This document, so-called Synergie guide, has been prepared by the Joint Secretariat of the Interreg MED Programme, aiming to facilitate the use of the on line monitoring tool of the Programme, Synergie CTE, during project implementation. It describes the steps to follow for the actions that must be carried out in the system as well as recommendations and complementary information useful for the partner. It should be used as a support to the Programme Manual.

How to request access of an First Level Controller to Synergie CTE

Before submission to the Joint Secretariat, expenditures must be verified and validated by an independent controller. This process is carried out by a qualified First Level Controllers (hereafter FLCer) to verify that the expenditure incurred for the project implementation complied with the relevant EU, national, regional, institutional and programme rules as well as with the provisions of the Subsidy Contract and the approved application form.

It is the responsibility of each Participating State to designate the FLCer for partners located on their territory and participating in a project. In practice, this means that each partner needs to have a controller authorised by its National/ Regional Authority.

In the framework of the Interreg MED Programme, two types of control system exist:

❖ centralised control, implemented at national level
❖ decentralised control, implemented through an internal or external controller selected by the project partner and approved by the national/regional approbation body or selected from a central shortlist.

For the decentralised systems, partners are invited to get in touch with the approbation bodies to get informed on the first level control process and understanding the requirements and planning for certification.

For more information, please refer to the Factsheet of Programme Manual « Control, audits and verifications ».

Background (What, Why, Who, When)

The present guide covers the procedure to be followed in order to activate the access of an approved First Level Controllers (hereafter FLCer) in order for him/her to access to the controlled partner's data.

Please note that, for partners from countries with a centralized control system[1], the following procedure is not applicable. These partners will not have to implement any action on the system.

In the case of partners coming from countries outside of the Programme area, kindly contact directly your Project Officer at the Joint Secretariat to be informed about the procedure to be followed.

All partners located in a Participating State having a **decentralised control system[2]** are concerned by the present procedure and must request to their competent national/regional authority the **approval of the selected** FLCer according to the established national system. For more information, partners must contact their National Authorities or

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[1] Concerned Interreg MED participating states: Albania, Bosnia and Herzegovina, Croatia, Gibraltar (United Kingdom), Greece, Montenegro and Slovenia. In the case of partners outside of the Programme area please contact the JS.
[2] Concerned Interreg MED participating states: Cyprus, France, Italy, Malta, Portugal and Spain. In the case of partners outside of the Programme area please contact the JS.

National Contact Points[3]. An approval is needed for each project where the partner is participating.

Once the FLCer approved, the partner must request to its competent authority the **activation of the controller access** to Synergie CTE. Through this activation, the FLCer will be able to certify partner expenditures and to validate the FLC certificate in order to request the reimbursement of expenditure paid out in the framework of the project.

Each approved FLCer has a unique FLC account on SYNERGIE CTE. This account is associated to one name (designated person) and one e-mail address and allows the designated person to access to all partners/operations for which s/he has been appointed as FLCer.

The name of the designated person will appear on the FLC certificate.

This procedure should be undertaken as soon as possible in order to ensure that the FLCer would have access to the system before the submission of the first progress report.

The contact person of the concerned partner ensuring the role of **[Project coordinator]** has to initiate the procedure. The same procedure has to be applied by Lead Partners and project partners.

Once the information on FLCer is correctly filled-in by the partner and the activation of the access is requested, the partner must inform its national approbation body as the system does not manage to inform them when a request of validation is pending.

How

After obtaining the approval of the selected FLCer from the national/regional authority, a specific request **activation of the controller access** on the system has to be done for each project in which a partner participates.

> The key data used by the system to identify an FLCer is the e-mail address. For each e-mail address, an FLCer account is created. In order to facilitate the process and grant each FLCer a single account, it is highly recommended that each FLCer uses a single e-mail address in the system for all the partners and/or projects s/he is controlling.
>
> Partners are invited to verify with their approved FLCer if s/he already has an account in Synergie CTE and which e-mail address is assigned to it. If so, the partner shall use this e-mail address to search the FLCer in the database (See Step # 1.3).

Please follow the different steps here after detailed in order to fill-in the information on your FLCer and request the activation of their access.

Step # 1. Search (or add if needed) your approved FLCer in the Synergie CTE database.

Please check whether the approved FLCer already exists in the database in order to assign him/her your project. Three possible situations:

★ The FLCer is already in the database -> you find him/her and assign him/her to your project.
★ His/her organisation is already in the database -> you find his/her organisation, enter personal FLCer information and assign him/her to your project.

