Rialtas na hÉireann
Government of Ireland

GSRO Prospecting Licence Mandatory End of Phase Activities Submittal (MEAS)

Guidance Document

2026

Prepared by the Department of the
Climate, Energy and the Environment
gov.ie
Version 1.0 December 2025

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1 Introduction

The purpose of this document is to provide guidance on the usage of the new GSRO Prospecting Licence **M**andatory **E**nd of Phase **A**ctivities **S**ubmittal (MEAS). This single consolidated document replaces the following forms:

- Statement of Qualification
- Summary of Work
- Renewal Form
- Surrender Form
- Submittal Summary

The new MEAS form includes auto populated elements, based on certain inputs, and is designed to facilitate prospecting licence holders in meeting their reporting obligations by streamlining the process and amalgamating phase end and reporting requirements into one structured form.

Licensees should note that the MEAS form must be read in conjunction with the GSRO Stakeholder Guidance Document and the Rules Document for Mineral Exploration in Ireland. For further information or clarification on these guidelines, please contact the GSRO at GSRO@dcee.gov.ie.

1.1 Contents of the MEAS Form

The Excel format MEAS form comprises a series of tabs configured to store information that previously was submitted across a number of different forms. Tabs include auto-populated elements, such as PLA number, company name, county, Prospecting Licence stage, etc.

The relationship between the previous forms and the new MEAS tab structure is shown in the table below and will be explained in detail in Section 2.

MEAS Tab Name	Description	Previous Form
Cover page	• Explanatory cover sheet with instructions on completing the document	• N/A
Licence Info and Declaration	• Information on Prospecting Licence Areas (partly auto populated) and signature for submission of the document.	• Summary of Work Form • Renewal Form

	• Renewal indicator, if applicable. • Surrender information, if applicable.	• Surrender Form
Statement of Qualification	• Information on qualified person submitting the work reports	• Statement of Qualification Form
Expenditure	• Claimed expenditure for the reporting period (partly auto populated)	• Summary of Work Form
Submittal Summary	• Details of submitted reports and data.	• Submittal Summary Template
Proposed Work Programme	• Outline of the work programme for next 2 years	• Summary of Work Form

The Expenditure and Submittal Summary tabs mirror the structure of Section 4.1 of the GSRO General Requirements for Work Reports and Data: Mineral Exploration Guidance Document. **PL Holders are reminded to submit work reports and data in accordance with this document.**

1.2 MEAS Form Completion

A single MEAS form can be submitted for all Prospecting Licences held with reference to a single MA File Number, i.e. a form for each individual PLA is no longer required.

For example:
PL123, PL456 and PL789 are held by Company A with correspondence issued under cover of File Number MA 12/345. Only one MEAS form is required for submission to cover any licence stage or activities/expenditure reporting on all three Prospecting Licences held under reference MA 12/345.

Cells within each tab are colour coded as follows:

- Blue cells: input is required by the user
- White cells: no input is required; cells are not available for editing.
- Green cells: information only and/or column/row header

Note: Entry of the MA File Number in the correct format is critical for auto-population of cells across the document. Please enter the MA File Number in the following format:

- For MA 12/345, the format entered should be **12/345 .**

Licensees are reminded to complete all relevant parts of the MEAS form.

1.3 Effective Date

The MEAS form is effective from 1 January 2026. Licensees should submit all relevant information in the new structure from this date onward.

1.4 MEAS Form Updates

An updated version of the MEAS form will be made available each quarter, in conjunction with the quarterly Prospecting Licence Competition, to include the latest Prospecting Licence information for accurate auto-population across the document. Please ensure that the version in use is always the most recent.

