



**An Roinn Talmhaíochta,  
Bia agus Mara**  
Department of Agriculture,  
Food and the Marine

# F a r m e r s ' C h a r t e r o f

## **2023-2027**

*The operation of a number of Schemes in this Charter is governed by EU law/ national law while others are governed by national law only. It should be noted that this Charter cannot grant rights which would affect or change the operation of those laws in so far as they apply to the Schemes in question.*

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# 1. Farmers' Charter Specific Commitments Rights

In addition to the general commitments made in our Customer Charter which is available here we are making further, specific, commitments to our farmer customers:

- The Department of Agriculture, Food and the Marine will ensure that decisions and *F F F F F F Farmers' F Charter of Rights 2023 – 2027.*
- The Department will fully consult with the Farming Organisations on all scheme details and discuss any changes to terms and conditions in a timely manner.
- Up to date information on schemes will be provided to farmers in a user-friendly format.
- In addition, the Department will provide up to date information on the appeal procedures available if an application is unsuccessful or a penalty is applied in a timely manner.
- Every farmer has a right to appeal all decisions made by the Department of Agriculture, Food and the Marine and the appeals process will take account of all the circumstances in every case. Only certain decisions will go to the Agriculture Appeals Office, or the Forestry Appeals Committee (FAC), as appropriate in line with their legislation.
- Department staff will fully co-operate in any appeal process in a timely manner.
- Decisions will be based on what is relevant in the rules and regulations governing entitlements under each scheme. Scheme applications and claims will be dealt with correctly, consistently, fairly and impartially in accordance with EU Regulations and the *r F F F F*
- With a view to helping to ensure that scheme applications are successful, the Department will provide information on time limits and conditions that are necessary to comply with.
- The Department will attend, in so far as is practicable, farmer meetings to explain and clarify the details in respect of all schemes.
- It is envisaged that all schemes will use online applications exclusively. The Department will provide assistance to farmers through limited in-person clinics and information sessions, helpdesks and the continued approval and training of advisors.
- In exceptional circumstances where it appears scheme payment deadlines and/or approvals will not be met in line with agreed Charter deadlines, the Department will in a timely manner convene a meeting of the Monitoring Committee and outline therein proposed corrective strategies or possible options to quickly resolve outstanding issues. Such a meeting can also be convened upon the request of a Farming Organisation.
- Following a meeting of the Monitoring Committee, a report detailing actions and updates stemming from previous meeting will issue within 14 days of a Monitoring Committee meeting.

## 2. Charter Monitoring

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Structure and role of the committee:

- The Committee will be chaired by an independent Chairperson;
- The Chairperson will be appointed by the Minister following consultation with the Farm Bodies;
- The Farm Bodies and the Department will be represented on the Committee;
- The Committee will meet four times a year, or otherwise as agreed;

- Service delivery and payment deadlines/targets in respect of new schemes, or changes to Charter commitments, may be examined by the Committee.
- A review of this Charter will be undertaken midway through the term of the Charter and in the event of any regulatory, simplification or legislative changes that may impact in achieving the targets set out in this document.

The Committee will monitor;

- Progress towards achievements of payment/decision targets established under this Charter;
- Progress towards achievement and implementation of other targets established under this Charter;
- Standards of service in respect of schemes and services across all Divisions, including Investigations Division, to which this Charter applies.
- Standards of service in respect of any new schemes introduced during the lifetime of this Charter.

The Department will provide the Monitoring Committee with sufficient information to effectively carry out its role. In relation to meeting preparation, timely provision of information and feedback, where required, is essential. In that respect the Department, via the Monitoring Committee Secretariat, will aim to provide the Monitoring Committee with relevant information in a timely manner, taken to mean by close of business the preceding week, and/or a minimum of at least 2 working days in advance of any planned meeting as applicable.

### **3. Farm Safety Health and Wellbeing**

Farming continues to be the most dangerous occupation in terms of fatalities in the workplace, with children and the elderly particularly vulnerable. In addition, Teagasc data indicates that there are approximately 4,500 non-fatal incidents each year on Irish farms, some of which result in lifechanging injuries. Farmers also experience a disproportionate burden of health problems related to cardiovascular disease, cancers and mental health/suicide.

The key to improving safety and health in farming is to put practical measures in place to eliminate or minimise the risk of incidents and ill health. Safety and health, like any other aspect of farming, needs to be actively managed. It is incumbent on farmers to prioritise health and safety on their farms.

The Health and Safety Authority ([www.hsa.ie](http://www.hsa.ie)) has statutory responsibility for safety, health and welfare in the workplace, including on farms. The Department will continue to work with the HSA and other stakeholders in the development and promotion of initiatives that improve the safety, health and wellbeing of our farming community.

Further information on Farm Safety, Health and Wellbeing can be found at the HSA Website [www.hsa.ie/farmsafety](http://www.hsa.ie/farmsafety) and the Department of Agriculture, Food and the Marine website [www.gov.ie/farmsafety](http://www.gov.ie/farmsafety).

#### 4. Public Liability Indemnity

The Department is covered by State Indemnity in respect of its officers carrying out their official duties at any location. See State Claims Agency website for more information at:

<http://stateclaims.ie/>

#### 5. Information Technology and Online Services

- We are committed to the continuous development and improvement of our online services.  
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and receive updates by email and/or short messaging service (SMS).
- We will continue to expand and improve these online services where feasible.
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all our schemes and services and we will continue to appropriately advertise significant developments.

## 6. Schemes covered by this Farmers' Charter of Rights

### **CAP Strategic Plan 2023 -2027**

Basic Income Support for Sustainability (BISS)  
Complementary Redistributive Income Support for Sustainability (CRISS)  
Complementary Income Support for Young Farmers (CIS-YF)  
National Reserve  
Eco Scheme  
Protein Aid Scheme  
Areas of Natural Constraint Scheme (ANC)  
Suckler Carbon Efficiency Programme (SCEP)  
Dairy Beef Welfare Scheme commences 2024  
Knowledge Transfer Programme  
Agri Climate Rural Environment Scheme (ACRES)  
Sheep Improvement Scheme (SIS)  
Organic Farming Scheme (OFS)  
Targeted Agriculture Modernisation Schemes  
Straw Incorporation Measure (SIM)  
ACRES Training Scheme (ATS)

### **Exchequer Payments**

1. Forestry Grant and Premium Schemes
2. Horticulture
3. Animal Health Schemes

Additional National Exchequer schemes which are launched over the lifetime of the Charter are also to be considered and included under the Charter.

### **Additional: European Innovation Partnerships:**

The European Innovation Partnerships (EIPs) aim to create greater linkages between research and on-farm implementation and drive innovation at farm, local and community levels. EIPs have been a successful instrument under the RDP and is now also part of the CAP Strategic Plan 2023-2027. As designed EIPs are projects that do not have set timelines and reflect the timing of EIP calls and commencement of projects and do not fit into an annual payment scheme. Notwithstanding updates on progress made on the various EIP calls and associated projects can be given at the Farm Charter quarterly meetings.

## 7. Payments Summary Table

Farm Scheme	Payment Dates/Targets –
<b>Areas of Natural Constraint (ANC)</b>	<p>Advance Payments:</p> <p>2024 and subsequent years - 100% of cleared cases and 90% of all eligible applicants to commence in 3<sup>rd</sup> week of September</p> <p>Balancing Payment: 100% of cleared cases to commence in early December</p>
<b>BISS CRISS</b>	<p>Advance Payments:</p> <p>2024 and subsequent years - 100% of cleared cases and 90% of all eligible applications to commence on 16 October, or first working day after</p> <p>Balancing Payment: 100% of cleared cases to commence in early December</p>
<b>CIS-YF</b>	100% of cleared cases to be paid as a complete payment in early December
<b>National Reserve</b>	100% of cleared cases to be paid as a complete payment in early December
<b>Protein Aid Scheme</b>	100% of cleared cases and 90% of all eligible applicants to be paid as a complete payment in mid December.
<b>ECO scheme</b>	<p>2024 and subsequent years - 100% of cleared cases and 90% of all eligible applications to commence on 23 October, or first working day after</p> <p>Balancing Payment: 100% of cleared cases to commence in early December</p>
<b>ACRES -core payments</b>	<p>Advance payments: Payments to commence by end-November to 100% of cleared cases</p> <p>Balancing payments: Payment of balance will commence to 100% of cleared cases before the end of May the following year.</p>
<b>ACRES – NPIs and Landscape Actions</b>	<p>Approval for payment within three months following the receipt of the claim for payment (including any valid supporting documents). Investments must be completed in accordance with specifications for Non-Productive Investments and Landscape Actions.</p> <p>Payment will issue to 100% of cleared cases within 3 weeks of approval for payment when it has been determined that the work has been completed in accordance with the terms and conditions of the scheme</p>

<b>ACRES Training Scheme</b>	Payments for ACRES participants in respect their attendance at ATS course will be made to the ATS Trainers, following submission and validation of attendance sheets, to pass onto the course attendees. Payments will issue on an ongoing basis upon completion and validation of course documentation
<b>On-Farm Investment Scheme (TAMS 3)</b>	Approval for payment within 2 months following the receipt of the claim for payment (including valid supporting documents) and the completion of investments in accordance with specifications  Payment will issue to 100% of cleared cases within 3 weeks of approval for payment when it has been determined that the work has been completed in accordance with the terms and conditions of the scheme
<b>SCEP</b>	Payments to 100% of cleared cases and 90% of eligible applicants will commence in mid-December
<b>CSP Dairy Beef Scheme Welfare Scheme (2024 – 2027)</b>	Payments to 100% of cleared cases and 90% of eligible applicants will commence in late March of the following year annually.
<b>Sheep Improvement Scheme</b>	Advance Payments: 100% of cleared cases and 90% of eligible applicants to commence in November  Balancing Payment: 100% of cleared cases and 90% of eligible applicants to commence in May of the subsequent year
<b>Knowledge Transfer</b>	Payments to 100% of cleared cases will commence to eligible applicants 3 months after the end of the scheme year.
<b>Organic Farming Scheme</b>	Advance Payments: Advance payments will commence to 100% of cleared cases and 90% of all eligible applicants in early December. Balancing Payments: balance will commence to 100% of cleared payments when all inspections have been completed
<b>Straw Incorporation Measure</b>	Full payment to issue to 100% of cleared cases and 90% of all eligible applicants in mid-December.
<b>Forestry – Grant Schemes</b>	100% payment to cleared cases within 6 weeks for non-inspection cases or 12 weeks where inspection is required in the case of valid/complete applications
<b>Forestry Premium Scheme</b>	Annual bulk payment in January but payments continue throughout the year.

