



**Terms and Conditions
of**

GLAS TRAINING SCHEME

GREEN, LOW-CARBON AGRI-ENVIRONMENT SCHEME

Introduced by the

MINISTER FOR AGRICULTURE, FOOD AND THE MARINE

In implementation of

**Council Regulation (EU) No 1305/2013 and Commission Regulations (EU) No 807/2014, 808/2014
and 640/2014**

Revised Edition - 20th November, 2017

GLAS training payments will be co-funded by the National Exchequer and the European
Agricultural Fund for Rural Development (EAFRD) of the European Union under Ireland's Rural
Development Plan 2014-2020

The Department has prepared this document as an aid to ensure that GLAS trainers are aware of the requirements and conditions attaching to the training scheme concerned and to assist in training farmers in environmental practices and standards for the GLAS scheme. All applications must be submitted by a GLAS advisor and, in authorising such, the applicant also accepts that he/she is familiar with the Terms and Conditions outlined in this document and will comply fully with them. If applicants have any queries in relation to their application please telephone Lo call 0761 064451 or contact glas@agriculture.gov.ie.

In the event that there are any changes to these Terms and Conditions they will be publicised immediately on the Department's website.

IMPORTANT: THIS BOOKLET HAS BEEN PREPARED AS AN AID TO GLAS TRAINERS, BUT THE GOVERNING EU REGULATIONS FORM THE DEFINITIVE BASIS FOR THE ADMINISTRATION OF THE SCHEME IN QUESTION, PARTICULARLY WITH REGARD TO ELIGIBILITY AND, WHEN NECESSARY, ANY PENALTIES THAT MAY BE APPLIED.

1. General Outline and Legal Basis

- a) These are the administrative provisions for the implementation of the GLAS Training Scheme drawn up in accordance with Regulation (EU) No 1305/2013 of the European Parliament and of the Council of 17 December 2013.
- b) This document constitutes the framework for the application of the detailed rules contained in Commission Regulations (EC) Number(s) 807 and 808 of 2014
- c) These Terms and Conditions only apply to applications for training events submitted under the GLAS Training scheme.

2. General Provisions

- a) The GLAS Training Scheme shall be administered by the Department of Agriculture, Food and the Marine (DAFM) and is delivered by a network of approved GLAS Trainers
- b) The scheme is jointly funded by the European Union and the National Exchequer under Rural Development Programme 2014-2020.

3. Definitions

For the purpose of the Scheme:

- a) 'Trainer' shall mean a person who has been approved to facilitate GLAS training for GLAS participants and is recorded on the register of GLAS Trainers .
- b) 'Beneficiary' shall mean registered GLAS Approved Trainer
- c) 'Agency' Each GLAS Trainer must be linked to an Agency, to whom payment will be made.
- d) 'Participant' A GLAS participant who is scheduled to attend a GLAS Training course.
- e) 'Attendee' A participant whose attendance at a GLAS Training course has been confirmed and verified.
- f) 'Department' shall mean the Department of Agriculture, Food and the Marine, except where stated otherwise.
- g) 'Minister' shall mean the Minister for Agriculture, Food and the Marine.
- h) 'GLAS' shall mean the Green, Low-Carbon, Agri-Environment Scheme approved by the European Commission as a measure included in Ireland's Rural Development Programme 2014 – 2020
- i) 'Eligibility' shall mean elements essential to allow a GLAS Training contract to take place, the disrespect of which will nullify any entitlement to payment by the beneficiary for the training event.

4. Description of Scheme

- a) The GLAS Scheme requires all participants to attend a single compulsory GLAS Training course.
- b) The training will be facilitated by approved GLAS Trainers, the administration of which will be delivered via an online system and will involve a process of creating training sessions, recording attendance and making payments.
- c) The Department reserves the right to add or revoke the approval of a GLAS Trainer.

5. Objectives of Schemes

The objectives of the Schemes are:

- a) To train GLAS farmers in environmental practices and standards,
- b) To enhance delivery of GLAS commitments in accordance with Department specification.

6. Information Security

- a) Information and data captured and held on the GCPS database in respect of the GLAS Training Scheme will be protected from unauthorised access by adopting the usage of the Departments ISO 27001 policies.
- b) In particular data will be protected by using the generic Single Sign-On System to provide the authentication for anyone wishing to access GLAS Training Scheme on-line system. The GLAS Training User Access Management Policy defines the roles and relevant levels of access to the system.

7. Trainer Eligibility

To be eligible to participate:

- a) Trainer must be an approved GLAS Advisor AND be registered with the Department as an approved GLAS Trainer.
- b) All registered Trainers must be linked to an Agency for payment purposes.
- c) Be the holder of an active AGT number issued by the Department with Approved GLAS Trainer status.
- d) Must have a current Professional Indemnity Insurance policy.

8. Core Requirement

- a) GLAS Training Courses must be delivered by a GLAS approved Trainer registered with the Department.
- b) The Trainer must create a training event on the GLAS online training system.
- c) The training event must be created at least 5 working days before the planned date of the training event.
- d) Each training event must comprise of two training sessions on the day of delivery.
- e) The course must be 6 hours duration and must be delivered between the hours of 10.00 – 17.00 on any day during the week except on Sunday, Bank Holidays or Public Holidays.
- f) At least one of the sessions, either morning or afternoon must be delivered on a host farm. If attendees have priority GLAS actions, where possible these should be viewed and discussed on the host farm. The Trainer may choose to deliver both training sessions on host farm. The host farm cannot be owned, farmed or managed by the GLAS Trainer.
- g) Where any of the participants are in a commonage management plan, an approved Commonage advisor must deliver this module of training.
- h) The Trainer must explain and outline the GLAS specification for GLAS actions being delivered by the attendees on the course and must include what participants must do to be in compliance with the GLAS specification for the relevant measure(s). Where required, relevant experts can assist in the training.
- i) The maximum number of valid attendees that will be paid per GLAS training event is 25.
- j) The Training Attendance sheets must be signed by each attendee at the commencement of the training course and at the end of the course
- k) Every GLAS contract must be trained.
- l) All GLAS training courses must be designed to provide:
 - An introduction to the GLAS scheme, its regulatory basis, the objectives of the scheme and funding.
 - Information on GLAS actions covering areas such as:-
 - nutrient management planning,
 - farming practices,
 - record keeping,
 - delivery timelines etc.
 - Information on controls, inspections and sanctions.
 - Education on the consequences of agricultural pollution and its avoidance (including reference to climate change awareness, mitigation of and adaptation to climate change and Ireland's commitments under the Water Framework Directive and findings of the Teagasc Agricultural Catchments Programme).

- An appreciation of the importance and preservation of Natura 2000 sites and important bird habitats, wildlife habitats, etc.
- Information on invasive species.
- Campaign for Responsible Rodenticide Use.
- Information on the importance of farm safety.

9. Application Procedure

- a) All applications must be made via the Department's GLAS online Training system in accordance with these Terms and Conditions.
- b) Access to screens and controls will be as per GLAS Training User Access Management Policy.
- c) Only the trainer who created the application will be able to view the application.
- d) The Trainer will create an application, this will indicate the location and time of the training, herd numbers of participants and herd number(s) of host farm(s) for the outside session(s), declarations will need to be confirmed. Application details will include ownership of application. This will allow the agent who is creating the application to select an associated agency as the owner. Alternative contact details can be entered.
- e) Each participant shall be added by entering the appropriate business ID (Herd Number that the participant's GLAS Application was made on. A maximum of 25 participants are allowed. A participant may not be added to more than one GLAS Training Application.
- f) The actions to be covered in the course will be selected on the online system.
- g) Participants can be added or removed up to 24 hours before the start time of the morning training session.
- h) Two training sessions must be created on each application. The training sessions must be confirmed 3 working days before the start of the course. Both training sessions must be on the same day. A Trainer may not have more than two training sessions on the same date. Changes to the participants can be made up to 24 hours before the course commences.
- i) A Trainer will be able to cancel both training sessions up to 5pm on the last working day before the start time of the morning session.
- j) In emergency circumstances the trainer may notify the Department of the circumstances and seek advice.
- k) After the training event has been created and before it has taken place, the Trainer will be able to download two Attendance Sheets, one for the morning session and one for the afternoon, which has the approved participants for this course and their herd numbers pre-printed on the attendance sheet, that will be used on the day of the training event.
- l) After the training event has taken place, the Trainer will make a declaration, which will be his/her payment claim, on the training portal that the training event was delivered and will tick which of the approved participants for that event attended and upload attendance forms for those who have attended. The attendance records submitted will be validated by DAFM administration staff.
- m) After the training event the Trainer has 10 working days to upload the attendance sheet to the system and confirm the attendance of the participants on the screen.
- n) Where a recorded attendance is not validated by the Department, the attendee in question will be deemed not to have attended and his/her obligation to attend GLAS training will be deemed not to have been fulfilled for the purposes of the GLAS scheme. No payment will issue to the beneficiary (GLAS Trainer) in respect of non validated attendees and no claim shall lie against the Department in respect of same by the purported attendee.

10. Participant responsibilities

- a) Participants must be in GLAS.
- b) All participants must attend compulsory GLAS Training, by the end of the 2nd full calendar year (31 December, 2017 for GLAS 1 and 2, and 31st December 2018 for GLAS 3).
- c) GLAS participants must attend both the morning and afternoon sessions on the same day to receive credit for their GLAS training i.e. participants cannot attend the morning session one

- day and the afternoon session on a different day (if joint applicants/partnership/companies, the Herd/Partnership/Company will qualify for **one payment** only).
- d) The GLAS participant will only be reimbursed for 1 training course over the lifetime of the GLAS contract. Reimbursement for validated attendances shall be at the rate of €158 per participant and will be paid to the GLAS approved Trainer who must distribute the monies to the attendees.
 - e) The training must be attended by the GLAS participant themselves. In exceptional circumstances, the GLAS Section in Johnstown Castle may allow a nominee to attend in their place. This approval can only take place in advance of the intended nominee attending training course (– see nominee request form on www.agriculture.gov.ie).
 - f) Where a nominee is approved by DAFM to attend, they must sign the attendance sheet in their own name, **not the GLAS participant's name** and must list the herd number of the actual GLAS contract.
 - g) Where a nominee is also a GLAS participant themselves, they will be required to attend a course as a nominee and a separate course as a participant themselves.

11. Payments

- a) In accordance with EU Regulation 1305/2013 the GLAS trainer is the payment beneficiary under the GLAS Training Scheme
- b) The GLAS trainer is responsible for reimbursing the participant in respect of the GLAS Training Course.
- c) Reimbursement per attendee shall be in the amount of €158
- d) The GLAS trainer payment shall be €80 per DAFM validated attendee
- e) The onus is on the Trainer to provide proof that a participant has attended an approved training event
- f) The Trainer must complete the online tick box in respect of each participant
- g) Both attendance sheets must be uploaded on the online system within 10 working days of the completion of the training course.
- h) Information submitted by the GLAS Trainer will be verified by the Department
- i) Only verified attendances will be included in payment calculations
- j) Where attendance is not verified by DAFM the participant shall be deemed not to have met his/her mandatory training requirement under the GLAS scheme
- k) The Department will inspect a percentage of GLAS training courses to ensure training is being delivered appropriately.
- l) No payment shall be made in favour of beneficiaries for whom it is established by the Department that they artificially created the conditions required for obtaining such payments.

12. Sanctions

- a) Failure to comply with these Terms and Conditions will result in an appropriate penalty/sanction.
- b) Penalties will apply to certain specific breaches of the Schemes and are set out in appendix 1
- c) Penalties may also apply resulting from administrative checks.
- d) The Department shall not be responsible where a participant does not qualify for payment due to the GLAS Trainer, participant or nominee not adhering to the Terms & Conditions of the GLAS Training Scheme. The onus is on the facilitator, participant and nominee to be aware of and adhere to the Terms and Conditions of the GLAS Training Scheme.

13. Reviews

- a) In cases where penalties are applied, beneficiaries will have 20 working days after formal notification in which to request a review of that decision, to the Department and give reasons why any penalty imposed should not be applied. The beneficiary will be informed in writing of the outcome of the Review.