1.5 Appropriate Method of Submission

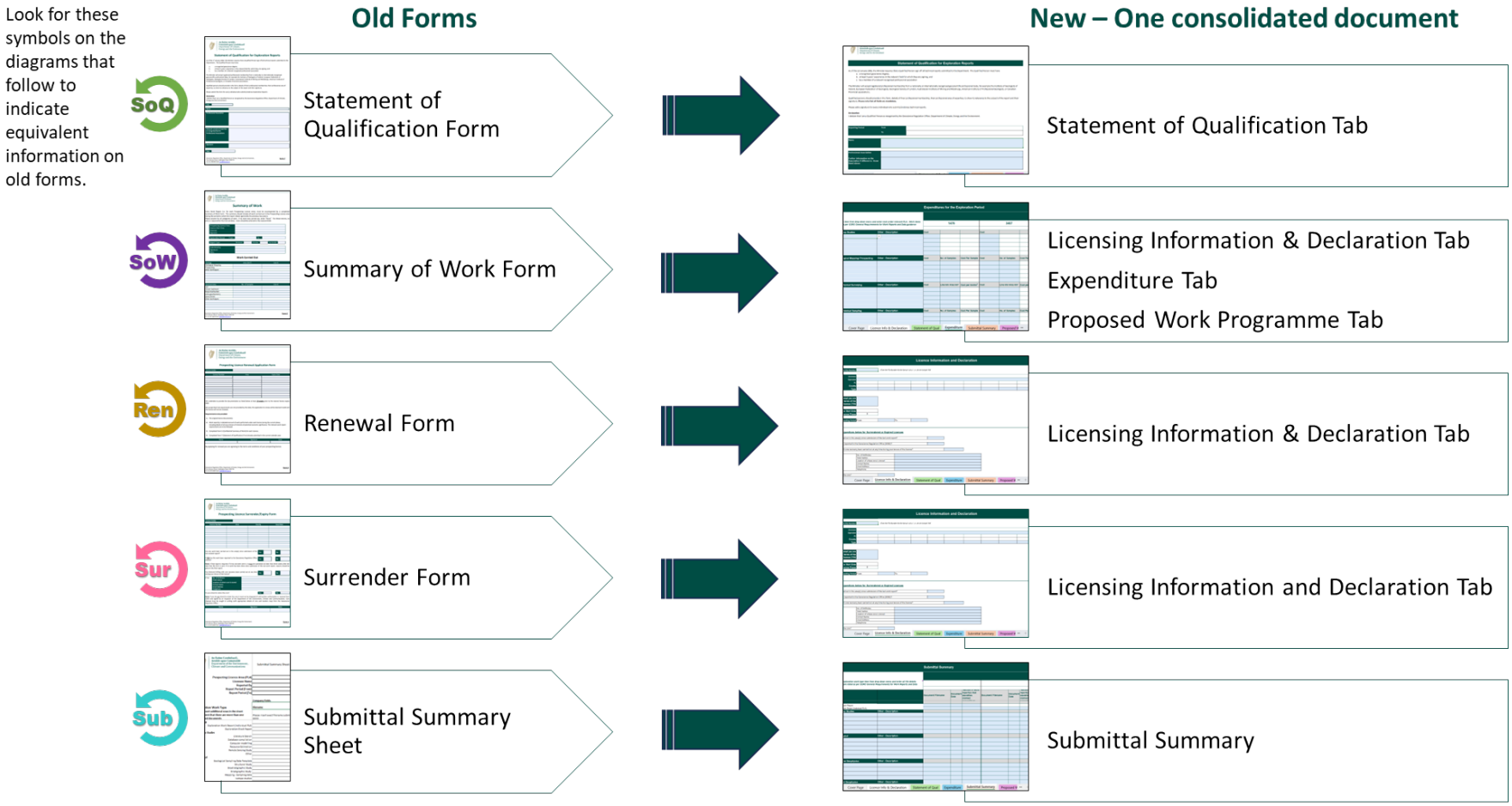
A fully completed MEAS form should be submitted with appropriate reports and data at the end of a Prospecting Licence(s) phase, in accordance with the schedule as described in the Rules Document for Mineral Exploration in Ireland.

Licensee reminder: All reports and data should be stored in the structure as prescribed in the GSRO General Requirements for Work Reports and Data: Mineral Exploration Guidance Document. These should be zipped to one compressed file and submitted either by email (if less than 20mb) or via the DCEE file sharing platform. If the DCEE file sharing platform is required, the licensee should notify the GSRO who will provide a link to the file sharing platform.

