



Focus on Forestry First

KNOWLEDGE TRANSFER

Scheme rules

2019 - 2021



KNOWLEDGE TRANSFER CONTENTS

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Section A - Introduction

This guidance is for those working in the trees and timber sector in Wales, who intend to apply for a place(s) on a knowledge transfer training event. Or for trees and timber businesses in Wales that would like to run entire events and receive funding through the Forestry Focused Future, Knowledge Transfer Scheme. The details contained within this booklet are not exhaustive and may be updated.

The purpose of Forestry Focused Future (FFF) is to:

- Increasing the productivity, diversity and efficiency of the trees and timber sector, improving their competitiveness and resilience, reducing their reliance on subsidies;
- Improving the environment, encouraging sustainable land management practices, the sustainable management of our natural resources and climate action;
- Promoting strong, sustainable rural economic growth and encourage community-led action development.

Knowledge Transfer (KT) – aims to raise the background knowledge and understanding of the trees and timber sector. This is through the organisation of knowledge transfer events to maintain current abilities and increase the knowledge and learning within the trees and timber sector.

- Booking fees will be charged so that there are no non-business supplies and problems with VAT.
- The booking fee will not act as a barrier to attendance.
- There will be a record of KT events and attendance.
- FFF management will investigate running campaigns of Knowledge Transfer events to address issues relevant at the time.

Overall programme aim is to maximise productivity, efficiency and profitability through developing industry competent staff.

This scheme also supports the commitment of woodland set out in the Welsh Government's woodland strategy, Woodland for Wales.

Forestry Focused Future is jointly funded by the Welsh Government and the European Commission as part of the Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020.

Forestry Focused Future is governed by the Rural Development Programmes (Wales) Regulations 2014 SI No. 3222 (W. 327) which applies to the Rural Development Programmes, Council Regulations (EU) No. 1305/2013, 1303/2013 and (EU) No. 1306/2013, Commission Regulation (EU) No. 808/2014 and (EU) No. 809/2014 and Commission Delegated Regulation (EU) 640/2014 and 807/2014 (all as amended from time to time). Copies of the regulations are available online via www.gov.wales or hard copies can be requested from the Rural Payments Wales Customer Contact Centre.

Focus on Forestry First Ltd

This is the not for profit company that delivers the Forestry Focused Future Scheme on behalf of Welsh Government.

State Aid

- Grants provided under this scheme are aid which fall within the scope of the State Aid frameworks because Articles 107, 108 and 109 Treaty for the Functioning of the European Union (TFEU) apply to support given for rural development under the Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020 (ref: SA 43466).
- From 01 July 2016 the State Aid Transparency requirements set out in article 9 of Commission Regulation (EU) No 702/2014 of 25 June 2014 declaring certain categories of aid in the agricultural and forestry sectors and in rural areas compatible with the internal market in application of Articles 107 and 108 of the Treaty on the Functioning of the European Union require any individual awards of aid above a 500,000euro threshold (for Agriculture) to be reported directly to the European Commission on a 6 monthly basis. The information will be published via the Welsh Government and European Commission Transparency Website.
- Grant provided under the following options in this scheme is compliant aid because it respects the conditions set out in Article 32, 33 and 35 of Commission Regulation (EU) No 702/2014 (Agriculture Block Exemption Regulation).

Section B – Eligibility

To be eligible for the Knowledge Transfer Scheme you must:

- have a residential or business address within Wales.
- be a public or private business including self-employed, part of a municipality or an association working in the trees and timber sector in Wales.

Section C – Knowledge Transfer Scheme

Supported Events

Supported events can be organised following three different approaches:

1. Events may be organised and administered by FFF Ltd with places booked and paid for individually.
 2. Events may be organised in partnership with a third party and administered by FFF Ltd, but they must still meet the criteria set out below.
 3. Events may be organised and administered by a third party, but they must still meet the criteria set out below.
- All supported events must be run in Wales targeting mainly Welsh participants that are eligible for support, (see above.)
 - Any unfilled places may be filled by participants outside Wales. These will be charged at full price.
 - Supported events organised and administered by a third party must make their event available to others eligible for support if there are spare places. FFF Ltd can advertise these.
 - Supported events organised and administered by a third party where it may be of benefit to the wider sector in Wales must make their event available to FFF Ltd. So that the event can be organised by FFF Ltd or a different third party for others eligible for support and the benefit of the trees and timber sector in Wales
 - Events must meet the requirements for Knowledge Transfer scheme as part of Forestry Focused Future. In summary it must aim to raise the background knowledge and understanding of the workforce in Wales. This is through the organisation of events to maintain current abilities and increase the knowledge and learning within the trees and timber sector.
 - Knowledge Transfer events are where participants are provided with knowledge to help them perform their work but not learning a new skill. Events where they learn a skill to achieve an agreed level of achievement through hands on learning are not eligible under Knowledge Transfer but will be under the Skills Development Scheme. Also run by Forestry Focused Future Ltd.

