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GUIDELINES FOR APPLICANTS FOR EU FUNDING OF PLANT HEALTH EMERGENCY MEASURES

WORKING PAPER

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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/EC¹ 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.

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

Important remark

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

For the outbreaks occurring and notified before this date, the following transitional timeline will be applied:

- a) All applications concerning new or existing outbreaks (notified to the Commission before 1.01.2016), for which the demarcated area remained unchanged, will follow the submission procedures under Directive 2000/29/EC and can be submitted by the Member States by 30.06.2016.
- b) All applications concerning new or existing outbreaks (notified to the Commission before 1.01.2016), for which the demarcated area has changed (increased) or in case of a re-appearance of a pest in an area where it has been declared before as eradicated, will follow the submission procedures under the Implementing Decision (EU) 2016/159 (and explained in this Guidelines) and can be submitted by the Member States by 30.06.2016.

Outbreak notification	Deadline for application	Type of application
a) New or existing outbreaks, for which the demarcated area remained unchanged - notified before 1.01.2016	30.06.2016	Submission procedures under Directive 2000/29/EC
b) New or existing outbreaks for which the demarcated area has changed - notified before 1.01.2016	30.06.2016	Submission procedures under Implementing Decision (EU) 2016/159

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

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

4.1. Important remark on personnel costs:

Calculation of the 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.

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.

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*²

i) Visual inspection

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

ii) Sampling

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct Costs</u>
<p>1. Costs for official personnel (regardless of their status), limited to actual salary costs for staff specifically allocated</p>	<p>1. Time spent in the office for administrative work (preparation of field work, coordination, reporting and planning activities).</p>

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

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.	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. 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).	4. Training of staff costs.
	5. 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.).
3. 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.	6. (Tele)communication costs (and purchase or lease costs of this equipment).
	7. Purchase of any 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 activities.

iii) Trapping

<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 in the field work during the implementation of the specified activity of trapping. Only the actual time spent in the field (including travel time to and from the location) to perform the trapping 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.).
2. 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.	3. Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc.).
	4. Training of staff costs.
	5. 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.).
	6. (Tele)communication costs (and purchase or lease costs of this equipment).

<p>3. 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.</p>	<p>7. Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"</p>
	<p>8. VAT costs in case of contracted activities.</p>

iv) Laboratory tests

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct Costs</u>
<p>1. Costs for official personnel (regardless of their status), limited to actual salary costs for staff specifically allocated entirely or in part on the premises of the laboratory during the implementation of the specified activity of testing. Only the actual time spent to perform the testing activity will be considered as eligible.</p>	<p>1. Time 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.)</p> <p>2. Training of staff costs.</p> <p>3. Costs for issuance of plant passports and certification labels.</p> <p>5. (Tele)communication costs (and purchase or lease costs of this equipment).</p>
<p>2. Costs for the purchase of test kits and reagents which are identifiable and specifically used for carrying out the tests.</p> <p>Costs for consumables need for laboratory work (limited to: gloves, scissors, needles, loops, Petri plates for testing)</p>	<p>6. Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"</p> <p>7. Laboratory development, innovation, improvement, analyses and studies of testing or detecting methodologies' costs.</p> <p>8. Research, development, prototype or trials for improved material or equipment (even directly related to the measures).</p>
<p>3. 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.</p>	<p>9. Calibration of equipment costs</p> <p>10. VAT costs in case of contracted activities</p>

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).

v) Treatment of plants and plant products

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct Costs</u>
<p>1. Costs for official personnel (regardless of their status), limited to actual salary costs for staff specifically allocated entirely or in part in the field work during the implementation of the specified activity of 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.</p>	<p>1. Time spent in the office for administrative work (preparation of field work, coordination, reporting and planning activities).</p> <p>2. Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc.).</p> <p>3. Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc.).</p>
<p>2. Costs for renting of equipment, consumables, and materials needed for the treatment activity.</p> <p>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;</p> <p>Preventive Treatments:</p> <p>a. Pulverisation b. Endotherapy c. Other (Indicate other treatment)</p>	<p>4. Training of staff costs.</p> <p>5. 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.).</p> <p>6. (Tele) communication costs (and purchase or lease costs of this equipment).</p>
<p>3. Costs for plant products</p>	<p>7. Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"</p>
<p>4. 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.</p>	<p>8. VAT costs in case of contracted activities.</p>