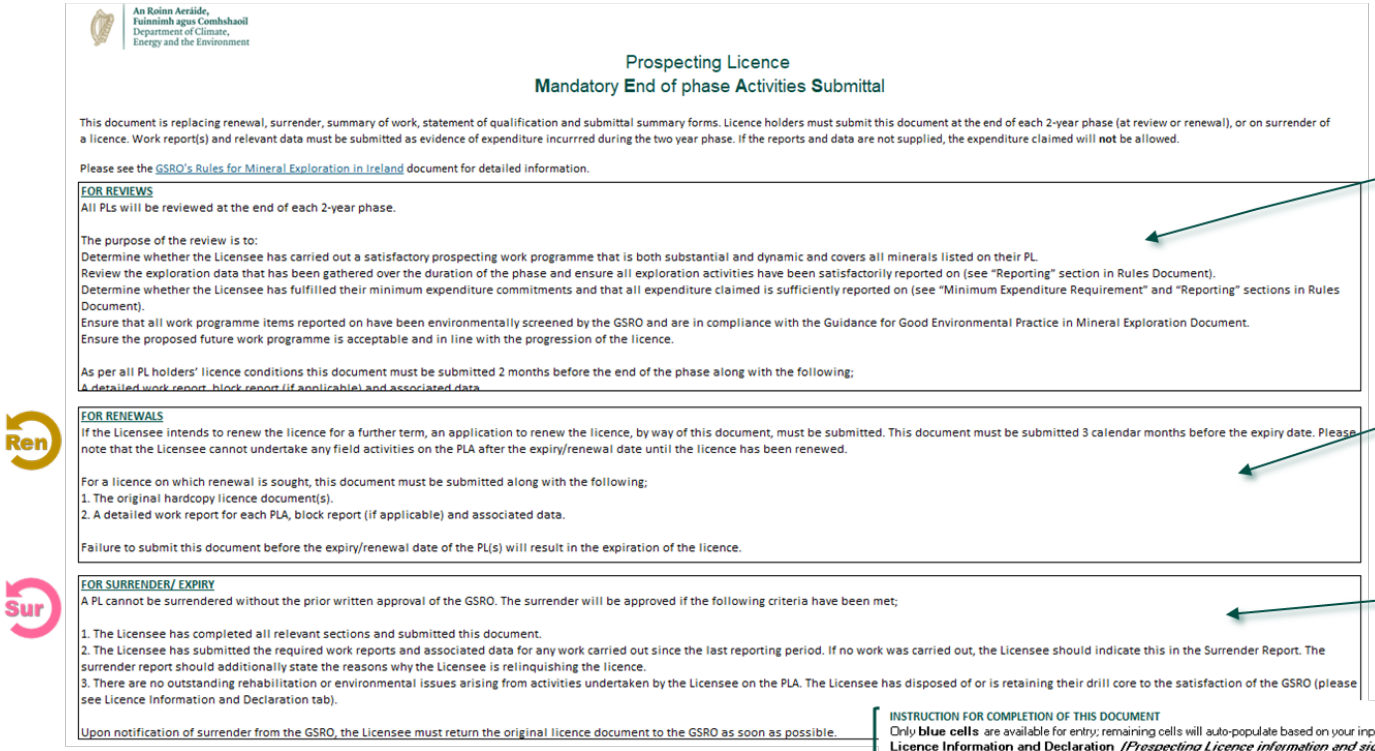
2 Tab Elements

This section provides a detailed breakdown of the elements of each MEAS tab with instructions on how to include the information required. Symbols are provided to indicate the relationship between the old forms and the new MEAS structure.

2.1 Transition from Old Forms to New MEAS Structure



2.2 Cover Page – Introduction



An Roinn Aeráide, Fuinnimh agus Comhshaoil
Department of Climate, Energy and the Environment

Prospecting Licence
Mandatory **E**nd of phase **A**ctivities **S**ubmittal

This document is replacing renewal, surrender, summary of work, statement of qualification and submittal summary forms. Licence holders must submit this document at the end of each 2-year phase (at review or renewal), or on surrender of a licence. Work report(s) and relevant data must be submitted as evidence of expenditure incurrred during the two year phase. If the reports and data are not supplied, the expenditure claimed will **not** be allowed.

Please see the GSRO's Rules for Mineral Exploration in Ireland document for detailed information.

FOR REVIEWS
All PLs will be reviewed at the end of each 2-year phase.

The purpose of the review is to:
Determine whether the Licensee has carried out a satisfactory prospecting work programme that is both substantial and dynamic and covers all minerals listed on their PL.
Review the exploration data that has been gathered over the duration of the phase and ensure all exploration activities have been satisfactorily reported on (see "Reporting" section in Rules Document).
Determine whether the Licensee has fulfilled their minimum expenditure commitments and that all expenditure claimed is sufficiently reported on (see "Minimum Expenditure Requirement" and "Reporting" sections in Rules Document).
Ensure that all work programme items reported on have been environmentally screened by the GSRO and are in compliance with the Guidance for Good Environmental Practice in Mineral Exploration Document.
Ensure the proposed future work programme is acceptable and in line with the progression of the licence.

As per all PL holders' licence conditions this document must be submitted 2 months before the end of the phase along with the following;
A detailed work report, block report (if applicable) and associated data

Ren

FOR RENEWALS
If the Licensee intends to renew the licence for a further term, an application to renew the licence, by way of this document, must be submitted. This document must be submitted 3 calendar months before the expiry date. Please note that the Licensee cannot undertake any field activities on the PLA after the expiry/renewal date until the licence has been renewed.

For a licence on which renewal is sought, this document must be submitted along with the following;
1. The original hardcopy licence document(s).
2. A detailed work report for each PLA, block report (if applicable) and associated data.

Failure to submit this document before the expiry/renewal date of the PL(s) will result in the expiration of the licence.