Level of support and the charges

Charges will depend on how the supported event has been organised.

- For events organised and administered by FFF Ltd with places booked and paid for online, all participants must pay a booking fee of:
 - £10.00 for half day events.
 - £20.00 for a full day or longer events.
- For events organised in partnership with a third party and administered by FFF Ltd and paid online, all participants must pay a booking fee of:
 - £10.00 for half day events.
 - £20.00 for a full day or longer events.

- For events fully organised and administered by a third party, the third party will pay FFF Ltd the following:

Either

Per participants with a booking fee of:

- £10.00 for half day events.
- £20.00 for a full day or longer events.

Or

- £100.00 for half day events
- £200.00 for full day or longer events

For the applicant to decide

A minimum number of 6 applicants per event or minimum booking fee of £120.

- All payments must be in advance of the event.
- If catering is provided there will be an individual charge for this. This will vary according to the event.
- There will be no charge for the Knowledge Transfer event.
- For participants that do not meet the eligibility criteria then they will be charged in full. This will only be for those places not filled by eligible customers. These spare places will be advertised as part of the event information by FFF Ltd.

Information we require before the Knowledge Transfer Event

Details of all the event, including Objectives, Syllabus and Programme must be agreed before the event is advertised, and bookings taken. Venue and start finish date(s) and times must be supplied.

All costs agreed before the event confirmed.

Details of the participants must be collected and recorded before the event starts.

These details are:

- Full name
- Address
- Email
- Telephone number
- Company name and address.
- Event Title
- Date and location

For events that are administered by FFF Ltd there will be a booking form that will set out the required information.

All payments for the event including the registration and catering fees must be paid by the participants or the third party in full before the event. If not they are not eligible to attend or the event will not receive funding.

If the whole event is being coordinated by a third party then the above details and payments must still be collected and sent to FFF Ltd before the event.

Section D – How to Apply

Application for a Place on a Forestry Focused Future Organised Event

Information on apply for a place on these events will be provided as part of the advertisement of the event by Forestry Focused Future. This will contain details on how to book, any specific requirements for the event, contact details and costs.

Booking will be via the Forestry Focused Future online booking system on the website. You will normally be expected to supply the following details:

- Full name
- Address
- Email
- Telephone number
- Company name and address.

If you have a query then please contact us on info@focusonforestryfirst.co.uk or 0808 178 2757.

Application for a Place on a Partnership Event

Information on apply for a place on these events will be provided as part of the advertisement of the event by Forestry Focused Future. This will contain details on how to book, any specific requirements for the event, contact details and costs.

Booking will be via the Forestry Focused Future online booking system on the website. You will normally be expected to supply the following details:

- Full name
- Address
- Email
- Telephone number
- Company name and address.

If you have a query then please contact us on info@focusonforestryfirst.co.uk or 0808 178 2757.

Application for a Place on an Event not run by Forestry Focused Future

Information on apply for a place on these events will be provided as part of the advertisement of the event by the event organiser. (There may also be details on the Forestry Focused Future website.). This will contain details on how to book, any specific requirements for the event, contact details and costs.

Booking will be with the third party. You will normally be expected to supply the following details

- Full name
- Address
- Email
- Telephone number
- Company name and address.

If you have a query then please contact us on info@focusonforestryfirst.co.uk or 0808 178 2757.

Payment

- The booking fee for a place on an agreed event organised and administered by FFF Ltd, or an event organised in partnership with a third party and administered by FFF Ltd, will be made through the online system on the FFF Website.
- The amount will be set out in the advertisement for the event
- Payment must be made before the event commences or your place on the event will not be confirmed.
- In the case of the agreed event being organised and administered by a third party, the booking fee and administrative arrangements are a matter for the third party.
- The third party must pay the agreed amount to FFF Ltd before the event is held, or they will not receive support under Knowledge Transfer.

Legislation Changes (Including Changes in Interpretation)

European Regulations may change from time to time and you will be required to abide by any changes imposed following notification from the Welsh Government.

