

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><b>1. General</b></p> <p>1.1. Information submitted by:</p> <ul style="list-style-type: none"> <li>• Member State</li> <li>• The main contact point               <ul style="list-style-type: none"> <li>○ Name of the institution</li> <li>○ Responsible unit</li> <li>○ Address</li> <li>○ Telephone, fax</li> <li>○ E-mail address</li> <li>○ Title (Mr/Mrs)</li> <li>○ Name and Surname</li> <li>○ Position within the unit</li> </ul> </li> </ul>	<p>Sweden</p> <p>Tillväxtverket - Swedish Agency for Economic and Regional Growth Programstöd, first level control Box 3034, SE 831 03 ÖSTERSUND</p>
<p>1.2. The information provided describes the situation on :</p>	<p>16/02 2010</p>
<p><b>2. System Structure</b></p> <p>What kind of system did you opt for?</p> <ul style="list-style-type: none"> <li>- 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)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- a decentralized control system: 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)?</li> </ul>	<p>A centralized control system. The Swedish government has appointed/designated Tillväxtverket - the Swedish Agency for Economic and Regional Growth. Tillväxtverket is a public administrative body and has around 200 employees.</p>

<b>2.1 Centralised Control System</b>	
<p><u>Please describe the system.</u> 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.</p>	<p>The control is carried out by civil servants.</p>
<p><u>Contact details of the controller</u> Please provide the contact details of the designated body who will undertake the controls.</p>	<p><u>Control Body 1</u> Tillväxtverket Joint Unit for Regional Structural Fund programmes Fyrvallavägen 1 SE-831 43 ÖSTERSUND</p> <p><u>Contact:</u> Tillväxtverket Tommy Anjevall (manager) Box 3034 SE 831 03 ÖSTERSUND Phone: +46 8 681 96 16 Fax: +46 63 51 32 30 Tommy.anjevall@tillvaxtverket.se</p> <p>Tillväxtverket Sandra Zakrisson (controller, also main contact regarding EspoN 2013 programme towards PP) Box 3034 SE 831 03 ÖSTERSUND Phone: +46 8 691 91 39 Fax: + 46 63 51 32 30 Sandra.zakrisson@tillvaxtverket.se</p> <p>Tillväxtverket Håkan Flykt (controller) Box 3034 SE 831 03 ÖSTERSUND Phone: +46 8 691 91 66 Fax: + 46 63 51 32 30 Hakan.flykt@tillvaxtverket.se</p>

	<p>Tillväxtverket          Birgitta Pettersson (controller)          Box 3034          SE 831 03 ÖSTERSUND          Phone: +46 8 691 92 51          Fax: + 46 63 51 32 30          Birgitta.pettersson@tillvaxtverket.se</p> <p>Tillväxtverket          Mårten Sandström (controller)          Box 3034          SE 831 03 ÖSTERSUND          Phone: +46 8 691 91 77          Fax: + 46 63 51 32 30          Marten.sandstrom@tillvaxtverket.se</p> <p>Tillväxtverket          Robert Berggren (controller)          Box 3034          SE 831 03 ÖSTERSUND          Phone: +46 8 691 92 37          Fax: + 46 63 51 32 30          Robert.berggren@tillvaxtverket.se</p>
<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"> <li><input type="radio"/> Name of the institution</li> <li><input type="radio"/> Responsible unit</li> <li><input type="radio"/> Address</li> <li><input type="radio"/> Telephone, fax</li> <li><input type="radio"/> E-mail address</li> <li><input type="radio"/> Title (Mr/Mrs)</li> <li><input type="radio"/> Name and Surname</li> <li><input type="radio"/> Position within the unit</li> </ul>
<p><u>Controller's qualification</u>          Which minimum requirements (degrees, work ex-</p>	<p>The qualification required is:          - College or academic degree, Bachelor of Science (B.Sc.) with degree in business and</p>

<p>perience, national qualifications, and/or registration in professional organisations) does the controller under the centralized system described above shall fulfil?</p>	<p>economics.</p> <ul style="list-style-type: none"> <li>- Knowledge in relevant EU-regulations, programme requirements.</li> <li>- Very good/Excellent knowledge in English, preferably other EU languages.</li> </ul>
---	---