Sur

FOR SURRENDER/ EXPIRY
A PL cannot be surrendered without the prior written approval of the GSRO. The surrender will be approved if the following criteria have been met;

1. The Licensee has completed all relevant sections and submitted this document.
2. The Licensee has submitted the required work reports and associated data for any work carried out since the last reporting period. If no work was carried out, the Licensee should indicate this in the Surrender Report. The surrender report should additionally state the reasons why the Licensee is relinquishing the licence.
3. There are no outstanding rehabilitation or environmental issues arising from activities undertaken by the Licensee on the PLA. The Licensee has disposed of or is retaining their drill core to the satisfaction of the GSRO (please see Licence Information and Declaration tab).

Upon notification of surrender from the GSRO, the Licensee must return the original licence document to the GSRO as soon as possible.

Cover Page - Introduction

Information on procedure for Review stage completion

Title box colour mirrors Tab colour within the form

Information on procedure for Renewal stage completion

Information on procedure for Surrender or Expiry completion

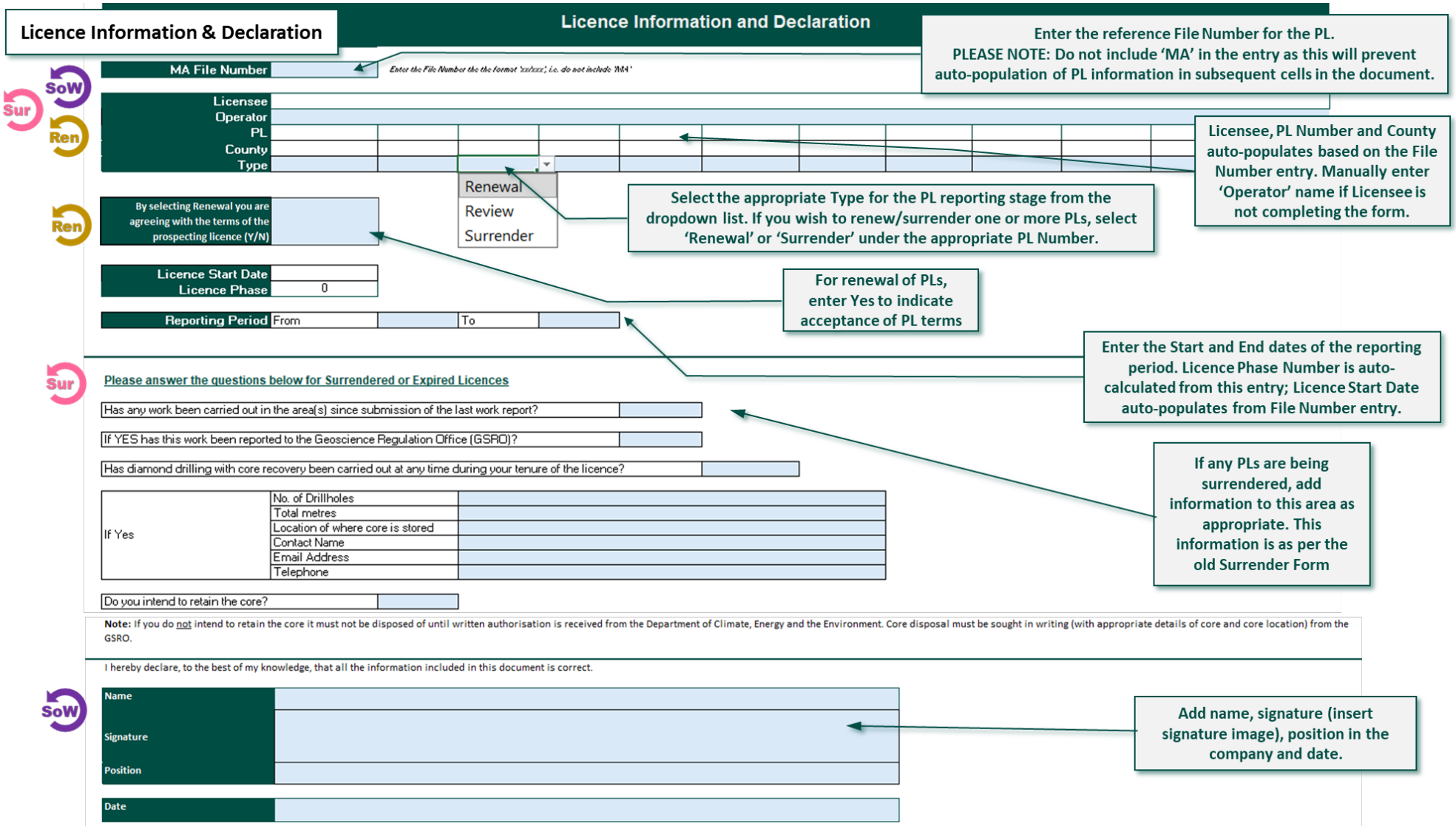
Instructions for completion of the document.
Note:
- **Blue cells should be completed manually. All other cells populate automatically.**
- **Please complete ALL required sections.**
- **Enter File Number in the format XX/XXX, i.e. do not include 'MA'.**

Each sheet includes a bookmark to move to the next tab.

