

Circular 01/2009
(published on 30th June 2009)

To all REPS Planners and Course Providers
(*Copy to all Regional Inspectors, AES Inspectors*)



Rural Environment Protection Scheme

REPS 4

10-HOUR REPS APPRECIATION TRAINING COURSES and 5-HOUR MODULAR TRAINING COURSES

PROCEDURES AND SYLLABUS

Agricultural Structures Division
Johnstown Castle
Co. Wexford

PROCEDURES

1 Introduction:

Measure 10 of REPS 4 provides for training in environmentally friendly farming practices for participants in the Scheme. The objective of this measure is to provide participants with information on the environmental benefits arising from REPS, clarification of all the relevant scheme requirements and an appreciation of the knowledge and skills necessary to follow and implement their REPS Plan successfully.

This circular sets out the procedures and syllabus to be followed when delivering REPS 4 10-Hour Training Courses and 5-Hour Training Modules.

1.1 Requirements under Measure 10:

It shall be mandatory for beneficiaries¹ to attend a suitable training course.

- New applicants to REPS must complete a 10-hour appreciation course
- Participants who have not already completed (at the time of joining REPS 4) a 20-hour training course under REPS 2 or REPS 3 must attend a REPS 4 10-hour appreciation Course. This course must be completed before the end of period 2² of the REPS 4 plan
- All other participants must complete an approved REPS course, either the 10-hour Appreciation Course **or** choose an approved 5-hour training module before the end of period 2.
- Participants may attend a second training course. To avail of payment for two training courses, the first course must be completed by the end of period 2 and the second by the end of period 4.
- Where the 10-hour appreciation course is obligatory it must be completed before undertaking any additional courses.

In the case of joint participants in REPS, the participants may nominate one of those named on the plan to attend and complete the module in full; however all may attend if desired. Only one payment per module per annum will be made to each participant farm. Failure to attend a training course within the period specified will result in subsequent years payment being withheld until such time as satisfactory evidence is provided that a training course has been completed by the beneficiary¹.

1.2 Payment for Participants:

The Department shall pay participants €130 on proof of satisfactory completion of the 10-hour appreciation course and €100 on proof of satisfactory completion of a module. A maximum of two payments for attendance at different training courses will be made to any beneficiary, with only one payment made per calendar year.

¹ The beneficiary is the person in whose name the REPS contract is awarded and to whom REPS payments are made. In the case of joint applications one applicant named on the plan must attend the course, but he or she must attend the whole course. A Farm Manager may complete the course on behalf of the beneficiary

² Period 2 is two calendar years where the REPS 4 contract commenced on 1st January. Where the contract commenced on 1st of month, other than 1st January, it is the remainder of that calendar year plus two additional calendar years.

1.3 Course Providers

Training will be provided by approved planners and/or any other suitable trainers approved by the Department for this purpose.

The Department cannot make payments to anyone who is not correctly registered as a client on the Department's Client Database. Any person who intends applying for approval to hold training courses should first complete and submit form *REPS 10CR*. Form *REPS 10CR* must be re-submitted where personal or bank details change

Where cumulative payments in respect of 10-hour REPS appreciation courses and/or 5-hour modules exceed €10,000 in any period of 12 months, a relevant tax clearance certificate must be submitted to the Department.

2. Course Approval Procedures (REPS 10A / 2000):

The Department must approve all REPS courses in advance. Prior approval is sought using the following procedure.

- Form *REPS 10A* must be completed and mailed to REPS Training, **REPS Division, Department of Agriculture Fisheries & Food, Johnstown Castle, Co. Wexford** or e-mailed to repstraining@agriculture.gov.ie.
- A detailed course timetable must accompany the application, showing dates, venues, times, names of tutors and subject areas.
- All applications for approval to hold a course must be received at the above address at least 10 working days before the proposed commencement date of the course. The Department may reject any application received less than 10 working days before the proposed start of the course.
- A copy of form *REPS 10A*, signed on behalf of the Department, will be returned to the course organiser as confirmation that approval has been granted. Each course will be issued with an individual course reference number, which should be quoted on any subsequent correspondence in relation to that particular course, and on claims for payment.
- Any changes to the terms of approval granted by the Department (e.g. change in venue, dates or a cancellation) must be notified to the Department at least 3 working days in advance of the course dates. This notification must be in writing:
 - by post to the address stated above
 - by e-mail to repstraining@agriculture.gov.ie or
 - by fax to 053 9143965

The Department will not be responsible for any costs arising out of the withholding, withdrawal or rejection of approval for courses.