*Cleared means that the Department has carried out all necessary checks, resolved any errors and conducted all necessary validations in line with the commitments under individual schemes.*

*Eligible applicant refers to an applicant that fulfils the criteria set out by the scheme (for example: ANC applicants must reach the required stocking density in order to be eligible for the ANC Scheme).*



## 8. Area Based Annual Schemes

(Schemes include: BISS, CRISS, Protein Aid Scheme, ECO, CIS-YF ANC, National Reserve, SIM)

### Information for Applicants

- A set of the most up to date maps available, a covering letter, including a synopsis of changes, will issue to all applicants in advance of the Basic Income Support Scheme (BISS) deadline for the receipt of applications. All documentation will issue in the same envelope.
- Dedicated helplines will operate throughout the year to answer queries on how to complete application forms, options available for submitting applications and all other queries such as payment dates and amounts due.
- Reception desk facilities at the Portlaoise Offices will be in place to facilitate applicants with queries relating to the BISS and other schemes.
- Conferences, Information Seminars and attendance at major public farming events will be arranged, including at the National Ploughing Championships.
- Regular updates will be provided via farming media outlets on application deadlines and BISS application form requirements.

### Application Process

All applications must be made online at [agfood.ie](http://agfood.ie)

**Advisors that submit applications on behalf of farmers must be registered and approved by the Department as a Farm Advisory Service (FAS) advisor.**

### Resolving Problems and Queries

Outcome of preliminary checks will be communicated to applicants by June annually.

Findings of Area Monitoring checks will be communicated to applicants commencing in June annually. Further rounds of AMS will take place in July, August, and September\* each year.

If the applicant responds within 14 days for the artificial surface notifications and in relation to AMS at least 15 days before payments commence (which will be set at 15 days before ANC advance e.g. facility to amend on foot of an AMS notification closes on 3<sup>rd</sup> September in relation to 2024) and provided the response is sufficient to clear all outstanding difficulties, the application will be finalised for payment.

The Department will continue to make regular payment run after advance payments have commenced to ensure all cleared applications are paid promptly. Payment runs will be made on a regular basis, quarterly at a minimum.

\*AMS in September relates to Protein Aid Scheme and Straw Incorporation Measure (SIM).

## 9. Other Schemes

(Schemes include: ACRES, Organic Farming Scheme, On-farm Investment Scheme, Knowledge Transfer,)

- Terms and Conditions
- Application Form/Online equivalent process

- Reference Costs Marking Sheet -Technical Specifications

### **Application Process**

- Application forms will have to be completed online for most schemes - agent access will be facilitated.
- Ranking and selection of applications will take place on a tranche basis. With the exception of ACRES unsuccessful eligible applications will be carried over to the following tranche.

### **Payment Process**

Payment will issue when it has been determined that the work has been completed, in accordance with the terms and conditions of the scheme concerned. A deadline will be applicable for completion of the relevant investment works.

### **10. Nitrates Derogation**

On application of controls as set by Nitrates Regulations, the overall objective is to ensure credible implementation of the Regulations, and the Terms and Conditions of the Nitrates Derogation scheme, to maintain and improve water quality and support the continuance of the Nitrates Derogation secured by Ireland under the EU Nitrates Directive.

To assist farmers to remain within the limits, the Department of Agriculture, Food and the Marine will continue to publish interim Nitrogen and Phosphorus statements online once area data from Direct Payment applications becomes available with updated interim statements then being published monthly to year-end. Where any deviation from this is necessary, the Department commits to discussing the matter in advance with the Agriculture Water Quality Working Group.

Records of movements of organic manures between holdings must be submitted online through [www.agfood.ie](http://www.agfood.ie) by the exporter and verified by the importer within the required timeframes.

Record 4 Forms (Temporary Movement of Animals) and Record 5 Forms (Short Term Rental/Grazing Agreements) must be submitted by 31 December annually.

## 11. Complaints, Review and Appeals of Decisions Procedures

### How to make a complaint

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If you are unhappy about any aspect of our services and general service commitments, please contact the manager of the Division concerned who will look into the matter for you.

You can also write directly to the Quality Service Unit. We will acknowledge your complaint within **3 working days** and aim to deal with your complaint within **15 working days**. If we need to carry out further research, we will let you know and try to have completed this within **20 working days**. Full details can be found in our [Customer Complaints Procedure](#) and on our website [www.gov.ie](http://www.gov.ie) - [Customer Service \(www.gov.ie\)](#).

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Service Unit. The Investigations Division will be subject to the same complaints, review and appeals procedures as all other Divisions of the Department.

Complaints may also be raised at the Monitoring Committee in relation to the above issues.

Contact details for the Quality Service Unit are available in Annex 3.

### Review and Appeal of Decisions

#### Internal Review

Requests for internal review can arise for many reasons. Reviews may arise from administrative checks or from the inspection process. The process provides in the first instance for an internal review within the Department followed by an external review by the Agriculture Appeals Office if required.

#### Administrative Procedures Review

Where farmers are unhappy with the outcome of their scheme application or administrative requirements they may, in the first instance, seek in writing, a review of the decision. Reviews can be sought in the first instance from the manager of the particular payment section {scheme} involved. In the case of payments under the Basic Income Support for Sustainability (BISS), initial review requests should be addressed to: Decision maker name (usually HEO/Manager), The Direct Payments Unit or by email to the relevant scheme section as outlined in contact us section of the Terms & Conditions.

#### On the Spot Inspections including Conditionality

For the BISS and other area-based schemes, if the farmer is dissatisfied with the on-the-spot inspection findings, they can seek a review of the decision

Following completion of the inspection the farmer / representative of the farmer, if present, will be provided with a preliminary report of the inspection (Notice Form or NF). The farmer / representative of the farmer will be given the opportunity to comment on and sign the preliminary inspection report. Any comments will be noted in the report. If the farmer chooses to sign this

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officer carries out further checks in the office which alters the details recorded in the initial NF form a revised NF form will issue to the farmer by post. In future years it may be possible to provide the NF electronically to farmers on the day.

The NF will advise the applicant to write to the relevant District Superintendent (DS) within 14 days of the NF if there is information/evidence that he/she wants the DS to consider before issuing the Formal Notice (FN) letter.

The applicant will subsequently receive an FN from the relevant DS outlining the findings of the inspection and detailing the non-compliances found at inspection and the subsequent sanction, if any. The FN letter will also inform the applicant of the right to seek a review of that decision to the relevant District Inspector (DI) within 28 days of the FN letter. The FN will also advise the applicant that the outcome of that review could result in the sanction being reduced or removed, unchanged or increased. The DI will inform the applicant of the result of the review and will endeavour to issue the review findings within 28 days of receipt of the review request. If unsuccessful or partially unsuccessful the DI will notify the applicant of his/her right to appeal the decision to the Agriculture Appeals Office (AAO) within 3 months of the date of the review letter.

### **Checks by Area Monitoring System**

Where a farmer is dissatisfied with the outcome of AMS, they can seek an internal review of the parcel findings as detailed in the communication of the AMS inspection.

### **Reviews and Appeals**

If the internal review of a decision by the Department does not resolve the position to the satisfaction of the farmer, appeals can be made to the Agriculture Appeals Office (AAO), which is an independent statutory appeals facility. The AAO provides an independent, impartial and free appeals service to farmers who are dissatisfied with decisions of the Department.

Appeals must be submitted using the prescribed Notice of Appeal Form to the AAO within three months of the date of letter of notification to the farmers of the final decision of the Department. The final decision letter must accompany the Notice of Appeal Form. In certain cases, where the Director considers it appropriate, this three-month deadline can be extended on a case-by-case basis. The Notice of Appeal Form can be downloaded at [www.agriappeals.gov.ie/publications](http://www.agriappeals.gov.ie/publications) or obtained directly from the Agriculture Appeals Office (Phone Number: 057 866 7167). The Notice of Appeal Form should set out all the grounds which are relied upon in the appeal (additional pages may be used where necessary) and a copy of the Department of Agriculture, Food and the Marine decision letter which is appealed should be enclosed with the form along with any supporting documentation considered relevant to the appeal.

The Agriculture Appeals Act 2001, along with the Agriculture Appeals Regulations 2002 (as amended), sets down the functions of appeals officers, the decisions that may be appealed and the procedures to be followed in respect of agriculture appeals. From the date of receipt of all relevant documentation, the Appeals Office will aim to conclude its findings within a three-month period.

Full details of appeals procedures, including details of the Schemes covered are available on the Agriculture Appeals Office website at [www.agriappeals.gov.ie](http://www.agriappeals.gov.ie) **F F F**  
Appeals should be submitted to: The Director, Agriculture Appeals Office, Kilminchy Court, Portlaoise, Co. Laois R32 DTW5. E-mail; [appeals@agriappeals.gov.ie](mailto:appeals@agriappeals.gov.ie).

If, at the end of the appeals procedure, the farmer feels their case has not been dealt with properly they can seek the assistance of the Ombudsman by contacting the Office of the Ombudsman.

## 12. Specific Commitments under Schemes

### BISS and related area-based schemes

- Basic Income Support for Sustainability Scheme (BISS)
- Complementary Redistributive Income Support Scheme (CRISS),
- Complementary Income Support for Young Farmers (CIS-YF),
- National Reserve,
- Eco Scheme,
- Protein Aid Scheme
- Areas of Natural Constraints (ANC)
- Straw Incorporation Measure (SIM)

#### **Application forms**

- The online application process will continue to be kept as simple as possible.
- All relevant data available to the Department will be available on the farmers account on [www.agfood.ie](http://www.agfood.ie).
- Guides and videos will be published to assist farmers and FAS advisors in the application system

#### **Application dates**

- The farm bodies will be consulted each year regarding a suitable closing date.
- The Department will endeavour to open the application period as early as possible each year.

#### **Penalties for late applications**

- Penalties apply for late applications. There is a 25-calendar day period after the closing date for the acceptance of late applications and any necessary supporting documentation. A penalty of 1% loss in payments will apply for each working day that the application is received late during this period (except in cases where force majeure circumstances are verified).

