

Interreg VI B Baltic Sea Region (BSR): Specification of the controller

Project

Name of the project (<i>optional</i>)	
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	
CAT3 Travel and accommodation	

CAT4 External expertise and services	
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

1. Please, describe the controller's individual professional skills and knowledge in the control/audit field.	
2. 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).	
3. Is the controller's knowledge of the English language sufficient in order to read and understand all relevant documents?	
4. Did the proposed controller take part in the training provided either by the Managing Authority/Joint Secretariat (MA/JS) of Interreg BSR or by the national approbation body?	<input type="checkbox"/> yes, date: <input type="checkbox"/> no
5. If not, does the controller commit him/herself to take part in the next possible seminar that will be offered?	<input type="checkbox"/> yes

Controller's independence

6. 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 BSR project in question?	
7. Please confirm that the organisation/unit that the controller is working for is not involved in the:	

<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>8. 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>9. 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>10. Is the controller a private or a public external controller?</p> <p>11. What is the basis for the controller to carry out the control? A service contract, a mandate, other (please specify)?</p> <p>12. Is the controller registered, i.e. a member of a professional organisation (obligatory for private external auditors)? If yes, which one?</p> <p>13. 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>14. 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>15. And if so, can you describe what these rules are?</p> <p>16. To which person in your organisation does the controller answer (management, council, supervisory board or other)?</p> <p>17. Please provide an organisational chart which shows the units where the activities and finances are managed, where the payments are ordered and where the control is carried out.</p>	
<p>18. Can you confirm that regarding the control of this Interreg BSR project, there are no</p>	

relationships by blood or marriage between the controller and employees/managers of the unit in charge of project activities and finances?	
19. Is the controller independent of mind meaning that he/she does not feel dependent on the entity/unit to be controlled regarding the Interreg BSR project in any other way than the ones already mentioned?	

Other

20. Did the controller receive and study the following documents? <ul style="list-style-type: none"> - Interreg BSR Programme Manuals - Approved application form/project data - Subsidy contract¹ - Partnership agreement¹ - Country specific requirements or guidelines if there are any 	
21. 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?	
22. 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

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

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.

- ▶ *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	Controller
Place and date	Place and date
Signed by (full name of the signatory)	Signed by (full name of the signatory)
Signature and stamp	Signature and stamp

Please send the completed specification of the controller including relevant documents (e.g. organisation chart) **to the Designation Body of your federal state.**

For contact details of the authority responsible for the designation please see "Annex3 Designation bodies in Germany".

To be completed by the Designation Body:

I hereby confirm that the information provided gives reasonable assurance about the controller's specific qualification and independence. The controller fulfils the requirements set in the Programme Manual.	
Place, date and stamp	Signature of the Designation Body

*Note to the Designation Body: Please, send the completed specification to: **Europaministerium, Referat für Ostseeangelegenheiten, IX 415 – Susanne Grahl, Fleethörn 29-31, 24103 Kiel***