vi) Destruction and/or removal of plants

<u>Eligible Direct Costs</u>	<u>Non-eligible Direct costs</u>
<p>1. Costs for official personnel (regardless of their status), limited to actual salary costs for staff specifically allocated entirely or in part in the field work during the implementation of the specified activity of 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.</p>	<p>1. Time spent in the office for administrative work (preparation of field work, coordination, reporting and planning activities).</p> <p>2. Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc.).</p> <p>3. Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc.).</p> <p>4. Training of staff costs.</p> <p>5. 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.).</p>
<p>2. Costs for renting of equipment, consumables, and materials needed for the destruction and/or removal of plants activity.</p> <p>Renting of equipment or machinery needed for destruction and/or removal of plants: the eligible cost is limited to the necessary, specific and direct operational use, duly substantiated by relevant data and adequate calculation method;</p> <p>Destruction of Plants:</p> <p>a. Cutting, b. Shredding, c. Burning, d. Transportation to waste management plants and e. Other (Indicate other type of destruction)</p>	<p>6. (Tele) communication costs (and purchase or lease costs of this equipment).</p> <p>7. Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"</p> <p>8. VAT costs in case of contracted activities.</p> <p>9. Costs for voluntary destruction of plants (without official destruction order)</p> <p>10. Compensation of loses associated with the presence of the disease, such as for production, unemployment or ban on cultivation</p> <p>11. Costs for national administrative and legal procedures (fines, court expenses etc)</p>
<p>3. 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.</p>	<p>12. Evaluation fees</p> <p>13. Costs relating to the destruction /dismantling /removal of fixed infrastructure (fences, roads etc)</p>

vii) 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>1. Costs for official personnel (regardless of their status) limited to actual salary costs for staff specifically allocated entirely or in part in the field work during the implementation of the specified activity of 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>	<p>1. Time spent in the office for administrative work (preparation of field work, coordination, reporting and planning activities).</p>
	<p>2. Travel and accommodation costs (travel costs, per diems, daily allowances, meal costs etc.).</p>
	<p>3. Vehicle related costs (insurance costs, usage cost, depreciation charges, lease costs, expenses fee, fuel costs etc.).</p>
	<p>4. Training of staff costs.</p>
<p>2. 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 & Means of transport, e. Other (Indicate other type of treatment)</p>	<p>5. 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.).</p>
	<p>6. (Tele) communication costs (and purchase or lease costs of this equipment).</p>
	<p>7. Purchase of any equipment, except if pre-approved by the Commission in the application phase, as "exceptional and fully justified costs"</p>
<p>3. 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.</p>	<p>8. VAT costs in case of contracted activities.</p>

viii) Exceptional and dully justified costs

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*³

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*⁴

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;

³ Article 16.1 (b) of the Regulation (EU) No 652/2014

⁴ Article 16.1 (c) of the Regulation (EU) No 652/2014

- their use in line with the requirements of 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.

5.3 Tips for filling in the forms for preliminary budget (application phase) and request for payment (reporting phase)

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

5.3.1 Forms for preliminary budget (application phase)

For any of the three forms submitted as Preliminary Budget (Annex I of the Commission Implementing Decision (EU) 2016/159 and the Guidelines), the costs included in the forms will be estimative, and calculated as indicated below:

A. Operational costs:

- a. Costs of personnel will be represented by the Member States as the estimated number of direct hours per person multiplied by the hourly cost (see point 4.1 of the Guidelines)

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.

Example:

If during a 6 hours visual inspection activity the staff (3 persons) is also collecting samples, the number of total hours should be split between the 2 activities and submitted as costs for visual inspection (3 persons x 3 working hours) and costs for sampling (3 persons x 3 working hours).

b. Cost of renting equipment will be represented by the Member States as an estimated cost for equipment to be rented and used during a specific activity (such as visual inspection, sampling, trapping etc)

c. Cost of consumables will be represented by the Member States as an estimated cost for eligible consumables to be purchased and used during a specific activity (indicated as eligible direct costs for some specific activities under point 5.2.1 of the Guidelines).

d. Cost of materials will be represented by the Member States as an estimated cost for eligible materials to be purchased and used during a specific activity (indicated as eligible direct costs for some specific activities under point 5.2.1 of the Guidelines).

e. Cost of treatment products will be represented by the Member States as an estimated cost for eligible treatment products to be purchased and used during the activity of treatment of plants and plant products (indicated as eligible direct costs for this specific activity under point 5.2.1 of the Guidelines).

f. Sampling costs will be represented by the Member States as the estimated average cost per sample including the costs of staff and the cost of eligible consumables multiplied by the number of samples.

g. Laboratory tests costs will be represented by the Member States as the estimated average costs per test including the costs of staff and the cost of kits, reagent, and consumables multiplied by the number of tests. In case several testing methods are used for one pest, each method has to be presented individually.

