



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES

ATLANTIC, OUTERMOST REGIONS AND ARCTIC
STRUCTURAL ACTIONS: IRELAND, SPAIN, FRANCE, PORTUGAL AND UNITED KINGDOM;
HORIZONTAL MANAGEMENT OF DATA COLLECTION

Brussels, 08.01.2010 D 00302
MARE C3/VV/AC D(2010)

NOTE TO NATIONAL CORRESPONDENTS

Subject: Data Collection Framework

Ref.: Guidelines for the submission of Multiannual Programmes for the period 2011-2013 and Annual Reports.

Dear National Correspondent,

Please find attached the new guidelines for the submission of the Multiannual National Programmes (NP) for the forthcoming period 2011-13 produced by the Sub-group on Research Needs (SGRN) of the STECF.

These guidelines should allow drawing up NPs in a harmonised way in order to ease their discussion and fine tuning in the Regional Coordination Meetings (RCMs) and to facilitate their subsequent evaluation by SGRN and the Commission.

The main aspects of these guidelines are as follows:

- The NP Proposals and the Annual Reports (AR) should be provided in two physical documents, one file containing the main text and one file containing the standard tables in an Excel compatible file.
- Descriptions of sampling schemes and methodological aspects should contain the minimum sufficient information required for SGRN to evaluate the appropriateness of the methods used.
- Annexes (if any) should be physically part of the main text, not be submitted in separate files.
- Several improvements have been introduced to the previous version of the standard tables, the most important one being that the same tables should be used for both the NP proposal and AR.

I take once again the opportunity to remind you that the National Programmes 2011-2013 and the respective Annual Budget Forecasts have to be submitted by 31.03.2010 at the latest and that delays in submission of National Programmes may trigger financial reduction according to Article 8 of Council Regulation (EC) No 199/2008. We should try to the utmost to avoid such a situation, also to allow for a swift and efficient analysis of the National Programmes and their timely adoption in 2010.

We are available to provide any further explanation on the forms and guidelines, if necessary.



Veronika VEITS
Head of Unit

Enclosures: Guidelines for the submission of National Programmes
 Guidelines for the submission of Annual Reports
 Tables