

Farm Innovation Visits Scheme

Guidance Note and

Terms & Conditions of Scheme Participation

Innovative Systems for Finishing Cattle from the Suckler Herd

Wednesday 13th February 2019 – Thursday 14th February 2019

Applications close on Friday 18 January at 4pm

Version 1.0



Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk



'The European Agricultural Fund
for Rural Development: Europe
investing in rural areas'.

Table of Contents

No.	Subject
Glossary	Abbreviations and Definitions
1.	Forward
2.	Purpose
3.	Background
4.	Scope
5.	Main features of scheme
6.	Eligible Financial Assistance
7.	Eligibility
8.	Selection Criteria
9.	Making the Application
10.	Assessing the Application
11.	Appeals Process
12.	Conflict of Interest
13.	Relevant Criminal Convictions
14.	Monitoring and Evaluation
15.	Bringing the scheme into disrepute
16.	Termination and Suspension
17.	Cancellation of Visits
18.	General
19.	Publicity
20.	Intellectual Property
21.	Biosecurity Management
22.	Health and Safety
23.	Claims for Additional Financial Assistance
24.	Repayment of Financial Assistance
25.	Payments
26.	Insurance & Indemnity
27.	Animal / Plant Health Restrictions
28.	Social Media
29.	Dissemination
30.	Withdrawal from scheme
31.	Grievances
32.	Equality and Diversity Policy
33.	Sharing of Information, Data Protection and Freedom of Information

Glossary of Abbreviations / Definitions

Managing Authority	The Special European Union Programmes Body (SEUPB) is the Managing Authority for the NI Rural Development Programme 20072013
Regulation (EU) No 1305/2013	Regulation (EU) No 1305/2013 of the European Parliament and of the Council of 17 December 2013 on support for rural development by the European Agricultural Fund for Rural Development (EAFRD) and repealing Council Regulation (EC) No 1698/2005
Regulation (EU) No 808/2014	Commission Implementing Regulation (EU) No 808/2014 of 17 July 2014 laying down rules for the application of Regulation (EU) No 1305/2013 of the European Parliament and of the Council on support for rural development by the European Agricultural Fund for Rural Development (EAFRD)
EAFRD	The European Agricultural Fund for Rural Development.
The Department	The Department of Agriculture, Environment and Rural Affairs (DAERA)
CAFRE	College of Agriculture, Food and Rural Enterprise
FIV	Farm Innovation Visits Scheme
Participant	The individual (successful applicant) taking part in a study visit package.
Applicant	The individual making the application pursuant to the Farm Innovation Visits Scheme.
FIV Scheme Manager	The individual appointed by CAFRE to manage the FIV Scheme on its behalf.
Facilitator	Each visit group will be allocated a facilitator. The facilitators will normally be advisers employed by CAFRE. Their role will include preparatory work in relation to the visit, directing the group during the visit and coordinating outputs post visit.

1.0 Foreword

- 1.1 The Rural Development Programme 2014 - 2020 commits to fostering knowledge transfer and innovation in agriculture, forestry and rural areas, and to improve the exchange of information between researchers and the agri-food sector and between European Union (EU) Member States.
- 1.2 The Department of Agriculture, Environment and Rural Affairs (DAERA) in developing the Farm Business Improvement Scheme approved a suite of sub-schemes intended to improve farmers' skills knowledge and technical advancement. The Farm Innovation Visits Scheme (FIV) is a sub-scheme within the Farm Business Improvement Scheme (FBIS).
- 1.3 Financial support for the delivery of the schemes has been provided by the Department and through the European Agricultural Fund for Rural Development (EAFRD).
- 1.4 The EU regulatory framework for supporting rural development during this period is Regulation (EU) No 1305/2013. Within this regulation FIVs is part of:
 - M01 - Knowledge transfer and information actions
 - Sub-measure 1.3 – Support for short-term farm and forest management exchange as well as farm and forest visits
- 1.5 The College of Agriculture Food and Rural Enterprise (CAFRE) has been appointed the Delivery Agent for this scheme. CAFRE is an integral part of DAERA.
- 1.6 CAFRE has a lead responsibility for delivery and ensuring the adoption of new technologies (innovation) to improve farm and food business performance in Northern Ireland. It provides a link between research outcomes and the transfer of the knowledge and technology to users within the industry.
- 1.7 The FIV will sit within CAFRE's Knowledge and Technology Transfer programme where the College investigates, develops and demonstrates new technologies which have been proven through research and development. The main objectives scheme are;
 - to increase the opportunity for farmers to visit farms in Great Britain or elsewhere within the EU in order to learn personally and practically from another farmer;
 - to encourage farmers to apply knowledge gained from these visits to improve their farming business; and
 - to prompt farmers to share the knowledge gained from these visits with their peers.