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[3] Contact details on Programme website. http://interreg-med.eu/en/news-events/in-your-country/

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Synergie guide for projects – How to request access of an First Level Controller to Synergie CTE –
V.1.1 (June 2017)

2

★ Neither the FLCer nor his/her organisation is in the database -> you should create his/her organisation, enter personal FLCer information and assign him/her to your project.

Even if you know that your FLCer is not in the database you need to search him/her in the database as well as his/her organisation before having the possibility to create a new one.

> If several members of your organisation have access to the system in the framework of the project, please make the necessary arrangements to submit a UNIQUE request. Contact details of the person who makes the request will appear in the request document.

1. Enter in Synergie CTE and in the first part of the homepage of the approved version of the project, click on Add / Edit a First Level Controller profile. In the new page that appears click on Add First Level Controller.
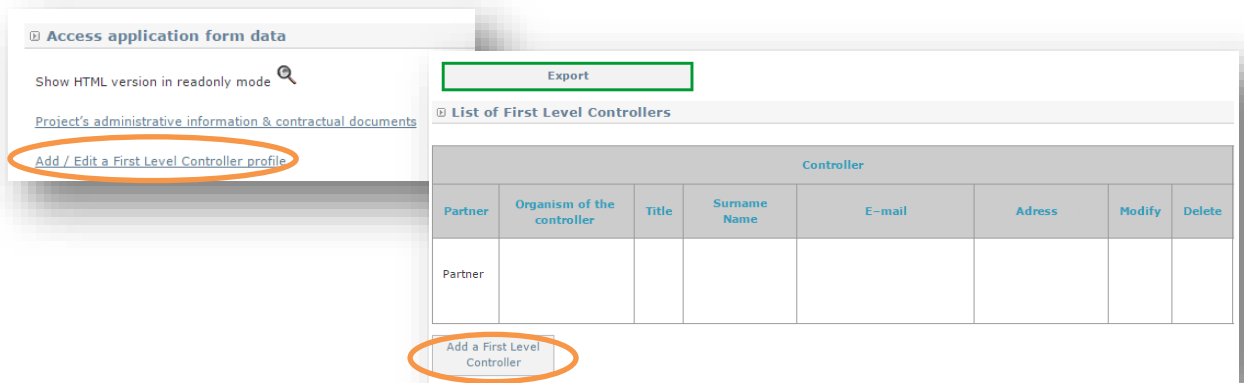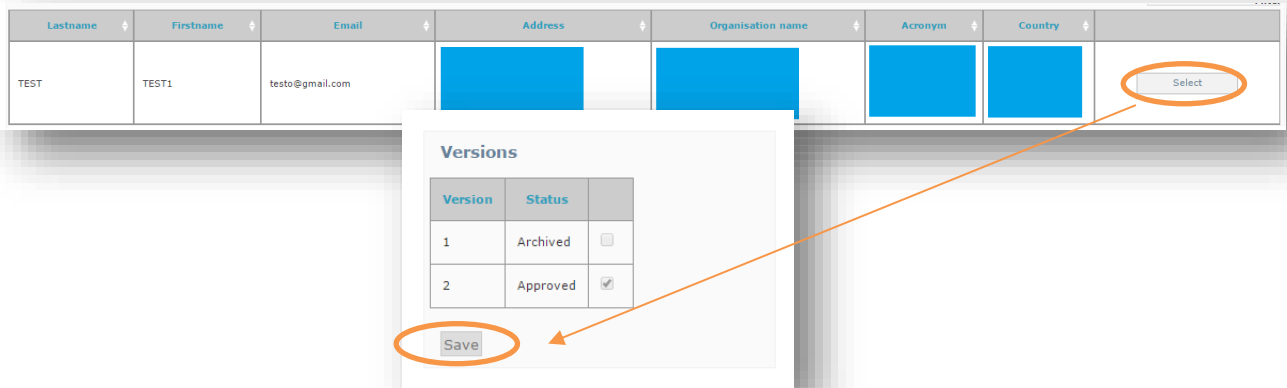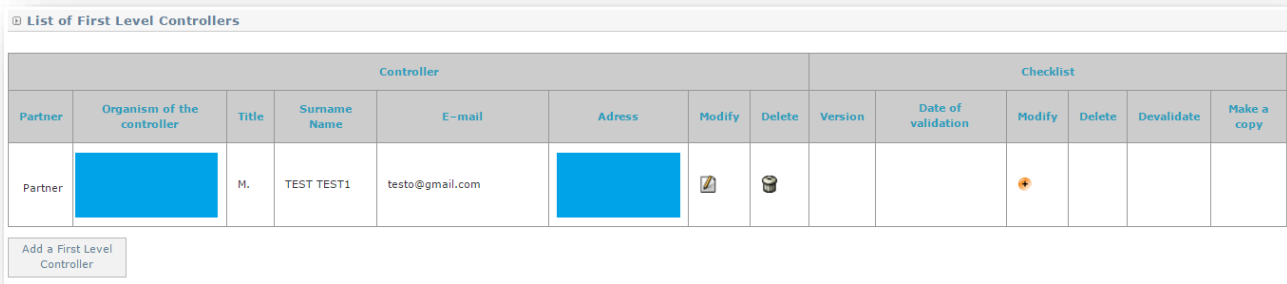

