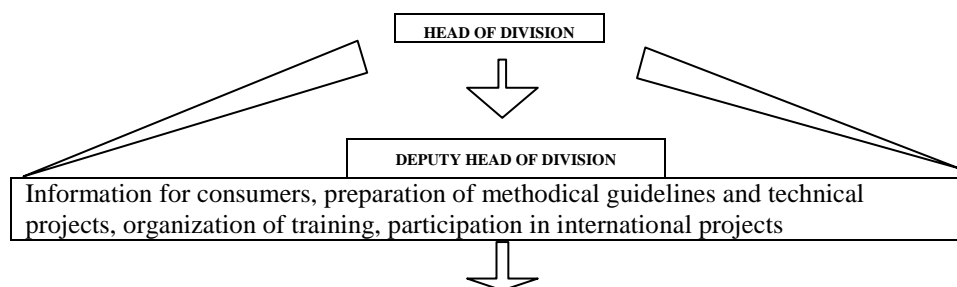




STRUCTURE AND FUNCTIONS OF THE DEPARTMENT OF FARM ANIMAL REGISTER



FARIS ADMINISTRATION	CATTLE PASSPORTS	DIRECT PAYMENTS
Chief analyst	Chief specialist	Chief specialist
Senior analyst	Chief specialist	Senior specialist
Senior specialist	Senior specialist	Specialist
Senior specialist	Specialist	Specialist
Senior specialist	Specialist	

FUNCTIONS ↓	FUNCTIONS ↓	FUNCTIONS ↓
Establishment of a new user in Farm Animal Register Information System (FARIS) database after his application and concession the rights for the user to revise relevant data. Administration of the issue of notes about data submission for natural and legal persons.	Data inspection of the order for cattle passports in FARIS database.	Registration, inspection and management of applications data about additional national direct payments for bulls, suckling cows and heifers, ewes and additional bee feeding in the interactive FARIS database.
Making of lists of beneficiaries of basic and additional national direct payments for animals or bees and their distribution according to type of payment.	Printing of cattle passports, scanning, correction of printed passports, inspection of printed cattle passports.	Inspection of a primary list for receiving payment and preparation of a note of the approved form. Sending of a list for payments by e-mail to the National Paying Agency (NPA).
Preparation of lists of selected beneficiaries including all data about slaughtered cattle during the corresponding period for the inspection on spot.	Sending of cattle passports together with bills of lading.	Administration of additional national direct payments for slaughtered bulls and ewes.
Preparation of instructions for FARIS users and presentation on the web site.	Formation of reports about cattle passports orders printed cattle passports, unused passports, returned cattle passports.	Administration of additional national direct payments for suckling cows and heifers or slaughtered bovine.
Correction or cancellation of wrong data about animal inputted in the database.	Sending of the returned cattle passports to the bovine origin country (EU country).	Administration of the aid to bee keepers for additional bee feeding.
Formation of topographical, graphic and various reports.		Renewal of payment administration procedure.
Supplying of information for the publication „Agrorinka“. Administration of FARIS web site.		