

Annex: Guidance by Member States for the preparation of survey programmes concerning the presence of pests for the year 2015

Introduction

The review of the EU plant health regime highlighted the need for mandatory pest surveys by the Member States, to be co-financed by the Union. Council Directive 2000/29/EC does not foresee in a general legal basis for Union co-financing of such pest surveys. The necessary legal basis will be introduced through the Regulation on the management of SANCO expenditure¹ (hereinafter “Expenditure Regulation”), which is expected to enter into force by June 2014. That Regulation requires the Commission to adopt a work programme for the year N by 30 April of the year N-1, on the basis of which Member States submit their national survey programmes.

The mandatory adoption date for the Commission work programme for surveys in 2015 cannot be met in 2014, since the Expenditure Regulation will enter into force after the legal deadline. The Regulation contains transitional rules in order to avoid that survey programmes could be co-financed only as of 2016. Those transitional rules concern exclusively the survey programmes in 2015, which will be eligible for Union co-financing if submitted before 30 April 2014.

For the 2015 survey programmes, the rules of the Expenditure Regulation will not apply and a Commission work programme does not need to be adopted. Instead, Art. 23(6) of Directive 2000/29/EC will apply. Regulation (EU, Euratom) No 966/2012 (the “Financial Regulation”) also applies.

This document provides guidance for the Member States to prepare pest survey programme dossiers for the year 2015. It has been developed by the Commission Services based, as much as possible, on the logic of the Expenditure Regulation, and with the help of an Expert Working Group (convened on 21-22 January 2014). The report of that Working Group was discussed with the Standing Committee on Plant Health on 27-28 February 2014.

1) Changes as regards current practices under Directive 2000/29/EC

The Expenditure Regulation implies a major change in approach:

- under Directive 2000/29/EC, solidarity dossiers may only concern eradication and containment measures, but not general surveys of the territory of a Member States. Both measures already taken and measures still to be taken are covered in the same Decision;

¹ Regulation (EU) No [...] /2014 of the European Parliament and the Council laying down provisions for the management of expenditure relating to the food chain, animal health and animal welfare, and relating to plant health and plant reproductive material, amending Council Directives 98/56/EC, 2000/29/EC and 2008/90/EC, Regulations (EC) No 178/2002, (EC) No 882/2004 and (EC) No 396/2005, Directive 2009/128/EC and Regulation (EC) No 1107/2009 and repealing Council Decisions 66/399/EEC, 76/894/EEC and 2009/470/EC.

- under the new Regulation, eradication and containment measures against outbreaks may be financed under the term “emergency measures”, but only as regards costs incurred in the past. Those measures include surveys of demarcated areas. Separately, pest survey programmes may be financed but only as regards planned future surveys of Member States territories.

2) Legal framework offered by the Expenditure Regulation for pest survey programmes in 2015

For the 2015 pest survey programmes, the legal basis is as follows:

Art. 45(2) of Expenditure Regulation

The survey programmes of Member States referred to in Article 21(1) of this Regulation, submitted to the Commission by 30 April 2014 for implementation in the year 2015, shall be eligible for Union funding on the basis of Article 23(6) of Directive 2000/29/EC. For those survey programmes, Article 23(6) of that Directive shall continue to apply.

Art. 23(6) of Directive 2000/29/EC

In the light of the development of the situation in the Community, it may be decided, in accordance with the procedure referred to in Article 18(2) or Article 19, that further action will be implemented or that measures taken or planned by the Member State concerned will be made subject to certain requirements or additional conditions, if these are necessary for the achievement of the objective in question.

The allocation of the financial contribution from the Community for such further action, requirements or conditions shall be decided by the same procedure. Within the limits set by the appropriations available for these purposes, the financial contribution from the Community shall cover up to 50% of expenditure relating directly to the further action, requirements or conditions concerned.

Altogether, Member States survey programmes for 2015 are eligible for co-financing if submitted by 30 April 2014 with a reference to Art. 23(6) of Directive 2000/29/EC. Once the Expenditure Regulation enters into force, the legal basis for co-financing is created through Art. 45(2) of the Expenditure Regulation, i.e. Article 23(6) of Directive 2000/29/EC.

