements of Article 16.1(c) of the Regulation (EU) No 652/2014;

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<sup>4</sup> Article 16.1 (b) of the Regulation (EU) No 652/2014

<sup>5</sup> Article 16.1 (c) of the Regulation (EU) No 652/2014

- an estimation of costs related to the implementation of these additional protective measures.

The additional protective measures should be listed by the Member States in their application, with proper justification and associated costs. The Commission shall evaluate the measures from a technical perspective and the costs from a financial perspective, according to the specific characteristics of the outbreak. 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.

## **6. PROCEDURES FOLLOWED UP FOR SUBMISSION, IMPLEMENTATION AND REPORTING OF PLANT HEALTH EMERGENCY MEASURES (Commission Implementing Decision (EU) 2016/159)**

### **6.1. STEP 1 – Preliminary Information**

Member State notifies the Commission of the suspected or actual occurrence of an outbreak and starts taking the appropriate measures, by the use of the notification system (EUROPHYT). Within 2 months from the official confirmation of the presence of a pest referred to in Article 17 of Regulation (EU) No 652/2014, Member State shall provide to the Commission (by email to [SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu](mailto:SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu)) the preliminary information concerning the outbreak of the pest, set out in Annex I - Preliminary information of the Commission Implementing Decision (EU) 2016/159 amended. The notifications to the Commission as described in Article 1 and 2 of Implementing Decision 2014/917/EU should accompany Annex I Preliminary information.

### **6.2. STEP 2 – Application for Emergency Measures**

Not later than six months after the official confirmation, the Member State asks for financial support, by submitting to the Commission an application for a grant pursuant to Article 16(1) of Regulation (EU) No 652/2014.

The **financial application** shall contain the information set out in Annex II - Template 1(Preliminary budget)of the Commission Implementing Decision (EU) 2016/159 amended and of the Guidelines. The financial allocation for each category of costs included in Annex II – Template 2 is estimative and can be updated later on, as explained below in point 6.2.1.

The **technical application** shall contain the information set out in Annex II - Template 2 - Plan of eradication / containment activities of the Commission Implementing Decision (EU) 2016/159 amended and of the Guidelines. The form shall contain a comprehensive description of each measure which is included for co-funding in Template 2 and the corresponding estimated number of activities related to each measure.

Member States are requested to provide a courtesy translation in English language of their technical application, to facilitate the evaluation process of the dossier.

### **6.2.1 Update of initial application forms**

Every three months after the submission of the initial application referred to in **STEP 2** (and before a Grant Decision has been issued), Member States shall submit updated information included in Annex II - Template 1 and 2 of the Commission Implementing Decision (EU) 2016/159 amended and of the Guidelines), if any of the initial data included in these Annexes has changed.

### **6.3. STEP 3 – Evaluation of the Emergency Measures dossiers**

The Commission evaluates all dossiers received and exchanges information with Member States via email for further clarifications on financial and/or technical data included in the submitted dossiers.

### **6.4. STEP 4 – Financing Decisions and Grant Decisions for Emergency Measures**

The Commission adopts a common financing decision by an implementing act (defining the financing conditions; listing the eligible costs; fixing a EU maximum potential contribution and possible granting of advance payments).

After the adoption of the Financing Decision and its publication on the Commission website, the Commission prepares the individual Grant Decisions approving the dossiers and the associated funding and sends letters of notification to the competent authority of each Member State.

### **6.5. STEP 5 – Request for payment**

Six months after the end date fixed in the annual financing decision or the confirmation of the completion of the eradication and/or containment of the pest, whichever is earlier, Member States shall submit to the Commission:

- (a) the request for payment for the eligible real costs incurred using an electronic file in accordance with the template set out in Annex III - Template 1 (and Template 2 if needed) of the Commission Implementing Decision (EU) 2016/159 amended and of the Guidelines;
- (b) a technical report in accordance with Annex IV of the Commission Implementing Decision (EU) 2016/159 amended and of the Guidelines.

The Commission assesses the eligibility of the payment request, may ask for additional supporting documents, and could consider the possibility of organising on-the-spot controls (mainly if the incurred costs are above 2 million EUR).

### **6.6. STEP 6 - Payments and Reimbursements**

The Commission determines the eligible costs and informs the Member State about accepted costs to be reimbursed.