2. Search the FLCer in the database as shown here below.

In the research form search your FLCer in the database using his/her **surname** or **e-mail**. And click on Search. A list of relevant FLCers according to the information entered will appear.
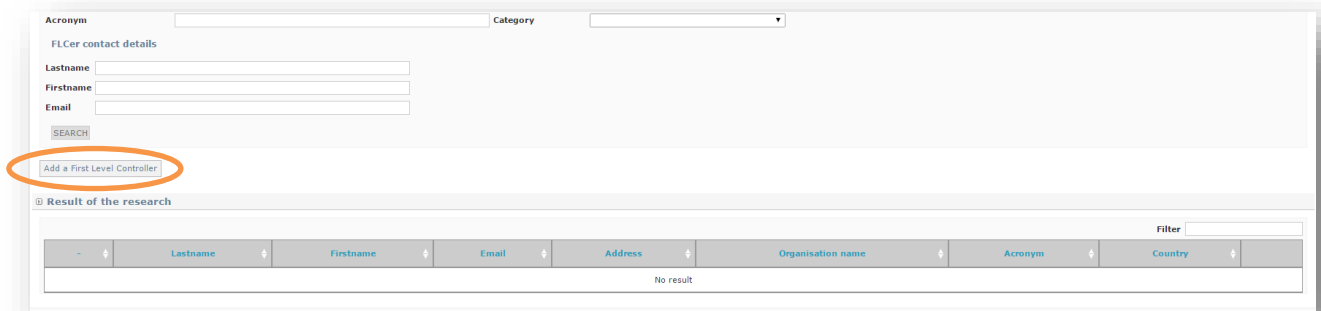
> It is advisable to include only **the e-mail** used by the FLCer in the system to find it faster.
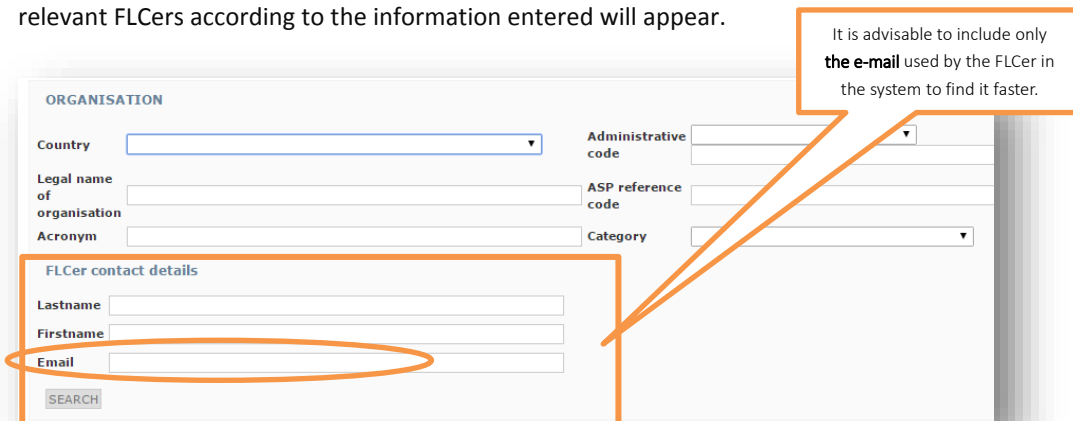
If the FLCer is already in the database, select it by clicking on select . A pop-up will appear, click on save . Go to Step # 2 to continue with the request.