3) Requirements in the Expenditure Regulation as regards survey programmes

3.1 Scope as regards pests included in the survey programmes

Art. 19 of the Expenditure Regulation defines the scope of eligible survey programmes:

Article 19

Eligible survey programmes

Grants may be awarded to Member States for annual and multiannual survey programmes that they carry out concerning the presence of pests ('survey programmes'), provided that those survey programmes comply with at least one of the following conditions:

- (a) *they concern pests listed in Section I of Part A of Annex I to Directive 2000/29/EC and Section I of Part A of Annex II thereto;*

- (b) *they concern pests covered by a measure adopted by the Commission pursuant to Article 16(3) of Directive 2000/29/EC.*

For the pests referred to in point (a) of the first paragraph of this Article, the survey programmes shall be based on an assessment of the risk of the entry, establishment and spread of those pests in the territory of the Member State concerned and shall as a minimum target the pests that pose the main risks and the main plant species that are exposed to those risks.

For measures fulfilling the condition laid down in point (b) of the first paragraph of this Article, the grant shall not cover costs incurred after the expiry of the measure adopted by the Commission pursuant to Article 16(3) of Directive 2000/29/EC.

Programmes are therefore eligible if at least “pests not known to occur” or pests subject to temporary measures pursuant to Art. 16(3) are included. If that criterion is met, the survey programmes may cover all regulated pests, although not with equal priority. The priorities are laid down in an Annex to the new Regulation:

Annex III

Priorities as regards the orientation of national programmes for pest surveys for the protection of the Union territory for Union financial support:

- Pests listed in Section I of Part A of Annex I and Section I of Part A of Annex II to Directive 2000/29/EC as not known to occur in the Union territory;*
- Pests subject to Union measures adopted pursuant to Article 16(3) of Directive 2000/29/EC;*
- Pests which are not listed in Directive 2000/29/EC and represent an imminent danger to the Union territory;*
- Pests which have the potential to generate a crisis situation with serious economic and environmental consequences;*
- Pests with impact on trade with third countries and intra-EU trade.*

3.2 Eligible costs

Art. 20 of the Expenditure Regulation lays down the eligible costs:

Article 20 Eligible costs

The following costs incurred by the Member States in implementing the survey programmes referred to in Article 19 may qualify for grants under that Article:

- (a) costs for sampling;*
- (b) costs of tests, provided that they are limited to:*
 - (i) the costs of test kits, of reagents and of consumables which are identifiable and specifically used for carrying out the tests;*

- (ii) *the costs of personnel, regardless of their status, directly involved in carrying out the tests;*
- (c) *in exceptional and duly justified cases, costs incurred in carrying out necessary measures other than those referred to in points (a) and (b), provided that such measures are set out in the grant decision referred to in Article 22(3).*

3.3 Content and submission of the work programmes

Art. 21 defines the rules on the contents and submission of the survey programmes:

Article 21

Content and submission of the survey programmes

1. *By 31 May², Member States shall submit to the Commission the survey programmes which are due to start in the following year in respect of which they wish to apply for a grant.*

Survey programmes submitted after 31 May shall not be eligible for financing in respect of the following year.

2. *The survey programmes shall contain at least the following:*

- (a) the pests included in the programme;*
- (b) a description and demarcation of the geographical and administrative areas in which the programme is to be applied and a description of the status of those areas as regards the presence of the pests concerned;*
- (c) the duration of the programme;*
- (d) the number of visual examinations, samples and tests scheduled for the pests and plants, plants products and other objects concerned;*
- (e) the estimated budget;*
- (f) the targets to be attained by the completion date of the programme and the anticipated benefits thereof; and*
- (g) appropriate indicators to measure the achievement of the targets of the programme.*

In each multiannual survey programme, the information referred to in points (b), (d), and (f) of the first subparagraph shall be provided for each year covered by the programme, in the case of significant changes compared to the previous year. The information referred to in point (e) of that subparagraph shall be provided for each year covered by the programme.