B. Costs of service contracts:

Costs of service contracts with third parties to execute part of the measures will be represented by the Member States as the estimated costs for contracted activities envisaged to be used during the implementation of the measures.

Please refer to point 4.2 of the Guidelines, for more information on the

C. Costs of compensating the owners concerning types of treatment:

- a. Costs of treatment will be represented by the Member States as the estimated average cost for treatment including the costs of staff and the cost of eligible consumables and materials multiplied by the number of treatments applied.
- b. Costs of destruction of plants/trees will be represented by the Member States as the estimated average cost for destruction activities (such as cutting, shredding, burning, transport to waste management plants, other, as indicated under point 5.2.1 of the Guidelines) including the costs of staff and the cost of eligible consumables and materials multiplied by the number of trees destroyed or the surface of plants destroyed (indicating the number of square meters or hectares and the type of plants destroyed).
- c. Cost of plant products will be represented by the Member States as an estimated cost for plant products to be destroyed (indicated as eligible direct costs for this specific activity under point 5.2.1 of the Guidelines) including the costs of staff and the cost of eligible consumables and materials multiplied by the quantity of plant products to be destroyed.
- d. Cost of cleaning and/or disinfection will be represented by the Member States as an estimated cost for cleaning and/or disinfection including the costs of staff and the cost of eligible consumables and materials multiplied by the number of cleaning and/or disinfection activities applied.

D. Other type of measures

Please refer to point 5.2.3 of the Guidelines.

5.3.2 Forms for request for payment (reporting phase)

For any of the three forms submitted as Request for Payment (Annex II of the Commission Implementing Decision (EU) 2016/159 and the Guidelines), the costs included in the forms will be real costs.

For example, in the case of costs for personnel, the method of presenting the costs will be done individually, for each person included in the emergency measures activities and calculated as indicated in point 4.1 of the Guidelines)

6. 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 it 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.

The list of supporting documents presented below is not exclusive.

6.1 Costs of official personnel, regardless of their status, directly involved in implementing 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 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).

6.2 Costs of renting of eligible equipment and materials needed to implement the measures

- 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.

6.3 Costs of purchase of eligible consumables and of any other necessary materials needed to implement the measures

- 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;

6.4 Costs of service contracts to execute part of the measures

- 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.

6.5 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

- 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

6.6 Indirect costs

The beneficiary is not required to identify the costs covered by the flat rate of 7% or to provide supporting documents. The 7% flat rate is applicable for both official and contracted activities.

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

7.1. 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) the preliminary information concerning the outbreak of the pest. The notifications to the Commission as described in Article 1 and 2 of Implementing Decision 2014/917/EU are considered as such preliminary information.

7.2. 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, by means of an electronic file sent via email.

In accordance with the templates set out in Annex I of the Commission Implementing Decision (EU) 2016/159 and the Guidelines, the **financial application** shall contain the following information:

- (a) the **estimated** operational costs as referred to in Article 18(1)(a) of Regulation (EU) No 652/2014;
- (b) the **estimated** costs of service contracts with third parties as referred to in Article 18(1)(b) of Regulation (EU) No 652/2014;
- (c) the **estimated** costs of compensation to owners and the operators as referred to in Article 18(1)(c) of Regulation (EU) No 652/2014;
- (d) where applicable, the **estimated** other costs essential for the eradication of the pest as referred to in Article 18(1)(e) of Regulation (EU) No 652/2014, together with an appropriate justification.

Until the IT tool to be developed for this purpose is completely functional, Member States should send the **technical application** containing at minimum the following information:

- (a) Starting and estimated ending date of the implementation of the measures
- (b) Description of the technical measures implemented, with key figures
- (c) Epidemiological maps (of demarcated areas, outbreak area etc)
- (d) Information on the expected results of eradication, containment or other measures to be implemented
- (e) Planned epidemiological inquiries
- (f) Other relevant information

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

7.3. 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 the submitted dossiers.

7.4. 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.