2.0 Purpose

- 2.1 This document explains the purpose of the FIV, its terms and conditions and how you can apply. The Applicant and Farm Business Owner are advised to **read the terms and conditions carefully** before signing the application as acceptance of these terms and conditions forms a legally binding contract. If you are in doubt regarding the terms and conditions, you should discuss the matter with your legal representative.
- 2.2 The contract is between CAFRE (Delivery Agent), the Applicant and the Farm Business Owner. This document states the type of assistance which is available and the conditions which must be met by the Applicant and Farm Business in order to qualify.
- 2.3 Failure to adhere to the terms and conditions set out in this document may result in the Applicant and the Farm Business being removed from the scheme and any future schemes.
- 2.4 The terms and conditions may be revised by CAFRE in the event of changes to EU/DAERA requirements. CAFRE will inform you of the proposed changes in advance and you will be offered the opportunity to accept the changes or to withdraw from the FIV.
- 2.5 Participants (successful Applicants) in the FIV will be members and employees of a farm business with a valid business identification number.

3.0 Background

- 3.1 The FIV will seek to identify innovative farming techniques and technologies currently in use at EU level and arrange for our most innovative farmers to visit and assess first-hand, their suitability for use in the Northern Ireland context. In turn these innovative farmers will review the technology and, should it prove beneficial, disseminate their findings throughout Northern Ireland.
- 3.2 CAFRE have overall responsibility for designing the visit packages, promoting the scheme to the industry and monitoring performance.
- 3.3 It has been agreed that while the opportunity to see innovative practices outside of Northern Ireland should be available to the whole industry, selection criteria should be used to ensure those businesses and people which would benefit most should be selected to participate.

4.0 Scope

- 4.1 The scheme will meet the costs associated with organisation, training, scheme accompaniment and travel outside of Northern Ireland with the Participant/Farm Business paying for farm relief, travel insurance and travel within Northern Ireland.

- 4.2 It is anticipated the scheme will be highly competitive, therefore applications will be assessed on a competitive basis.
- 4.3 The eligibility criteria will focus on ensuring only people who are actively involved in farm businesses are eligible to participate. The selection criteria have been designed to select:
- Businesses that have the most potential to benefit;
 - People who have the most capacity to implement change; and
 - People who have not previously participated.

5.0 Main Features of the Scheme

- 5.1 Study visit packages will be designed by CAFRE staff. Each package includes a detailed itinerary, arranged travel and accommodation.
- 5.2 Visits can be to Great Britain, Republic of Ireland or other EU member states.
- 5.3 The services of a travel agent are used to make travel arrangements.
- 5.4 Visits will typically last between one and four nights and are planned to maximise the time available.
- 5.5 Typically between 10 and 20 places will be available for each visit package.
- 5.6 Participants will be selected using predetermined selection criteria.
- 5.7 Participants will be expected to participate in pre-visit training delivered by CAFRE staff. This consists of one session before the study visit to outline the learning opportunities and main objectives of the visit. A second session at the end of the visit will be used to summarise what has been learned and identify the potential for application to their own farm situation.
- 5.8 Participants will be expected to share their findings with a group of their peers within a six month period following the date of visit (see paragraph **29.0**)
- 5.9 Study visit groups will have the support of a member of CAFRE staff, other specialists and, where necessary, a translator during the visit.

6.0 Eligible Financial Assistance

- 6.1 The Scheme will cover the costs of:
- Organisation of the visit;
 - Training before and during the visit;
 - *Travel costs; and
 - **Accommodation and meal costs when the destination is reached.