² This date will apply as of the 2016 survey programmes, i.e. for the first time in 2015.

3.4 Evaluation and approval of the survey programmes, reporting and payments

Art. 22-24 set out the procedural rules on the management of the dossiers:

Article 22

Evaluation and approval of the survey programmes

1. *The survey programmes shall be evaluated taking into account the priorities and criteria set out in the annual or multiannual work programmes referred to in Article 36(1).*
2. *The Commission shall communicate to Member States by 30 November each year:*
 - (a) the list of survey programmes technically approved and proposed for co-financing;*
 - (b) the provisional amount allocated to each programme;*
 - (c) the provisional maximum level of the Union financial contribution for each programme; and*
 - (d) any provisional conditions to which the Union financial contribution may be subject.*
3. *Annual survey programmes and associated funding shall be approved by 31 January each year by means of a grant decision in relation to the measures implemented and the costs incurred from 1 January to 31 December of that year. Following submission of the intermediate reports as referred to in Article 23, the Commission may, if necessary, amend such decisions in relation to the whole eligibility period.*
4. *Multiannual survey programmes and associated funding shall be approved by 31 January of the first year of implementation by means of a grant decision in relation to the measures implemented and the costs incurred from 1 January of the first year of implementation until the end of the implementation period.*
5. *In the case of approval of multiannual survey programmes in accordance with paragraph 4, budgetary commitments may be divided into annual instalments. Where budgetary commitments are so divided, the Commission shall commit the annual instalments taking into account the progress of the programmes, the estimated needs and the budget available.*

Article 23

Reporting

For each approved annual or multiannual survey programme, Member States shall submit to the Commission, by 30 April each year, an annual detailed technical and financial report covering the previous year. That report shall include the results achieved, measured on the basis of the indicators referred to in Articles 21(2)(g) and a detailed account of eligible costs incurred.

In addition, for each approved annual survey programme, Member States shall submit to the Commission, by 31 August each year, an intermediate financial report.

Article 24 Payments

The payment request for a given year in respect of a survey programme shall be submitted by the Member State to the Commission by 30 April of the following year.

The Commission shall pay the Union financial contribution for the eligible costs following appropriate verification of the reports referred to in Article 23.

4. Requirements in the Expenditure Regulation for a Work Programme

Art. 36 of the Expenditure Regulation requires the vote on and adoption of a Commission Work Programme for the pest surveys, setting out:

- Operational objectives, expected results, method of implementation and total amount;
- Description of measures to be financed, amount allocated to each measure and implementation timetable;
- Operational priorities, evaluation criteria, funding rate and list of eligible measures and costs.

These rules are not applicable for the 2015 pest survey programmes. However, the Commission has to apply proper financial management on these programmes, in line with the Financial Regulation. The contents of the work programme as required as of the 2016 survey programmes will therefore be applied in practice already for the 2015 survey programmes. Based on the report of the Expert Working Group, the following line will be taken for 2015:

4.1 Operational objectives, expected results and their total amount

4.1.1 Operational objectives for 2015

The operational objectives of the survey programmes are in general as follows:

- (1) To reliably define the official pest status of all EU-listed pests and ensure the possibility of early and appropriate action against any presence of, in particular, the pests listed as not known to occur the Union, the potato pests subject to the Control Directives, and pests subject to temporary measures pursuant to Article 16(3) of Directive 2000/29/EC.

This should be achieved by collecting reliable data on the absence or presence of those pests in general and for specific crops, trees and the environment.

- (2) To timely identify and detect emerging risks as regards new non-listed pests threatening EU plant health.

This should include the pests on the EPPO alert list, and the diagnosis of unusual symptoms indicative of new pests, necessary for early detection of the presence of new pests

- (3) To assess and improve the functioning of the EU plant health regime by monitoring the risks of listed and non-listed pests in import, among others as a follow-up to interceptions.

This may include risk-based surveys for pest outbreaks, where appropriate using information from import / movement controls, but excluding any controls on operators directly linked to legal obligations for import control and issuance of plant passports and certification labels.