No later than three months after the Member States' submission of the payment request, the Commission makes the budgetary commitments and reimburses the Member State by payments (according to article 18.3 of Regulation (EU) No 652/2014), provided that the request is not suspended for technical or financial reasons.

## **7. APPLICATION TIPS FOR EMERGENCY MEASURES**

The submission of dossiers according to the Implementing Decision (EU) 2016/159 amended and the current version of the Guidelines shall apply with respect to pest outbreaks notified to the Commission as of 1 January 2017. For outbreaks notified before this date, please follow the submission procedures indicated in the previous version of the Guidelines (rev 3).

Please note that:

- Any updated information (requested every 3 months from the Member States), included in Annex II - Template 1 and 2 is needed only if any of the initial data included in these Annexes has changed.
- Follow up applications for emergency measures essential for the eradication and/or containment of a pest, covering a certain period of time, for which a previous application has already been submitted in previous calendar years, should contain the updated version of Annex II - Template 1 and 2. The Annex I – Preliminary information is not needed in the follow-up dossiers.

Member States applying and reporting for plant health emergency measures will take into consideration the following **recommendations** for the submission of eligible costs:

### **7.1 Forms for preliminary application phase**

#### **7.1.1 Annex II – Template 1 – Preliminary budget**

When preparing the application, Member States have to indicate which measures they intend to implement (eradication, containment in the buffer zone or other measures, as listed in Article 16.1 of Regulation 652/2014). In the form submitted as Preliminary Budget (Annex II - Template 1 of the amended Commission Implementing Decision (EU) 2016/159 and of the Guidelines), the costs included in the form will be estimative, and calculated as indicated below:

Costs for official personnel, involved in any activity listed from A to E in Template 2, will be represented by the Member States as total estimated amount allocated for these three specific activities together, including the indicative hourly rate.

Please note that staff costs (official or contracted) cannot be included more than once in the estimation of costs, in case several activities (such as visual inspection, sampling, trapping, treatment, destruction and/or removal, cleaning and/or disinfection) are done simultaneously. However, in case of activities performed simultaneously in the field, the costs for personnel will be split between these activities, in order to keep the traceability of the overall costs.

#### **A. Costs for visual inspection, sampling and trapping activity:**

1. Costs for contracted personnel will be represented by the Member States as total estimated amount allocated for these three specific activities together<sup>6</sup>.
2. Other costs (consumables, materials) will be represented by the Member States as total estimated amount allocated for the items needed to perform these three activities (always taking into account what are the eligible direct costs listed under each activity in the Guidelines, under point 5.2.1 – A. Visual inspection, sampling & trapping activities).

#### **B. Costs for laboratory tests**

1. Costs for private entities contracted to perform the task will be represented by the Member States as total estimated amount allocated for the specific activity<sup>6</sup>.
2. Other costs (kits, reagents, consumables) will be represented by the Member States as total estimated amount allocated for the items needed to perform this activity (always taking into account what are the eligible direct costs listed under this specific activity in the Guidelines, under point 5.2.1- B. Laboratory tests).

#### **C. Costs for treatment of plants and plant products**

1. Costs for private entities contracted to perform the task will be represented by the Member States as total estimated amount allocated for the specific activity<sup>6</sup>.
2. Costs for renting of equipment will be represented by the Member States as total estimated amount allocated for equipment to be rented and used during the specific activity (indicated as eligible direct costs in the Guidelines under point 5.2.1 – C. Treatment of plants and plant products).
3. Other costs (consumables, materials, preventive treatment, plant products) will be represented by the Member States as total estimated amount allocated for the items needed to perform this activity

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<sup>6</sup> Please refer to point 4.2 of the Guidelines, for more information on contracted activities.

(always taking into account what are the eligible direct costs listed under this specific activity in the Guidelines, under point 5.2.1 – C. Treatment of plants and plant products).

#### **D. Costs for destruction and/or removal of plants**

1. Costs for private entities contracted to perform the task will be represented by the Member States as total estimated amount allocated for the specific activity<sup>6</sup>.
2. Costs for renting of equipment will be represented by the Member States as total estimated amount allocated for equipment to be rented and used during the specific activity (indicated as eligible direct costs in the Guidelines under point 5.2.1 – D. Destruction and/or removal of plants).
3. Other costs (consumables, materials) will be represented by the Member States as total estimated amount allocated for the items needed to perform this activity (always taking into account what are the eligible direct costs listed under this specific activity in the Guidelines, under point 5.2.1 – D. Destruction and/or removal of plants).

