How to designate your first level controller

Once a full application is approved, you must appoint a first level controller (FLC). This is done in the online monitoring system where each beneficiary has a menu item called FLC Designations. The process is described below.

Overview
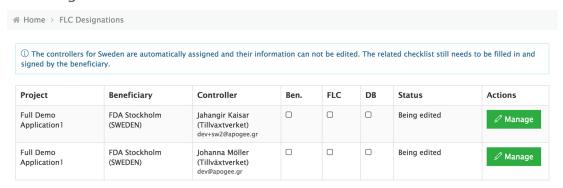The initial overview shows the status of the designation and the button to Add a new FLC.

FLC Designations

⌂ Home > FLC Designations

Project	Beneficiary	Controller	Ben.	FLC	DB	Status	Actions
Full Demo Application1	FDA Stockholm (SWEDEN)		⚠	⚠	⚠	No designation	⊕ Add

New designation
Clicking the Add button for the case of Swedish beneficiaries automatically creates designations with the Swedish controllers (who are the same for all Swedish beneficiaries). For all other countries, a form is being displayed to enter the details of the FLC.

FLC Designations

⌂ Home > FLC Designations

ⓘ The controllers for Sweden are automatically assigned and their information can not be edited. The related checklist still needs to be filled in and signed by the beneficiary.

Project	Beneficiary	Controller	Ben.	FLC	DB	Status	Actions
Full Demo Application1	FDA Stockholm (SWEDEN)	Jahangir Kaisar (Tillvaxtverket) dev+sw2@apogee.gr	☐	☐	☐	Being edited	✎ Manage
Full Demo Application1	FDA Stockholm (SWEDEN)	Johanna Möller (Tillväxtverket) dev@apogee.gr	☐	☐	☐	Being edited	✎ Manage

Designations
Full Demo Application1 / FDA Lead Ben DK

Project   Full Demo Application1

Beneficiary to be controlled

Organisation   FDA Lead Ben DK

Controller

First name *   [   ]

Last name *   [   ]

Job title *   [   ]

Organization *   [   ]

Telephone *   [   ]

Address *   [   ]

Postal code *   [   ]

City *   [   ]

Country *   [Not defined   ▲▼]

Email *   [   ]

Viewing the designation

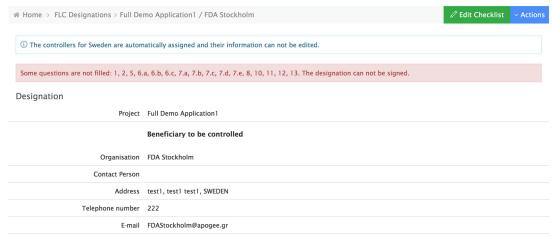When you view a designation, you can see its status and any missing fields.

Designations
Full Demo Application1 / FDA Stockholm

⌂ Home › FLC Designations › Full Demo Application1 / FDA Stockholm   ✎ Edit Checklist   ⌄ Actions

ⓘ The controllers for Sweden are automatically assigned and their information can not be edited.

Some questions are not filled: 1, 2, 5, 6.a, 6.b, 6.c, 7.a, 7.b, 7.c, 7.d, 7.e, 8, 10, 11, 12, 13. The designation can not be signed.

Designation

Project	Full Demo Application1
Beneficiary to be controlled	
Organisation	FDA Stockholm
Contact Person	
Address	test1, test1 test1, SWEDEN
Telephone number	222
E-mail	FDAStockholm@apogee.gr

Editing the checklist

The FLC checklist contains a series of questions with either an open-ended response or a set of options. The content of the text fields is periodically saved as you edit the checklist.

Designations
Full Demo Application1 / FDA Stockholm / Checklist

⌂ Home › FLC Designations › Full Demo Application1 / FDA Stockholm / Checklist

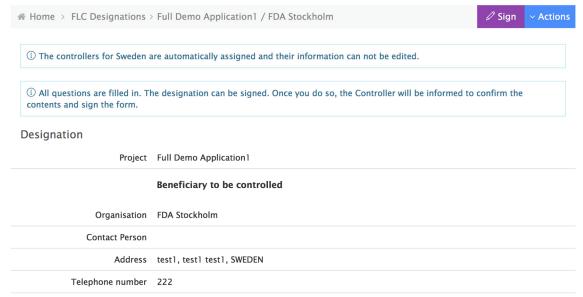| Section	Question	
Information regarding the professional competence, skills and experience of the controller	1	*Please describe the controller's individual professional skills and experience (including duration).*
		B I ¶▾ ≣ ☰ 🔗 ⊞ 💾 ↺ ↻ </> ✄ ⤢ [Type something] 0
	2	*Please describe the controller's individual professional skills and experience in the field of control of projects co-financed by EU-funds (Structural funds and ERDF in particular).*
		B I ¶▾ ≣ ☰ 🔗 ⊞ 💾 ↺ ↻ </> ✄ ⤢ [Type something] 0
	3	*Is the controller's command of the programme working language (English) sufficient to read and understand all relevant documents and guidance notes?* · Not defined ▾
Questions regarding independence	4.a	*Is the controller from a unit/organisation which is professionally independent from the unit/organisation dealing with the activities and finances of the Interreg IVB North Sea Region project in question?* · Not defined ▾
	4.b	*Can you as a project controller confirm that the unit/organization, in which you are working, is not involved with (in the context of this project):* *a) Project approval?* · Not defined ▾

Signing the designation
When all fields are filled in, you can sign the designation.

Designations
Full Demo Application1 / FDA Stockholm

🏠 Home › FLC Designations › Full Demo Application1 / FDA Stockholm

[✏ Sign] [⌄ Actions]

ⓘ The controllers for Sweden are automatically assigned and their information can not be edited.

ⓘ All questions are filled in. The designation can be signed. Once you do so, the Controller will be informed to confirm the contents and sign the form.

Designation

Project	Full Demo Application1
	Beneficiary to be controlled
Organisation	FDA Stockholm
Contact Person	
Address	test1, test1 test1, SWEDEN
Telephone number	222

Signing the designation locks it for further editing.

Designations
Full Demo Application1 / FDA Stockholm

🏠 Home › FLC Designations › Full Demo Application1 / FDA Stockholm

ⓘ **CONFIRMATION**

Beneficiary signing

You are confirming all contents of this form with your signature. Once you do so, the Controller will be notified to also confirm the contents and sign the form.

[Proceed] [Cancel]

After your confirmation, the first level controller will be invited to enter the system and accept the designation.

Designations
Full Demo Application1 / FDA Stockholm

🏠 Home > FLC Designations > Full Demo Application1 / FDA Stockholm

The form is now signed and an invitation to the FLC has been sent.

You are notified when the FLC signs the designation and when the designation body approves it. The designation body may reject the designation or ask for clarifications.