7.5. 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 II of the Commission Implementing Decision (EU) 2016/159;
- (b) a technical report in accordance with Annex III of the Commission Implementing Decision (EU) 2016/159.

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

7.6. 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.

8. APPLICATION TIPS FOR FINANCIAL SUPPORT FOR EMERGENCY MEASURES

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

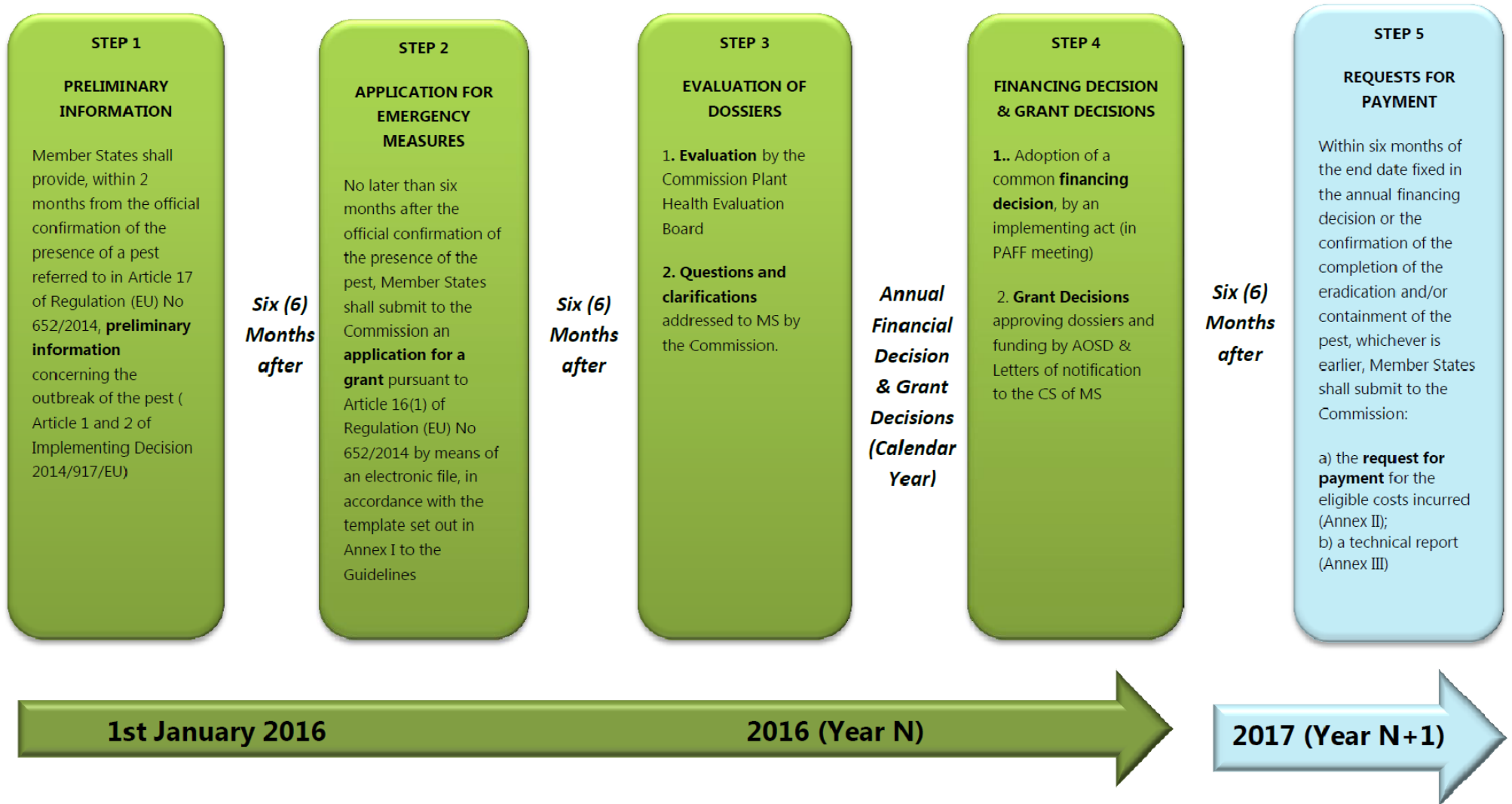
2. Every three months after the submission of the information referred to in **STEP 2 - Application for Emergency Measures**, Member States shall submit updated information on the costs referred to in that paragraph (templates set out in Annex I of the Commission Implementing Decision (EU) 2016/159 and the Guidelines).