#### **E. Costs for cleaning and/or disinfection of premises, land, water, soil, growing media, machinery and equipment**

1. Costs for private entities contracted to perform the task will be represented by the Member States as total estimated amount allocated for the specific activity<sup>6</sup>.
2. Costs for renting of equipment will be represented by the Member States as total estimated amount allocated for equipment to be rented and used during the specific activity (indicated as eligible direct costs in the Guidelines under point 5.2.1 – E. Cleaning and/or disinfection).
3. Other costs (consumables, materials) will be represented by the Member States as total estimated amount allocated for the items needed to perform this activity (always taking into account what are the eligible direct costs listed under this specific activity in the Guidelines, under point 5.2.1 – E. Cleaning and/or disinfection).

#### **F. Costs of compensating the operators/owners concerned for treatment, destruction/removal, cleaning/disinfection**

The costs will be represented by the Member States as total estimated amount allocated for these three activities (always taking into account what are the eligible direct costs listed under each activity in the Guidelines, under point 5.2.1 – F. Costs for compensating the operators/owners for destruction/removal, cleaning/disinfection).

#### **G. Costs of compensating the owners concerned for the value of the destroyed plants, plant objects or other objects**

1. The costs will be represented by the Member States as total estimated cost for compensating the operators/owners for the specific activity (always taking into account what are the eligible direct costs listed under the specific activity in the Guidelines, under point 5.2.1 – G. Costs of compensating the owners concerned for the value of the destroyed plants, plant objects or other objects).
2. The plants, plant products or other objects must be destructed within the period covered by the Grant Decision.
3. The cost of compensation to the owner must be limited to the market value<sup>3</sup> of the destroyed plants, plant objects or other objects.
4. Member States have to provide a copy of the existing national/regional legislation in place regarding the compensation to the owners for the value of the destroyed plants, plant products and other objects subject to the measures referred to in Article 16 of Directive 2000/29/EC.

Member States are kindly asked to send a courtesy translation in English of their legislation.

## **H. Exceptional and duly justified costs for other protective measures than those listed from A to G**

Please refer to point 5.2.3 of the Guidelines.

### **7.1.2 Annex II – Template 2 – Plan of eradication/containment activities**

Each measure included in Template 1 – Preliminary budget shall be included and properly described in Template 2 as well, by providing the technical description of the measure and the estimated number of activities foreseen. Member States have the possibility to describe the measures according to their action plan and in line with specific legislation in place. For example, in case of visual inspections measures, Member States could indicate related activities, such as inspections in the green houses or nurseries and estimate the number of locations to be visited. As mentioned before, Member States have the possibility to update the initial application forms every 3 months, by providing new information (both in the financial and/or technical form).

### **7.2 Forms for final reporting phase**

#### **7.2.1 Annex III – Template 1- Request for payment**

All payments must be done before submitting the payment request to the Commission.

In the form submitted as Request for Payment (Annex III - Template 1 of the Commission Implementing Decision (EU) 2016/159 amended and of the Guidelines), the costs included in the forms will be real costs.

In the case of official personnel, the Member States will have to indicate the number of hours for each eligible measure and the total costs associated, calculated as indicated in point 4.1 of the Guidelines).

For all the eligible measures included in the Request for payment form, the Member States shall present the total costs for all the elements listed under each measure.

In addition, together with the Request for payment form, a list of all individual costs (in Excel format) should be provided by Member States, allowing the reconstruction of the cost claim (and following the structure of Request for payment form).

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 Member State has to be applied.

### **7.2.2 Annex III – Template 2 - Request for payment– Compensation for plants**

In case there is a request of co-funding for the compensation of owners for the value for destroyed plants, Member States will have to fill in Annex III - Template 2 of the Commission Implementing Decision (EU) 2016/159 amended and of the Guidelines, indicating the details listed in the form for each person (owner or grower) receiving compensations for plants, plant products or other objects.

The data received in this form is subject to specific legal obligations concerning the protection of personal data and their processing, as foreseen under Regulation 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The form will have to be accompanied by the information requested under point 5.3.1 G. of the Guidelines.