<p><b>2.2 Decentralized Control System</b></p> <p>Please describe the system.</p>	<p>N/A</p>
<ul style="list-style-type: none"> <li>- Will the beneficiary select a controller from a list of several public and/or private control bodies established on MS level beforehand</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>- 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)?</li> </ul> <p>In both cases, please explain the procedure for establishing the shortlist or authorizing the controller.</p> <p>If appropriate, please give also examples of types of possible control bodies.</p> <p>In case of use of shortlist of controllers, please provide the list (if not available yet, please indicate date of publication of shortlist).</p> <p><u>Controllers' qualification:</u></p> <p>Please explain the <u>minimum requirements</u> for a controller to act as Project partner/Lead partner controller (e.g. degrees, work experience, national qualifications, and/or registration in professional organisations).</p> <p>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>	

<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"> <li><input type="radio"/> Name of the institution</li> <li><input type="radio"/> Responsible unit</li> <li><input type="radio"/> Address</li> <li><input type="radio"/> Telephone, fax</li> <li><input type="radio"/> E-mail address</li> <li><input type="radio"/> Title (Mr/Mrs)</li> <li><input type="radio"/> Name and Surname</li> <li><input type="radio"/> Position within the unit</li> </ul>


<p><b>4. Separation of Functions</b> 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"> <li>- project activities and finances</li> <li>- 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)</li> <li>- 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)</li> <li>- and project approval/Monitoring Committee representation (according to Article 63 of Regulation 1083/2006)?</li> </ul>	<p>In the ESPON 2013 Programme both the Managing and the Certifying Authorities are situated in Luxembourg</p> <p>The 1st level control is managed by Tillväxtverket, The Swedish Agency for Economic and Regional Growth.</p> <p>Nor the Managing or the Certifying Authorities are situated in Sweden (see above).</p> <p>In Sweden the "second level audit" will be carried out by Ekonomistyrningsverket (ESV), The Swedish National Financial Management Authority. The ESV is a member of the Group of Auditors.</p>
--	--

<p><b>5. First Level Control Delays</b></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>Tillväxtverket intend to contact Swedish project partners to inform them that they need to submit there documents to Tillväxtverket and first level control after there reporting periods end.</p> <p>Tillväxtverket will inform project partners that first level control requires at least 30 days from that all of the relevant documents are submitted to Tillväxtverket.</p>
<p><b>6. Quality Assurance/Guidance to FLC bodies</b></p> <p>The programme will establish</p> <ul style="list-style-type: none"> <li>- ESPON control guidelines</li> <li>- a template for a FLC checklist</li> <li>- a template for a FLC report.</li> <li>- A control certificate inside the progress report to be signed by the FLC.</li> </ul> <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"> <li>- the reference</li> <li>- the date</li> <li>- related documentation (if applicable).</li> </ul> <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>Tillväxtverket has experience since 1995 of control of projects co-financed from Structural Funds, ERDF in particular. Tillväxtverket has also experience of control of projects financed by Interreg IIIA, Interreg IIIC, Interreg IIIB, Espon, etc during the period 2000-2006. No additional guidance or training has been necessary.</p> <p>Tillväxtverket is currently working on a information leaf that are intended to be sent out to all Swedish projekt partners within Espon 2013 program. This information leaf contains information about timeframes, state aid, public procurement , eligible cost, co-financing, contact information etc.</p>

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



<p><b>7. Control Cost</b></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 MS (Sweden) will pay for the control.</p>
---	--

<p><b>Name, Title + Organisation of Signatory for the MS</b></p> <p>Tommy Anjevall  Manager  Programstöd  Tillväxtverket Östersund</p>	<p><b>Place, Date and Stamp</b></p> <p>Östersund, 16/02 2010</p> 
--	---

Thank you in advance for sending the filled-in questionnaire including relevant annexes 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 Ann-Gritt Neuse (e-mail: ann-gritt.neuse@espon.eu, Tel. +352. 54.55.80.693).