3. Applications for a grant on the estimated cost essential for the eradication and/or containment of a pest for emergency measures covering a certain period for which a previous application has already been submitted in previous calendar years should contain the updated version of Annex I.

**9. FLOWCHART ON THE STEPS NEEDS TO BE FOLLOWED FOR SUBMISSION
FOR GRANTS AND REQUESTS FOR PAYMENT FOR EMERGENCY MEASURES
(Commission Implementing Decision (EU) 2016/159)**

PLANT HEALTH

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)



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 and of the Guidelines, the templates for **the financial part** (Annex I) of their application for plant health emergency measures. It is recommended that Member States 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.

For the **technical part** of the application, please see the point 7.2 of the Guidelines.

All applications 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

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/dgs/health_food-safety/funding/cff/plant_health/emergency-measures_en.htm

Annex I

A. Eradication

PRELIMINARY BUDGET			
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: SANTE-G5-EMERGENCY-PLANT-HEALTH@ec.europa.eu			
First submission	<input style="width: 80px;" type="text"/>		
Update	<input style="width: 80px;" type="text"/>		
For the period from	<input style="width: 150px;" type="text" value="DD/MM/YY"/>	to	<input style="width: 150px;" type="text" value="DD/MM/YY"/>
Outbreak reference	<input style="width: 150px;" type="text" value="MS / Pest / Year"/>	Region	<input style="width: 150px;" type="text"/>
EUROPHYT Notification	<input style="width: 150px;" type="text"/>		
Contact person for this budget:	<input style="width: 150px;" type="text"/>		
Telephone:	<input style="width: 150px;" type="text"/>		
E-mail address	<input style="width: 150px;" type="text"/>		
Direct costs			Total amount (In euro, VAT excluded)
Eligible Measures	Type	Costs (labour costs, treatments, traps etc.)	
<i>Eligible costs (Article 18(1) of Regulation No 652/2014)</i>			
A. Operational cost occurring for the actions related to:			
1. Cost of Personnel	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
2. Cost of Renting Equipment	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
3. Cost of Consumables	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
4. Cost of Materials	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
5. Treatment Products	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
6. Sampling	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
7. Laboratory Tests	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
B. Cost of service contracts to execute part of the measures:			
1. Service Contracts with third parties	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
C. Costs of compensating the owners concerning the type of treatment:			
1. Treatment	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
2. Destruction of Plants / Trees	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
3. Plant Products	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
4. Cleaning and Disinfection	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
D. Other type of measures (please justify the type and cost)			
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
Sub-total :			€ -
Indirect cost - Overhead 7% -			Total amount (In euro, VAT excluded)
Overheads on direct costs, other than compensation			
Sub-total :			€ -
TOTAL			
Date:	<input style="width: 150px;" type="text" value="DD/MM/YY"/>		
Name of responsible:	<input style="width: 150px;" type="text"/>		
Signature:	<input style="width: 150px;" type="text"/>		

Annex I

B. Containment

PRELIMINARY BUDGET			
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: SANTE-G5-EMERGENCY-PLANT-HEALTH@ec.europa.eu			
First submission	<input style="width: 100%;" type="text"/>		
Update	<input style="width: 100%;" type="text"/>		
For the period from	DD/MM/YY	to	DD/MM/YY
Outbreak reference	MS / Pest / Year	Region	<input style="width: 100%;" type="text"/>
EUROPHYT Notification	<input style="width: 100%;" type="text"/>		
Contact person for this budget:	<input style="width: 100%;" type="text"/>		
Telephone:	<input style="width: 100%;" type="text"/>		
E-mail address	<input style="width: 100%;" type="text"/>		
Direct costs			Total amount (In euro, VAT excluded)
Eligible Measures	Type	Costs (labour costs, treatments, traps etc.)	
<i>Eligible costs (Article 18(1) of Regulation No 652/2014)</i>			
A. Operational cost occurring for the actions related to:			
1. Cost of Personnel	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2. Cost of Renting Equipment	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3. Cost of Consumables	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
4. Cost of Materials	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
5. Treatment Products	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
6. Sampling	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
7. Laboratory Tests	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
B. Cost of service contracts to execute part of the measures:			
1. Service Contracts with third parties	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
C. Costs of compensating the owners concerning the type of treatment:			
1. Treatment	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2. Destruction of Plants / Trees	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3. Plant Products	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
4. Cleaning and Disinfection	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
D. Other type of measures (please justify the type and cost)			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Sub-total :			€ -
Indirect cost - Overhead 7% -			Total amount (In euro, VAT excluded)
Overheads on direct costs, other than compensation			
Sub-total :			€ -
TOTAL			
Date:	DD/MM/YY		
Name of responsible:	<input style="width: 100%;" type="text"/>		
Signature:	<input style="width: 100%;" type="text"/>		

