



10.3 Annex 3: First level controller designation checklist

Partner controller

Organisation	
Department/unit/division	
Name of the controller	
Address	
Telephone	
Email	

Project

Name of the project	
Acronym	
Index	

Project partner

Organisation	
Department/unit/division	
Name of the contact person	
Address	
Telephone	
Email	

General

<p>1. Did the controller receive and study the following documents?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interreg Europe programme manual, incl. control guidance and templates for the control certificate and control report with checklist <input type="checkbox"/> Application form <input type="checkbox"/> Subsidy contract* <input type="checkbox"/> Partnership agreement* 	
<p>2. Is the controller aware of the country specific requirements that apply to the Interreg Europe programme (information available on the</p>	

* If available. Otherwise the controller has to ensure that s/he obtains and studies the documents once they are available.



programme's website)?	
3. Can the controller ensure that the work is properly documented and accessible to ensure an efficient review of the work in a way that any other controller/auditor can perform again the control only using the control file?	
4. Can the partner and the controller ensure that the work will be carried out within 2 months after the end of each reporting?	
5. Is the controller ready to participate in at least one first level control seminar organised by the programme or the designation body?	

Internal/external controller

Is the controller

- internal (employed by the project partner organisation), or
- external (not employed by the project partner organisation)

a) If the controller is an external controller

1. Is the control body private or public?	
2. What is the basis for the controller to carry out the control? A service contract, a mandate, other (please specify)?	
3. Is the controller registered, i.e. a member of a professional organisation (obligatory for private external auditors)? If yes, which one?	
4. Does the controller adhere to a professional code of conduct or other rules defining his/her function and independence?	

b) If the controller is an internal controller

1. Is the controller's independence regulated by law or local or internal rules in your country (for example rules regarding internal controller's function, code of conduct)? If yes, please specify.	
2. To which person in the partner organisation does the controller answer (e.g. management, council, supervisory board)?	
3. Please provide an organisational chart which shows the units where the activities and finances are managed, where the payments are ordered and where the control is carried out.	



Please send the completed questionnaire with attachments (e.g. organisation chart and other relevant documents) to: [contact details of the authority in charge of the designation level]