### **7.2.3 Annex IV – Final technical report**

As in the application phase, each measure included in Annex III - Template 1 – Request for payment shall be included and properly described in Annex IV as well, by providing the technical description of the measure and the final number of activities implemented. Any additional information and supporting document helping to describe better the measures implemented can accompany the final technical report.

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

As the grant takes the form of reimbursement of actual costs, the beneficiary must declare the costs actually incurred for the action. If requested to do so in the context of checks or audits, the beneficiary



must 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 must 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 inspection, sampling, trapping etc (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 outbreak);
- 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 outbreak);
- 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 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.

## **8.6 Costs of compensating the owners concerned for the value of the destroyed plants, plant products or other objects subject to the measures referred in Article 16 of Directive 2000/29/EC**

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

- list of owners compensated for the value of the destroyed plants, plant products or other objects (Annex III - Template 2 to be filled in)
- if not provided during the application phase (see point of the Guidelines 5.3.1 D (c), 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 to in Article 16 of Directive 2000/29/EC;
- 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.

## **8.7 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. FLOWCHART ON THE STEPS NEEDS TO BE FOLLOWED FOR SUBMISSION FOR GRANTS AND REQUESTS FOR PAYMENT FOR EMERGENCY MEASURES**



## **10. TECHNICAL AND FINANCIAL TOOLS FOR PLANT HEALTH EMERGENCY MEASURES.**

The Commission has provided to the Member States, in the annexes of the Commission Implementing Decision (EU) 2016/159 amended and of the Guidelines, the templates for **the financial part** (Annex II - Template 1) and the technical part (Annex II - Template 2) of their application for plant health emergency measures.

For the request of payment, the Commission has provided to the Member States, in the annexes of the Commission Implementing Decision (EU) 2016/159 amended and of the Guidelines, the templates for **the financial part** (Annex III - Template 1 and - Template 2) and the technical part (Annex IV).

Member States have to follow the structure of the templates provided as they include all necessary information to allow the Commission to evaluate the requests for co-funding of the emergency measures submitted and will facilitate future reporting to the Member States.

All applications and request of payment forms and related questions for the plant health emergency measures should be submitted by email to the following address: [SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu](mailto:SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu)

## **11. ADDITIONAL INFORMATION ON DG SANTE WEBSITE FOR PLANT HEALTH EMERGENCY MEASURES**

Information related to plant health emergency measures, as included in Regulation (EU) No 652/2014 and all future updates (templates, guidelines etc.) will be uploaded on:

[http://ec.europa.eu/food/funding/plant-health/emergency-measures\\_en](http://ec.europa.eu/food/funding/plant-health/emergency-measures_en)

For any question related to the application for plant health emergency measures (whether technical or financial) please contact us by email at [SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu](mailto:SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu)

# ANNEX I

<u>Annex I</u>	
PRELIMINARY INFORMATION	
Information required within two months of the official confirmation of the occurrence of primary outbreak of the pest:	
<a href="mailto:SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu">To be addressed to: SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu</a>	
1. Date	<input type="text" value="DD/MM/YY"/>
2. Member State	<input type="text"/>
3. Contact Person	<input type="text"/>
4. Region	<input type="text"/>
5. Number of hectares (affected)	<input type="text"/>
6. Number of outbreaks	<input type="text"/>
7. Pest (common name)	<input type="text"/>
Latin name	<input type="text"/>
8. Crop / Tree (common name)	<input type="text"/>
Latin name	<input type="text"/>
9. Type of measures	<input type="checkbox"/> Eradication
	<input type="checkbox"/> Containment (in the buffer zone)
	<input type="checkbox"/> Other Measures
10. EUROPHYT notification number	<input type="text"/>
11. Overview of the measures to be applied or that have already been applied in the affected area	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