Annex I

C. Other Measures

PRELIMINARY BUDGET			
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: SANTE-G5-EMERGENCY-PLANT-HEALTH@ec.europa.eu			
First submission	<input style="width: 80px;" type="text"/>		
Update	<input style="width: 80px;" type="text"/>		
For the period from	DD/MM/YY	to	DD/MM/YY
Outbreak reference	MS / Pest / Year	Region	
EUROPHYT Notification			
Contact person for this budget:			
Telephone:			
E-mail address			
Direct costs			Total amount (In euro, VAT excluded)
Eligible Measures	Type	Costs (labour costs, treatments, traps etc.)	
<i>Eligible costs (Article 18(1) of Regulation No 652/2014)</i>			
A. Operational cost occurring for the actions related to:			
1. Cost of Personnel			
2. Cost of Renting Equipment			
3. Cost of Consumables			
4. Cost of Materials			
5. Treatment Products			
6. Sampling			
7. Laboratory Tests			
B. Cost of service contracts to execute part of the measures:			
1. Service Contracts with third parties			
C. Costs of compensating the owners concerning the type of treatment:			
1. Treatment			
2. Destruction of Plants / Trees			
3. Plant Products			
4. Cleaning and Disinfection			
D. Other type of measures (please justify the type and cost)			
Sub-total :			€ -
Indirect cost - Overhead 7% -			Total amount (In euro, VAT excluded)
Overheads on direct costs, other than compensation			
Sub-total :			€ -
TOTAL			
Date:	DD/MM/YY		
Name of responsible:			
Signature:			

Annex II

A. Eradication

REQUEST FOR PAYMENT			
To be addressed to: SANTE-G5-EMERGENCY-PLANT-HEALTH@ec.europa.eu			
First submission	<input style="width: 100%;" type="text"/>		
For the period from	<input style="width: 100%;" type="text" value="DD/MM/YY"/>	to	<input style="width: 100%;" type="text" value="DD/MM/YY"/>
Outbreak reference	<input style="width: 100%;" type="text" value="MS / Pest / Year"/>	Region	<input style="width: 100%;" type="text"/>
EUROPHYT Notification	<input style="width: 100%;" type="text"/>		
Contact person for this budget:	<input style="width: 100%;" type="text"/>		
Telephone:	<input style="width: 100%;" type="text"/>		
E-mail address	<input style="width: 100%;" type="text"/>		
Direct costs			Total amount (In euro, VAT excluded)
Eligible Measures	Type	Costs (labour costs, treatments, traps etc.)	
<i>Eligible costs (Article 18(1) of Regulation No 652/2014)</i>			
A. Operational cost occurring for the actions related to:			
1. Cost of Personnel			
2. Cost of Renting Equipment			
3. Cost of Consumables			
4. Cost of Materials			
5. Treatment Products			
6. Sampling			
7. Laboratory Tests			
B. Cost of service contracts to execute part of the measures:			
1. Service Contracts with third parties			
C. Costs of compensating the owners concerning the type of treatment:			
1. Treatment			
2. Destruction of Plants / Trees			
3. Plant Products			
4. Cleaning and Disinfection			
D. Other type of measures (please justify the type and cost)			
Sub-total :			€ -
Overheads on direct costs, other than compensation (7%)			
Sub-total :			€ -
TOTAL			
Statement by the beneficiary			
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 necessary for the work;			
1. the costs were incurred and fall within the definition of eligible costs;			
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;			
4. control procedures apply, in particular to verify the accuracy of the amounts declared, to prevent, detect and correct irregularities.			
Date:	<input style="width: 100%;" type="text"/>		Signature:
Name of responsible:	<input style="width: 100%;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>