INSTRUCTION FOR COMPLETION OF THIS DOCUMENT
Only **blue cells** are available for entry; remaining cells will auto-populate based on your inputs. The details entered below will also populate cells on adjacent tabs.
Licence Information and Declaration ***(Prospecting Licence information and signature for submission)***
1. Please select the MA File Number for your submission to auto-populate selected fields. Enter the File Number the the format 'xx/xxx'
2. Select the appropriate phase type for each PLA (e.g. review, renewal, surrender) from the drop down menu
3. Provide the start and end date of the reporting period
4. For surrenders only, please complete the surrenders section
5. Add signature and date to declaration
Statement of Qualification ***(Information on the qualified person submitting the work reports)***
6. Provide the required qualification information and add signature
Expenditure ***(Claimed expenditure for the reporting period)***
7. The PLA number(s) will populate automatically
8. Select the work item from the drop down list and enter the expenditure and other details in the appropriate cells.
9. If work item is not listed, select other and input manually in the description column.
10. At the end of each PLA cost column, you must include the Letter of Offer MER for the reporting phase.
Submittal Summary ***(Provide details of submitted reports and data)***
11. The PLA number(s) will populate automatically
12. Select the work item from the drop down list and enter the expenditure and other details in the appropriate cells.
13. If work item is not listed, select other and input manually in the description column.
14. Add file title, date and section in work report that identifies claimed expenditure for each PLA being submitted. NOTE: If the reports and data are not supplied, the expenditure claimed will not be allowed.
Proposed work program ***(Outline the work program for the next 2 years)***
15. The PLA number(s) will populate automatically
16. Enter the proposed work programe for each PLA.

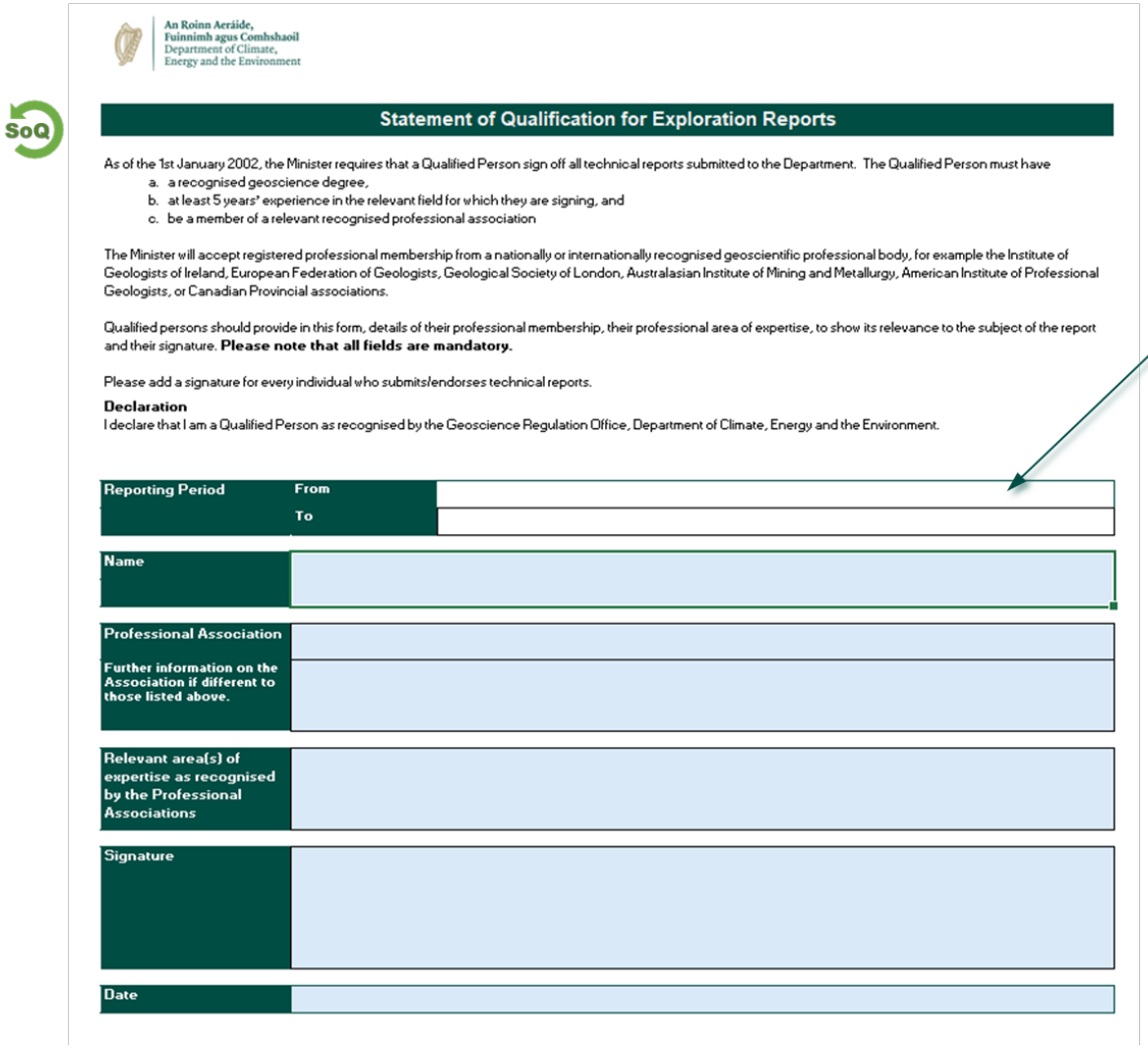
Move to Licence Information and Declaration

