

Territorial Cooperation Programme, ESPON 2013
CCI 2007CB163PO022

SECTION	DESCRIPTION
1. General	
1.1. Information submitted by: <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 	Federal Ministry of Transport, Building and Urban Affairs –Member State
1.2. The information provided describes the situation on :	<i>October 2011</i>
2. System Structure	
What kind of system did you opt for? <ul style="list-style-type: none"> - <u>a 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) or <ul style="list-style-type: none"> - <u>a 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)? 	A centralized control system

2.1 Centralised Control System	
<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.	The control will be carried out by persons employed by the Federal Office for Building and Regional Planning.
<u>Contact details of the controller</u> Please provide the contact details of the designated body who will undertake the controls.	<u>Control Body 1</u> <ul style="list-style-type: none"> ○ Name of the institution Federal Office for Building and Regional Planning ○ Responsible Unit Z 5 ○ Address Deichmanns Aue 31-37, D-53179 Bonn ○ Telephone, fax +49(0)228 99 401 8500 ○ E-mail address ines.drechsler@bbr.bund.de ○ Title (Mr/Mrs) Mrs ○ Name and Surname Drechsler, Ines ○ Position within the unit Head of Unit
<u>Contact details supervisory body</u> In case of an external controller, please specify the body fulfilling the supervisory duties and the contracting.	No external controller
<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?	<ul style="list-style-type: none"> ○ Experience in German budget-, benefit- and contract law ○ Knowledge of international auditing standards ○ Knowledge of the EU regulatory framework for Structural Funds ○ Knowledge of English language

2.2 Decentralized Control System	
<p><u>Please describe the system.</u></p> <ul style="list-style-type: none"> - Will the beneficiary select a controller from a list of several public and/or private control bodies established on MS level beforehand <p>Or</p> <ul style="list-style-type: none"> - 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)? <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 equiv-</p>	

<p>alent 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>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 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) - and project approval/Monitoring Committee representation (according to Article 63 of Regulation 1083/2006)? 	<p>The First Level Controller is absolutely independent from project activities within the Federal Institute for Research on Building, Urban Affairs and Spatial Development (BBSR), Unit I 3 and other Units of Abt. I and II.</p> <p>The First Level Control will be carried out by the unit Z 5 of the BBR.</p> <p>The second level control will be carried out by the EFRE-Decision of the Federal Ministry of Transport, Building and Urban Affairs (BMVBS).</p>

<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? Three months are requested by the regulation 1080/2006, but the Lead Partner will also need</p>	<p>Time limits will respect requirements set by the Programme and EU regulations. Time limits will be set by internal rules for the civil servants performing the controls.</p>

<p>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>	
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<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>We confirm this.</p>
<p>Please describe how you will ensure that the 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>	<p>All requirements of the article and the ESPON control guidelines will be respected by the employees carrying out the first level control.</p>

7. Control Cost	
<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>For free for the beneficiaries. All costs for FLC will be paid by the State.</p>

Name, Title + Organisation of Signatory for the MS	Place, Date and Stamp
Dr. Katharina Erdmenger, BMVBS	Berlin, 19.10.2011

Thank you in advance for sending the filled-in questionnaire to the following address:

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



Dr. K. Erdmenger