3. Course Structure and Scheduling:

3.1 10 Hour Courses

REPS 4 Appreciation courses must be of 10 hours duration and consist of a mixture of classroom instruction and outdoor practical sessions. All course sessions must be run Monday to Saturday only.

The format shall include two practical field sessions of approx two hours each. The practical sessions must be scheduled during daylight hours. Classroom lectures should run for a minimum of six hours and may be scheduled for evenings to suit participants. No more than 3 hours tuition may be scheduled for after 6pm. The course should be held over a minimum of two days.

Tutors must consist of at least one Agriculturalist and one Environmentalist. All agriculturalists and environmentalists should be on the Department's approved lists. These lists can be seen on the Department's Website at <http://www.agriculture.gov.ie/farmerschemespayments/ruralenvironmentprotectionschemereps/>. Other specialist tutors may be used.

3.1.1 Description of Type of Training:

These courses must be designed to provide participants with:

- An overview of the Rural Development Programme, Ireland, 2007/2013: introduction to Natura 2000 and Agri-Environmental Measures, including Forestry and an appreciation of the measures and objectives.
- An appreciation of the issues around water quality, biodiversity, soils and climate change.
- Baseline requirements relating to Cross Compliance - GAEC and SMRs and how REPS participation goes beyond these baselines.
- General information on REPS 4 - scheme requirements, application procedure via SPS, and REPS plan, controls and penalty provisions.
- Detailed information on individual measures; Cross compliance, minimum REPS requirements, Biodiversity Options, Mandatory Environmental Undertakings, Supplementary Measures.
- Practical demonstrations involving visits to an approved REPS demonstration farm or other approved facility.

3.1.2 Syllabus 10-hour appreciation course:

The Syllabus for 10-hour REPS Appreciation Course is enclosed at Appendix A and all course providers should follow it as closely as possible. All aspects and measures listed in the syllabus must be covered in each course, but course providers may use their discretion in varying the amount of time given to each where it is appropriate to do so – e.g. certain groups of participants, or courses held in certain areas may call for a greater emphasis to be placed on particular measures. Course organisers should be aware of this when arranging courses and tailor the course content accordingly.

3.1.3 Contributors to the 10 hour Course

When delivering REPS courses, course providers should avail of the best expertise available. Expertise from both Government and non-Government organisations should be used where appropriate.

Where possible the organics section in the 10 hour appreciation course should be delivered by planners who have completed the DAFF 2007 Organic Training Course, or have completed a Teagasc Organic Training Course. These planners are identified on the Department's website at <http://www.agriculture.gov.ie/media/agricultureic/farmingsectors/organic/PrivateConsultants-1.xls>. Other planners who feel they have the necessary qualifications or expertise to deliver organic modules should contact the Organics Section of the Department at Lo-call 0890 200 509.

Where possible the forestry session in the 10 hour appreciation course should be delivered by a forester using material supplied by the Forestry Service, Johnstown Castle, Co. Wexford. More information may be obtained from <http://www.agriculture.gov.ie/forests-service/>. The following are some organisations that may be able to contribute to courses:

Government Organisations

- National Parks and Wildlife Service,
- Central and Regional Fisheries Boards,
- Environmental Protection Agency
- Local Government Departments at County Level
- Forest Service
- Archaeology Section, Department of the Environment, Heritage and Local Government
- Health and Safety Authority
- The Heritage Council

Non-Government Organisations

- Irish Peatland Conservation Council
- Birdwatch Ireland
- Bat Conservation Ireland
- The Vincent Wildlife Trust
- Irish Seed Savers Association
- Hedge Laying Association of Ireland
- IFFG Irish Farm Film Producers Group
- FRS Network Recycling