#### **Resolving Queries under BISS**

Queries will be addressed using the following procedure:

Stage	Action by Department	Action by Farmer
<b>1. Problem identified in course of administrative checks/ Preliminary Check</b>	First Notification to applicant in June for Preliminary Checks and by end September for admin checks at the latest, setting out nature of query and likely consequences if not resolved	Respond within 14 days by providing an explanation or clarification of the issue.
<b>2. Problem identified in the course of Area Monitoring Checks</b>	Notification to the applicant commencing in June setting out the nature of the query	Respond within 14 days in the case of artificial surface notifications OR for all others at the very latest 15

	and likely consequences if not resolved	days before advance payment date by accepting or rejecting and providing an explanation or clarification of the issue
<b>3. Applicant does not respond within 14 days</b>	Reminder letter to applicant, seeking an immediate response.	Respond immediately

Any response made by the applicant at Stages 1, 2 or 3 above will be taken into consideration before a decision is taken. If no response is received within 14 days of the date of issue of the reminder, or the AMS deadline, a decision on the facts of the case to hand, will be made. This does not prejudice the right of the applicant to have the decision reviewed in the light of the submission of additional information or clarification at a later stage.

## Inspections

### Area Monitoring System (AMS)

#### **Background:**

The Common Agricultural Policy (CAP) Regulations provide for the compulsory use of the Area Monitoring System (AMS) in Member States to monitor performance with and outputs of participation by beneficiaries in various land-based CAP interventions. From 2024 AMS will be operational for ALL area-based schemes.

The AMS is defined as the regular and systematic observation, tracking and assessment of agricultural activities and practices on agricultural areas by Copernicus Sentinel Satellite data or other data with at least equivalent value. It will be complimented with notification requests from the Department for applicants to submit geotagged photographs using AgriSnap and follow up checks on the ground by an inspector, if needed, to provide further clarification and this may include the Inspector taking Geotagged photographs.

#### **How it works:**

The AMS will interpret Sentinel satellite imagery to provide decisions on agricultural activity on all declared land parcels of which there are approximately 1.3 million in Ireland. This will be done automatically through the use of computer algorithms and continuously throughout the year. Under the current system using on-the-spot checks, only a small sample of farmers/land parcels are selected for checks, under the AMS all agricultural parcels will be subject to the same monitoring process.

Parcels monitored by AMS will have colour coded results when presented to scheme applicants; Green, Yellow or Red. Parcels flagged by AMS as Green or Yellow will allow payments as these parcels give a degree of confidence that the land detail in the farmers application has been verified by AMS.

Parcels where a potential non-compliance is detected will have a Red AMS status. This may be due to:

- Presence of ineligible area, in particular a permanent structure e.g., a house, farm roadway or farm building.
- Presence of ineligible land use e.g., ineligible crop type for the scheme.
- Change in the category of agricultural area whether it is arable land, permanent crop or permanent grassland e.g. Spring Barley declared on application, but a different crop was identified by AMS.

### **AMS Result Notifications:**

AMS notifications to applicants will commence from June, with further rounds in July, August and September (SIM and Protein only). Where feasible notifications may be earlier than planned where it is to the benefit of the applicant.

The applicant can respond within 14 days for the artificial surface notifications notified usually in June. Responses to AMS notification can be completed up to 15 days before scheduled payment date (which will be set at 15 days before ANC advance e.g. facility to amend on foot of an AMS notification closes on 3<sup>rd</sup> September in relation to 2024).

Applicants have the option to withdraw or partially withdraw the aid application up to these dates also.

### **What does an AMS notification mean? How will farmers be informed of AMS notifications?**

When a red parcel is identified, a notification will be issued to the applicant on their Agfood account. This provides the applicant with an opportunity to rectify the issue.

Applicants and advisors should check the correspondence section of their Agfood account. Where an applicant is signed up for text message alerts, a text will issue to advise them that they have a notification on their BISS account.

Where an applicant has applied online through a FAS approved advisor, the advisor will be notified through their Agfood account in respect of any of his/her clients where a red parcel has been identified. Applicants who have applied through an advisor will also get a text message alert where they are signed up for this service.

Failure to respond may result in a delay or reduced payments in any area-based scheme in each scheme year.

### **Will all farmers get an AMS notification?**

No. An action is only required of farmers/advisors where a potential issue is identified i.e. AMS has

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AMS monitoring process, they should not receive any notifications.

### **What should I do if I get an AMS notification?**

When an AMS notification/text message alert is received, the applicant should:

- Log into your Agfood account to read the notification. There will be a clear indication of notification in the centre of the BISS home screen. Access to the AMS screen is available through the Agfood account. Access to view the map associated to the parcel is available through the view map icon.
- Applicants who have applied through a FAS approved advisor, should contact their advisor in relation to responding to the preliminary check.

Applicants can accept or reject the AMS finding.

It is extremely important that maps and crop declarations are correct in the BISS and other area-based schemes application. Applicants and their advisor should take the time to double check the application for each land parcel before submitting:

1. Ensuring that the correct crop has been claimed,
2. That any ineligible features (e.g. farm roadway) within the parcel have been correctly delineated, and
3. The correct area is claimed.



## Land Eligibility

In order to reduce errors please ensure that the following requirements are met:

- In the case of ANC claims, the applicant must be in full control for the whole year;
- Ensure there are no overlapping or duplicate claims;
- Verify that lands declared as permanent pasture have not been ploughed and used for the growing of arable crops;
- Verify that appropriate reductions have been made for all ineligible areas such as scrub, farm buildings, roadways etc.
- Verify that all land farmed has been included in the application and/or that a rental agreement is in place at the time of inspection, for rented/leased land;
- Rental agreements must also be in place at inspection, for-short term rental of land after 31<sup>st</sup> May;
- Verify that all lands declared for payment are eligible.

## Conditionality

The conditionality inspections are separate from AMS inspections and any conditionality sanctions will be applied, after eligibility has been established. Where the only outstanding issue is conditionality, payment will not be delayed.

The conditionality provisions also apply to applications under the BISS, CRISS, Eco Schemes, CIS-YF, the Areas of Natural Constraints Scheme (ANC) and other area-based Pillar 2 schemes. Any Conditionality penalty will also be applied to payments under these Schemes.

Conditionality involves two key elements:

- A** A requirement for farmers to comply with a number of Statutory Management Requirements (SMRs); and
- A** A requirement to maintain land in Good Agricultural and Environmental Condition (GAEC). Included within GAEC, there is an obligation on Member States to ensure that there is no significant reduction in the amount of land under permanent pasture.

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## Minor breaches of Conditionality

Breaches of conditionality requirements do not automatically result in a sanction for the farmer. Minor breaches of conditionality may result in a tolerance system being applied.

Following **the inspection where the only issue detected is a minor non-compliance the farmer will be made aware of the non-compliance** by way of a preliminary notice (Notice Form (NF)) issued on the day of inspection (or subsequently by post if on further checks the findings of the inspection change) and subsequently via a Clear with Tolerance Formal Notice (CLTFN) letter **and will be** asked to rectify these issues but there will be no follow up inspection in the year of inspection. The farmer will be advised that if the same minor non-compliance(s) are not rectified and if found at a subsequent inspection within 3 calendar years, a sanction will apply.

### **General Issues**

Where farmers, with grassland, decide not to keep any animals on their holding they are, nevertheless, obliged to ensure that the land declared for payment is maintained in a state suitable for grazing or cultivation without preparatory action going beyond usual agricultural methods and machineries.

### **Penalties**

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Applicants should familiarise themselves with each relevant scheme Terms and Conditions.

### **Control Authorities**

The Department of Agriculture, Food and the Marine, as the accredited EU Paying Agency, has primary responsibility for ensuring that the required level of conditionality inspections are carried out. While the normal implementation and enforcement of the Statutory Regulations that underpin conditionality rests with the various Control Authorities, such as Local Authorities or the National Parks and Wildlife Service, compliance checking, in the context of the direct payment schemes will be carried out by the Department of Agriculture, Food and the Marine.

## **Suckler Carbon Efficiency Programme (SCEP)**

### **Application Process**

- Application was online in the period March – June 2023.
- In the event that an agent is used, agent access will be facilitated. Where an agent is used, s/he must be FAS approved.

The online system will reopen in January/February every year for a number of weeks to allow adjustment to the early Reference figure if the farmer so wishes. This facility is available to applicants and their FAS approved Advisor.

### **Procedure for dealing with problems**

We will notify scheme participants of any issues identified in relation to your application as soon as is possible. For some checks such as weighing (1 November annually) and Female Replacement Strategy 3(31 October 2023, 2025 and 2027), it will be late in the year due to the lateness of the commitment date.

Applicants can submit any queries in relation to the Suckler Carbon Efficiency Programme to [scep@agriculture.gov.ie](mailto:scep@agriculture.gov.ie) or contact by phone to 057 8674422.

### **Payment Dates**

Payments to 100% of cleared cases and 90% of eligible applicants will commence in mid-December annually.

### **Inspections & Controls**

Applicants will be subject to the standard on-farm inspection and administrative checks as part of the programme. The Area Monitoring System will be utilised where feasible.

### **Penalties**

A penalty schedule is included in the Terms & Conditions of the programme.

## **CSP Dairy Beef Scheme Welfare Scheme (2024 – 2027)**

### **Application Process**

- Application was online in the period 20 March 2024 and closed at 23.59hrs on 15 May 2024 (late applications accepted until 09 June 2024, with deductions to payments at a rate of 1% per working day for later applications) In the event that agent is used, agent access will be facilitated. Where an agent is used, s/he must be FAS approved.

The online system will reopen in each subsequent year (2025, 2026 and 2027) for a number of weeks to allow new entrants join the scheme, if they so wish. Applicants who have applied in a previous year do not need to reapply. They are in the scheme for the year they apply for the scheme and each subsequent year, until or if they submit in writing to the Department that they wish to be removed from the scheme.

### **Procedure for dealing with problems**

We will notify scheme participants of any issues identified in relation to your application as soon as is possible.

Applicants can submit any queries in relation to the CSP Dairy Beef Scheme to [dairybeef@agriculture.gov.ie](mailto:dairybeef@agriculture.gov.ie) or contact by phone to 057 8674422.

### **Payment Dates**

Payments to 100% of cleared cases and 90% of eligible applicants will commence in late March of the following year annually.

### **Inspections & Controls**

Applicants will be subject to the standard on-farm inspection and administrative checks, where appropriate, as part of the programme. The Area Monitoring System will be utilised where feasible.

### **Penalties**

A penalty schedule is included in the Terms & Conditions of the programme.

## Knowledge Transfer Scheme

### Application Process

- The application process will involve a two-stage approach
  - An initial call for Expression of Interest by Facilitators which opened on 12 July, closing on 1 September 2023
  - Registration of Groups by approved Facilitators, opens mid-September, closing 31 October 2023.

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application process will be online

### Payments

Payments to 100% of cleared cases will commence to 100% of eligible applicants 3 months after the end of the scheme year.