## Annex II - Template 1

Annex II - Template 1			
<b>A. Eradication</b>	<input type="checkbox"/>		
<b>B. Containment (in the buffer zone)</b>	<input type="checkbox"/>		
<b>C. Other protective measures<sup>1</sup></b>	<input type="checkbox"/>		
<b>PRELIMINARY BUDGET</b>			
No later than six months after the official confirmation of the occurrence of primary outbreak of the pest and every three months thereafter.			
To be addressed to: <a href="mailto:SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu">SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu</a>			
First submission	<input style="width: 50px;" type="text"/>		
Update	<input style="width: 50px;" type="text"/>		
For the period from	<input style="width: 100px;" type="text" value="DD/MM/YY"/>	to	<input style="width: 100px;" type="text" value="DD/MM/YY"/>
Outbreak reference	<input style="width: 100px;" type="text" value="MS / Pest / Year"/>	Region	<input style="width: 100px;" type="text"/>
EUROPHYT Notification Date	<input style="width: 100px;" type="text"/>		
Contact person for this budget:	<input style="width: 100px;" type="text"/>		
Telephone:	<input style="width: 100px;" type="text"/>		
E-mail address	<input style="width: 100px;" type="text"/>		
Eligible Measures	Estimated hourly rate (for official personnel)	MS total estimated amount requested (In euro, VAT excluded)	EU approved co-funded amount (In euro, VAT excluded) to be filled in by the Commission
<i>Eligible direct costs</i>			
<b>A. Visual inspection, sampling &amp; trapping activities</b>			
1. Costs for official personnel <sup>2</sup>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
2. Costs for contracted personnel	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
3. Other costs (consumables, materials)	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>B. Laboratory tests</b>			
1. Costs for official personnel <sup>2</sup>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
2. Costs for private entities contracted to perform the task	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
3. Other costs (kits, reagents, consumables)	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>C. Treatment of plants and plant products</b>			
1. Costs for official personnel <sup>2</sup>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
2. Costs for private entities contracted to perform the task	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
3. Costs for renting of equipment	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
4. Other costs (consumables, materials, preventive treatment, plant products)	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>D. Destruction and/or removal of plants</b>			
1. Costs for official personnel <sup>2</sup>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
2. Costs for private entities contracted to perform the task	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
3. Costs for renting of equipment	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
4. Other costs (consumables, materials)	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>E. Cleaning and/or disinfection of premises, land, water, soil, growing media, machinery and equipment</b>			
1. Costs for official personnel <sup>2</sup>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
2. Costs for private entities contracted to perform the task	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
3. Costs for renting of equipment	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
4. Other costs (consumables, materials)	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>F. Compensating the operators/owners concerned for treatment, destruction/removal, cleaning/disinfection</b>			
1. Costs of compensation for treatment	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
2. Costs of compensation for destruction / removal of plants	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
3. Costs of compensation for cleaning / disinfection	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>G. Compensating the owners concerned for the value of the destroyed plants, plant objects or other objects</b>			
1.	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>H. Exceptional and duly justified costs for other measures than those listed from A to G<sup>3</sup></b>			
1.	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Please explain and justify the measure and related costs:			
<input style="width: 100%; height: 20px;" type="text"/>			
<input style="width: 100%; height: 20px;" type="text"/>			
<input style="width: 100%; height: 20px;" type="text"/>			
<b>Sub-total :</b>	<input style="width: 100px;" type="text"/>	- €	- €
<b>Indirect costs - 7% overheads on direct costs, other than those of compensations</b>			
<b>Sub-total :</b>	<input style="width: 100px;" type="text"/>	- €	- €
<b>Total amount (In euro, VAT excluded)</b>			
<b>Total:</b>	<input style="width: 100px;" type="text"/>	- €	- €
<b>Co-funding rate (50% / 75%)</b>	<input style="width: 100px;" type="text"/>		
<b>Requested amount for EU co-funding</b>	<input style="width: 100px;" type="text"/>	- €	- €
Date:	<input style="width: 100px;" type="text" value="DD/MM/YY"/>		
Name of responsible:	<input style="width: 100px;" type="text"/>	Signature:	<input style="width: 100px;" type="text"/>
<small><sup>1</sup> Article 16.1 (c) of Regulation No 652/2014  <sup>2</sup> Please indicate estimated hourly rate for all official personnel, in the designated column  <sup>3</sup> Article 18.1 (e) of Regulation No 652/2014</small>			