3.2 5-Hour Modules

REPS Modules must be of 5 hours duration and comprise of two of the subjects outlined at Appendix B. The module must consist of an introductory classroom session followed by a visit to an approved demonstration farm or other approved facility where the practical elements of the module shall be demonstrated. The classroom session should be a minimum of 2 hours duration. All course sessions must be run Monday to Saturday only. The training providers must address the following principal issues:

- The Module content must encompass the relevant REPS measures and Supplementary Measures
- The specific requirements of the module being coached, referring, if appropriate, to the most up-to-date legislation
- The practical elements of the module must be on a demonstration farm or approved facility where the specific subject can be clearly demonstrated.

3.2.1 Syllabus 5-hour Module:

The Syllabus for 5-hour Module is enclosed at Appendix B. Course providers split the time between two subjects or, with Department prior approval, to dedicate the full five hours to one subject. All courses may be given by an approved course provider as set out in paragraph 1.3 of this Circular. It is strongly recommended that Organics courses include planners with organic expertise as outlined in paragraph 3.1.3, and that Woodland and Forestry Modules include a forester and an environmentalist (*As per Native Woodland Scheme*).

3.3 Confirmation of Attendance at Course:

Each participant who successfully completed either the 5-hour or 10-hour course must be given a Certificate of Attendance by the course provider. This is an essential document for the participant and should be provided either at the end of the course, or within a week of the completion of the course. This Certificate should state the name and address of the course provider, the course reference number, the date and venue of the course, date and venue of on-site demonstration, the name of the participant, and a declaration that the participant successfully attended the course. The course provider must sign the certificate.

4. Payment for Course Providers:

Payment for a 10-hour REPS 4 Appreciation Course is a maximum of €1,500 based on 25 participants, of whom at least 15 are current participants in a REPS Scheme and are seeking payment for attendance at the course. When less participants successfully complete the course, the payment shall be reduced on a pro-rata basis: e.g. in a 10-hour course with 19 participants, the payment due would be €1500/25 x 19 or €1140. When more than 25 successfully complete the course the maximum rate will be applied.

Payment for 5-hour REPS modules is a maximum of €750 based on 15 REPS current participants who are seeking payment for attendance at the course. When fewer participants successfully complete the course, the payment shall be reduced on a pro-rata basis as explained above. Modules may be held during an organised open day agricultural event. Payment for such courses must be negotiated with the Department prior to the event.

All payment applications must be received on revised *Form REPS 10P* and must include:

- An invoice showing full details of the course being claimed for. The name and address details on this invoice must be the same as those on the Department's Client Database (See paragraph 1.3.2).
- A list showing names, addresses and REPS numbers of all participants who successfully completed the course.

To avoid delays at payment stage, any changes from the terms of approval granted by the Department should be highlighted and explained. Course organisers will be notified in writing of the approval of payment. Payable orders will issue separately from the Department's Accounts Division.

5. Course Inspections:

It is vital that 10-hour Appreciation Courses and 5-hour Modular Courses are conducted to an acceptable standard and in accordance with the terms outlined under Measure 10. Training to equip farmers with the necessary skills to manage the farm in an environmentally friendly fashion is essential to the success of the REPS 4 Scheme. To ensure that this objective is achieved the Department will arrange spot inspections of 10-hour and 5-hour courses. Course providers may also be asked to submit detailed course material to the Department for examination. Course providers should ensure that all course material and handouts are up-to-date and relevant to the course. Course providers must maintain records of courses for at least 5 years

If the course standard is found not to be satisfactory, or if the course is not in accordance with the terms of approval granted by the Department, then

- payment in respect of that course may be withheld in full or in part and/or
- approval to conduct future courses may be withdrawn or withheld.

6. Health and Safety:

The Farm Safety Action Plan 2009-2012 was developed by the Farm Safety Partnership Advisory Committee, a sub-committee of the Board of the Health and Safety Authority. It sets out targets in relation to improvements required in occupational safety and health in agriculture. While the Department of Agriculture, Fisheries and Food does not have legislative responsibility for health and safety issues, it is concerned at the level of serious accidents and feels that the importance of farm safety should be conveyed to farmers at every opportunity.