### Inspections

Farmers will be inspected with regard to:

- Attendance at meetings as set out in the Terms & Conditions
- completion of goal setting, feedback and evaluation documentation in accordance with the Terms & Conditions

### Selection of Cases for Inspection

In the first year of the scheme inspection cases in respect of group meetings will be selected on a random basis. Subsequent years selection will be a combination of risk and random.

### Penalties

Details in respect of penalties will be set out in the Terms and Conditions.

### Resolving Queries

Queries will be addressed using the following procedure:

Stage	Action by Department	Action by Applicant
<b>1. Problem identified in course of administrative checks</b>	Letter to applicant outlining nature of query and likely consequences if not resolved	Respond within 14 days by providing an explanation or clarification of the issue.
<b>2. Applicant does not respond within 14 days</b>	Reminder letter to applicant, seeking an immediate response.	Respond immediately

Any response made by the applicant at Stages 1 or 2 will be taken into consideration before a decision is taken. If no response is received within 14 days of the date of issue of the reminder, a decision on the facts of the case to hand, will be made.

## **Agri Climate Rural Environment Scheme (ACRES)**

### **Core payment**

#### **Application process**

The application process for ACRES Tranche 1 has three stages, namely:

- Access Agreement,
- Preparation of Farm Sustainability Plan (FSP)
- Submission of online application accompanied by FSP.

Intake to the Scheme is on a phased basis, with at least two tranches, with contracts for those approved into the Scheme in each Tranche to commence on 1 January of the following year, e.g. the contracts for those approved in Tranche 1, which opened for applications in Q3 of 2022, commenced on 1 January 2023 for a period of 5 years.

#### **Procedures for dealing with problems**

All queries noted in application for payments under ACRES are notified to participants as soon as possible after identification.

If the participant responds within 14 days and provided the response is sufficient to clear all outstanding difficulties, the application will be finalised for payment by the deadline date. The Department will aim to have all problems dealt with or identified prior to the commencement of payments for that year.

Problems will be addressed using the following procedure:

<b>Stage</b>	<b>Action by Department</b>	<b>Action by Farmer</b>
<b>1. Problem identified in course of administrative checks</b>	Issue will be communicated to applicant within 28 days of identification of the issue, setting out the nature of the problem and likely consequences if not resolved	Respond as soon as possible by providing an explanation or clarification of the problem
<b>2. Applicant does not respond within 14 days</b>	Reminder letter seeking an immediate response.	Respond

Any response made by the applicant at Stages 1 or 2 will be taken into consideration before a decision is taken. If no response is received within 14 days of the date of issue of the reminder, a decision on the facts of the case to hand will be made. This does not prejudice the right of the applicant to have the decision reviewed in the light of the submission of additional information or clarification.

Conditionality provisions also apply to ACRES. Any penalty arising from this will also be applied to payments under this Scheme.

#### **Payments**

Advance payments: Payment will commence by end- November to 100% of cleared cases.

Balancing payments: Payment balance will commence to 100% of cleared cases in May the following year.

## Inspections

5% of ACRES applicants are subject to ground inspection each year.

The Department will also optimise the use of remote sensing and Area Monitoring System to verify compliance. Farmers will be inspected with regard to:

- Compliance with their ACRES commitments/actions
- Checking Baseline compliance (Conditionality)

## Penalties

Penalties are as set out in the Terms and Conditions of the Scheme.

## ACRES Non-Productive Investments and Landscape Actions

### Application Process

- Application forms will have to be completed online for all NPIs and Landscape Actions through the submission of an Annual Workplan.

### Approvals

- Issue of approval following the screening process by the CP teams within 16 weeks.

### Procedures for dealing with problems

Stage	Action by Department	Action by Farmer
<b>1. Problem identified in course of administrative checks</b>	Issue will be communicated to applicant within 28 days of identification of the issue, setting out the nature of the problem and likely consequences if not resolved.	Respond as soon as possible by providing an explanation or clarification of the problem
<b>2. Applicant does not respond within 14 days</b>	Reminder letter seeking an immediate response.	Respond

Any response made by the applicant at Stages 1 or 2 will be taken into consideration before a decision is taken. If no response is received within 14 days of the date of issue of the reminder, a decision on the facts of the case to hand will be made. This does not prejudice the right of the applicant to have the decision reviewed in the light of the submission of additional information or clarification.

### Payment Process

Approval for payment within three months following the receipt of the claim for payment (including valid supporting documents) and the completion of investments in accordance with specifications.

Payment will issue to 100% of cleared cases within 3 weeks of approval for payment when it has been determined that the work has been completed in accordance with the terms and conditions of the scheme.

<b>Stage</b>	<b>Action by DAFM</b>	<b>Action by Farmer</b>
Issue Identified during Prepayment Checks	DAFM issue correspondence to applicant within 20 working days of check being undertaken, setting out nature of query and likely consequences if not resolved.	Farmer to respond to DAFM within 10 working days of correspondence addressing issue raised.
Issue Identified during prepayment inspection	DAFM issue letter to applicant within 20 working days of inspection issue being identified, setting out nature of query and likely consequences if not resolved	Farmer to respond to DAFM within 10 working days of letter addressing issue raised.

### **Inspections**

ACRES NPI and Landscape Action applicants are subject to a minimum of 5% of ground inspections each year.

### **Penalties**

Penalties are as set out in the Terms and Conditions of the Scheme.



## **Sheep Improvement Scheme (SIS)**

The Sheep *F F F F F F*  
sheep farmers for carrying out actions that improve animal health and welfare in the sheep sector. It builds on the progress made by the Sheep Welfare Scheme (SWS), which came to an end on January 31st, 2023.

### **Application Process**

The scheme is a five-year scheme. Applications for participation in the scheme had to be made online at [www.agfood.ie](http://www.agfood.ie) by 9th of January 2023. New entrants, as defined in the terms and conditions of the scheme, can submit applications for participation in the scheme in 2024 and subsequent years.

### **Procedure for dealing with problems**

Requests for internal review can arise for many reasons. Reviews may arise from administrative checks or from the inspection process. The process provides in the first instance for an internal review within the Department followed by an external review by the Agriculture Appeals Office, if required.

### **Payment Dates**

Advance Payments: 100% and 90% of eligible applicants of cleared cases to commence in November.

Balancing Payment: 100% of cleared cases and 90% of eligible applicants to commence in May of the subsequent year.

### **Inspections**

As with all EU funded schemes, an inspection process will be in place including:  
on site verification of animal numbers and inspection of record book and documents to confirm actions are carried out  
a percentage of farmers will also be requested to return their record books and documents to the Department of Agriculture, Food and the Marine for examination to confirm compliance.  
Cooperation with such requests is a condition of participation in the scheme.

### **Penalties**

Details in respect of penalties are set out in the Terms and Conditions of the Scheme.

## **Organic Farming Scheme (OFS)**

### **Application Process**

- Application to be completed online;
- In the event an agent is used, agent access will be facilitated.

### **Application forms**

- The online application process will continue to be kept as simple as possible.
- Links to guides and videos will be available on DAFM website to assist farmers and FAS advisors in the application system.

### **Application dates**

- The farm bodies will be consulted each year regarding a suitable closing date.
- The Department will endeavor to open the application period as early in the Autumn as possible each year.

### **Resolving Queries under Organics**

Queries will be addressed using the following procedure:

<b>Stage</b>	<b>Action by Department</b>	<b>Action by Farmer</b>
<b>1. Problem identified in course of administrative checks/ Preliminary Check</b>	DAFM will issue correspondence to applicant detailing issues encountered within 14 days.	Respond within 14 days by providing an explanation or clarification of the issue.
<b>2.. Applicant does not respond within 14 days</b>	Further correspondence to remind applicant to respond immediately.	Respond immediately

Any response made by the applicant at Stages 1 or 2 above will be taken into consideration before a decision is taken. If no response is received within 14 days of the date of issue of the reminder a decision on the facts of the case to hand, will be made. This does not prejudice the right of the applicant to have the decision reviewed in the light of the submission of additional information or clarification at a later stage.

### **Procedures for dealing with problems**

We will notify scheme participants of any issues/errors arising on their application. Applicants can contact [organic@agriculture.gov.ie](mailto:organic@agriculture.gov.ie) with any queries.

### **Payment Process**

Advance Payments: Payment will commence to 100% of cleared cases and 90% of all eligible applicants in December.

Balancing Payments: Payment will commence to 100% of cleared payments once all inspections have been initiated. Inspections will be completed as early as possible.

### **Penalties**

Penalties are as set out in the Terms and Conditions of the Scheme.

**Further Information**

The following documents will be available on the

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- Terms and Conditions
- Application Form (template only, as application to be made online)

## **Targeted Agriculture Modernisation Schemes (TAMS 3)**

### **Application Process**

- Application forms will have to be completed online for all TAMS 3 schemes;
- In the event that agent is used, agent access will be facilitated.

Ranking of applications will take place on a tranche basis. Unsuccessful eligible applications will be carried over for one subsequent tranche and then if not selected; the application will be rejected and reverted to draft. Where applications are deemed to be unsuccessful in the final tranche under any particular scheme, they will be determined to be ineligible.

There will be at least 4 Tranches per year for TAMS 3 and the Department will commit to examining the possibility of additional Tranches. The opening and closing dates of each Tranche will be provided at the Final Monitoring Committee meeting each year.

### **Approvals**

- Issue of approval following selection of valid application within 3 months of ranking and selection of files under each tranche and no longer than 6 months following the closure of a tranche. In the context of examining additional Tranches per year, we will explore the possibility of reducing the 3-month approval window.
- Grant calculation will be based on the lowest of:
  - a) Reference cost, or
  - b) **G** **F** **F** **F**
  - c) Received cost
- Reference costs will be reviewed at the monitoring committee meetings.

### **Procedures for dealing with problems**

<b>Stage</b>	<b>Action by DAFM</b>	<b>Action by Farmer</b>
Issue Identified during HQ Checks	DAFM issue letter to applicant within 10 working days of check being undertaken, setting out nature of query and likely consequences if not resolved	Farmer to respond to DAFM within 10 working days of letter addressing issue raised.
Issue Identified during LO Checks	DAFM issue letter to applicant within 10 working days of check being undertaken, setting out nature of query and likely consequences if not resolved	Farmer to respond to DAFM within 10 working days of letter addressing issue raised.
Issue identified during preapproval inspection	DAFM issue letter to applicant within 20 working days setting out nature of query and likely consequences if not resolved	Farmer to respond to DAFM within 10 working days of letter addressing issue raised.