Changes to Scheme Rules

We may need to make changes to your contract including payment rates. For example, we may need to scheme rules to take account of any changes within the Welsh Government Rural Communities – Rural Development Programme for 2014-2020 or revise payment rates. We will publicise changes in Gwlad, on the Welsh Government website (www.gov.wales) and will notify you were necessary.

Complaints Procedure

Complaints will be dealt with under the Focus on Forestry First Ltd Complaints and Appeals Policy and Procedure. For a copy or for further advice on how to make a complaint please contact Focus on Forestry First Ltd, details in Section F.

In addition, you may also choose to contact: Public Services Ombudsman for Wales,

1 Ffordd y Hen Gae,
Pencoed,
CF35 5LJ

Website: www.ico.org.uk

Section E – General Data Protection Regulation: Privacy Notice

This notice informs you about Focus on Forestry First Ltd use of the information used in connection with your application for aid under the Welsh Government's Rural Communities – Rural Development Programme for Wales 2014 – 2020 schemes. It also explains the Welsh Government's processing and use of your personal data and your rights under the General Data Protection Regulation.

The data controller for the information submitted as part of your application is Focus on Forestry First Ltd, 37, Hospital Road, Builth Wells, Powys LD2 3HE.

The data protection officer for the same information is the Data Protection Officer, Focus on Forestry First Ltd, 37, Hospital Road, Builth Wells, Powys LD2 3HE.

Email: info@focusonforestryfirst.co.uk

The information will be processed and managed by Focus on Forestry First Ltd in accordance with its obligations and duties under the following European Regulations:

- Council Regulation (EU) No 1303/2013
- Council Regulation (EU) No 1305/2013
- Council Regulation (EU) No 1306/2013
- Commission Regulation (EU) No 640/2014
- Commission Regulation (EU) No 807/2014
- Commission Regulation (EU) No 808/2014
- Commission Regulation (EU) No 809/2014
- General Data Protection Regulation (EU) No 679/2016

The information will primarily be used for the purposes of processing and determining applications for financial support. However, Focus on Forestry First Ltd may also make use of the information supplied for other purposes, which will include those connected with its functions and duties under the Common Agricultural Policy of the European Community and with its statutory environmental obligations.

Focus on Forestry First Ltd does not collect any special category data.

Your information will be stored in accordance with the Commission Implementing Regulation (EU) No 908/2014, "Conservation of Accounting Information".

Reasons for sharing personal data

EU legislation requires checking of scheme eligibility, and to conduct these checks Welsh Government may share information with:

- Natural Resources Wales
- Animal and Plant Health Agency
- Veterinary Medicine Directorate
- Welsh Local Authorities
- Food Standards Agency Wales
- DEFRA
- Other UK Government Agriculture Offices.
- Regulatory authorities, such as HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police.

The information may be used for the following:

- compilation of reports of aggregated data and/or summary statistics to be made publicly available
- informing decisions relating to policy changes and funding including research studies conducted on behalf of the Welsh Government to inform Monitoring and Evaluation of Rural Development Schemes
- protecting applicant's interest in land conservation and issues that may arise due to funding queries
- allowing partner organisations to fulfil their legal duties
- shared with fraud prevention agencies who will use it to prevent fraud and money- laundering and to verify your identity
- publication of certain information and responding to requests for information.

The Publication and Disclosure of Information

Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests Focus on Forestry First Ltd may be required to release information, including your personal information.

Rights under the General Data Protection Regulation (GDPR)

The GDPR gives individuals rights in respect of the personal data held on them. These rights include:

- the right to be informed (this notice)
- the right to ask for and receive copies of the personal data that the Welsh Government holds about them, although the Welsh Government can sometimes withhold some data or not provide copies
- the right, in some circumstances, to prevent or restrict the Welsh Government processing personal data
- the right, in some circumstances, to have wrong data rectified
- the right, in some circumstances, to have data erased (to be forgotten).

If you wish to exercise any of your rights under the GDPR, you should contact the Focus on Forestry First Ltd at the address provided at the beginning of this notice.

Individuals also have the right to ask the Information Commissioner, who enforces and oversees the GDPR, to assess whether or not the processing of their personal data is likely to comply with the GDPR. The Information Commissioner can be contacted at:

Information Commissioner's Office,
Wycliffe House
Water Lane,
Wilmslow Cheshire SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Section F – Contact Details

Welsh Government's website: www.wales.gov.uk/environmentandcountryside and bi-monthly Gwlad magazine contain key information.

Contact details are as follows:



Focus on Forestry First

37 Hospital Road,
Builth Wells, Powys, LD2 3HE

Tel: 0808 178 2757

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