The REPS courses present an opportunity to highlight the importance of farm safety and to make farmers aware of their legislative responsibilities under the Health and Safety Acts. The initiative is being implemented with the assistance and support of Teagasc's Health and Safety Specialists and the Health and Safety Authority. All 10-hour REPS Appreciation courses must include farm safety as part of the syllabus.

The following publications may be used:

HAS Farm Safety Code of Practice and Risk Assessment Document

http://www.hsa.ie/eng/Sectors/Agriculture_and_Forestry/

Other information may be obtained from www.hsa.ie and www.teagasc.ie

7. Demonstration Farms and other Approved Facilities:

A list of demonstration farms approved for the purposes of REPS is available on the Department's website. This list will be updated as farms are added or withdrawn. Course organisers should use an approved demonstration farm when conducting the practical field elements of the 10-Hour Appreciation Course. The practical elements of the 5-Hour Modules can be undertaken at a demonstration farm or other approved facility. The use of a facility other than an approved demonstration farm must have prior Department approval.

To avoid queries or delays, the application for approval should clearly state if it is proposed to use a farm or facility other than an approved demonstration farm and the reasons for doing so. Any proposed alternative to an approved demonstration farm must be of an appropriately high REPS standard

The Department reserves the right to withhold approval and/or payment if it considers an alternative farm to be unsuitable in any way for training purposes.

Contact Us:

Reps Division
Department of Agriculture Fisheries & Food
Johnstown Castle
Co. Wexford.

Phone 053 91 63400
Fax 053 91 43965
E-mail repstraining@agriculture.gov.ie

Should you have any queries in relation to this circular, please contact the undersigned.

Frank Macken
AES Division

Margaret Murray
Agricultural Structures Division

23rd June 2009

List of documents enclosed:

- A. Syllabus for 10-hour REPS appreciation course
- B. Syllabus and information for 5-Modules
- C. REPS 10A Application to hold REPS Training Course
- D. REPS 10P Payment application for REPS Training Course
- E. REPS 10CR / 2009 Client Registration for REPS Training Course

Syllabus for 10-hour REPS 4 Appreciation Course

Objectives of the 10-hour Appreciation Course

The objective of this course is to provide participants with

- information on the environmental benefits arising from and adhering to the various REPS measures, Options, Mandatory Environmental Undertakings and Supplementary Measures
- clarification of all the relevant requirements included in the Scheme Terms and Conditions and the Agri-environmental Specifications, including eligibility criteria for new applications
- the knowledge and skills necessary to implement their REPS plans
- responsibilities of participants in REPS and consequences of non-compliance
- requirements which the Department places on planners and planning agencies in drawing up REPS applications.
- responsibilities of farmers with regard to Cross Compliance, national legislation, local bye-laws and Health and Safety on the Farm.

Syllabus

All subjects and measures listed in the syllabus must be covered in each course, but course organisers may use their discretion in varying the amount of time given to each where it is appropriate to do so. A suggested outline timetable is given below:

Session One	
1	Introduction and background to Agri-environmental Schemes, REPS and Natura. An Appreciation of the farmed Environment and how farming can contribute to the objectives of REPS/Natura.
2	Scheme requirements and procedures for REPS 4
3	Health & Safety
4	Forestry on the farm. The Integration of Forestry and REPS
Session Two	
5	Outline of the individual REPS Basic Measures, Cross Compliance, related Biodiversity Options & Mandatory Environmental Undertakings.
6	Supplementary Measures
7	Organics
8	Outline of additional training courses: 5-Hour Modules

1. Appreciation of the Environment

Overview of the environment and current challenges.