Contact [TAMS@agriculture.gov.ie](mailto:TAMS@agriculture.gov.ie)

### Payment Process

Approval for payment within 2 months following the receipt of the claim for payment (including valid supporting documents) and the completion of investments in accordance with specifications

Payment will issue to 100% of cleared cases within 3 weeks of approval for payment when it has been determined that the work has been completed in accordance with the terms and conditions of the scheme.

Receipts should be returned [Receipts are uploaded as digital copies to the TAMS system so no hard copies are received].

Stage	Action by DAFM	Action by Farmer
Issue Identified during Prepayment Checks	DAFM issue letter to applicant within 20 working days of check being undertaken, setting out nature of query and likely consequences if not resolved	Farmer to respond to DAFM within 10 working days of letter addressing issue raised.
Issue Identified during prepayment inspection	DAFM issue letter to applicant within 20 working days of inspection issue being identified, setting out nature of query and likely consequences if not resolved	Farmer to respond to DAFM within 10 working days of letter addressing issue raised.

### Inspections

5% - 20% Pre-approval

5% - 20% - Pre-payment

5% - Post Payment

### Penalties

- Penalties are as set out in the Terms and Conditions of the Scheme.

### Further Information

- *F* Terms and Conditions
- *F* Application Form (to be completed online)
- *F* Reference Costs
- *F* Marking Sheet
- *F* Technical Specifications



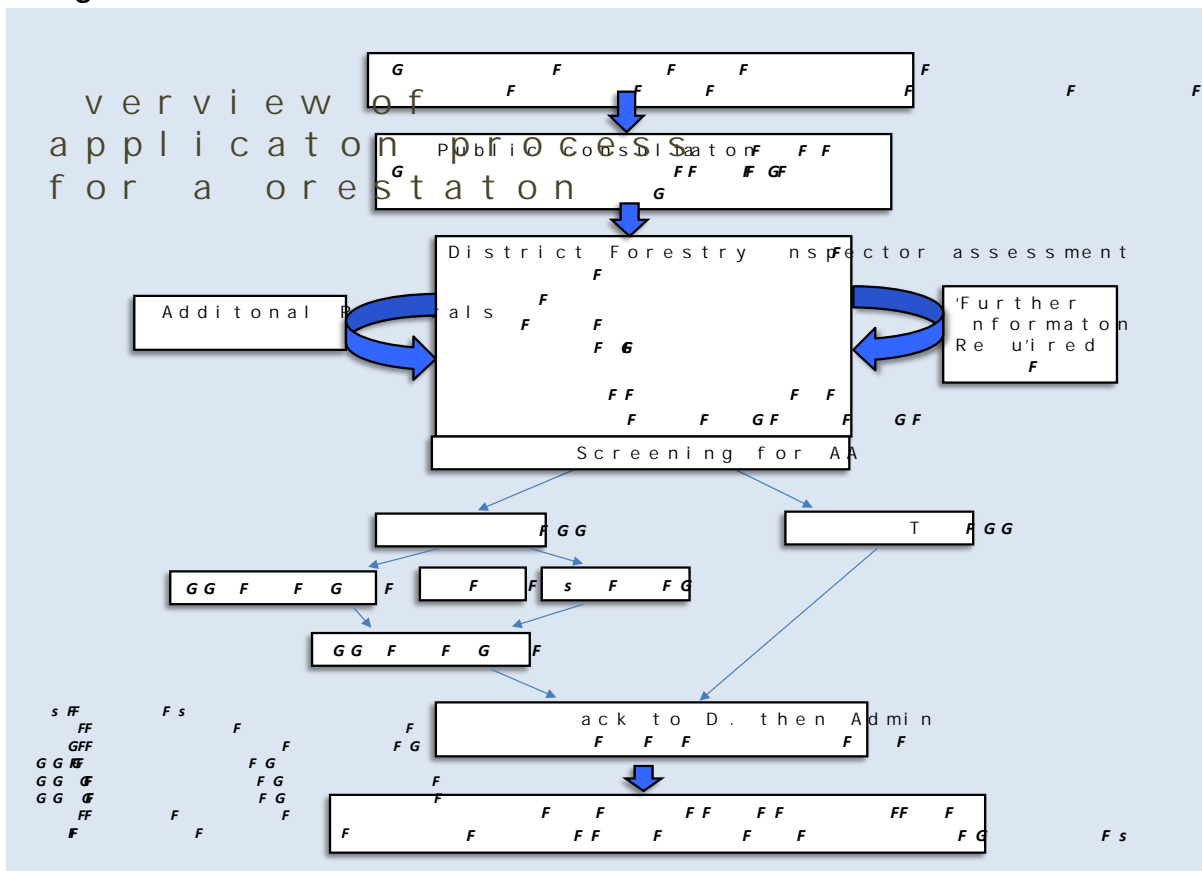
# Exchequer Payments

## Forestry Grant and Premium Schemes

### Application Process

There are no deadlines in respect of receipt of applications for the schemes. The standard application form (Form 1) is used for prior approval in all the schemes. All grant applications must receive the prior written approval of the Department. In the case of afforestation and roads a licence is also required. A Felling Licence is required along with Woodland Improvement Scheme applications but not for a RUS application. Forestry support schemes are issued with an approval rather than a licence. Any project, which proceeds without such approval and licence, if required, will not be eligible for grant assistance and the owner may be liable to prosecution.

### Administrative Checks - Overview of license application processes for Afforestation, Felling and Roads.



Stage	Action by Department	Action by Farmer
<b>1. Problem identified in course of administrative checks/ Preliminary Check</b>	The Department will contact the applicant <i>and their forester</i> within one week or receipt of the application outlining the issue.	Respond within 14 days by providing an explanation or clarification of the issue.
<b>2. If further information or clarification on any aspect of the</b>	The Department will contact the applicant and their forester within	In the case of Further Information Requests by the Department in response to an application for a licence, unless

<p><b>application, for a licence or grant, is needed, the clock stops as regards processing times in the Charter, from when the applicant is informed and until the required information is supplied / clarified.</b></p>	<p>one week of the issue being identified.</p> <p><i>All further information requests will issue together where possible, and only if further clarification/information is required will a second request issue</i></p>	<p>otherwise specified there will continue to be an eight-week deadline for response by the applicant or the forester to such requests. This deadline can be extended, where justified, upon request by the applicant/registered forester.</p>
<p><b>3. Applicant does not respond within timelines set out in 1. And 2.</b></p>	<p>Reminder letter to applicant, seeking an immediate response.</p>	<p>If no response to the reminder is received within four weeks, then the application will be set aside.</p>

If further information or clarification on any aspect of the application is needed, for a licence or grant, the clock stops from when the applicant is informed and until the required information is supplied / clarified.. In the case of grant applications,

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In the case of Further Information Requests by the Department in response to an application for a licence, unless otherwise specified there will continue to be an eight-week deadline for response by the applicant or the forester to such requests. This deadline can be extended, where justified, upon request by the applicant/registered forester.

- The target will be to approve Forestry licenses for afforestation, tree felling, and roads within 6 months for screened out applications and 9 months for screened in applications.
- An application tracker for licence applications will be available which will allow applicants view the progress of their applications.

The Department is committed to ongoing liaison with all consultation bodies to ensure turnaround times for referrals are kept to a minimum. This is one month for all consultation bodies with the exception of NPWS which is up to two-months.

Article 9(1) of SI 191 of 2017 sets out those bodies that, if the proposed development, may have an adverse effect on the environment, a significant effect on human health, nature conservation or archaeological site, is situated in an area of special amenity, is located on or likely to have a significant effect on a European site or other sensitive land or water areas, must be consulted.

These are another Department

- The EPA
- The NPWS
- Inland Fisheries Ireland
- The relevant local authority
- An Taisce
- Any other body the minister considers appropriate. This has included Irish Water, Loughs agency or National Federation of Group Water Schemes.



If the application relates to afforestation and the project area (or any part thereof) is within a SAC or SPA, and no response has been received from NPWS, no decision may be made by the Department until such a response is received. The agreement from NPWS for afforestation in SACs/SPAs is a requirement under State Aid Rules (DAFM use referral procedures to obtain this consent).

### **Approval**

Aside from any necessary referrals to prescribed bodies, all afforestation applications receive pre-approval desk assessment with a proportion selected for field inspection.

If the Department is satisfied that the plantation should proceed, and once a licence has been issued, a letter of approval will issue indicating the terms and conditions on which the planting may take place.

### **Procedures for dealing with problems:**

#### **Payment**

Applications for payment (Form 2) must be completed and signed by both the applicant and a registered forester confirming eligibility for payment. The Afforestation and Woodland Improvement Scheme (Thinning and Tending) pay a fixed grant amount (which can include an additional fencing allowance in the case of the Afforestation) and do not require documentary evidence of costs on application. However, for audit purposes, recipients of grant aid under all schemes will be required to retain invoices relating to work undertaken for a period of 6 years. The other forestry schemes are entirely cost based and documentary evidence of expenditure and receipts for purchases must be provided at the time of grant application.

Applicants may mandate grant payments to a registered forester or forestry company using a mandate document that satisfies the requirements of the Minister. Such mandates are a voluntary arrangement between the applicant and his/her registered forester or company.

#### **Inspections**

The Department will notify an applicant of a proposed inspection. The notification will be by way of a text message where a valid mobile number has been supplied by the applicant. Notification will be texted the day before an inspection is due to commence. In limited cases where this is not feasible, a text notification will issue as soon as possible before the proposed inspection. This notification does not constitute an appointment to meet the applicant.

Approximately 40% of grant applications may be subject to site inspection following selection by risk analysis. In addition, 5% of premium applications are selected for inspection each year. When the Department is satisfied that the works have been carried out in compliance with the scheme, the afforestation grant and first premium are paid. A second instalment grant is payable and can be claimed after year four, subject to satisfactory establishment of the plantation. Premiums are paid annually based on the duration as outlined in the respective scheme document. An annual premium claim form is sent to forest owners on an annual basis. The owner is asked to declare, among other things, that the plantation is maintained and that he continues to meet the conditions of the scheme. The Department will continue to review inspection rates based on the level of compliance achieved. It is the responsibility of the Applicant and Registered Forester to ensure that applicants and declarations are in compliance with scheme requirements.

#### **Mapping**

The Department will continue to promote and enhance online tools and their use by Registered Foresters to facilitate the accurate recording of area by applicants when making claims in support of

grant payments. Such tools are now available to Registered Foresters by the Department within the iNET computer system. The accurate recording of eligible areas and the continued use of technologies such as GPS will help reduce the occurrence of over claims in the future. Copies of maps will be made available to applicants on request. The onus is on the applicant and their registered forester to ensure that the application submitted is accurate. In this regard, the Department will pay on the lesser of the area claimed by the applicant as eligible for payment or the area determined by the Department to be eligible. Where the claim is accurate and there is no subsequent removal of land from the claim and the farmer maintains the plantation to the required standard, there will be no reduction in premium or recovery of grant and premium payments.