## Annex II - Template 2

Annex II - Template 2	
<b>A. Eradication</b> <input type="checkbox"/> <b>B. Containment (in the buffer zone)</b> <input type="checkbox"/> <b>C. Other protective measures<sup>1</sup></b> <input type="checkbox"/>	
<b>PLAN OF ERADICATION / CONTAINMENT ACTIVITIES</b>	
No later than six months after the official confirmation of the occurrence of primary outbreak of the pest and every three months thereafter.	
To be addressed to: <a href="mailto:SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu">SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu</a>	
First submission	<input style="width: 100px;" type="text"/>
Update	<input style="width: 100px;" type="text"/>
For the period from	<input style="width: 100px;" type="text" value="DD/MM/YY"/> to <input style="width: 100px;" type="text" value="DD/MM/YY"/>
Outbreak reference	<input style="width: 100px;" type="text" value="MS / Pest / Year"/> Region <input style="width: 100px;" type="text"/>
EUROPHYT Notification Date	<input style="width: 100px;" type="text"/>
Contact person for this budget:	<input style="width: 100px;" type="text"/>
Telephone:	<input style="width: 100px;" type="text"/>
E-mail address	<input style="width: 100px;" type="text"/>
Measures implemented / to be implemented	
A. Detailed description of the technical measures to be implemented (Please describe below the a. plan of the measures, b. activities, c. timeline, d. eradication or containment etc.)	
B. Detailed description of the goal to be achieved concerning the eradication/containment/other measures as a result of the implementation of the measures (Please describe the main goals to be achieved)	
Eligible Measures	Estimated number of activities
C. Visual inspection (Please describe below the activities)	
D. Sampling (Please describe below the activities)	
E. Trapping (Please describe below the activities)	
F. Laboratory/testing (Please describe below the activities)	
G. Treatment of plants and plant products (Please specify below the activities)	
H. Destruction and/or removal of plants (Please describe below the activities)	
I. Cleaning and/or disinfection of premises, land, water, soil, growing media, machinery and equipment (Please describe below the activities)	
J. Measures for compensating the operators/owners concerned for treatment, destruction/removal, cleaning/disinfection (Please describe below the activities)	
K. Measures for compensating the owners concerned for the value of the destroyed plants, plant objects or other objects (Please describe below the activities)	
L. Exceptional and duly justified activities for other measures than those listed from A to K <sup>1</sup> (Please describe below the activities)	
M. Geographical information about the pest outbreak (please complete the table)	
Map of the Infected / Demarcated area	YES <input type="radio"/> NO <input type="radio"/>
GIS signal spot	YES <input type="radio"/> NO <input type="radio"/>
Latitudes and longitudes	YES <input type="radio"/> NO <input type="radio"/>
Prefecture map (outbreak area)	YES <input type="radio"/> NO <input type="radio"/>
Member state map (outbreak area)	YES <input type="radio"/> NO <input type="radio"/>
Date:	<input style="width: 100px;" type="text" value="DD/MM/YY"/>
Name of responsible:	<input style="width: 100px;" type="text"/> Signature: <input style="width: 100px;" type="text"/>
<small><sup>1</sup> Article 18.1 (e) of Regulation No 652/2014</small>	