Provide information on participation in REPS and what benefits can be delivered for:

- Biodiversity
- Water Quality
- Soil
- Climate Change

2. Scheme Requirements for REPS 4

Provide a general introduction to REPS 4 including the following:

- Procedures to be followed in having an agri-environmental plan prepared
- Application procedure and annual SPS application
- Requirements re eligibility and declaration of all lands
- Responsibilities of participants
- Instructions to farmer following acceptance into the Scheme
- Notification of changes to the Department
- Penalty regime

3. Health and Safety

Lead a discussion on farm safety to create awareness of the issue, and encourage participants to look at their own farms in the context of health and safety. Statutory compliance: Safety Statement etc.

Course providers may use material from the Health & Safety Authority Website at <http://publications.hsa.ie/>

4. Forestry on the farm. The Integration of Forestry and REPS

- Overview of Irish Forestry – current trends and opportunities
- Trees and the Environment
- Trees on REPS farms.
- Integration of Forestry on REPS farms: suitable sites, species etc.
- FEPS
- Forestry Schemes & Grants.
- Tree/Woodland planting and maintenance.

5. Basic Measures

It is suggested that each of the following ten measures should be allocated at least twenty minutes and should be addressed in conjunction with

- Cross Compliance including GAEC and SMRs.
- Basic REPS Requirements
- Related Biodiversity Options
- Related Supplementary Measures

Measure 1: Nutrient Management Plan

Instruction on this Measure must cover:

- Basic requirements under Cross Compliance: Nitrates Regulations & Nitrates Derogation
- Analysing the critical pollution risks on the farm
- Minimising the pollution potential of livestock manures and other organic fertilisers
- Storage, handling and spreading livestock manures and other organic fertilisers
- Background and preparation of the Nutrient Management Plan. How to following the Nutrient Management Plan and in particular explaining the implications and obligations of working within the nutrient limits specified for each farm plot and crop type
- Restrictions in nitrogen fertiliser application on tillage crops & growing of LINNET to allow full Nitrogen fertiliser rates

Relevant Biodiversity Options, Mandatory Environmental Undertaking & Supplementary Measures.

- Use of Trailing Shoe 2D
- Use of clover in grassland swards 2C; SM 9 & MEU

Measure 2: Grassland and Soil Management Plan

Instruction on this Measure must cover:

- Identification and consideration of vulnerable soils and grasslands
- Grazing and conservation management of grassland with particular emphasis on sensitive areas
- Natura 2000 and designated grazing
- Outwintering of livestock: consideration and limitations
- Stocking intensity

Relevant Biodiversity Options, Mandatory Environmental Undertaking & Supplementary Measures.

- Traditional Hay Meadows 2A,
- Species Rich Grassland 2B
- Control of Invasive Species 2E
- Traditional Sustainable Grazing SM 8
- Mixed Grazing - SM 10
- Use of clover in grassland swards 2C; SM 9, MEU

Measure 3: Protect and Maintain Watercourses, Waterbodies and Wells

Instruction on this Measure must cover:

- Basic requirements under Cross Compliance with emphasis on relevant GAEC & SMR requirements
- Requirements for fencing of watercourses and wells
- Buffer margin requirements
- Maintaining watercourses
- Cattle access

Related Biodiversity Options & Supplementary Measures

- Increased watercourse margin 3A
- Exclude all bovine access 3B
- Use of Planted Buffer Zones 3C
- Riparian Zones SM4
- Lakes and Catchments SM11

Measure 4: Retain Wildlife Habitats

Instruction on this Measure must cover:

- General introduction to habitats on farms
- Basic requirements under Cross Compliance with emphasis on relevant GAEC & SMR requirements
- Minimum Habitat requirement
- Habitat identification
- Habitat retention
- Habitat management
- Conservation of Natura and other Priority Sites

Related Biodiversity Options and Supplementary Measures & MEU

- Natura and Priority Sites SM1
- Creation of New Habitat 4A, MEU
- Broadleaved Tree Planting 4B
- Farm Woodland Establishment 4D, MEU
- Install Bird and Bat Boxes 8A
- LINNET SM5, MEU
- Low Input Cereals 9D, SM 6

Measure 5: Maintain Farm and Field Boundaries

Instruction on this Measure must cover:

- Minimum requirement under the measure
- Maintenance requirements under the plan
- Hedgerow management
- Stone wall repair and maintenance
- Maintenance of gates, stiles and piers

Related Biodiversity Options, MEU.

- Hedgerow Coppicing 5A, MEU
- Hedgerow Laying 5B, MEU
- New Hedgerow Establishment 5C, MEU
- Additional Stonewall Maintenance 5D, MEU

Measure 6: Restricted use of pesticides and fertilisers

Instruction on this Measure must cover:

- Basic requirements under Cross Compliance with emphasis on relevant GAEC & SMR requirements Value of Field Margins
- Protecting watercourses, ponds and rivers from misuse of chemicals
- Correct procedures for applying fertilisers, herbicides and pesticides

Related Biodiversity Options.

- Increased Watercourse Margins 3A
- Nature Corridors 4C
- Increase Arable Margins 9C

Measure 7: Establish Biodiversity Buffer Strips surrounding Features of Historical & Archaeological Interest

Instruction on this Measure must cover:

- Legal requirements: Protection of archaeological monuments under the National Monuments Acts 1930 - 2004.
- Objective of measure
- Identification of features on farm: Record of Monuments and Places
- Sources of guidance in relation to features
- Establishment and Management of Biodiversity Buffer Strip around these features.

Related Biodiversity Options and Supplementary Measure.

- Increase in Archaeological Buffer Margins 7A

Measure 8: Maintain and Improve Visual Appearance of Farm and Farmyard

Instruction on this Measure must cover:

- Importance of visual appearance of farm and farmyard
- Improving the visual appearance of the farmyard
- Removal of unsightly waste
- Disposal of plastics and recycling
- Retaining and maintaining traditional farm buildings
- Use of colours in the farmyard
- Siting of new buildings

Related Biodiversity Options and Supplementary Measures

- Heritage Buildings SM12
- Traditional Irish Orchard 8A; SM2
- Install Bird and Bat Boxes 8B

Measure 9: Tillage Crop production

Instruction on this Measure must cover:

- Tillage crop production under REPS
- Restrictions in Nitrogen fertiliser application on tillage crops & establishment of LINNET to provide for full Nitrogen rates.
- Biomass crops in REPS 4.
- Field margin requirements

Related Biodiversity Options, Supplementary Measure.

- Green Cover Establishment 9A
- Environmental Management of Setaside 9B
- Increase Arable Margins 9C
- Minimum tillage 9E

Measure 11: The maintenance of Farm and Environmental Records

The importance of accurate record keeping, both in reinforcing farm practices promoted by the Scheme and in demonstrating compliance with the Scheme conditions and agri-environmental plan should be explained. Provide detailed explanation on the recording of:

- Monthly livestock inventories
- Purchases of chemical fertilisers
- Imports / exports of organic fertilisers
- Particulars of works stipulated in the farm plan which have been carried out: Biodiversity Options, Mandatory Environmental Undertakings.
- Winter housing dates of livestock
- Land applications of organic and chemical fertilisers
- Supplementary Measures

6. Conservation of Natura 2000 and Other Priority Sites.

Instruction on this measure must cover:

- Natura 2000 sites: Implications and legal requirement under Cross Compliance, EU Directives, Notifiable Actions
- Classification of Natura sites: SPA & SAC etc., definition and designation process by National Parks and Wildlife Service.
- Other Priority Sites: NHA, Non SPA/SAC Commonages
- Commonage Framework Plans (CFP): Integration of CFP into REPS plans
- Management Plans for non commonage Natura and other Priority Sites

Related Supplementary Measure

- Wild Bird Habitat SM 1

7. Other Supplementary Measures

- Conservation of Animal Genetic Resources SM3

8. Organics

Provide a general introduction to Organic farming including the following:

- Benefits to the environment
- Benefits for animal welfare.
- Organic Farming and REPS
- Application procedure and certification
- Grants
- Outline of additional training: 5-hour Modules.

9. Additional 5-hour Modules

Provide information on scope and availability of 5 hour Modules.

Syllabus for 5-hour REPS 4 Modules

The Objectives of the 5-hour Modules is to give participants a more detailed training in subjects relevant to REPS schemes.

The table below gives subject suggestions, including related Options and Supplementary Measures. Suggestions for other Modules should be forwarded, with full details, to REPS Training Section, Johnstown Castle.

Course providers may choose to split the time between two subjects or to dedicate the full five hours to one subject (with Department prior approval) All courses , may be given by an approved course provider as set out in paragraph 1.3 of Circular 01/2009 It is strongly recommended that Organics courses include planners with organic expertise as outlined in paragraph 3.1.3, and that Woodland and Forestry Modules include a forester and environmentalist (*As per Native Woodland Scheme*).

Subject Title	Relevant REPS 4 Issues
Grassland and Extensive Grazing	<ul style="list-style-type: none"> ◆ Traditional Hay Meadows 2A, ◆ Species Rich Grassland 2B ◆ Control of Invasive Species 2E ◆ Traditional Sustainable Grazing SM8 ◆ Mixed Grazing - SM 10 ◆ Natura 2000 and designated grazing
Soil and Nutrient Management	<ul style="list-style-type: none"> ◆ Nutrient Management Planning ◆ Use of Trailing Shoe 2D
Tillage	<ul style="list-style-type: none"> ◆ Green Cover Establishment 9A ◆ Environmental Management of Setaside 9B ◆ Minimum tillage 9E
Clover	<ul style="list-style-type: none"> ◆ Use of clover in grassland swards 2C; SM 9, MEU.
Field Margins	<ul style="list-style-type: none"> ◆ Increased Watercourse Margins 3A ◆ Nature Corridors 4C Increase Arable Margins 9C
Natura & Priority Sites	<ul style="list-style-type: none"> ◆ Natura site classification, designation process ◆ Other priority sites: Commonages ◆ Baseline requirements: Notifiable Actions ◆ Commonage Framework Plans: grazing intensity assessment ◆ Integration of CFP into REPS plan ◆ Wild Bird Habitat SM 1 ◆ NPWS Farm Scheme
Wildlife Habitats	<ul style="list-style-type: none"> ◆ Natura and Priority Sites SM1 ◆ Creation of New Habitat 4A, MEU ◆ Broadleaved Tree Planting 4B ◆ Install Bird and Bat Boxes 8B
Woodland and Forestry	<ul style="list-style-type: none"> ◆ Broad Leaved Tree Planting – 4B ◆ Farm Woodland Establishment 4D, MEU ◆ Farm Forestry ◆ FEPS
Field Boundaries	<ul style="list-style-type: none"> ◆ Hedgerows and Stone Walls ◆ Hedgerow Coppicing 5A; MEU ◆ Hedgerow Laying 5B; MEU ◆ New Hedgerow Establishment 5C; MEU

	<ul style="list-style-type: none"> ◆ Additional Stonewall Maintenance 5D; MEU
Crops for Wildlife	<ul style="list-style-type: none"> ◆ LINNET SM5; MEU, High N Tillage ◆ Low Input Cereals 9D; SM6
Heritage Buildings and Archaeology on farms	<ul style="list-style-type: none"> ◆ Heritage Buildings SM12 ◆ Buffer margin around Archaeology Sites ◆ Increase in Archaeological Buffer Margins 7A
Watercourses	<ul style="list-style-type: none"> ◆ Exclude all bovine access 3B ◆ Use of Planted Buffer Zones 3C ◆ Riparian Zones SM4 ◆ Lakes and catchments SM11
Orchards	<ul style="list-style-type: none"> ◆ Traditional Irish Orchards SM2
Rare Breeds	<ul style="list-style-type: none"> ◆ Conservation of Animal Genetic Resources SM3
Organic Farming	<ul style="list-style-type: none"> ◆ Introduction to and Overview of Organic Farming ◆ Regulations/Standards ◆ Conversion Process ◆ Financial Supports ◆ Markets

RURAL ENVIRONMENT PROTECTION SCHEME

Application to hold a REPS 4 Training Course

10-Hour Appreciation Course	<input type="checkbox"/>	5-Hour Module	<input type="checkbox"/>
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Tick appropriate box
Name of Course Planner: _____ Phone No. _____

Address: _____

5-Hour Module (Subject Title(s)): _____

Proposed dates of course _____

Proposed Venue _____

Details of Outdoor Practical Session(s): Name/address: proposed date and time of visit.

