

**Aide memoire - how to complete the electronic version of the consultation on "Future CAP Direct Payments 2015-2020":**

1. On entering the Delib consultation page you will see a couple of paragraphs giving an "**Overview**" and setting out "**Why we are consulting**". Towards the bottom of this page are links to a "**Message from Cabinet Secretary Richard Lochhead**", a "**General introduction**" paper setting out the future framework for Direct Payments, a "**Ready reckoner**" that you can use to see what sort of impact these changes will have on future payments, an "**Annex**" with Europe's tables on equivalent measures for Greening, the Partial **Business and Regulatory Impact assessment** (BRIA) and a the link to the "**Online Survey**".
2. To begin the consultation click on the "**Online Survey**" link which takes you to the "**Consultation contents**" page at the end of which are 5 web- links to the different parts of the consultation. Alongside each of these is an indication of how much of each consultation section you have completed. You will be able to save and return to a partially completed response at a later date if you wish as long as you supply your email address. We estimate that in total, the survey will take no more than 90 minutes to complete.
3. Clicking on the first link takes you to a mandatory "**Information about you**" form which you must complete for your response to the consultation to be considered but you can select whether or not your details are published.
4. Then there are links to the 4 main sections of the consultation ("**Basic Payments**", "**Environmental measures**", "**Other Direct Payments**", "**Proposed Final Package**"). You can complete any, some or all of these 4 sections. There are a mixture of multi-choice questions and comment boxes, including one at the end of the consultation.
5. Click on the section you wish to complete first. At the top of each section, after the section contents, there is a "**related information button**". Click this to read more information about the section.
6. The survey is structured so that background information text follows each question rather than appearing before the question. It is recommended that you read all of this text before you answer the question. To answer the question, click on the button(s) that best represents your view or fill in the comment box as required.
7. You can answer as many or as few of the questions you like. Once you have completed a section, press the "**Save and return to contents**" button at the bottom of the section to go back to the contents page where you can begin a new section or revisit a previous section to change a response.
8. If you wish to return to the consultation and complete it at a later date, you can select the "**Save your response and return later**" button at the bottom of each section. This will email you a link to return to your saved consultation.

9. Should you wish to, you can clear all of your answers and exit the consultation by pressing the “**clear your answers from this computer**” button, located at the bottom of each section.

10. Once you are content with all of your answers and wish to finish the consultation press the “**Submit your response**” button to send your response.