

Guidelines to Advisors for the I-2 Workbook 2019a

- * Please follow the **file naming** structure: Farmer Surname, Farmer First Name, Herd No, I-2 2019 Claim no. (Advisor Initials). Otherwise we will get too many files with the same name.
- * The password has been emailed to all Advisors separately.
- * The workbook contains four **sheets** that need to be filled out by you; '1. Info', '2. I-2', '3. Permissions' and map(s) of the planned work on '4. Orthos'. Where the planned work contains scrub work, the 'Scrub calc' needs to be completed.
- * If you still don't use a **second monitor**, we strongly recommend that you do for ease of completing the I-2 workbook. Just ask if you'd like more information on this, it's usually very quick and easy to set-up. Excel's View, New Window is very useful too.
- * You can ignore the **macro** notification that comes up – this is for internal use only.

- * The cells are colour coded as follows:

	Entry required - manual <i>Manual entry optional</i>
	Entry required - drop-down menu
	Entry is calculated using a formula - please do not overwrite any formulas (if in doubt about a value, please ask)

- * On all sheets some cells have **comments** inserted (indicated by a small red tag) which should be read as these provide information about the cell/column.
- * It is simpler to do the worksheets in the order they appear, and left to right, top to bottom, as some of the info will be prefilled as you progress.
- * **On the 1. Info sheet:**
 - This is a similar format to the I-1 Farm Info page, and information from that page can be copied into this sheet. Potential conflicts between agri-environmental programmes should be outlined here in the comments box (C24) along with anything else that is noteworthy.
 - The I-2 budget for 5 years is shown on the 5 Year Plan and should be entered here.
 - Permissions: Please notify the BP Office asap if you think any planned work is likely to need permission.
- * **On the 2. I-2 sheet** give the description and details of the tasks to be undertaken by the farmer.
 - Work categories and sub-categories are in a drop-down list (column A has to be completed for Column B's drop-down list to become available), and relevant cells for that row (e.g. length, area or quantity) are green-filled accordingly for ease of entry. If your job type is not on the drop-down list you can type it into the cell (ignore the warning that comes up).
 - It is important that you **link** the area and funding to the scrub calc, or paid per unit to the Ref costs wherever possible so if any entries are amended, corrections carry through. To link values, type '=' in the destination cell, navigate to the source cell (this may be on a different sheet) then press the enter/return key.
 - For **one-off jobs**, complete the costing of the job(s) in the 'Workings for one-off jobs' at the bottom of the 2. I-2 sheet and link back to this total.
 - Where possible we have highlighted the cells that need to be filled (using the colour coding above) and automated calculations. If you lose the formulas for these, drag up from empty cells below.

- Multiples (e.g. 4 gates) now need individual entries (separate rows) to allow the farmer to declare task completion. Please minimise repetition of text by using 1 row first with the task description that applies to all [e.g. gates or troughs] below.
- If including tasks from previous claims, please refer to their original task number (e.g. 2-10 as this gives the claim and task number which is useful) in the work description text box (Column I).
- * The **Ref costs sheet** gives a list of set prices for a variety of items and indicates whether receipts are required (Receipt = the farmer is paid on the lower of the two amounts, receipted or planned; Proof = fixed price but receipt required for proof of purchase). If your farmer is looking to purchase items that are not on this menu, and the task is passed by the BP team, the receipt will be required from the farmer.
- * **On the Scrub calculator**: the relevant areas and lengths should be copied and pasted from GLAMS. Examples of labels are provided on the Sample entries page. A planned Band can be entered in either the Path or Area block, whichever is easiest (probably the path), as long as the label is e.g. SB1.
- * **For the Sample entries sheet**: Sample labels are at the top of the page, and should match the general labels on GLAMS. **This sheet contains sample wording only and text should be edited to suit the particular task.**
- * The **Ref-sample 2. I-2** gives an example of a completed 2. I-2 sheet and the level of detail required.
- * Complete the **3. Permissions** sheet.
- * Use as many maps on **4. Orthos** sheet as you need. Please extract the map from GLAMS at an appropriate scale so that the work can be easily seen to facilitate use of the map in the field by the farmer and the contractor.
- * As always, please contact the BP Team if you have any **queries**. If you need some one-on-one training on how to use the workbook or to plan I-2 work in the field, please ask and we will organise it.
- * Please let us know if you have any **suggestions** on how to improve the template and we'll do our best to incorporate these into future versions.
- * **I-2 Workbook Processing and Declarations**: Once the plan has been approved by the BP team it will be returned to the advisors. The advisor should sign it, and issue it to the farmer (*no need for the farmer to sign at this point*). Once the farmer has completed the work s/he will finish the form at the BP office by declaring which works s/he has completed from the plan, and by submitting any relevant receipts and D2 forms. This will then undergo a payment check, final check and approval, then be sent to DAFM as the payment claim. When you meet with the farmer to explain the I-2 work plan, please emphasise that:
 - the total planned amount is the **maximum** amount they will receive, the farmer needs to expect payment on the **lower** of the 2 amounts - receipted or planned,
 - the quicker the claim's in, the sooner they're paid (so to get their payment claim in as soon as the work's done), and
 - they need to ensure all receipts are **eligible** before they bring them to the office.
- * THANK YOU for all your hard work and dedication to the Burren Programme.