2.3 Licence Information & Declaration



2.4 Statement of Qualification

Statement of Qualification



An Roinn Aeráide, Fuinnimh agus Comhshaoil
Department of Climate, Energy and the Environment

SoQ

Statement of Qualification for Exploration Reports

As of the 1st January 2002, the Minister requires that a Qualified Person sign off all technical reports submitted to the Department. The Qualified Person must have

a. a recognised geoscience degree,
b. at least 5 years' experience in the relevant field for which they are signing, and
c. be a member of a relevant recognised professional association

The Minister will accept registered professional membership from a nationally or internationally recognised geoscientific professional body, for example the Institute of Geologists of Ireland, European Federation of Geologists, Geological Society of London, Australasian Institute of Mining and Metallurgy, American Institute of Professional Geologists, or Canadian Provincial associations.

Qualified persons should provide in this form, details of their professional membership, their professional area of expertise, to show its relevance to the subject of the report and their signature. **Please note that all fields are mandatory.**

Please add a signature for every individual who submits/endorses technical reports.

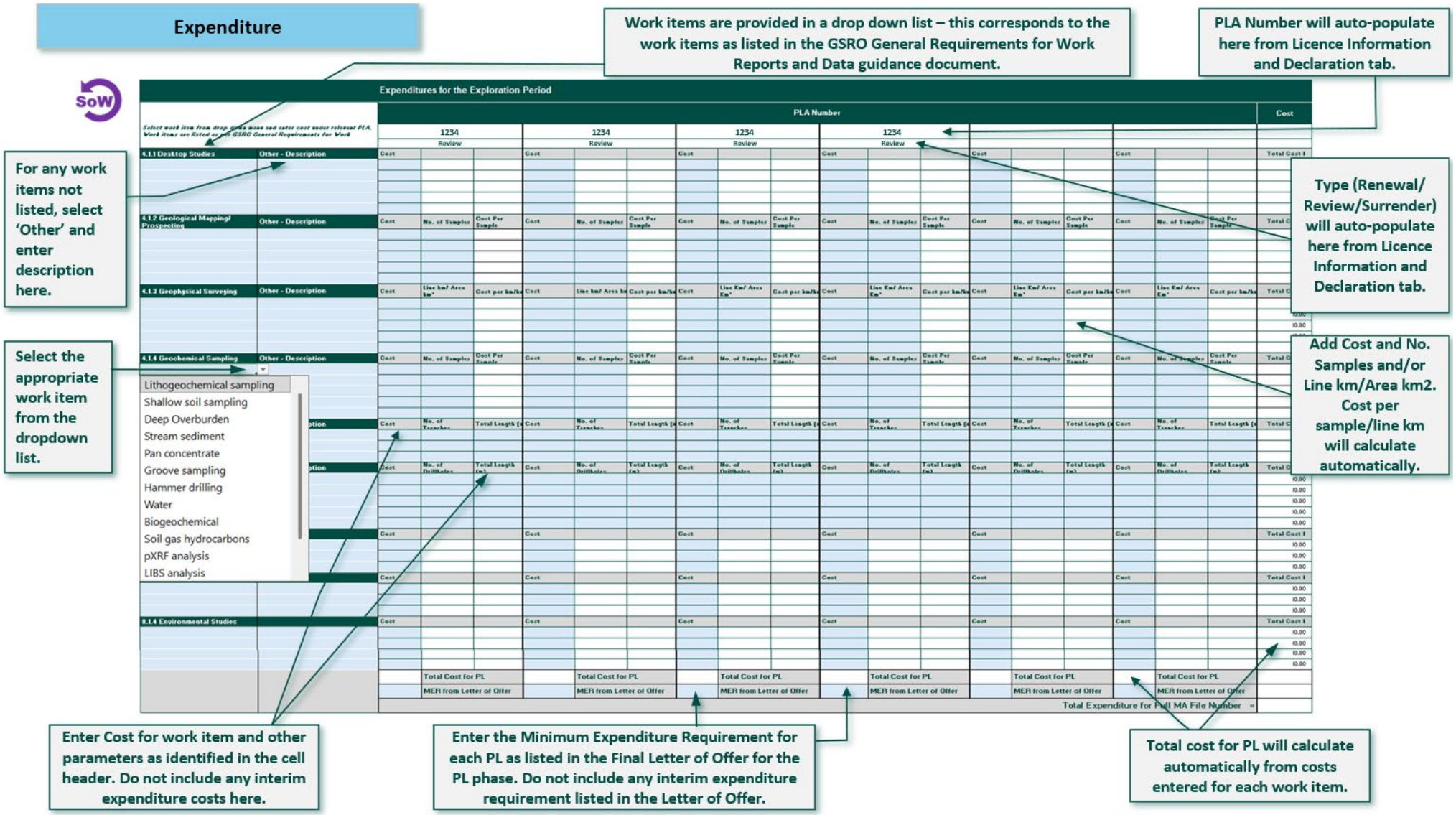
Declaration
I declare that I am a Qualified Person as recognised by the Geoscience Regulation Office, Department of Climate, Energy and the Environment.