For 2015, the objectives concern only the pests listed below as operational priorities for that year.

4.1.2 Expected results for 2015

The expected results in general are as follows:

- (1) Reliable data on absence / presence of the pests listed as not known to occur the Union, the potato pests subject to the Control Directives, and the pests subject to temporary measures pursuant to Article 16(3) of Directive 2000/29/EC on specified crops, trees and the environment, including data on their distribution in EU/ Member States territory.
- (2) Knowledge of concrete emerging risks as regards new non-listed pests threatening EU plant health.
- (3) Data on the risks of specific types of imports, and monitoring of the follow-up of interceptions.

For 2015, the expected results concern only the pests listed below as operational priorities for that year.

4.1.3 Total amount of Union co-financing for 2015

The expected budget available for 2015 is €10 million, minus a small figure for POSEI.

4.2 Description of measures to be financed, amount allocated to each measure and implementation timetable

4.2.1 Measures to be financed

The measures to be financed are in general as follows:

- (1) Surveys on the absence/presence of the pests listed as not known to occur the Union, the potato pests subject to the Control Directives, and the pests subject to temporary measures pursuant to Article 16(3) of Directive 2000/29/EC, and their distribution in EU/ Member States territory.
- (2) Surveys on emerging risks as regards new pests threatening EU plant health.
- (3) Surveys on the risks of specific types of trade.

For 2015, the measures to be financed concern only the pests listed below as operational priorities for that year.

4.2.2 Amount allocated to each measure: PM

4.2.3 Indicative implementation timetable: 1 January 2015– 31 December 2015

4.3 Operational priorities, evaluation criteria, funding rate and list of eligible measures and costs

4.3.1 *Operational priorities for 2015*

The priorities for 2015 are the following:

(1) Pests not known to occur in the EU

The surveys should cover two areas:

- a. the Annex IAI and Annex IIAI pests of citrus which are included in Appendix 2, covering citrus orchards as well as nurseries and street trees; and
- b. the Annex IAI and Annex IIAI pests of deciduous trees which are included in Appendix 3, covering trees inside and outside forests and also horticulture.

(2) Pests subject to temporary measures pursuant to Article 16(3) of Directive 2000/29/EC

The surveys should cover the pests subject to temporary measures pursuant to Art. 16(3) of Directive 2000/29/EC (see Appendix 4). Intensified surveys should be foreseen for pine wood nematode, citrus longhorn beetle and *Xylella fastidiosa*.

Surveys for *Dryocosmus kuriphilus*, pepino mosaic virus and *Diabrotica virgifera* will not receive Union co-financing.

In case of overlap between points (1) and (2), the activity concerned may be included under both points, in view of the eligibility criteria given below, but the activity should be presented in the financial tables for co-financing only once.

(3) Non-listed pests, targeted among others by diagnosing samples from plants with unusual symptoms

The surveys should cover the following pests:

- a. EPPO Alert List pests³ not known to occur in the EU, or known to occur but having a restricted distribution in the EU (however surveys for invasive alien plant species will not be eligible for Union co-financing); and

³ See http://www.eppo.int/QUARANTINE/Alert_List/alert_list.htm. As of 2016, an EU Alert List is also foreseen. This is not yet relevant for the 2015 surveys.

- b. new non-listed pests in general (risk-based; for citrus, deciduous trees and potato, a link should be created to sub-programmes 1 and 4; import controls and post-entry inspections may be included if not covered by fees in any way, for instance in the case of plant products that are not subject to mandatory import controls).

General trapping systems (spore traps, insect traps) may be used additionally.

(4) Pests of potato regulated by the Control Directives

The surveys should include *Ralstonia solanacearum* (brown rot), *Clavibacter michiganensis* pv. *sepedonicus* (ring rot), *Synchytrium endobioticum* (potato wart) and *Globodera pallida* and *G. rostochiensis* (potato cyst nematodes).

Where costs concern the examination of plants for the issuance of plant passports, certification labels or export certificates, or official import controls, Union co-financing is not possible (these activities should rather be covered by levying fees).