** From the designated collection point within NI (the airport / ferry port in NI or designated collection point in NI when a Republic of Ireland airport / ferry port is used.*

*** Meal costs are covered to ensure the group remains together so that Participants can reflect on the findings from the farm visit/s.*

6.2 Participants will be expected to pay for:

- Farm relief while they are on training, visiting or sharing their findings with their peers.
- All travel costs within Northern Ireland.
- Travel Insurance (see paragraph **26.0**).
- Food when in transit.
- Any costs outside of the packaged visit.
- Entrance fees to events, if included in the itinerary.
- Sundry costs.

7.0 Eligibility

7.1 There are **15** places available. CAFRE at its discretion can increase the number of places or organise another trip if there is significant oversubscription.

7.2 Participants will be limited to one person per business per study visit.

7.3 The Applicant must;

- Be a member/employee/owner of a farm business which financially benchmarked in any of the following years; 2015/2016, 2016/2017 or 2017/2018.
- Be authorised by the Farm Business Owner to make an application:
- Be 18 years old on the closing date specified for the study visit;
- Not be in full-time education;
- Have identified a group of peers to disseminate their findings to; and
- Have the necessary identification documents required to travel.

8.0 Selection Criteria

8.1 If there are more eligible applications than places available for the trip the following selection criteria will be applied:

8.2 ○ Business linked criteria (**Suckler Production**)

(a) How many **suckler cows** are currently in the herd?

- (i) 1 – 15 (**0 marks**)
- (ii) 16 – 22 (**5 marks**)
- (iii) 23 – 30 (**10 marks**)
- (iv) 31 – 41 (**15 marks**)
- (v) 42 - 63 (**20 marks**)
- (vi) 64 or more (**25 marks**)

- 8.3 ○ Business linked criteria (**Beef Finishing**)
- (b) How many **cattle were finished** in the last 12 months?
- (i) 1 – 20 (**0 marks**)
 - (ii) 21 – 31 (**5 marks**)
 - (iii) 32 – 42 (**10 marks**)
 - (iv) 43 – 61 (**15 marks**)
 - (v) 62 – 99 (**20 marks**)
 - (vi) 100 or more (**25 marks**)
- (c) Application submitted electronically (Yes - **15 marks**)
- (d) Has the Applicant previously taken part in a FIV visit (No - **10 marks**)
- (e) Has the business previously applied to the FIV and been eligible but turned down due to oversubscription (Yes - **5 marks**)
- 8.3 ○ Applicant linked criteria
- (a) Who does the Applicant plan to share their findings with?
- (i) Sector specific group (**Maximum 20 marks**)
 - (ii) Non sector specific group (**15 marks**)
 - (iii) Non farming group (**5 marks**)
- (b) Does the Applicant have an agri-food qualification (FBIS listed) (Yes - **15 marks**)
- (c) Will the Applicant be under 40 years of age on the closing date specified for the study visit (Yes - **10 marks**)
- 8.4 ○ Applicants from the same group
- Where more than two proposed Participants have indicated they will disseminate their findings to the same group, the third and subsequent ranked proposed Participants will be repositioned in the merit ranking beneath the lowest ranked proposed Participant disseminating to another group.
- 8.5 ○ Distribution of places between farmers who have identified their main enterprise as suckler production and beef finishing.
- In order to have group of participants which represents both suckler production and beef finishing, the top five suckler producers and top five beef finishers will be selected according to the merit order list. The

remaining places will be allocation on merit order regardless of whether the applicant is a suckler producer or beef finisher.

- 8.6 ○ Tie Breaker
- Where proposed Participants are on the same score which is the cut-off score for being offered a place, the highest score in selection 8.2(a) or (b) will be selected; if this fails to differentiate the proposed Participants, selection criteria 8.2(c) will then be used and so on through to selection criteria 8.3(c).
- 8.7 ○ Random Selection
- If the tie breaker process fails to differentiate the proposed Participants, CAFRE may choose to admit the tied proposed Participants or random selection will be used.