Lastname	Firstname	Email	Address	Organisation name	Acronym	Country	
TEST	TEST1	testo@gmail.com					Select

Versions

Version	Status	
1	Archived	☐
2	Approved	☑

Save

You will be redirected to the « List of First Level Controllers » page where you will find the data of your FLCer.

⊞ List of First Level Controllers
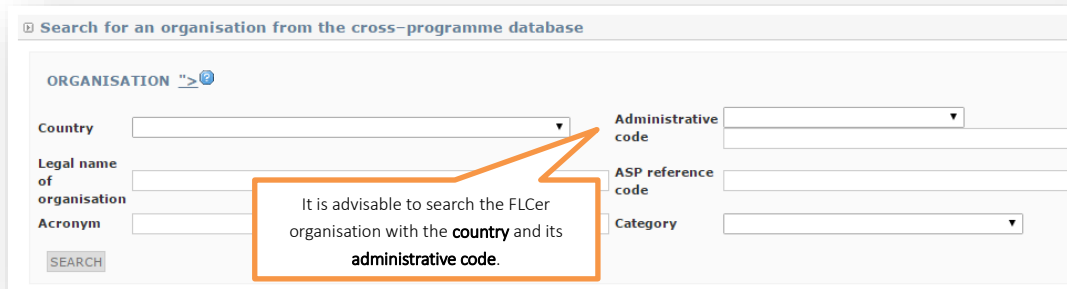
	Controller						Checklist					
Partner	Organism of the controller	Title	Surname Name	E-mail	Adress	Modify	Delete	Version	Date of validation	Modify	Delete	Devalidate	Make a copy
Partner		M.	TEST TEST1	testo@gmail.com		🖉	🗑			✦			

Add a First Level Controller

If the FLCer is not in the database yet, click on Add First Level Controller . And continue with this step.

Acronym		Category	▼

FLCer contact details

Lastname	
Firstname	
Email	

SEARCH

Add a First Level Controller

⊞ Result of the research

Filter [   ]

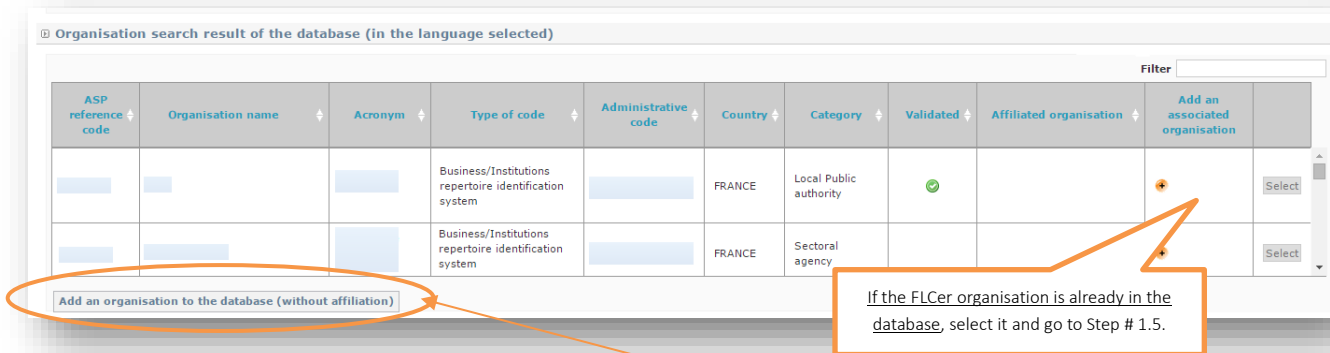| -	Lastname	Firstname	Email	Address	Organisation name	Acronym	Country	
				No result				

3. Search the organisation of the FLCer in the Synergie CTE database using the fields proposed. The research is in the language of the page. Include at least two of the pieces of information requested in the form (Country, Name, Acronym, Administrative code, ASP reference code[4], Category[5]) and click on Search.

If it is an internal FLCer, search your own organisation.

A list of relevant organisations according to the information entered will appear. Kindly look for your FLCer organisation.

If the FLCer organisation is not yet in the database, click on Add an organisation to the database (without affiliation) in order to add the FLCer organisation in the database. A new page appears.

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[4] The ASP reference code is a four-digit number given by Synergie CTE automatically each time an organism is registered in the database. Kindly ask for it to your FLCer if his/her organism is already in the database.
[5] Select one of the categories established as Appendix A of this document.