It needs to be noted that also surveys for other pests (for example established IIAI pests and Protected Zone pests) may be included in the programmes. This is left to the discretion of the Member States. If the budget falls short, only the priority areas will be co-financed. Pests for which surveys are specifically excluded from co-financing under the previous points are excluded here as well.

4.3.2 Evaluation criteria

Only one survey programme for 2015 per Member State, submitted by the central authority of the Member State, will be considered.

The programme shall be considered eligible only if areas (1) to (4) listed under the operational priorities for 2015 are all included, unless justification is provided that the area that is not covered is irrelevant to the Member State concerned (e.g. absence of host plants; activities fully covered by fees⁴).

The eligibility criteria per area are as follows:

- Area (1): all IAI and IIAI pests for citrus and deciduous trees listed in the relevant appendices should be tentatively covered, unless justification is provided that the part that is not covered is irrelevant to the Member State concerned (e.g. absence of host plants; activities fully covered by fees).
- Area (2): the total of activities foreseen for pine wood nematode, citrus longhorn beetle and *Xylella fastidiosa* together shall amount to at least 50% of the costs of all activities for this area.
- Area (3): at least five 5 EPPO Alert List pests shall be included in the survey.

⁴ By exception, specifically for the 2015 survey programmes, the justification may be the lack of national budget for intensified surveys, due to the constraints of the national budgetary cycle.

- Area (4): surveys of seed potatoes should have an intensity of minimally 1 sample per 1.5 ha (= maximally 1.5 ha per sample), and surveys for ware potatoes minimally 1 sample per 75 ha (= maximally 75 ha per sample). Where costs concern the examination of plants for the issuance of plant passports, certification labels or export certificates, or official import controls, Union co-financing is not possible (these activities should rather be covered by levying fees).

Each of the areas listed under the operational priorities for 2015 will be evaluated separately from the other areas. Failure of one area to meet the eligibility criteria will not affect the eligibility of the dossier for the other areas.

For 2015, areas (1) and (3) shall jointly reach a threshold value of 30% of the total value of the programme of the Member State concerned, because, according to the Expert Working Group, areas (1) and (3) are today's main knowledge gap.

For the optional area, no evaluation criteria are foreseen. The value of the optional area (5) shall not exceed 10% of the total value of the programme.

In case of insufficient budget as regards the submitted dossiers, areas (1) to (3) will be prioritized above area (4). The optional area will only be co-financed if the available budget is not yet depleted by priority areas (1) to (4).

4.3.3 Funding rate

The funding rate will be 50%.

4.3.4 List of eligible measures and costs

- The eligible costs are defined in Article 20 of the draft Financial Regulation (point 3.2 of this Annex) and usually include costs for sampling and for testing.
- According to ISPM 5 on glossary of phytosanitary terms, "testing" means "official examination, other than visual (= in laboratory), to determine if pests are present or to identify pests"
- More information as regards the contents and calculation of eligible costs is provided in the tables of Appendices 5 and 6, that need to be filled and submitted as part of the dossier.

Appendix 5: official staff activities

This table will be used to submit the costs when the public authorities perform directly the activities needed for the survey programs or when other public institutions are subcontracted to perform activities needed for the survey programme. In these situations, all non-eligible costs have to be excluded from the submission of costs; the 7% overheads is accepted

Appendix 6: contracted activities

This table will be used when private institutions (companies) are contracted to perform activities needed for the survey programmes. In these situations, contracted activities will be reimbursed at 50% on the basis of the invoices, without VAT and without applying the 7% overheads

- Non-eligible costs: the following non-exhaustive list prepared by DG SANCO details the costs that are not eligible for Union co-financing (they belong under the 7% overhead which may be applied to the direct costs of the dossier, for the activities performed by public authorities – Appendix 5).

IMPORTANT

a) dossiers should follow the structure set out in these guidelines and should be concrete and concise.

b) dossiers should be submitted preferably in English; if they are submitted in another language, a courtesy translation is kindly requested.