### **Compliance Issues**

An applicant must not claim forest grant or premium payment in respect of any area, which is included in a claim under any other area-linked schemes. Following changes to EU Regulations, land which was afforested since 2009 and land which will be afforested in 2023 will be eligible to draw down a Basic Income Support for Sustainability Scheme payment provided that the afforested land meets certain requirements.

In order to ensure that this is the case, the Department will cross check claims against the Land Parcel Identification System (LPIS).

### **Appeals**

Appeals against decisions of the Department in relation to a forestry licence decision should be made to the Forestry Appeals Committee - Forestry Appeals Committee, Agriculture Appeals Office, Kilminchy Court, Portlaoise, Co. Laois, R32 DTW5. Appeals must be made within 14 working days of the decision by DAFM on the licence. Further information can be found here:

<http://www.agriappeals.gov.ie/forestryappealscommittee/> (057) 8667167; or e-mail: [forestry@agriappeals.gov.ie](mailto:forestry@agriappeals.gov.ie)

Appeals against approvals or refusals made by the Department of any application made under schemes, not requiring a full forestry licence, can be made to the Department in the first instance. If you wish to appeal this decision, you may do so in writing, stating your grounds for appeal within 30 days, to the Approvals Section, Forest Service, Johnstown Castle Estate, Wexford. If, following the review of the appeal by the Department, the applicant under a Scheme is still dissatisfied with the decision, they can appeal the decision to the Agriculture Appeals Office, Kilminchy Court, Portlaoise, Co Laois R32 DTW5. Tel. 057 8667167. Further information can be found here:

<http://www.agriappeals.gov.ie/agricultureappealsprocess/>

If you are dissatisfied with any decision related to grant payments, premium payments or penalties held or levied in respect of the operation of the Afforestation and Premium scheme by DAFM it is open to you to request a review. Such request must be made in writing to, Forest Service, Johnstown Castle Estate, Wexford. If you are dissatisfied with the review decision, it is open to you to appeal it to The Director, Agriculture Appeals Office, Kilminchy Court, Portlaoise, Co Laois R32 DTW5. Tel. 057 8667167. The appeal must be made in writing within three months of the date of the date of the decision.. The appeal must include the facts and contentions on which you intend to rely together with such documentary evidence you wish to submit in support of your appeal. Further information can be found here: <http://www.agriappeals.gov.ie/agricultureappealsprocess/>

### ***Payment Dates Time Frames for Grant Scheme***

Scheme	Application	Inspection	Payment
Grant Schemes	All year round.  Approvals of valid applications within 10 weeks except where consultation is required under law; 14 to 18 weeks in these cases where practicable. If objections are received within 21 days of the issue of approval, the applicant cannot proceed with planting until the appeal is decided	Form 1 Approx. 40% Inspection Level  Form 2 and 3 Approx. 50% Inspection Level  Inspection levels reviewed depending on level of compliance.	. 100% payment to cleared cases within 6 weeks for non-inspection cases or 12 weeks where inspection is required in the case of valid/complete applications
Forestry Premium Scheme	All year round.	No pre-payment Inspection. 5% Annual inspections	100% payment to cleared cases in Jan but payments continue throughout the year.

To streamline the processing of forestry pre-approval, grant and premium applications, the Department provides an online computer system, called IFORIS iNet, which also includes the storing of maps of grant-aided forestry already planted. The system provides facilities to forestry companies internet. It also allows forestry scheme applicants to apply online for their annual forest premium; and to allow these forest owners to view some of their payment history and maps of their forest plantations.

Forest owners who are not already registered for Online Services can register to do so at [www.agfood.ie](http://www.agfood.ie)

## **Horticulture**

### **Scheme of Investment Aid for the Development of the Commercial Horticulture Sector**

#### **Applications**

The scheme is launched annually by way of a press release and advertisements inviting applications are placed in the national/farming press.

The relevant terms and conditions of the scheme and application form are made available on the [horticulturegrants@agriculture.gov.ie](mailto:horticulturegrants@agriculture.gov.ie).

#### **Controls/Checks**

**Administrative Checks:** 100% pre-approval and pre-payment checks

**On-farm inspections:** 100% pre-payment checks

#### **Payments**

Payment will issue once administrative and inspectorate checks are satisfactorily completed following receipt of the claim for payment of aid and the required supporting documentation.

All fully completed claims for payment, which are received on or before the deadline for receipt of claims and which are deemed eligible for payment following administrative and inspectorate checks, will be paid by 31<sup>st</sup> December.

#### **Penalties**

If, when applying for aid under this scheme, a person knowingly makes a false statement or withholds essential information, all or such portion of the aid given or to be given as the Department may determine shall be reimbursed or withheld

#### **Appeals**

In cases where a disallowance of payment is applied by the Department, the applicant will be given twenty-one days from the date of formal notification of the disallowance to appeal the decision of the Department.

Appeals should be submitted in writing giving reasons why any penalty imposed should not be applied. All documentation which the applicant considers relevant to the appeal must accompany the appeal, if it has not already been submitted to the Department.

The applicant will be informed of the outcome of the review in writing.

If, following that review the applicant is still dissatisfied with the decision they can appeal the decision to the Agriculture Appeals Office, Kilminchy Court, Portlaoise, Co Laois (excluding decisions on approval of applications).

## **Animal Health Schemes**

Text for this section to be agreed by the TB Forum and BVD Forum respectively.

## ANNEX 1 – Inspections - Area Monitoring System, Conditionality

### On-Farm Inspections

#### Number of Inspections

will be undertaken by the Department of Agriculture across the various Farm Schemes:

#### Rate of Inspections Table

<b>BISS</b>	AMS 100%
<b>CRISS</b>	AMS 100%
<b>Conditionality</b>	1% of beneficiaries - OTS
<b>Local Authority Nitrates</b>	At least 500 inspections
<b>CIS-YF</b>	AMS (100%) + OTS (at least 5% (currently 10%))
<b>Eco Scheme</b>	AMS + max 5% OTS
<b>Coupled Support for Protein Aid</b>	AMS 100%
<b>ANC</b>	AMS 100%
<b>SCEP</b>	at least 3% OTS for specific SCEP commitments
<b>Knowledge Transfer</b>	5% of group meetings
<b>ACRES</b>	5% of active participants
<b>ACRES Training</b>	5% of training events/courses
<b>Sheep Improvement Scheme</b>	At least 5% OTS
<b>CSP Dairy Beef Welfare Scheme</b>	100% admin check
<b>Nitrates Derogation (per annum for 2024/2025)</b>	10%
<b>Organics Farming Scheme</b>	5% of active participants
<b>On- farm capital Investment Scheme (TAMS3)</b>	5% - 20% Pre-approval 5% - 20% - Pre-payment 5% - Post Payment
<b>Straw Incorporation Measure</b>	AMS (100%) + 5% OTS
<b>Forestry Grant Schemes</b>	Form 1 Approx. 40% Inspection Level  Form 2 and 3 Approx. 50% Inspection Level  Inspection levels reviewed depending on level of compliance.
<b>Forestry Premium Schemes</b>	No pre-payment Inspection. 5% Annual inspections

Note: Inspections may be integrated thereby reducing the overall number of farms visited.

#### General Principles

In relation to on-farm inspections the following principles will apply:

1. On Farm Inspections are a requirement of the EU Regulations and the terms and conditions of many schemes operated by the Department of Agriculture, Food and the Marine.
2. The inspection approach and reporting system used will be standardised across all areas of the country to ensure consistency and fair treatment of all farmers.
3. Inspection staff will be provided with ongoing training and information on how to conduct their inspections and the scheme requirements.
4. Inspection staff will be provided with the necessary health and safety training and equipment to carry out their work.
5. Procedures are simplified with a view to ensuring a clear understanding of the requirements amongst farmer clients.
6. In the case of notice inspections, if an inspector has been unduly delayed the applicant will be contacted, by phone, as soon as possible before the appointed time for the inspection. If the inspection cannot be carried out on the appointed day an alternative arrangement will be made, in agreement with the applicant.
7. Inspections will normally and, where practicable, start at the hub/main holding.
8. The inspecting officer will on arrival introduce him/herself to the farmer, or other person present, and produce official identification.
9. If the applicant cannot be present, they can be represented by a person of their choice.
10. The inspecting officer will provide the applicant / agent with farm inspection summary information, explain the nature of the inspections and, if possible, how selection was made (i.e. risk vs random).
11. In the case of a refusal on the part of the applicant to allow the inspection to proceed without good reason (e.g. serious illness, bereavement etc.) the inspector will advise the applicant of the possible implications of such a decision, including the possibility of total loss  
**F F F G F F F** will be allowed for both parties to reflect on  
**F F F F F F F F F F**  
 arising during the course of an inspection. The applicant/agent will then be allowed the opportunity to reconsider their decision. Should the applicant continue to refuse to allow the inspection to go ahead, the inspecting officer will report the matter and circumstances to their supervisor. Should the inspection not proceed on the day without good reason the applicant will be informed that payment may not be possible. Flexibility will be given for the inspection to be rescheduled where there is serious illness, bereavement, or other good reason.
12. Inspection staff will be provided on an ongoing basis with guidance on the need to treat the farmer with the utmost respect and fairness.
13. Where possible, On-farm inspections will be integrated, which may result in multiple inspections on certain farms.
14. Where the only outstanding issue is completion of the Conditionality inspection payment will not be delayed.
15. In the case of an unannounced inspection if the inspecting officer cannot locate a family member/agent on the farm when they arrive to complete the inspection they will leave and return another day. On their second visit, should nobody be present the inspection officer will ring the applicant and proceed to conduct the inspection. If the inspection involves  
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 first visit.
16. Except in unforeseen circumstances, all eligibility type inspections, where applicable, will be conducted by the planned date for the commencement of payment and will ensure that all clear and valid applications are paid from that date.
17. Some errors, while in breach of a Statutory Management Requirement or GAEC standard, which are minor in nature, may not attract a sanction.

