



Programme funded by the



First level controller designation checklist

Partner controller

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

Project

Name of the project	INTECMED, Incubators for innovation and technological transfer in the Mediterranean
Acronym	INTECMED
Index	B_A.2.1_0063

Project partner

Organisation	Fundación Corporación Tecnológica de Andalucía
Department/unit/division	Financial
Name of the contact person	Marta Peláez Honrado
Address	C/ Albert Einstein s/n. Edificio Insur. 4ª planta. CP: 41092. Sevilla
Telephone	954 461352
Email	marta.pelaez@corporaciontecnologica.com

General

<p>1. Did the controller receive and study the following documents?</p> <ul style="list-style-type: none"><input type="checkbox"/> ENI CBC MED programme manual, incl. control guidance and templates for the control certificate and control report with checklist<input type="checkbox"/> Application form<input type="checkbox"/> Grant contract*<input type="checkbox"/> Partnership agreement*	
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* If available. Otherwise the controller has to ensure that s/he obtains and studies the documents once they are available.

2. Is the controller aware of the country specific requirements that apply to the ENI CBC MED programme (information available on the 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 30 days after the end of each reporting period?	
5. Is the controller ready to participate in at least one first level control seminar organised by the programme or the designated body?	

External controller

Is the controller

- external (not employed by the project partner organisation)

1. ROAC registration number	
2. Procurement procedure	
3. Date of the contract	
4. Contract period	
5. Does the controller adhere to a professional code of conduct or other rules defining his/her function and independence?	

Professional skills and competences

1. Please describe the controller's individual professional skills and knowledge in the control/audit field.	
2. Please describe the controller's individual professional skills and knowledge in the field of control of projects co-financed from EU-funds, in particular Structural Funds and ERDF.	
3. Is the controller's knowledge of English sufficient in order to read and understand all relevant documents?	

Independence

<p>1. Can you confirm that the organisation/unit that the controller is working for is professionally independent from the unit dealing with the activities and finances of the project partner and is hence not involved in</p> <ul style="list-style-type: none"> • project approval • project activities (incl. signature of the project report as project partner) • project finances (project accounting and payment orders) 	
<p>2. Can you confirm that there are no relationships by blood or marriage between the controller and employees/managers of the unit in charge of the project activities and finances?</p>	
<p>3. Is the controller independent of mind, i.e. does not feel dependent on the entity/unit to be controlled in any other way than the ones already mentioned?</p>	

The information provided above applies to any controller of the control body that is or will be in charge of verifying the partner's expenditure. Any changes will be communicated to the designation body.

Signatures

Partner signature		Controller's signature	
Place	Date	Place	Date