14. Right of Entry

- a) The Minister reserves the right to carry out inspections of training events and enter any land or premises used for the delivery of such training

15. Responsibility of GLAS Trainer

- a) It shall be the responsibility of the GLAS Trainer to familiarise him/herself with the Scheme Terms and Conditions and any amendments thereof and with the consequences for breaches of the Scheme.
- b) To discharge his/her obligations to provide the necessary training in a professional manner
- c) To keep all necessary records for the proper validation of course attendees and to indemnify the Minister against any claim arising out of the negligence of the beneficiary in delivering the training or processing of payments and recompensing of attendees.
- d) The obtaining of aid or the attempt to obtain aid under any or all of the Schemes by fraudulent means by the applicant or others acting alone or together may, in addition to any scheme penalty, render such persons liable to prosecution.

16. Review of Financial Aids

- a) The Minister reserves the right to restrict the availability of the Schemes and to vary, where occasion so demands, the amount of financial aid wherever specified in the Schemes subject at all times to the provisions of any relevant European Union legislation.

17. Conditions of payment

- a) Every payment under the Scheme shall be subject to conditions laid down by the Minister, which must be complied with in full by the Beneficiary.

18. Tax Clearance Requirement

- a) Payment of financial aid as provided for in this Scheme is subject to the condition that a tax clearance certificate from the Revenue Commissioners be furnished before a payment can be issued.

19. Information and Data Protection

- a) In accordance with the provisions of Council Regulation (EC) No 1306/2013, the Department of Agriculture, Food and the Marine may be required to publish on a website, details of the names, addresses and amounts received by beneficiaries of funds deriving from the European Agricultural Guarantee Fund (EAGF) and the European Agricultural Fund for Rural Development (EAFRD). The rights of data subjects and how they may be exercised, in this respect, are laid down in the Data Protection Acts, 1988 and 2003. The data therein may be processed by auditing and investigating bodies of the Communities and the Member States for the purposes of safeguarding the Community's financial interests. The data therein cannot be used for direct marketing or other purposes and this will be made clear on the website. You should also be aware that all the information supplied on your application form and in any supporting documentation shall be made available to any other Department or Agency or Local Authority for the purpose of audits, cross-compliance controls and all Rural Development measures, and, as appropriate, in accordance with the requirements under the Freedom of Information Act.

20. Further Conditions

- a) The Minister may at any time lay down further conditions under these Schemes.
- b) The Minister reserves the right to review and, if necessary, to terminate participation in the Schemes and to seek re-imburement of aid paid, including any non-productive capital investment payment, where no improvement to the environment is evident.
- c) The Minister reserves the right to alter from time to time the procedures to be followed in the operation of the Schemes.

21. Indemnity

- a) The GLAS trainer shall indemnify the Minister for and in respect of all and any claims arising directly as a result of negligence, breach of contract, breach of duty, insolvency, recklessness, bad faith, wilful default or fraud by the trainer. The Minister shall not be liable for any injury, loss or damage to participants, nominees, trainers or any third party arising out of participation in this programme.

22. Confidentiality

- a) The GLAS trainer undertakes to treat all information as confidential and to comply with all directions of DAFM with regard to the use and application of all and any Confidential Information

23. Interpretation

- a) The Department may expand upon, explain, interpret or define the meaning of any aspect of the Terms or Conditions of the Schemes.

Appendix 1

Penalties

Meeting attendance must be recorded and the meeting attendance sheets must be uploaded within 10 working days, failure to do so will result in a late penalty of 1% per day, per course for each working day late up to a maximum of 10 days.

Type of Breach	Action Taken
Minor Breach Trainer – Yellow Card	<ul style="list-style-type: none">• A yellow card warning will be issued on the first inspection.• If these issues are not rectified on a subsequent inspection or further and additional non-compliances arise on the second inspection, this will be deemed a serious breach and the trainer will need to attend further training. <p>For example:</p> <ul style="list-style-type: none">• Signature discrepancies on an inspected course.• Signature discrepancies found during administrative checks.• Course being delivered is not appropriate to the standard required by DAFM.• Standard of the course needs to improve
Attendee – Yellow Card	<ul style="list-style-type: none">• A Yellow Card warning will be issued to an attendee. If issued, the attendee will have to attend another GLAS Training Course in full. <p>For Example:</p> <ul style="list-style-type: none">• Late attendance• Significant absence during the course – frequently answering phone calls.• Early departure from course.

Serious Breach - Red Card

- A Red Card will result in non-payment.
- The trainer will not be allowed host another training event until the Trainer attends further training.

For Example:

- Course not delivered.
- Course deemed to be ineffective