# Annex III - Template 1

Annex III - Template 1			
<b>A. Eradication</b>	<input type="checkbox"/>		
<b>B. Containment (in the buffer zone)</b>	<input type="checkbox"/>		
<b>C. Other protective measures<sup>1</sup></b>	<input type="checkbox"/>		
<b>REQUEST FOR PAYMENT</b> under Grant Decision SANTE/EM/PH/YEAR/NO/MS			
To be addressed to: <a href="mailto:SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu">SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu</a>			
First submission	<input style="width: 50px;" type="text"/>		
Update	<input style="width: 50px;" type="text"/>		
For the period from	<input style="width: 50px;" type="text" value="DD/MM/YY"/>	to	<input style="width: 50px;" type="text" value="DD/MM/YY"/>
Outbreak reference	<input style="width: 50px;" type="text" value="MS / Pest / Year"/>	Region	<input style="width: 50px;" type="text"/>
EUROPHYT Notification Date	<input style="width: 50px;" type="text"/>		
Contact person for this budget:	<input style="width: 50px;" type="text"/>	Exchange rate	<input style="width: 50px;" type="text"/>
Telephone:	<input style="width: 50px;" type="text"/>		
E-mail address	<input style="width: 50px;" type="text"/>		
Eligible Measures and associated costs <sup>2</sup>	Number of hours (for official personnel)	MS total amount requested (In euro, VAT excluded)	EU approved co-funded amount (In euro, VAT excluded) to be filled in by the Commission
<i>Eligible direct costs</i>			
<b>A. Costs for visual inspection, sampling &amp; trapping activities</b>			
1. Costs for official personnel	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
2. Costs for contracted personnel	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
3. Costs of consumables	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
4. Costs of materials	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<b>B. Laboratory tests</b>			
1. Costs for official personnel	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
2. Costs for private entities contracted to perform the task	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
3. Costs for kits and reagents	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
4. Costs for consumables	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<b>C. Treatment of plants and plant products</b>			
1. Costs for official personnel	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
2. Costs for private entities contracted to perform the task	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
3. Costs for renting of equipment	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
4. Costs of consumables	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
5. Costs of materials	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
6. Costs for preventive treatment	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
7. Costs for plant products	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<b>D. Costs for destruction and/or removal of plants</b>			
1. Costs for official personnel	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
2. Costs for private entities contracted to perform the task	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
3. Costs for renting of equipment	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
4. Costs of consumables	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<b>E. Cleaning and/or disinfection of premises, land, water, soil, growing media, machinery and equipment</b>			
1. Costs for official personnel <sup>3</sup>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
2. Costs for private entities contracted to perform the task	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
3. Costs for renting of equipment	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
4. Other costs (consumables, materials)	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<b>F. Compensating the operators/owners concerned for treatment, destruction/removal, cleaning/disinfection</b>			
1. Costs of compensation for treatment	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
2. Costs of compensation for destruction / removal of plants	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
3. Costs of compensation for cleaning / disinfection	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<b>G. Compensating the owners concerned for the value of the destroyed plants, plant objects or other objects</b>			
1.	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<b>H. Exceptional and duly justified costs for other measures than those listed from A to G<sup>3</sup></b>			
1.	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Please explain and justify the measure and related costs:			
<input style="width: 100%; height: 20px;" type="text"/>			
<input style="width: 100%; height: 20px;" type="text"/>			
<b>Sub-total :</b>			
	<input style="width: 50px;" type="text"/>	- €	- €
<b>Indirect costs - 7% overheads on direct costs, other than those of compensations</b>			
<b>Sub-total :</b>			
	<input style="width: 50px;" type="text"/>	- €	- €
<b>Total amount (In euro, VAT excluded)</b>			
<b>Total:</b>	<input style="width: 50px;" type="text"/>	- €	- €
<b>Co-funding rate (50% / 75%)</b>	<input style="width: 50px;" type="text"/>		
<b>Amount requested for EU co-funding</b>	<input style="width: 50px;" type="text"/>	- €	- €
1. this expenditure was actually incurred, accurately accounted for, the above costs correspond to the resources employed for the work and those resources were reasonable and 2. all supporting documents relating to the expenditure are available for inspection; 3. no other Union contribution was requested for this action and all revenue accruing from operations for this action is declared to the Commission (in particular for survey for pests programmes); 4. control procedures apply, in particular to verify the accuracy of the amounts declared, to prevent, detect and correct irregularities; 5. all costs were incurred within the period set with the grant decision; 6. all costs were paid before the submission of the request of payment.			
Date:	<input style="width: 50px;" type="text"/>	Signature:	<input style="width: 50px;" type="text"/>
Name of responsible:	<input style="width: 50px;" type="text"/>		
<sup>1</sup> Article 16(c) of Regulation No 652/2014 <sup>2</sup> The request for payment must be provided by Member States together with an excel sheet, detailing the individual costs and allowing the reconstruction of the costs included in the Request for payment <sup>3</sup> Article 18.1 (e) of Regulation No 652/2014			

## Annex III - Template 2

ANNEX III - Template 2 - REQUEST FOR PAYMENT - COMPENSATION FOR PLANTS									
<a href="mailto:SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu">To be addressed to: SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu</a>									
Submission deadline:	No later than six months of the end date fixed in the financial decision or the confirmation of the completion of the eradication and / or containment of pest								
Outbreak reference			MS / PEST / YEAR						
<b>PLANTS</b>									
EUROPHYT Notification No	Plants owner or grower		Location of destructed plants	Date of destruction	Method of destruction	Date of payment	Species	Quantity (ha/m <sup>2</sup> /number of plants)	Amount paid for the <u>market</u> <u>value</u> of the plants
	Surname	Forename							
Total									€0.00
<b>PLANT PRODUCTS</b>									
EUROPHYT Notification No	Plant products owner		Location of destructed plant products	Date of destruction	Method of destruction	Date of payment	Type of plant products	Quantity (number of units)	Amount paid for the <u>market</u> <u>value</u> of the plant products
	Surname	Forename							
Total									€0.00
<b>OTHER OBJECTS</b>									
EUROPHYT Notification No	Other objects owner		Location of destructed other objects	Date of destruction	Method of destruction	Date of payment	Type of objects	Quantity (number of units)	Amount paid for the <u>market</u> <u>value</u> of other objects
	Surname	Forename							
Total									€0.00