18. Following completion of the inspection the farmer / representative of the farmer, if present, will be provided with a preliminary inspection report which will include a preliminary notice of findings. The farmer / representative of the farmer, though not obliged to, will be given the opportunity to sign the report. The farmer / representative of the farmer will also be given the opportunity to comment on the preliminary inspection report. Any comments will **F F F F F F F** /her **F** position in respect of any penalties that may arise. If the inspecting officer carries out further checks subsequently which alters the details recorded in the initial NF form a revised NF form will issue to the farmer by post. In future years it may be possible to provide the NF electronically to farmers on the day.
19. AMS may result in Rapid Field Visits to verify issues detected e.g. different crop or multiple crops found than declared, hard features detected by AMS.
20. With inspections involving sheep, the Department will take account of the circumstances and follow agreed protocols with the farming bodies in relation to penning at lambing time.
21. In relation to carrying out inspections in hill sheep areas, the Department will take account of the timing of inspections relative to when sheep move to and from the hills, provide adequate notification and tolerances to take account of the unique circumstances and losses in the hill areas.
22. Similarly the penning of heavily pregnant cows will be avoided if it is considered that an animal welfare risk exists.

### Notification of Inspections Table

Farm Scheme	Purpose (Eligibility, area etc)	Announced or Unannounced	Notice Period Given	Notice period in days
Basic Income Support Scheme Area Monitoring System	Eligibility requirements All claimed BISS land parcels will be monitored for the calendar year by AMS	Will, in the main, be announced.  However, where giving such notice interferes with the purpose or effectiveness of the control no notice will be given.	Notice given may be up to the maximum period allowable	Minimum necessary but will generally be 2 days  However, in duly justified cases additional notice may be given but limited to the minimum necessary.
Basic Income Support Scheme Conditionality	Conditionality	Will, in the main, be announced.  However, where giving such notice interferes with the purpose or effectiveness of the control no notice will be given.	Notice given may be up to the Maximum period allowable	Minimum necessary but will generally be 2 days  However, in duly justified cases additional notice may be given but limited to the minimum necessary.



<b>Farm Scheme</b>	<b>Purpose (Eligibility, area etc)</b>	<b>Announced or Unannounced</b>	<b>Notice Period Given</b>	<b>Notice period in days</b>
		<p>Will be announced for Animal Identification and Registration.</p> <p>However, where giving such notice interferes with the purpose or effectiveness of the control no notice will be given.</p>	Notice given may be up to the maximum period allowable	<p>Minimum necessary but will generally be 2 days</p> <p>However, in duly justified cases additional notice may be given but limited to the minimum necessary.</p>
Eco Scheme	Eligibility requirements and scheme commitments	<p>Will be announced.</p> <p>However, where giving such notice interferes with the purpose or effectiveness of the control no notice will be given.</p>	Notice given may be up to the maximum period allowable	<p>Minimum necessary but will generally be 2 days</p> <p>However, in duly justified cases additional notice may be given but limited to the minimum necessary.</p>
Areas Of Natural Constraints (ANC)	<p>Eligibility requirements</p> <p>All claimed ANC land parcels will be monitored for the calendar year by AMS</p>	<p>Will be announced.</p> <p>However, where giving such notice interferes with the purpose or effectiveness of the control no notice will be given.</p>	Notice given may be up to the maximum period allowable	<p>Minimum necessary but will generally be 2 days</p> <p>However, in duly justified cases additional notice may be given but limited to the minimum necessary.</p>
Complementary Income Support for Young Farmers	Eligibility requirements	<p>Will be announced.</p> <p>However, where giving such notice interferes with the purpose or effectiveness of the control no notice will be given.</p>	Notice given may be up to the maximum period allowable	<p>Minimum necessary but will generally be 2 days</p> <p>However, in duly justified cases additional notice may be given but limited to the minimum necessary.</p>
Complementary Redistributive Income Support Scheme	No inspections planned			
Suckler carbon Efficiency Programme	Eligibility requirements and scheme commitments	<p>Will, in the main, be announced.</p> <p>However, where giving such notice interferes with the purpose or effectiveness of the control no notice will be given.</p>	Notice given may be up to the maximum period allowable	<p>Minimum necessary but will generally be 2 days</p> <p>However, in duly justified cases additional notice may be given but limited to the minimum necessary.</p>
Sheep Improvement Scheme	Eligibility requirements and scheme commitments	<p>Will, in the main, be announced.</p>	Notice given may be up to the maximum period allowable	<p>Minimum necessary but will generally be 2 days</p>

Farm Scheme	Purpose (Eligibility, area etc)	Announced or Unannounced	Notice Period Given	Notice period in days
		However, where giving such notice interferes with the purpose or effectiveness of the control, no notice will be given.		However, in duly justified cases additional notice may be given but limited to the minimum necessary.
Knowledge Transfer	Eligibility requirements	Will be announced where this does not interfere with the purpose or effectiveness.	Notice given may be up to the maximum period allowable	Minimum necessary but will generally be 2 days
On Farm Investment Scheme	Eligibility requirements	May be announced where this does not interfere with the purpose or effectiveness	Notice provided	Notice given is normally 24-48 hrs
ACRES	Compliance with ACRES commitments	Will be announced where this does not interfere with the purpose or effectiveness	Notice given may be up to the maximum period allowable	Minimum necessary but will generally be 2 days
OFS	Compliance with Organic Farming Scheme commitments	May be announced where this does not interfere with the purpose or effectiveness	Notice given may be up to the maximum period allowable	Minimum necessary but will generally be 2 days

### Selection of Cases for Inspection

There are two methods by which cases may be selected, i.e. randomly and by risk. The Regulations require that between 20% and 25% of cases are selected randomly from the entire population and the remaining cases are selected by risk. The effectiveness of the risks used must be monitored each year and adjusted as necessary to ensure that the risk factors used are relevant and effective.

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### Conditionality

From 1 January 2023 Conditionality is replacing Cross Compliance and like Cross Compliance consists of three Areas.

Area 1 covers climate and environment and consists of;

- Water Framework Directive water abstraction requirements (SMR 1)
- Nitrates Regulations (SMR 2),
- Conservation of Wild Birds (SMR 3),
- Conservation of Natural Habitats and of Wild Flora and Fauna (SMR 4) and
- 9 GAEC standards
  - GAEC 1 Maintenance of permanent grassland based on a ratio of permanent grassland in relation to agricultural area (Monitored nationally).
  - GAEC 2 Minimum protection of wetland and peatland. (not applicable in 2023 or 2024)
  - GAEC 3 Ban on burning arable stubble, except for plant health reasons,
  - GAEC 4 Establishment of buffer strips along watercourses,

- GAEC 5 Tillage management, reducing the risk of soil degradation and erosion, Soil Erosion,
- GAEC 6 Minimum soil cover to avoid bare soil in periods that are most sensitive, Maintaining Soil Organic Matter,
- GAEC 7 Crop rotation in arable land (not applicable in 2023),
- GAEC 8 - Minimum share of agricultural area (4%) devoted to non-productive areas or features, Retention of Landscape Features, ban on cutting hedges and trees during the bird breeding and rearing season & measures for avoiding invasive plant species.
- GAEC 9 - Ban on converting or ploughing permanent grassland designated as environmentally-sensitive permanent grasslands in Natura 2000 sites.

Area 2 covers Public Health and Plant Health and consists of:

- Food & Feed Hygiene (SMR 5),
- Restrictions on the use of substances having hormonal or thyrostatic action & beta-agonists in farm animals (SMR 6)
- **F F F F F F F**
- Sustainable Use Directive (SUD) (SMR 8)

Area 3 covers Animal Welfare and consists of

- Welfare of Calves (SMR 9),
- Welfare of Pigs (SMR 10) and
- Welfare of Animals (SMR 11).

## Sanctioning Rules and Tolerances

### Sanctioning rules

A non-recurring, non-intentional (old negligence) sanction is generally 3% and can be reduced to 1% or increased to 5% depending on the Extent, Severity and Permanence of the breach. Where a breach **F F F F F F** concerned a 5% or 10% sanction will be applied **F**

The percentage reduction for a determined intentional non-compliance shall be at least 15% but can be increased to 25%, 40%, 60%, 80% or 100%.

Where at inspection, breaches of several SMRs/GAEC are detected, Conditionality sanctions for *Non recurring, non-intentional (old negligence)* are added within an Area and across Areas to a maximum of 5%. However, if there is **one or more** non-intentional, non-recurring, non-compliances having grave consequences i.e., its either a 5% or 10%, then add all SMR/ GAEC percentages together to a maximum of 10%.

Where at inspection the only non-compliance(s) are deemed minor in nature and within tolerance no sanction will apply at that inspection. The applicant will be notified of the non-compliances and asked to rectify the non-compliances highlighted. If at a subsequent inspection within 3 calendar years there is a breach of the same requirement or standard a sanction of at least 3% will apply.

In the case of Recurring sanctions, which is the same non-compliance of the requirement or standard that has been detected within 3 calendar years, where the previous sanction was 1% or 3% will result

in a 5% sanction. Where the previous sanction (within 3 calendar years) was 5% and where the same non-compliance is detected again, within 3 calendar years, the Recurring sanction will be 10%. Where **more than one** recurring, non-intentional non-compliances are detected, then these non-compliances are added within Areas and across Areas to a maximum of 20%.

In the case of Intentional sanctions these are added together within an Area and across Areas to a maximum of 100%.

Where there are **multiple instances** of non-intentional, recurring, intentional non-compliances, after the application of previously described system sanction rules, then these non-compliances are added within Areas and across Areas to a maximum of 100%.

In summary:

- The maximum *Negligence* sanction within Areas and when added across Areas cannot exceed 5% in the case of 1% and 3% sanctions and 10% where one or more 5% sanctions are applied
- The maximum *Recurring (Repetition)* sanction across Areas cannot exceed 10% but where one or more 5% or 10% sanctions are applied the maximum sanction is 20%
- Intent sanctions are added together within an Area and added across Areas to a maximum of 100% and when added to non-reoccurring non-intentional and reoccurring sanctions these are added together again to a maximum of 100%.

#### Examples

- If a farmer receives a 3% sanction for Nitrates and a 3% sanction for Sustainable Use Directive breaches, which are in two separate Areas, the farmer receives a single 5% sanction (as non-intentional, non-recurring, non-compliances with no grave consequences overall is capped at 5%) and not a 6% sanction, if you added the two sanctions together.
- If a farmer receives a 3% sanction for Nitrates and a 1% sanction for GAEC 8 breaches, which are in the same Area, the farmer receives a 4% sanction
- If a farmer receives a 10% non-intentional non-recurring sanction for Nitrates and a 5% non-intentional non-recurring sanction for GAEC 8 breaches, the farmer receives a single 10% sanction (as non-intentional, non-recurring, non-compliances with one or more grave consequences overall is capped at 10%) and not a 15% sanction, if you added the two sanctions together.
- If a farmer gets a 15% Intent sanction for Nitrates and a 15% Intent for SMR 4 Habitats, the farmer receives a 30% sanction (as one or more intentional, non-recurring, non-compliances are added together).
- If a farmer receives a 10% non-intentional recurring sanction for Nitrates and a 5% non-intentional non-recurring sanction for GAEC 8 breaches, the farmer receives a 15% sanction (as non-intentional, recurring, non-compliances with one or more grave consequences overall are added to a maximum of 20%).

