

Specification of the controller – DK 09/2023

Project

Name of the project	
Acronym (<i>main identifier</i>)	
Project number (after MC selection)	

Project partner to be controlled

Project partner number (partnership list)	
Full name of the contact person(s)	
Function(s) within the project (e.g. lead partner (LP), project partner (PP), work package (WP) leader/coordinator, group of activity leader)	
Department/Unit	
Organisation	
Full address	
Telephone number(s)	
E-mail(s)	

Project partner's controller(s)

Full name(s)	
Job title(s)	
Division/Department/Unit	
Organisation	
Full address	
Telephone number(s)	
E-mail(s)	

Project partner's budget

CAT1 Staff costs	
CAT2 Office and administration (lump sum)	
CAT3 Travel and accommodation	
CAT4 External expertise and services	

Specification of the controller – DK 09/2023

CAT5 Equipment	
CAT6 Infrastructure and works	
Total	

Project partner's financial resources

ERDF co-financing	
ERDF partner's own contribution	
Total	

Controller's professional skills and competence

Please describe the controller's individual professional skills and knowledge in the control/audit field.	
Please describe the controller's individual professional skills and knowledge in the field of control of projects co-financed from EU-funds (in particular ERDF).	
Is the controller's knowledge of the English language sufficient in order to read and understand all relevant documents?	
Did the proposed controller take part in the training provided either by the Managing Authority/Joint Secretariat (MA/JS) of Interreg Baltic Sea Region or by the national approbation body? If not, does the controller commit him/herself to take part in the next possible seminar that will be offered?	<input type="checkbox"/> yes, date: <input type="checkbox"/> no <input type="checkbox"/> yes

Controller's independence

Is the controller from a unit/organisation that is professionally independent from the unit/organisation dealing with the activities and finances (e.g. accounting, salary calculations, procurement and payment orders) of the Interreg Baltic Sea Region project in question?	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Specification of the controller – DK 09/2023

<p>Please confirm that the organisation/unit that the controller is working for is not involved in the:</p> <ul style="list-style-type: none"> - project selection by the Monitoring Committee of Interreg Baltic Sea Region - project activities (incl. signing the project report as project partner) - project finances (incl. project accounting and payment orders). 	
<p>Is the controller independent from the project partner organisation also in terms of its responsibilities? For example the tax adviser of the project partner organisation cannot be its first level controller.</p>	
<p>Is the controller an internal (employed by the entity of the project partner) or an external independent controller (not employed by the entity of the project partner)?</p>	
<p>If the controller is an external controller:</p> <p>Is the controller a private or a public external controller?</p> <p>What is the basis for the controller to carry out the control? A service contract, a mandate, other (please specify)?</p> <p>Is the controller registered, i.e. a member of a professional organisation (obligatory for private external auditors)? If yes, which one?</p> <p>Is the controller obliged to a professional code of conduct or other rules defining his/her function and independence?</p>	
<p>If the controller is an internal controller:</p> <p>Is the controller's independence regulated by law or local or internal rules in your country (for example: rules regarding internal controller's function, code of conduct).</p> <p>And if so can you describe what these rules are?</p> <p>To which person in your organisation does the controller answer (management, council, supervisory board or other)?</p> <p>Please provide an organisational chart which shows the units where the activities and</p>	

Specification of the controller – DK 09/2023

finances are managed, where the payments are ordered and where the control is carried out.	
Can you confirm that regarding the control of this Interreg Baltic Sea Region project, there are no relationships by blood or marriage between the controller and employees/managers of the unit in charge of project activities and finances?	
Is the controller independent of mind meaning that he/she does not feel dependent on the entity/unit to be controlled regarding the Interreg Baltic Sea Region project in any other way than the ones already mentioned?	

Other

Did the controller receive and study the following documents? <ul style="list-style-type: none">- Interreg Baltic Sea Region Programme Manuals- Approved application form/project data- Subsidy contract¹- Partnership agreement¹- Country specific guidelines	
Can the controller ensure that his/her work is properly documented and accessible to guarantee an efficient review of the work in a way that any other controller/auditor can perform again the control with the only use of the control file?	
Can the project partner and the first level controller ensure that the work will be carried out within 2 months after the end of each reporting period bearing in mind that the project's progress report has to be submitted to the MA/JS by the LP within 3 months after the end of each reporting period?	

Information for the Project Partner

¹ If the subsidy contract or the partnership agreement have not been signed yet, the controller should be provided with the draft (if available) or alternatively with the templates from the Interreg Baltic Sea Region Programme website. It has to be ensured that the controller will receive these project specific documents before the first validation of the project partner's expenditure.

Specification of the controller – DK 09/2023

Partners must apply the public procurement rules according to section K. of the Programme Manual when awarding the contract to the controller.

Information for the controller:

I herewith remind the project partner and the project partner's controller:

- to bear in mind that the project's progress report has to be submitted by the lead partner to the Managing Authority/Joint Secretariat (MA/JS) within three months after the end of each reporting period,
- to ensure that the control work of each project partner will be carried out within two months after the end of each reporting period,
- to use the Interreg BSR standard reporting templates and other control documents to report the expenditure,
- to document the checks and to validate the eligible expenditure,
- to verify the soundness of expenditure declared by the project partner in the framework of the given project or parts of the project implemented on our territory,
- to verify the compliance of such expenditure and of related operations (cost-sharing), or parts of those operations with Community rules, relevant national rules and Interreg BSR Programme rules for the above-mentioned project and project partner.

Signatures

Project partner	First level controller
Place and date	Place and date
Signed by (full name of the signatory)	Signed by (full name of the signatory)
Signature	Signature

Please send the completed controller's specification including relevant documents (e.g. organisation chart) to (please specify that your inquiry is related to Interreg Baltic Sea Region 2021-2027):

Danish Business Authority (DBA)
Decentral Business Development
Vejløvej 29
DK-8600 Silkeborg

Tel.: +45 35 29 17 00
Email: de@erst.dk