

ESPON 2013 Programme – Member State's Description of the First Level Control System according to Article 16 of Regulation 1080/2006

Territorial Cooperation Programme, ESPON 2013
CCI 2007CB163PO022

SECTION	DESCRIPTION
<p>1. General</p> <p>1.1. Information submitted by:</p> <ul style="list-style-type: none"> • Member State • The main contact point <ul style="list-style-type: none"> ○ Name of the institution ○ Responsible unit ○ Address ○ Telephone, fax ○ E-mail address ○ Title (Mr/Mrs) ○ Name and Surname ○ Position within the unit <p>1.2. The information provided describes the situation on :</p>	<p>Principality of Liechtenstein</p> <p>Ministry of Environmental Affairs, Land Use Planning, Agriculture and Forestry</p> <p>No additional units</p> <p>Städtle 49, LI - 9490 Vaduz</p> <p>P: 00423 236 64 71 F: 00423 236 61 84</p> <p>remo.looser@mr.liv.li</p> <p>Mr.</p> <p>Remo Looser</p> <p>Government Officer</p> <p>07.12.2007</p>
<p>2. System Structure</p> <p>What kind of system did you opt for?</p> <p>- a <u>centralized control system</u>: a control body appointed at central level to carry out the control for all beneficiaries on the territory (please continue with question 2.1)</p> <p>or</p> <p>- a <u>decentralized control system</u>: the beneficiaries proposes a controller who is authorized by a central MS body or selects a controller from a short list provided by the MS (please continue with question 2.2)?</p>	<p>yes</p> <p>no</p>

<p>2.1 Centralised Control System Please describe the system. Please indicate if the control is carried out by civil servants or by an external audit firm appointed for this specific mission. In case of an external audit firm, please explain how it was/will be appointed. <u>Contact details of the controller</u> Please provide the contact details of the designated body who will undertake the controls.</p>	<p>The control will be carried out by controller employed and contracted by the Ministry of Education.</p> <p><u>Control Body 1</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the institution: Ministry of Education <input type="checkbox"/> Responsible unit: No additional units <input type="checkbox"/> Address: Städtle 49, LI - 9490 Vaduz <input type="checkbox"/> Telephone, fax: T: 00423 236 60 11 F: 00423 236 61 84 <input type="checkbox"/> E-mail address: simon.biedermann@mr.lv.li <input type="checkbox"/> Title (Mr/Mrs): Mr. <input type="checkbox"/> Name and Surname: Simon Biedermann <input type="checkbox"/> Position within the unit: Government Officer
<p><u>Contact details supervisory body</u> In case of an external controller, please specify the body fulfilling the supervisory duties and the contracting.</p>	<p><u>Supervisory Body 1</u> Name of body,</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the institution <input type="checkbox"/> Responsible unit <input type="checkbox"/> Address <input type="checkbox"/> Telephone, fax <input type="checkbox"/> E-mail address <input type="checkbox"/> Title (Mr/Mrs) <input type="checkbox"/> Name and Surname <input type="checkbox"/> Position within the unit
<p><u>Controller's qualification</u> Which minimum requirements (degrees, work experience, national qualifications, and/or registration in professional organisations) does the controller under the centralized system described above shall fulfil?</p>	<p>Within the Ministry of Education Mr. Biedermann is responsible for Universities and research institutes in Liechtenstein and supervise the compliance with national legislations. He's also entitled to control and to deal with the relevant monetary transactions based on the relevant law and services agreements between the institutions and the national level. Furthermore Mr. Biedermann is responsible for the EU programmes related to education in which Liechtenstein takes part. Due to this reason Mr. Biedermann has good knowledge of national and EU legislation, structural funds legal framework, international auditing standards and English, the language of the programme.</p>

2.2 Decentralized Control System

Please describe the system.

- Will the beneficiary select a controller from a list of several public and/or private control bodies established on MS level beforehand

Or

- will the beneficiary propose an independent controller (internal or external), who is then authorized at central level before the first expenditure is reported and confirmed (please also refer to the guidance note established by the CU attached)?

In both cases, please explain the procedure for establishing the shortlist or authorizing the controller.

If appropriate, please give also examples of types of possible control bodies.

In case of use of shortlist of controllers, please provide the list (if not available yet, please indicate date of publication of shortlist).

Controllers' qualification:

Please explain the minimum requirements for a controller to act as Project partner/Lead partner controller (e.g. degrees, work experience, national qualifications, and/or registration in professional organisations).