9.0 Making the Application

- 9.1 The Application Form can be accessed via the Industry Support section on the CAFRE website: <https://www.cafre.ac.uk/>
- 9.2 CAFRE strongly encourages Applicants to make an electronic on-line application.
- 9.3 A hard (paper) copy of the Application Form will be accepted but will not benefit from marks awarded in respect of electronic applications (See paragraph 8.3 (c) for marks awarded for electronic applications).
- 9.4 A hard (paper) copy of the Application Form can be obtained by emailing the CAFRE at kt.admin@daera-ni.gov.uk or by calling 028 94426790.
- 9.5 You can call the CAFRE Knowledge Transfer Team on 028 94426790 if you need help with completing the application.
- 9.6 The preferred method of communication with applicants is email. Applicants are encouraged to provide a current personal email address to ensure prompt delivery of information.
- 9.7 The completion of a FIV application form does not mean that CAFRE is under any obligation to make an offer of placement.
- 9.8 Where required, the Participant must hold a valid passport with a date of expiry beyond the date of return travel or the specified photographic identification documents for domestic travel. If a Participant does not comply with this requirement and consequently cannot travel, they will be responsible for reimbursement of costs incurred by the Department.

- 9.9 The Participant must be available to attend the specific events linked to the application. They are not permitted to bring any non-Participants to any training events. This is to protect the confidentiality of data being shared by other Participants.
- 9.10 If you have a special request or need for anything that is not automatically part of the visit package, please advise CAFRE in advance. We will confirm that we have received your request and work with our providers to meet your request. You will be advised on the outcome of your request.

10.0 Assessing the Application

- 10.1 When received, your application will be checked to ensure that it is complete and will be acknowledged within 5 working days.
- 10.2 The application will undergo preliminary assessment to establish if it is eligible for consideration under the Scheme. If your application is eligible, it will be assessed against the scheme's selection criteria.
- 10.3 It is envisaged that applications will be processed and decisions reached within 5 working days of the closing date for applications.
- 10.4 If you are offered a place on a FIV you will be required to sign and return the acceptance within 5 working days of the date of the Letter of Offer. After 5 working days your place may be reallocated to another eligible Applicant.
- 10.5 An appeals procedure for unsuccessful and rejected applications is in place.
- 10.6 If your application is successful a Letter of Offer (reaffirming the terms and conditions of the scheme) will be issued. An Acceptance Form will be issued with this letter. The Acceptance Form should be signed by both the successful Applicant and the Farm Business Owner.
- 10.7 If you are willing to accept the offer you should;
- enter your name (or electronic signature) and date on the form and return it by email from your personal email address to CAFRE within 5 working days of the date of issue of the offer letter; or
 - print, sign and date the form and return it by post to CAFRE within 5 working days of the date of issue of the offer letter.
- 10.8 Applicants must comply with the requirements of Section 75 of the Northern Ireland Act 1998.
- 10.9 All applications will be monitored and evaluated on a regular and formal basis to ensure effective use of funding.

11.0 Appeals Process

11.1 Where an Applicant is being refused a place on a FIV visit, the letter of refusal will detail;

- the reason(s) why the application was refused; and
- the name of the person to whom appeals should be addressed (the Head of Branch) and the deadline by which the appeal should be submitted.

11.2 Appeals must be made in writing (or by email) and clearly state the reason(s) for appeal.

11.3 Appeals must be received within 5 working days of the issue of the letter of refusal.

11.4 The Head of Branch will consider the grounds for appeal against the eligibility requirements and selection criteria.

11.5 The appellant will be notified within 5 working days of the appeal outcome.

11.6 No further right of appeal will be allowed.

12.0 Conflict of Interest

12.1 Participants must inform the Scheme Manager if they have a conflict of interest in relation to CAFRE, and any employees, servants, agents or subcontractors of CAFRE in connection with the scheme Sub-Measure.

13.0 Relevant Criminal Convictions

13.1 Applicants will be required to disclose details of relevant* criminal convictions.

13.2 Where an Applicant/Participant is convicted of a criminal offence after he/she has completed the Application Form, he/she must inform CAFRE that he/she has a relevant criminal conviction.

13.3 Where a relevant criminal conviction is declared, CAFRE staff will make further enquiries before a decision is made on the application.

**Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar.*

14.0 Monitoring and Evaluation

14.1 Participants must provide CAFRE with any information it may require for the purpose of monitoring and evaluating the scheme objectives and targets.

15.0 Bringing the Scheme into Disrepute

15.1 As a Participant you will be expected to commit yourself:

- To be actively engaged in the process; to attend all scheduled sessions; to value the contributions of others be they your peers, staff or external professionals.
- To respect the rights of, and to treat with dignity, all fellow participants, support staff and associates of CAFRE; to observe regulations, policies and processes which support equality and diversity.
- To be sensitive to and respect cultural norms.
- To behave in a responsible manner and ensure that your actions do not have an adverse impact on the local population, CAFRE's reputation, those who work at CAFRE, your business or your own community.