Annex II

B. Containment

REQUEST FOR PAYMENT			
To be addressed to: SANTE-G5-EMERGENCY-PLANT-HEALTH@ec.europa.eu			
First submission	<input style="width: 80%;" type="text"/>		
For the period from	<input style="width: 100%;" type="text" value="DD/MM/YY"/>	to	<input style="width: 100%;" type="text" value="DD/MM/YY"/>
Outbreak reference	<input style="width: 100%;" type="text" value="MS / Pest / Year"/>	Region	<input style="width: 100%;" type="text"/>
EUROPHYT Notification	<input style="width: 100%;" type="text"/>		
Contact person for this budget:	<input style="width: 100%;" type="text"/>		
Telephone:	<input style="width: 100%;" type="text"/>		
E-mail address	<input style="width: 100%;" type="text"/>		
<i>Eligible costs (Article 18(1) of Regulation No 652/2014)</i>			
A. Operational cost occurring for the actions related to:			
1. Cost of Personnel	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2. Cost of Renting Equipment	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3. Cost of Consumables	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
4. Cost of Materials	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
5. Treatment Products	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
6. Sampling	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
7. Laboratory Tests	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
B. Cost of service contracts to execute part of the measures:			
1. Service Contracts with third parties	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
C. Costs of compensating the owners concerning the type of treatment:			
1. Treatment	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2. Destruction of Plants / Trees	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3. Plant Products	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
4. Cleaning and Disinfection	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
D. Other type of measures (please justify the type and cost)			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Sub-total :			€ <input style="width: 100%;" type="text" value="-"/>
Overheads on direct costs, other than compensation (7%)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Sub-total :			€ <input style="width: 100%;" type="text" value="-"/>
TOTAL			<input style="width: 100%;" type="text"/>
Statement by the beneficiary			
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 necessary for the work;			
1. the costs were incurred and fall within the definition of eligible costs;			
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;			
4. control procedures apply, in particular to verify the accuracy of the amounts declared, to prevent, detect and correct irregularities.			
Date:	<input style="width: 100%;" type="text"/>		Signature:
Name of responsible:	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>

Annex II

C. Other Measures

REQUEST FOR PAYMENT			
To be addressed to: SANTE-G5-EMERGENCY-PLANT-HEALTH@ec.europa.eu			
First submission	<input style="width: 80%;" type="text"/>		
For the period from	<input style="width: 100%;" type="text" value="DD/MM/YY"/>	to	<input style="width: 100%;" type="text" value="DD/MM/YY"/>
Outbreak reference	<input style="width: 100%;" type="text" value="MS / Pest / Year"/>	Region	<input style="width: 100%;" type="text"/>
EUROPHYT Notification	<input style="width: 100%;" type="text"/>		
Contact person for this budget:	<input style="width: 100%;" type="text"/>		
Telephone:	<input style="width: 100%;" type="text"/>		
E-mail address	<input style="width: 100%;" type="text"/>		
<i>Eligible costs (Article 18(1) of Regulation No 652/2014)</i>			
A. Operational cost occurring for the actions related to:			
1. Cost of Personnel	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2. Cost of Renting Equipment	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3. Cost of Consumables	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
4. Cost of Materials	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
5. Treatment Products	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
6. Sampling	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
7. Laboratory Tests	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
B. Cost of service contracts to execute part of the measures:			
1. Service Contracts with third parties	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
C. Costs of compensating the owners concerning the type of treatment:			
1. Treatment	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2. Destruction of Plants / Trees	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3. Plant Products	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
4. Cleaning and Disinfection	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
D. Other type of measures (please justify the type and cost)			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Sub-total :			€ <input style="width: 100%;" type="text" value="-"/>
Overheads on direct costs, other than compensation (7%)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Sub-total :			€ <input style="width: 100%;" type="text" value="-"/>
TOTAL			<input style="width: 100%;" type="text"/>
Statement by the beneficiary			
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 necessary for the work;			
1. the costs were incurred and fall within the definition of eligible costs;			
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;			
4. control procedures apply, in particular to verify the accuracy of the amounts declared, to prevent, detect and correct irregularities.			
Date:	<input style="width: 100%;" type="text"/>		Signature:
Name of responsible:	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>

Annex III

THE TECHNICAL REPORT SHALL CONTAIN THE FOLLOWING:

- 1 Starting and end dates of the implementation of the measures
- 2 Description of the technical measures implemented, with key figures;
- 3 Epidemiological maps (maps of demarcated area, outbreak area etc.)
- 4 Detailed information of the achievement of eradication, containment or other measures following the application of the concerned measures
- 5 The results of epidemiological inquiries
- 6 Other relevant documents: