

Ref 8/2010

26 October, 2010.

To: the forestry company or forester named in the address

1. **Changes to Specifications at Form 2 e.g. species changes**
2. **Provenance Declaration Forms**

Dear Sir/Madam,

A recent Internal Audit has highlighted (1) a number of significant discrepancies between the specifications approved at Form 1 Stage to those submitted at Form 2 stage, and (2) a number of cases where the Provenance forms were not fully completed.

### **Changes to Specifications**

You are reminded that no significant and material change can be made to specifications, as approved, without first being agreed by the relevant District Inspector. In general, the main specification changes relate to species, plots and boundaries. All proposed species and plot boundary changes must be submitted to Approvals Section on a revised certified species map and include a revised plot table i.e. page 5 of the Form1. Proposed revisions will be scanned to IFORIS and the District Inspector will record if the agreed change is acceptable. Where significant changes to species and plot locations are proposed which affect the approval issued further consultation may be required. There is no requirement to contact the Forest Service where a number of approved plots are excluded i.e. the owner decides to plant less than the approved area.

### **Provenance Declaration Forms**

You are also reminded of the necessity to fully complete the Provenance Declaration Forms in accordance with the Forestry Schemes Manual and to ensure the following:

- Part A of the Provenance Declaration Form and the associated plants should only be accepted from a supplying nursery/plant broker if the form is **fully** completed, including where applicable the full Plant Passport plant health details. Where the Provenance Declaration Form accompanying the plants is a copy, the original must be forwarded by the nursery/plant broker as soon as possible.
- Part A of the Provenance Declaration Form can only be completed by nurseries or plant brokers registered in Ireland. If importing plants from outside Ireland the nursery or plant supplier in Ireland is required to be officially registered with the Forest Service under the EU Forest Reproductive Material Regulations and for

regulated species under the EU Plant Health Regulations. In these cases Part A is completed by the importer.

- Part B of the Provenance Declaration Form must also be **fully** completed and signed by the Contractor/Applicant
- Note that only the origins/provenances in Table 8, Section 9.3.1 of the Forestry Schemes will be approved for grant aid. As specified “Applicants must check and seek written approval from the Forest Service before purchasing plants with origins/provenances other than those listed and registered material in the category ‘Source Identified’.

Failure to adhere to these existing standard procedures may result in the return of the Form 2 with a subsequent delay in payment or refusal of payment.

Yours sincerely,

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GERRY FOGARTY  
Assistant Principal.