For the approbation/selection of controllers at central level, we suggest using the checklist provided in Annex 4 of the guidance note. Please confirm the use of this document or explain what kind of other document(s) (which has to be at least equivalent) you will use instead. Copy of the

<p>equivalent documents should be provided to the ESPON Coordination Unit.</p> <p><u>Contact details of the central approbation body</u> Please indicate the contact details of the central body in charge of establishing the shortlist of selected control bodies or the body in charge of authorizing the controller proposed by a project partner.</p>	<p><u>Central Approbation Body</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the institution <input type="checkbox"/> Responsible unit <input type="checkbox"/> Address <input type="checkbox"/> Telephone, fax <input type="checkbox"/> E-mail address <input type="checkbox"/> Title (Mr/Mrs) <input type="checkbox"/> Name and Surname <input type="checkbox"/> Position within the unit
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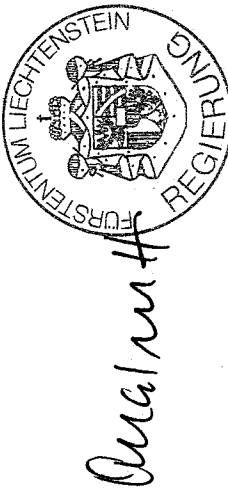
<p>4. Separation of Functions</p> <p>Please explain how your Member State will ensure a clear separation of functions between the different bodies having responsibilities for the management and control of project(s) and/or the programme. If appropriate, please provide an organization chart to document the separation of functions between the bodies or units in charge of</p> <ul style="list-style-type: none"> - project activities and finances - the verification of the project expenditure and delivery of the products and services (so-called "first level control" according to Article 16 of Regulation 1080/2006) - the sample checks on operations (the so-called "second level audit" according to Article 14 (2) of Regulation 1080/2006 and Article 62 of Regulation 1083/2006) - and project approval/Monitoring Committee representation (according to Article 63 of Regulation 1083/2006)? 	<ul style="list-style-type: none"> - For the so-called "first level control" the Ministry of Education will be responsible. Simon Biedermann, will not be involved in the management of projects funded by ESPON, but will be in charge of the first level controls only. - The "second level audits" will be conducted by the National Finance Administration, which is absolutely independent from the Ministry of Education. The National Finance Administration is allocated to the Ministry of Finance. - For the organisational part and the management of the programme (representation in the Monitoring Committee and responsibility in project approval procedures) the Ministry of Environmental Affairs, Land Use Planning, Agriculture and Forestry is responsible.
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<p>5. First Level Control Delays</p> <p>How do you ensure that the first level control is carried out within 2 months after receipt of the documents?</p> <p>Three months are requested by the regulation 1080/2006, but the Lead Partner will also need two months after reception of the certification from the Project Partners to establish its own certification. This will allow the project to present a reimbursement claim four months after the completion of the six months reporting period)?</p>	<p>A clear order to the responsible person is given in this respect. time limits will be set by internal rules for controllers.</p>
<p>6. Quality Assurance/Guidance to FLC bodies</p> <p>The programme will establish</p> <ul style="list-style-type: none"> - ESPON control guidelines - a template for a FLC checklist - a template for a FLC report. - A control certificate inside the progress report to be signed by the FLC. <p>The use of these standardized documents will be obligatory.</p> <p>Have you provided any additional guidance to the body/bodies in charge of first level control to ensure sound financial control (such as written guidelines, training)</p> <p>If yes please provide</p> <ul style="list-style-type: none"> - the reference - the date - related documentation (if applicable). <p>Copies of the additional guidance documents should be provided to the ESPON Coordination Unit as soon as they will become available.</p> <p>Please describe how you will ensure that the</p>	<p>We confirm the use of these standard Programme documents.</p> <p>No additional guidance is provided or will be provided. Beneficiaries will be made aware that Programme documents have to be complied with.</p>
<p>Please describe how you will ensure that the</p>	<p>The FLC will be in possession of the relevant documents. All the requirements of the Article 60b) of</p>

guidance is followed and the requirements resulting Article 60 b) of Regulation (EC) No 1083/2006 and from the ESPON 2013 control guidelines and ESPON 2013 control certificate are respected.

Regulation (EC) No 1083/2006 will be respected by the controller. On the spot checks will be implemented for all beneficiaries.

<p>7. Control Cost</p> <p>Who will pay for the control? Will it be provided for free (by the MS) or will the cost be borne by the Lead/Project partner and thus reported as eligible cost within the project?</p> <p>If the control cost is borne by the beneficiary and to be reported as eligible project cost, please provide details on how the cost is calculated, what is the basis for the payment (e.g. service contract) and to whom it has to be paid.</p>	<p>The cost will be borne by the Government of the Principality of Liechtenstein.</p>
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<p>Name, Title + Organisation of Signatory for the MS</p> <p>Hugo Quaderer Minister of Environmental Affairs, Land Use Planning, Agriculture and Forestry</p>	<p>Place, Date and Stamp</p> <p>Vaduz, 10 December 2007</p> 
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Thank you in advance for sending the filled-in questionnaire including relevant annexes **by 7 September 2007** to the following address:

ESPON Coordination Unit
CRP HT – BP 144
L-4221 Esch sur Alzette
Luxembourg

If you need assistance or any further information/details for filling in the document, please contact Sara Ferrara (e-mail: sara.ferrara@espon.eu Tel. +352. 54.55.80.705).