16.0 Termination or Suspension

16.1 The Participant may be withdrawn from the scheme by CAFRE if:

- he/she fails to obtain any permits, licences or authorisations required under legislation in connection with the visit;
- he/she fails to attend training events;
- there is an unwillingness to disseminate information;
- irregularities are found as part of the application process;
- data (including other participant contact details) is shared outside the scheme;
- he/she behaves inappropriately towards other group members;
- he/she behaves in a manner which in the opinion of CAFRE is unacceptable; or
- he/she commits a crime.

16.2 CAFRE may terminate or suspend participation in the scheme and seek repayment/damages from the Participant and/or the Farm Business where any other event occurs in relation to the Participant, which in the opinion of CAFRE and DAERA, might reasonably be expected to materially and adversely affect its ability to comply with its obligations under the terms and conditions.

17.0 Cancellation of Visits

17.1 CAFRE can cancel bookings in advance without financial penalty.

18.0 General

18.1 ○ Pre-visit Training

- Pre-visit training is compulsory and will be provided by CAFRE at no extra cost. However, the Participant will not receive any payments in relation to attendance.

18.2 ○ Facilitator

- CAFRE will arrange for a Facilitator to organise and assist with the delivery of visits. The Facilitator will not be involved in the selection process. They will;
 - design training;
 - deliver pre-visit training;
 - record attendance at events;
 - provide learning support during visit;
 - issue instructions in relation to Health and Safety or bio-security;
 - oversee recording of events e.g. photographs;
 - help prepare short report(s) on findings; and
 - facilitate end of trip workshop.

18.3 ○ Training Support

- Where necessary, CAFRE will provide participants with training support to improve the effectiveness of their communication skills.

18.3 ○ Input by Specialists

- CAFRE may provide Participants with specialist technical input to Participants understand the context of what they see on farms.

18.5 ○ Equipment and Materials

- CAFRE may provide the Participant with the necessary equipment to disseminate findings e.g. audio-visual equipment.
- The Participant will be responsible for the safekeeping items of equipment. Where items of equipment have been damaged or stolen the Participant will notify the Scheme Manager.

18.9 ○ Translation / Interpretation Services

- Where required, CAFRE will employ the services of suppliers who can provide interpretation, translation and transcription services.

19.0 Publicity

- 19.1 CAFRE and the Department shall be entitled to publish, in accordance with the EU requirements, details of any funding committed and expended under the Rural Development Scheme.
- 19.2 CAFRE has a responsibility to publish a report of each visit. Pictures, videos and comments from Participants will be included in this report.

20.0 Intellectual Property

- 20.1 Any data collected becomes the ownership of CAFRE and can be published.
- 20.2 CAFRE places a strong emphasis on sharing knowledge and new ideas acquired during the visit. Your findings should be widely and effectively disseminated so that as many people as possible can benefit from your learnings.

21.0 Biosecurity Management

- 21.1 Visiting farms outside Northern Ireland will present a biosecurity risk. The pre-visit training and accompaniment of groups by a Facilitator will provide an important opportunity to reinforce biosecurity protocols and thereby reduce the risk.
- 21.2 CAFRE will check whether contact with livestock is expected/planned during the visit and confirm the site owner's biosecurity requirements in advance. Participants must comply with the site owner's stipulated biosecurity requirements.
- 21.3 If you have a right of access through livestock premises you should respect official signage, legal boundaries and any legal notices. Use disinfectant footpads or baths where provided.
- 21.4 Avoid all contact with farm animals and avoid livestock areas e.g. feeding stations.
- 21.5 Where direct contact with livestock is necessary, Personal Protective Equipment e.g. disposable coverall, disposable overshoes, boots etc. should be worn. You should also consider wearing disposable gloves.
- 21.6 Ensure all protective clothing is visibly clean before contact with livestock takes place. At the end of the visit, protective clothing should be cleaned and disinfected or disposed of carefully.
- 21.7 Any concerns in relation to Biosecurity should be raised with the group Facilitator.