Reporting Period	From	
	To	
Name		
Professional Association		
Further information on the Association if different to those listed above.		
Relevant area(s) of expertise as recognised by the Professional Associations		
Signature		
Date		

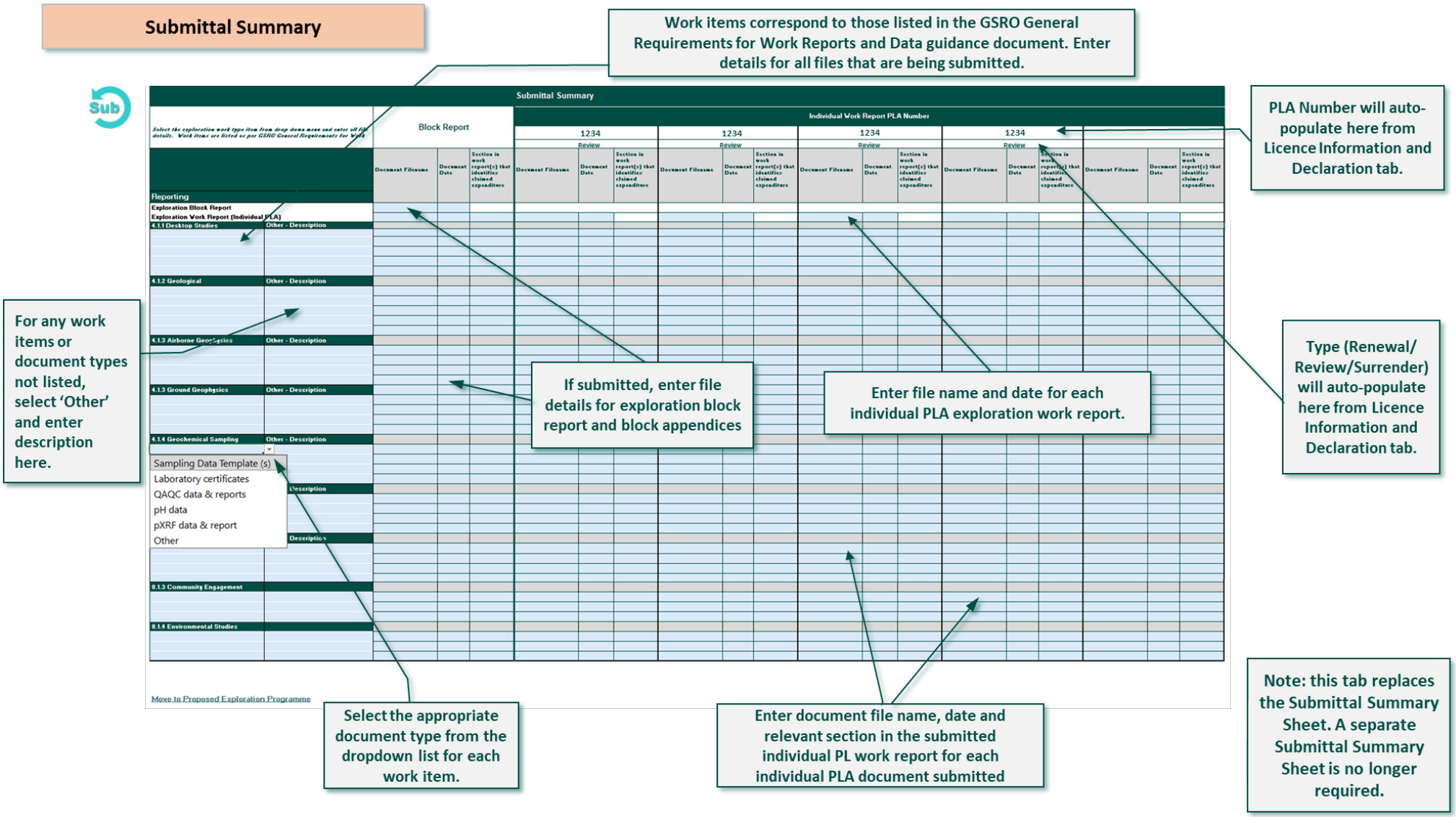