## ANNEX IV

<b>Annex IV</b>	
<b>A. Eradication</b> <input type="checkbox"/> <b>B. Containment (in the buffer zone)</b> <input type="checkbox"/> <b>C. Other protective measures<sup>1</sup></b> <input type="checkbox"/>	
<b>FINAL TECHNICAL REPORT</b>	
<a href="mailto:SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu">To be addressed to: SANTE-D4-EMERGENCY-PLANT-HEALTH@ec.europa.eu</a>	
First submission: <input style="width: 50px;" type="text"/> Update: <input style="width: 50px;" type="text"/>	
Dates of Implementation of Measures: <input style="width: 50px;" type="text"/> DD/MM/YY to <input style="width: 50px;" type="text"/> DD/MM/YY	
Outbreak reference: <input style="width: 50px;" type="text"/> MS / Pest / Year	Region: <input style="width: 50px;" type="text"/>
EUROPHYT Notification Date: <input style="width: 50px;" type="text"/>	
Contact person for this budget: <input style="width: 50px;" type="text"/> Telephone: <input style="width: 50px;" type="text"/> E-mail address: <input style="width: 50px;" type="text"/>	
<b>Actions implemented</b>	
<b>A. Detailed description of the technical measures implemented (Please describe below the a. plan of the measures, b. activities, c. time line, d. eradication or containment etc.)</b>	
<b>B. Detailed description of the goal achieved concerning the eradication/containment/other measures as a result of the implementation of the measures (Please describe the main goals achieved)</b>	
Eligible Measures	Number of activities implemented
<b>C. Visual inspection (Please describe below the activities)</b>	
<b>D. Sampling (Please describe below the activities)</b>	
<b>E. Trapping (Please describe below the activities)</b>	
<b>F. Laboratory/testing (Please describe below the activities)</b>	
<b>G. Treatment of plants and plant products (Please specify below the activities)</b>	
<b>H. Destruction and/or removal of plants (Please describe below the activities)</b>	
<b>I. Cleaning and/or disinfection of premises, land, water, soil, growing media, machinery and equipment (Please describe below the activities)</b>	
<b>J. Measures for compensating the operators/owners concerned for treatment, destruction/removal, cleaning/disinfection (Please describe below the activities)</b>	
<b>K. Measures for compensating the owners concerned for the value of the destroyed plants, plant objects or other objects (Please describe below the activities)</b>	
<b>L. Exceptional and duly justified activities for other measures than those listed from A to K<sup>1</sup> (Please describe below the activities)</b>	
<b>M. Geographical information about the pest outbreak (please complete the table)</b>	
Map of the Infected / Demarcated area	YES <input type="radio"/> NO <input type="radio"/>
GIS signal spot	YES <input type="radio"/> NO <input type="radio"/>
Latitudes and longitudes	YES <input type="radio"/> NO <input type="radio"/>
Prefecture map (outbreak area)	YES <input type="radio"/> NO <input type="radio"/>
Member state map (outbreak area)	YES <input type="radio"/> NO <input type="radio"/>
<b>ADDITIONAL COMPULSORY INFORMATION</b>	
<b>Annex No.</b>	
1. Additional documents concerning the technical measures implemented, with key figures and tables;	
2. Detailed maps of the demarcated area(s) at the time of implementation of measures;	
3. Other relevant information, useful for a better understanding of implemented measures	
Date: <input style="width: 50px;" type="text"/> DD/MM/YY	
Name of responsible: <input style="width: 50px;" type="text"/>	Signature: <input style="width: 50px;" type="text"/>
<small><sup>1</sup> Article 18.1 (e) of Regulation No 652/2014</small>	