

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>UNITED KINGDOM</p> <p>Mr Darren Wilding First Level Controls Approval Manager COMMUNITIES AND LOCAL GOVERNMENT European Policy & Programmes Division Eland House Bressenden Place London SW1E 5DU</p> <p>Telephone : 0303 444 2710 Fax : 020 7944 3809 E-mail : darren.wilding@communities.gsi.gov.uk</p>
<p>1.2. The information provided describes the situation on :</p>	<p>11/01/10</p>
<p>2. System Structure</p> <p>What kind of system did you opt for?</p> <ul style="list-style-type: none"> - a centralized control system: a control body appointed at central level to carry out the control for all beneficiaries on the territory (please continue with question 2.1) or - a decentralized control system: the 	<p>A decentralized control system: the beneficiaries propose a Controller which we then check – looking for functional independence, appropriate qualifications etc - and approve if appropriate.</p>

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)?

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.

Contact details of the controller

Please provide the contact details of the designated body who will undertake the controls.

Not applicable (see 2.2)

Control Body 1

- Name of the institution
- Responsible unit
- Address
- Telephone, fax
- E-mail address
- Title (Mr/Mrs)
- Name and Surname
- Position within the unit

Contact details supervisory body

In case of an external controller, please specify the body fulfilling the supervisory duties and the contracting.

Supervisory Body 1

Name of body,

- Name of the institution
- Responsible unit
- Address
- Telephone, fax
- E-mail address
- Title (Mr/Mrs)
- Name and Surname
- Position within the unit

Controller's qualification

Which minimum requirements (degrees, work experience, national qualifications, and/or registration in professional organisations) does the controller under the centralized system described above shall fulfill?

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 'Designation Checklist & Certificate' provided within the ESPON 'First Level Control Documents'. Please confirm the use of this document or explain what kind of other document(s) (which has to be at least equivalent)

The beneficiary will propose an independent controller, who is then authorised at national level (the Government department for Communities & Local Government) before the first expenditure is reported and certified.

The Controller is authorised on the basis of a list of approved professional bodies and can be internal as well as external as long as he/she is qualified and from a unit independent of the projects activities and financial management.
We will also require written, detailed confirmation from the applicant Controllers in order to provide extra guarantees that they are knowledgeable about - and comply – with the rules.

We will ensure they are experienced and qualified and are knowledgeable about a wide range of relevant EU issues. These include knowledge about the audit & financial control requirements for Espon as well as a sound knowledge of international auditing standards. All approved First Level Controllers must be qualified members of the following professional organisations :

- (1) The institute of Chartered Accountants in England and Wales
- (2) The Institute of Chartered Accountants of Scotland

<p>you will use instead. Copy of the equivalent documents should be provided to the ESPON Coordination Unit.</p>	<p>(3) The Association of Chartered Certified Accountants (4) The Chartered Institute of Public Finance and Accountancy (5) The Association of Authorised Public Accountants (6) The Association of International Accountants or....</p> <p>any other body recognised by the Secretary of state for the purposes of Part II of the Companies Act 1989 (eligibility for appointment as company auditors).</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"> o Communities & Local Government o European Policy & Programmes Division o Eland House, Bressenden Place, London SW1E 5DU o Tel: 0303 444 2710 o darren.wilding@communities.gsi.gov.uk o Mr Darren Wilding o First Level Control Approbation Manager
<p>3. Separation of Functions 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 organisation 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) 	<p>We will ask for an organisational chart if the Controller is from the same organisation as the Partner and also an undertaking of functional independence.</p> <p>Separation from project and finances – it is not the role of the European Policy & Programmes Division (EPPD) to engage in project activities in the Espon programme. EPPD acts as the national authority for the ERDF on behalf of the UK.</p> <p>Separation with the Second Level Controls is assured – An independent control division (Internal Audit Services) within Communities & Local Government is in charge of the Second Level Audits. This division will also not engage in project activities.</p>



- and project approval/Monitoring Committee representation (according to Article 63 of Regulation 1083/2006)?

Separation with Programme Monitoring Committee functions can be assured internally. Colleagues from the International Programme Team, with no involvement with FLC activities, will represent Communities & Local Government (CLG) at PMC meetings and the First Level Control Arrangements Manager will have responsibility for managing the First Level Control arrangements. This will ensure an adequate division of tasks between staff members of the divisions within the European Policy & Programmes Team in CLG.

<p>4. 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>In order to be approved, a First Level Controller will also have to declare his/her ability to deliver his work within the required time frames. Deadlines will be set for the Controllers in the appointing letter, in the Declaration they have to sign for in the checklist application and in the Contract between the Lead Partner and the Espon Secretariat.</p>
<p>5. 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>No, although the National Eligibility Rules on ERDF are available online.</p>

<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.</p>	
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<p>6. Control Cost 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? 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 control costs will be borne by the beneficiaries.</p>
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<p>Name, Title + Organisation of Signatory for the MS Darren Wilding First Level Controls Approbation Officer Communities & Local Government European Policy & Programmes Division Eland House Bressenden Place London SW1E 5DU</p> 	<p>Place, Date and Stamp</p> 
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Thank you in advance for sending the filled-in questionnaire including relevant annexes to the following address:

ESPON Coordination Unit
 CRP HT – BP 144

ESPON Coordination Unit

L-4221 Esch sur Alzette
Luxembourg

If you need assistance or any further information/details for filling in the document, please contact Ann-Gritt Neuse (e-mail: ann-gritt.neuse@espon.eu,
Tel. +352. 54.55.80.693).