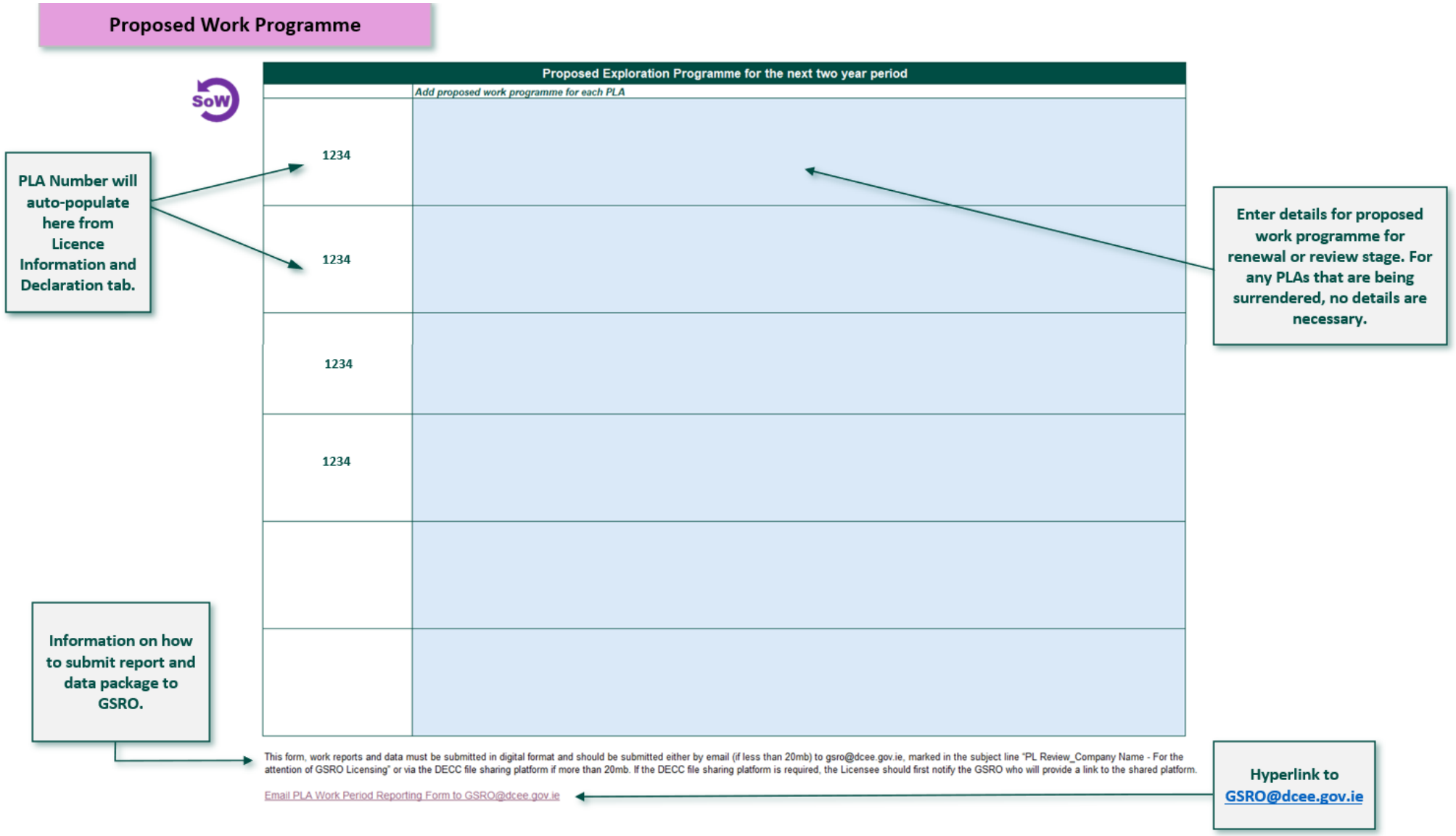
Reporting period is auto-populated from Start/End dates on the Licence Information and Declaration tab.

Enter information on the Qualified Person signing off on the submitted exploration reports.

2.5 Expenditure



2.6 Submittal Summary



2.7 Proposed Work Programme