

UFFIĊĊJU TAD-DEPUTAT  
PRIM MINISTRU  
MINISTERU GĦALL-AFFARIJET EWROPEJ

SEGRETARJAT PARLAMENTARI GĦALL-  
PRESIDENZA UE 2017 U GĦALL-FONDI  
EWROPEJ



MALTA

OFFICE OF THE DEPUTY  
PRIME MINISTER  
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT FOR THE EU  
PRESIDENCY 2017 AND EU FUNDS

*Id-Divizjoni għall-Fondi u Programmi*

*Funds and Programmes Division*



## First Level Controller Designation Certificate

Date

### Partner controller

Name of the controller:  
Organisation (if any) :  
Department (if any) :  
Address:  
Telephone:  
Email:

### Project

Name of the project:  
Acronym:  
Index:

### Project partner

Organisation:  
Department:  
Name of the contact person:  
Address:  
Telephone:  
Email:

Based on our review of the information provided by the project partner and controller in the 'First Level Controller designation checklist', the undersigned designate the above specified controller to verify the declared partner expenditure for the indicated project and partner, according to Article 23 of Regulation (EU) No 1299/2013 and Article 125 (4a) of Regulation (EU) No 1303/2013.

The information provided gives reasonable assurance about the controller's qualification and independence from the project's activities and finances to carry out the verifications mentioned above.

The project partner and partner controller are reminded to:

- ensure that the controller is and remains independent from the operation's activities and finances throughout project implementation;
- use the Interreg Europe standard reporting and control documents to report the expenditure, to document the checks and to confirm the eligible expenditure. Reporting to the programme authorities should be made through the online system;
- carry out of 100% check of the expenditure included in each progress report;
- carry out at least one physical on-the-spot check throughout the project lifetime in order to ensure that project deliverables are in place and working well, as well as to ensure that the working documents are properly documented and accessible;
- ensure that the assignment is conducted in accordance with generally accepted standards in particular International Standards on Auditing and in accordance to the programme guidelines for controllers, as well as any documentation issued by the FPD in connection with Territorial Cooperation Programmes, which include the national requirements, any circulars, as well as any other guidance notes; this to ensure the application of the same quality standards and to document the control steps properly;
- ensure that the control work will be carried out within two months after the end of each reporting period;
- liaise with the Lead Partner so as to ensure that the progress report is submitted to the joint secretariat within 3 months after the end of each reporting period;
- report suspected or established fraud cases to the Programme Managing Authority through the specific programme template;
- attend any meetings / training sessions organized by the Funds and Programmes Division including bilateral meetings;
- furnish the FPD with copies of the Independent First Level Control Certificate, the First Level Control report including the checklist as well as the First level Control Report on Established Fraud as established by the Programme to the National Authority, i.e., Funds and Programmes Division within 10 working days of the submission of such documents to the Lead Partner.

The designation body has to be informed as soon as any information that is provided in the designation checklist has changed.

The designation may be withdrawn in justified cases, like misstatements in the designation checklist, or material errors are detected during quality checks that are carried out by national bodies or programme bodies and put into question the controller's professional competence, or noncompliance with the timeline for the execution of the control work.

The Controller appointment will be for the duration of the project unless it is revoked on request from the project partner or by the Funds and Programmes Division.

FPD nominated officer from FCU	FPD nominated officer from TCU
Full name Designation	Full name Designation
Signature	Signature
Date	Date