Demonstration farm: _____

Other site/event: _____

REPS No. of Demo Farm _____

A detailed agenda, including subjects, contributors and times should accompany this application.

I wish to apply to hold a REPS 4 course as set out above. A list of all the participants, including their REPS numbers where appropriate, will be supplied to the Department on completion of the course.

Signed: _____ Date: _____

This application should be sent to Dept of Agriculture, Fisheries & Food, REPS Section, Johnstown Castle, Co. Wexford. All applications must be received at least 10 working days before the proposed commencement date of the course. All courses must comply with the Departments REPS Circular 01/2009 and the Agri-environmental Specifications for REPS. A copy of this form will be returned to you as confirmation of approval.

For Department use only:

(Date of receipt per date stamp) _____ Course Reference No. _____

Approval to conduct the course detailed above is hereby granted. The course reference number above should be quoted on your payment application (form REPS 10P)

Signed: _____ Date: _____

RURAL ENVIRONMENT PROTECTION SCHEME

Application for Payment for REPS Appreciation Course

Tick appropriate box

10-Hour Appreciation Course		5-Hour Module	
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Name of Course Planner: _____

Address: _____

Planner Code _____

Course reference no: _____

Dates of course: _____

Venue: _____

Demonstration farm: _____

Other Sites/events: _____

REPS no. of Demo Farm _____

I wish to apply for payment in respect of a REPS 4 course as set out above.
A list of the participants, who successfully completed the course, including REPS numbers where appropriate, is set out overleaf and an invoice in respect of the amount due is enclosed. I certify that the above course was held in accordance with the Department's REPS Circular 01/2009 and the Environmental Specifications for REPS.

Signed: _____ Date: _____

This application for payment should be sent to Dept of Agriculture and Food, REPS Section, Johnstown Castle Estate, Co. Wexford.

For Department use only:

(Date of receipt per date stamp) _____ Course Reference no. _____

Course approved for payment.

Comments: _____

SAP Client No: _____ Date To A/c: _____ Date Paid: _____

Signed: _____ Date: _____

RURAL ENVIRONMENT PROTECTION SCHEME

COURSE PARTICIPANTS

Course Reference no: _____

	Name	Address	REPS no.
1			
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**RURAL ENVIRONMENT PROTECTION SCHEME (REPS 2000)
Client Registration for REPS 4 Course**

Important: Any person or agency intending to apply for approval to hold REPS 4 training courses should complete this form.

Please note that payments due will only be made into a bank account and bank account details must be provided. Clients will receive a remittance note from the Department through the post with confirmation of the payment and details of transactions.

This completed form should be sent to Dept of Agriculture, Fisheries & Food, REPS Section, Johnstown Castle Estate, Co. Wexford as soon as possible.

1. Payee Details

(Full company name and address should be supplied – payments will issue to the name and address that you supply)

Course Planner: _____
 Address: _____

 Date of Birth (if individual): _____
 Agency code: _____ Telephone No: _____
 Mobile No: _____ Fax No: _____
 Companies Registration no: _____ Contact Name _____

2. Tax Details

PPSN no: _____ VAT No: _____

Tax Clearance Cert. no: _____ Start date: _____ End date: _____

Please note that if cumulative payments in respect of REPS 4 training courses exceed €6,500 in any one year, a relevant Tax Clearance Certificate must be submitted to the Department.

3. Bank Account Details.

Bank Account Name: _____

Bank Account Number: |_|_|_|_|_|_|_|_|_|_| **Sort Code:** |_|_|_|_|_|_|_|_|

Name of Bank: _____

Address of Bank: _____

Signed: _____ **Position in Company (if applicable) :** _____
Authorised Signatory

Phone No: _____ **Date:** _____

Signed: _____ **Date:** _____