Non exhaustive list of non-eligible costs (may be included in the 7% overheads)	
1	VAT
2	Travel costs ¹
3	Accommodation costs ² (<i>per diems, daily allowances, reimbursement of real costs etc</i>)
4	Meal costs ³
5	Training of personnel costs (<i>including organisation of the training or remuneration of trainers</i>)
6	Vehicle related costs ⁴ (<i>usage cost, depreciation charges, lease costs, fee for expenses, fuel costs etc</i>)
7	Transport of samples costs (<i>to and from the spot field location</i>)
8	Staff not specifically allocated to the project whose activity on the project cannot be precisely quantified and attributed to the scope of eligible measures
9	Insurance costs ⁵
10	Safety equipment and personnel costs
11	Coordination and planning of activities costs ⁶
12	(Tele)communication costs (<i>mobile data, phone subscription etc</i>) and purchase or lease costs of these equipment ⁷
13	Development, maintenance of mapping and GPS based tools costs ⁸
14	Laboratory development, innovation, improvement, analyses and studies of testing or detecting methodologies costs
15	Research, development, prototype or trials for improved material or equipment (<i>even directly related to the programme</i>)
16	Depreciation of laboratory building costs (<i>any indirect, overhead, depreciation cost of any building</i>)
17	Maintenance and office costs ⁹ (<i>building, equipment</i>)
18	Purchase of equipment costs ¹⁰
19	Depreciation of equipment costs ¹⁰
20	Calibration of equipment costs
21	Quality management costs
22	Specific own general management fees
23	Costs allocated for the construction, repairing or other arrangements of the surveyed and/or surrounding areas ¹¹

¹ for field work or going to meetings to Brussels or in MS on the subject other than existing EU rules (reimbursement of one person)

² costs of any kind, independent of the office distance from the spot field work or national legislation applicable

³ reimbursement of actual meal costs, no matter under which accounting approach

⁴ whether costs for rented vehicle or for vehicle owned by the national authority

⁵ *except social insurance, mandatory in salary cost (social charges)*

⁶ *technical and administrative coordination on site or not, staff and operational costs related to planning and supervision of the technical activities*

⁷ *incurred even during the execution of the eligible technical operations of the programme*

⁸ *any software, IT database, IT support systems, IT staff costs*

⁹ *all costs related to office supplies, logistics, human resources, finance and support departments or any non-technical unit, supporting in general the program*

¹⁰ *even equipment specifically used within the programme*

¹¹ *costs exceeding the sole objective of plant survey programme and creating an added value for the land and/or surrounding area*

Appendix 1: indicative timeline of the evaluation, funding and reporting as regards the dossiers

- Dossiers submitted by 30 April 2014 will, after a pre-screening, be evaluated in June 2014 by the Plant Health Evaluation Board of DG SANCO, after presentation by the Member States concerned.
- A list of programmes technically approved and proposed for co-financing, with provisional amounts allocated, maximum level of EU contribution and conditions will be communicated to the Member States by 30 November 2014.
- The grant decision approving the programmes and funding will be adopted by 31 January 2015.
- Interim reports of Member States will be due by 31 August 2015.
- Submission by Member States of final reports and payment requests is due by 30 April 2016.

Appendix 2: Pests of citrus, listed in Annex IAI and Annex IIAI to Directive 2000/29/EC, to be all tentatively included in the 2015 surveys (to be evaluated at national level, more may be included optionally)

Insects:

- *Aleurocanthus* spp.
- *Diaphorina citri*
- *Scirtothrips* spp.
- *Toxoptera citricola*
- *Trioza erythrae*

Fungi:

- *Guignardia citricarpa*

Bacteria:

- *Liberibacter africanus* and *L. asiaticus*
- *Xanthomonas axonopodis* (= *X. citri*, citrus canker)
- *Xylella fastidiosa*

Viruses:

- Citrus tristeza virus (non-European strains)

Appendix 3: Pests of deciduous trees, listed in Annex IAI and Annex IIAI to Directive 2000/29/EC, to be all tentatively included in the 2015 surveys (to be evaluated at national level, more may be included optionally)

Insects:

- *Acleris* spp. (non-European)
- *Agrilus planipennis*
- *Anoplophora glabripennis*
- *Arrhenodes minutus*
- *Choristoneura* spp. (non-European)
- *Pseudopityophthorus minutissimus*, *P. pruinus*

Fungi:

- *Ceratocystis fagacearum*
- *Ceratocystis virescens*

Bacteria:

- *Xylella fastidiosa*

Appendix 4: pests subject to temporary measures pursuant to Art. 16(3) of Directive 2000/29/EC, which may be included in the 2015 surveys

- *Anoplophora chinensis*
- *Bursaphelenchus xylophilus*
- *Epitrix* spp.
- *Gibberella circinata*
- *Phytophthora ramorum*
- *Pomacea* spp.
- *Potato spindle tuber viroid*
- *Pseudomonas syringae* pv. *actinidiae*
- *Rhynchophorus ferrugineus*
- *Xylella fastidiosa*

Appendix 5: template to detail the official staff activities

TABLE 1 - OFFICIAL STAFF ACTIVITIES											
Survey activities - financial annex I											
Eligible measure			Eligible costs	Information to be provided in the program		Total cost (€)	Calculation of costs	Quantity	Unit cost	Contribution requested %	Document reference
general measure	specific measure	measure details									
1	Sampling	a) Visual inspections	crops, forrest trees	labour costs ¹	no. of ha. to be inspected		staff/daily cost (€)				
			parks, decorative trees	labour costs ¹	no. of single units to be inspected		staff/daily cost (€)				
	b) Sample taking		labour costs ¹	no. of samples to be taken		staff/daily cost (€)					
			consumables ²			no./unit cost (€)					
	c) Trapping	Placing of traps	labour costs ¹	no. of traps to be placed		staff/daily cost (€)					
			purchase of traps			no./unit cost (€)					
			purchase of attractants			no./unit cost (€)					
	Collecting of traps	labour costs ¹			staff/daily cost (€)						
2	Testing	*ELIGIBLE TESTS TO BE DEFINED	labour costs ¹	no. of tests/type to be carried out		staff/daily cost (€)					
			test kits			no./unit cost (€)					
			reagents			no./unit cost (€)					
			consumables			no./unit cost (€)					
3	Other measures ³		to be defined		staff/daily cost (€)						
		consumables / materials			no./unit cost (€)						
4	7% flate rate calculated on the basis of all the eligible direct costs listed from (1) to (3) ⁴										
TOTAL											
¹ labour costs of personnel, whatever the status, specifically allocated entirely or in part for carrying out the survey; the costs are limited to actual salaries plus social security charges and other statutory costs included in the remuneration											
² consumables represent single-use disposable materials											
³ other measures occurred in exceptional and duly cases, requesting costs incurred in carrying out other necessary measures than those referred to in points (1) and (2), provided that such measures are set out in the grant decision referred to in Art. 23(2) of the CFF											
⁴ the flate rate intends to cover costs like coordination and planning, travel etc											

Appendix 6: Template to detail the contracted activities

TABLE 2 - CONTRACTED ACTIVITIES ⁵							
<i>Survey activities - financial annex II</i>							
<i>Eligible measure</i>			<i>Eligible costs</i>	<i>Information to be provided in the program</i>	<i>Total cost (€) without VAT</i>	<i>Contribution requested %</i>	<i>Document reference</i>
<i>general measure</i>	<i>specific measure</i>	<i>measure details</i>					
1	Sampling	a) Visual inspections	crops, forrest trees	invoice	no. of ha. to be inspected		
			parks, decorative trees		no. of single units to be inspected		
		b) Sample taking		invoice	no. of samples to be taken		
		c) Trapping	Placing of traps	invoice	no. of traps to be placed		
Collecting of traps	invoice						
2	Testing	*ELIGIBLE TESTS TO BE DEFINED		invoice	no. of tests/type to be carried out		
3	Other measures ³			invoice	to be defined		
TOTAL							

⁵ contracted services will be reimbursed at 50% on the basis of the invoices, without VAT and without applying 7% overheads