22.0 Health and Safety

- 22.1 Farms and/or non-Farm facilities will not be inspected in advance of the visit. CAFRE will seek to establish in advance if there are any health and safety issues and will make the group aware of any disclosed risks.
- 22.2 The Facilitator will advise the group members at the outset of a visit of any potential risks and dangers presented by the undertaking as required by Health and Safety Legislation.

23.0 Claims for Additional Financial Assistance

- 23.1 Post visit, the Participant must present his/her findings to an approved group to the reasonable satisfaction of CAFRE.
- 23.2 It is not envisaged that any additional expenditure will be incurred in meeting this requirement. However, where costs to facilitate a presentation are unavoidable, consideration will be given to reimbursement.
- 23.3 Prior approval for the expenditure should be sought and invoices/receipts may be required to support the claim.
- 23.4 Payments will be issued by CAFRE. Any approval of expenditure shall be at the absolute discretion of CAFRE.

24.0 Repayment of Financial Assistance

- 24.1 CAFRE may seek repayment of any financial assistance previously given if irregularities are suspected or discovered.
- 24.2 The amount to be repaid by the Participant and / or Farm Business will be set by CAFRE following consideration of the circumstances of the irregularity.
- 24.3 For cases involving fraud, financial irregularity or provision of false information, recovery of the full amount paid will be sought.

25.0 Payments

- 25.1 Funding for the FIV is subject to financial assistance from the European Agricultural Fund for Rural Development (EAFRD) in accordance with the requirements of the European Union (EU). Should such receipts from EAFRD be suspended or terminated CAFRE may suspend or terminate the FIV and associated payments and shall not be liable for any consequential losses.
- 25.2 Any payments made by CAFRE will be paid electronically by the Bankers Automated Clearing System (BACS).
- 25.3 CAFRE does not accept any liability in respect of any loss attributable to any delay in payment of claims or to any suspension, reduction or cancellation of financial assistance.

25.4 The Department and EU Verification Unit (European Services Branch) as part of their administrative checks on CAFRE may carry out on the spot check on any element of the FIV, which could include training events.

26.0 Insurance & Indemnity

26.1 Travel insurance will assist if your travel plans are disrupted or get cancelled, and is essential in the event that you injure yourself or if your possessions are stolen, lost, or damaged while travelling. It is the responsibility of the Participant to ensure he/she is adequately covered. In general, most travel insurance covers:

- Possessions – e.g. luggage or cash up to a certain amount are lost or stolen, some policies may help you replace them.
- Medical treatment – e.g. cover for emergency medical treatment.
- Disruptions – e.g. involuntary abandonment.
- Legal costs – e.g. legal fees for an incident that wasn't your fault, or if you have to pay personal liability if an incident was your fault.

26.2 You should consult your insurance provider about your policy requirements and, where possible, tailor your policy to one that will reimburse the Department for travel and accommodation costs should you need to cancel your visit in the event of an emergency.

26.3 The free European Health Insurance Card (EHIC) gives you the right to access state-provided healthcare during a temporary stay in another EU country. It is recommended you have both a valid EHIC and travel insurance in place before you travel.

26.4 Neither CAFRE nor the Department accepts any responsibility, financial or otherwise, for expenditure or liabilities arising out of the work or activities of FIVs.

26.5 The Applicant and the Farm Business shall indemnify, and keep indemnified, CAFRE against all costs, expenses, damages and losses (whether direct or indirect), including any interest, penalties, and reasonable legal and other professional fees awarded against or incurred or paid by CAFRE as a result of or in connection with any claim made against CAFRE arising out of, or in connection with, the FIV to the extent that the claim is attributable to the acts or omission of the Applicant or the Farm Business including the use or misuse of any plant machinery or equipment involved in the delivery of an event.

26.6 Nothing in the terms and conditions shall restrict any party's liability for death or personal injury caused by its negligence.

26.7 It is the responsibility of the Participant to ensure that he/she is adequately insured against claims for damages which may arise throughout the duration of the scheme.

27.0 Animal / Plant Health Restrictions

27.1 There are very strict controls on the movement of pet animals or products of animal origin in the EU and UK. Restrictions also apply to what fruit, vegetable and plant products you can bring into the EU and UK. It is strongly recommended that participants do not attempt to transport such items.

27.2 The participant will be solely responsible for securing any documents necessary for the transportation of the above items and liable for any associated fees, charges and/or penalties.