#### Tolerances

A weighting is applied where a non-compliance is found at inspection. A tolerance system continues to exist from January 2023 for minor cases of non-compliance. For weightings of up to and including 6 points no penalty is applied but if the non-compliance(s) is/are detected at a subsequent within 3 calendar years a sanction will apply. Weightings greater than 6 will accrue sanctions set out in the table below:

Weighting	Penalty
<=6 points	None
> 6 and <=26	1%

>26 and <=46	3%
46 and <=140	5%
>140 points	10%

Where a non- **F F F F F F F** depend on the Extent, Severity, Permanence and reoccurrence of the non-compliance be increased up to 100% (15%, 25%, 40%, 60%, 80% and 100%).

**The following scenarios, on their own will not generally give rise to an immediate sanction:**

1. Minor quantities of clean water in and around the yard mixing with soiled water or other organic fertilisers.
2. Inadequate or poorly constructed yard channels or small patches of cracked or eroded concrete allowing minor indirect discharge.
3. Small quantity of bales (less and equal to 50) within 20m of watercourse or abstraction point with no collection or storage facilities and there is no evidence of discharge.
4. Supplementary feeding taking place where there are good ground conditions between 10m - 20m from a watercourse/dyke. Livestock feeding on an area of bare rock (< 25m<sup>2</sup>).
5. Upward facing splash plate or sludge irrigator observed in yard but not in use.
6. Where the required buffer of 3m has not been maintained along a total watercourse length of up to 40m.
7. Where storage facilities used are not dedicated to storage of chemicals, but where the Plant Protect Products are stored, the area is not used for the handling of food or feed.
8. Where no warning sign is displayed at the entrance to the chemical (Plant Protection Products) store.
9. Evidence of neglect in relation to routine cleaning and maintenance e.g. internal surfaces of dairy/milking parlour and external surfaces of milking equipment e.g. jars & clusters are dirty.
10. In SMR 5 Food and Feed Hygiene where medicated and non-medicated feeds stored close to each other in the same store with a low risk of cross contamination.
11. Evidence of partial or incomplete records/traceability being maintained as regards purchases, sales and use of feed (SMR 5 Food/Feed Hygiene).
12. In GAEC 6 where ruts are minor and confined to a single track.
13. In GAEC 8 where there is encroachment of noxious weeds/invasive species where the encroachment is up to one metre from initial designation.

## ANNEX 2: Protection of Data held by DAFM

The Department of Agriculture, Food and the Marine is obliged to comply with Data Protection law. This law includes the General Data Protection Regulation (GDPR), The Data Protection Act 2018 and the Law Enforcement Directive (EU 680/2016).

Data Protection law lays down principles under which personal data must be processed and the Department constantly works to ensure that the personal data gathered from our customers is handled in accordance with these principles.

Personal data collected and processed by DAFM cannot be shared with another organisation/body unless there is a valid legal basis to do so. This is strictly adhered to by the Department.

All contracts entered into by the Department with third party service providers have Data Protection clauses built in to ensure that party cannot use the data for any purpose outside the terms of the contract.

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following ways:

- Terms and Conditions documentation, attached to Schemes, includes a Data Protection Section which provides information on the use of the data.

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customers with information, including on:
  - The specific purpose for collecting and processing their data
  - The legal basis which applies to this processing
  - Information on the use of the data
  - Information on retention periods for the data

The customer (referred to as the data subject) has rights in relation to their data under Data Protection law. Information on these Data Subject Rights is also made available to the customer in Scheme documentation (Data Protection Section) and on the Dep [here](#)). **F**

These rights include the following:

- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to data portability

Data Protection law obliges the Department to put technical and organisational measures in place to ensure the safety and security of the data held by the Department. The Department has been accredited with the ISO standard 27001:2013 in its role as an EU Paying Agency. The Department holds this standard and is subject to regular audit to maintain it, which demonstrates that the Department meets this international standard of data security. The Department employs a multi-layered approach to information security.

The Department has a suite of policies, procedures and technologies in place to manage data and provide information security, these include;

1. Ensuring that information is accessible only to those authorised to have access;
2. Safeguarding the accuracy and completeness of information and processing methods;
3. Managing security issues related to services and processes to ensure that information security risks are identified, and appropriate controls are implemented and documented;
4. Investigating and acting upon any suspected breaches of security;
5. Providing a secure working environment for staff;
6. Producing, maintaining and testing on a regular basis information security systems;
7. Promoting and providing cyber, data protection and information security awareness training for DAFM staff and outside support;
8. Ensuring that Information Security is continually improved and that regular reviews are performed to ensure that the operation of the information security management system is appropriate and aligned with requirements;
9. Ensuring internal procedures to deal with any reported Data Breaches which occur are in place and align with the guidance documentation issued by the Data Protection Commission (DPC) on this topic.

## ANNEX 3 - Contact Details

### Quality Service Unit

Department of Agriculture, Food and the Marine  
Grattan Business Centre  
Dublin Road  
Portlaoise  
Co Laois  
R32 K857

Tel: +353 (0) 57 8694331

Email: [qualityserviceunit@agriculture.gov.ie](mailto:qualityserviceunit@agriculture.gov.ie)

### Direct Payments Unit

Department of Agriculture, Food and the Marine  
Government Offices  
Old Abbeylax Road  
Portlaoise  
Co Laois  
R32 RPA6  
Tel: +353 (0)57 8674422

### Inspections Sections

Department of Agriculture, Food and the Marine  
Government Offices  
Old Abbeylax Road  
Portlaoise  
Co Laois  
R32 RPA6  
Tel: +353( 0)57 8674400

### Beef Schemes Section

Department of Agriculture, Food and the Marine  
Government Offices  
Old Abbeylax Road  
Portlaoise  
Co Laois  
R32 RPA6  
Tel: +353 (0) 57 8674454  
Email: [beefschemas@agriculture.gov.ie](mailto:beefschemas@agriculture.gov.ie)

### Agriculture Appeals Office

Kilminchy Court  
Portlaoise  
Co Laois



R32 P7YD

Tel: +353 (0)57 8631900

Website: [www.agriappeals.gov.ie](http://www.agriappeals.gov.ie).

**Office of the Ombudsman**

6 Earlsfort Terrace,

Dublin 2

D02 W773

Tel: +353 (0)1 6395600

Email [ombudsman@ombudsman.irlgov.ie](mailto:ombudsman@ombudsman.irlgov.ie)

**BVD Financial Support Programme,**

Department of Agriculture, Food and the Marine,

Belview,

Dublin Road,

Mullingar,

Co Westmeath

N91 A972.

Tel: + 353(0)57 9370377, 9370376, 937 0375.

**On Farm Investment Scheme (TAMS 3)**

Email:

[TAMS@agriculture.gov.ie](mailto:TAMS@agriculture.gov.ie)

[Tamsrole@agriculture.gov.ie](mailto:Tamsrole@agriculture.gov.ie)

[tamsdocs@agriculture.gov.ie](mailto:tamsdocs@agriculture.gov.ie)

[TAMSIIcontractors@agriculture.gov.ie](mailto:TAMSIIcontractors@agriculture.gov.ie)

Tel: +353 (0) 53 9163425

**ACRES (General)**

Agri-Environment Division

Department of Agriculture, Food and the Marine,

Johnstown Castle Estate,

Co. Wexford Y35 PN52

Email: [acres@agriculture.gov.ie](mailto:acres@agriculture.gov.ie)

Tel: **+353 (0) 53 9163425**

**ACRES (Co-Operation)**

Locally Led Division,

Department of Agriculture, Food and the Marine,

Johnstown Castle Estate,

Co. Wexford , Y35 PN52

Email: [acrescp@agriculture.gov.ie](mailto:acrescp@agriculture.gov.ie)

Tel: **+353 (0) 53 9163425**

**ACRES Training**

Agri-Environment Division

Department of Agriculture, Food and the Marine,

Johnstown Castle Estate,

Co. Wexford Y35 PN52  
Email: [acrestraining@agriculture.gov.ie](mailto:acrestraining@agriculture.gov.ie)  
Tel: **+353 (0) 53 9163425**

**Horticulture Grant Aid**

**Email:** [Horticulturegrants@agriculture.gov.ie](mailto:Horticulturegrants@agriculture.gov.ie)

**Fallen Animal Scheme**

Fallen Animal Section  
Department of Agriculture, Food and the Marine  
Johnstown Castle Estate  
Wexford  
Y35 PN52  
Tel: 053 9163437  
Email: [fallen.animals@agriculture.gov.ie](mailto:fallen.animals@agriculture.gov.ie)

## ANNEX 4: Glossary of Abbreviations and Terms

AHCS	Animal Health Computer System	HSA	Health and Safety Authority
AIM	Animal Identification and Movement	IACS	Integrated Administration and Control System
ANC	Area of Natural Constraint	ICD	Integrated Controls Division
AMS	Area Monitoring System		
ATS	ACRES Training Scheme	KT	Knowledge Transfer
BISS	Basic Income Support for Sustainability	MSS	Multi-Species Sward
BSE	Bovine Spongiform Encephalopathy	NR	National Reserve
bTB	Bovine Tuberculosis	OFMV	On-Farm Market Valuation Scheme
BVD	Bovine Viral Diarrhea	OFS	Organic Farming Scheme
CAP	Common Agriculture Policy	QSU	Quality Service Unit
CISPA	Coupled Income Support for Protein Aid	RVO	Regional Veterinary Office
CISYF	Complementary Income Support for Young Farmers	SCEP	Suckler Carbon Efficiency Programme
CRISS	Complementary Redistributive Income Support for Sustainability	SIM	Straw Incorporation Measure
DAFM	Department of Agriculture, Food and the Marine	SIS	Sheep Improvement Scheme
EC	European Commission	SMR	Statutory Management Requirements
EIP	European Innovation partnership	SMS	Short Messaging Service
EOY	End of Year	TAMS	Targeted Agricultural Modernisation Scheme
EU	European Union	TB	Tuberculosis
FAC	Forestry Appeals Committee	YF	Young Farmer
FSP	Farm Sustainability Plan	YFIS	Young Farmers Installation Scheme
		YFNE	Young Farmer New Entrant