28.0 Social Media

28.1 The participant should be aware that whilst using your electronic communication device for social media purposes you are required to behave in a responsible manner and ensure that your communications do not have an adverse impact on CAFRE's reputation, your business, your neighbours, the local community or those who work at CAFRE.

28.2 Examples of social media conduct deemed unacceptable and which may also be breaking criminal or civil law include:

- Behaviour that could be considered discriminatory against, or bullying or harassment of, any individual, for example by: making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age; posting images that are discriminatory or offensive or links to such content.
- Posting or forwarding anything that you're colleagues or our customers, clients, business partners, suppliers or vendors would find offensive, insulting, obscene and/or discriminatory.
- Posting or forwarding a link to any abusive, discriminatory, harassing, derogatory, defamatory or inappropriate content.
- Breaching copyright, confidentiality or individual privacy, for example by: sharing personal data or revealing confidential intellectual property.

29.0 Dissemination

29.1 The Application Form, Letter of Offer and the associated Terms and Conditions commits the Participant to share their findings with a proposed group of peers within a six month period following the visit.

29.2 Failure to host such an event may result in CAFRE seeking repayment of all prior financial assistance following consideration of the circumstances.

29.3 The amount to be repaid by the Participant and/or the Farm Business will be set by CAFRE.

30.0 Withdrawal from the Scheme

30.1 The Participant may wish to withdraw from the scheme on a temporary or permanent basis. In these circumstances the Participant should contact the Scheme Manager.

31.2 The Farm Business Owner may wish to withdraw a Participant from the scheme on a temporary or permanent basis. In these circumstances the Farm Business Owner should contact the Scheme Manager.

29.3 CAFRE may seek repayment of all prior financial assistance following consideration of the circumstances of withdrawal.

29.4 The amount to be repaid by the Participant and/or the Farm Business will be set by CAFRE.

31.0 Grievances

31.1 If the Applicant/Participant has a grievance this should be raised with the Scheme Manager. Where the grievance is against the Scheme Manager, the relevant Head of Development Branch should be contacted.

32.0 Equality and Diversity Policy

32.1 CAFRE is committed to providing equality of opportunity and promoting diversity. CAFRE will promote equality of opportunity;

- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- between men and women generally; and
- between persons with a disability and persons without; and between persons with dependants and persons without.

33.0 Sharing of Information, Data Protection and Freedom of Information

33.1 The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information received from you is dealt with in a way which complies with the requirements of the General Data Protection Regulations (2016). This means that any personal information you supply will be processed principally for the purpose for which it has been provided.

- 33.2 However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose. Information may also be shared with bodies responsible for the audit or administration of public funds, in order to prevent and detect crime.
- 33.3 In addition, the Department may also use it for other legitimate purposes in line with the General Data Protection Regulations, Freedom of Information Act 2000 and Environmental Information Regulations 2004.

To see the full DAERA Privacy Statement please go to

<https://www.daera-ni.gov.uk/sites/default/files/publications/daera/daera-privacy-statement.PDF>

or call at your nearest DAERA Direct Office where staff will provide you with a copy

- 33.4 CAFRE insists that all Applicants handle any data relating to other farms in a confidential manner. No data relating to other Participants and / or Farm Business should be shared outside of the Scheme by group members.
- 33.5 Other than information that could be requested under the prevailing Data Protection or Freedom of Information legislation, all personal information discussed as part of the Scheme, will be treated confidentially and will not be shared with anyone outside DAERA or CAFRE, agents or sub-contractors of CAFRE.
- 33.6 CAFRE, and any employees, servants, agents or sub-contractors of CAFRE in connection with the Sub-Measure will be required to handle information and data in a confidential manner.

Any person who knowingly or recklessly makes a false statement for the purposes of obtaining assistance under this Scheme or assisting another to obtain grant aid may be prosecuted. The information provided on this form may be made available to other Departments/Agencies for the purposes of preventing or detecting crime.

DAERA FRAUD HOTLINE – Telephone 0808 1002716

Contact details:

Scheme Manager
Knowledge Transfer
CAFRE
Greenmount Campus
45 Tirgracy Road
Antrim
BT41 4PS
Telephone: 028 94426790
Email: kt.admin@daera-ni.gov.uk
Website: <https://www.cafre.ac.uk/>