4. Fill in the requested information. Fields in yellow are compulsory. At the end, remember to click on Save.

Return to the results of the search

▣ **Creation of a new organisation**

ORGANISATION

Legal name of organisation

> Legal name of organisation **in English and in French**.
> ▲ As far as possible use an official translation. If no translation exists, please include the same name twice.

Country

> Select the country where the organisation is legally based.

Category

> Select one of the categories established as Appendix A of this document. In the case of private audit firms use SMEs or Enterprise, except SME.

Acronym

> If available, acronym in the original language of the organisation. It refers to a short name (official or unofficial) of the organisation (for example UNO is an abbreviation of 'United Nations Organisation'). Please include the same acronym in both boxes.

Administrative code

> Select and enter the administrative code of the partner depending on its country of origin. Please find the list of the authorised administrative codes at the end of this document.

Save

Save

▲ **In the case of individual auditors who do not work in an audit firm, partners should register them as an organisation. Including as name of the organisation: the name of the auditor; and as category: SMEs or Enterprise, except SME.**

If the administrative code is not correct, the following error message will appear.

The format of the administrative code is incorrect

▲ Please find the list of the authorized administrative codes and the format in which these codes should be presented in Appendix B of this document. Should you encounter any problem in filling in the administrative code, you must contact the JS as urgently as possible (programme_med@regionpaca.fr).

5. Enter the requested information of the FLCer.

In order to create the FLCer profile fill in at least Gender, Name, First name and email address. Then, choose the language of communication to be used with the contact person.

Make sure that the entered information is the same that appears in the FLCer approval issued by your national/regional authority. Kindly include the controller's address, the system proposed the partner's address systematically.
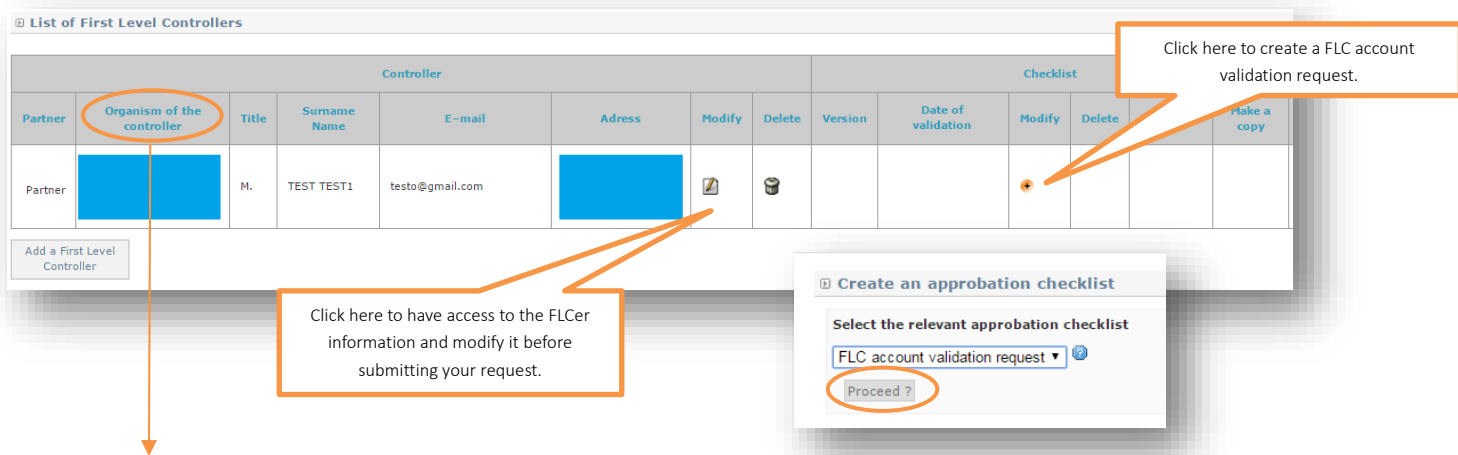
▲ The system proposes systematically the address of the partners instead of the controller's one. Partners are requested to change it including the address of the approved FLC.

Finally, click on Save. You will be redirected to the List of First Level Controllers.

▲ If the system does not let you register the FLCer contact because the e-mail already exists in the system, an error message will appear. This message appears because the National Authority is validating the FLCer for another project. You must contact your National Authority and the JS as soon as possible in order to unlock the situation.

Step # 2. Validate the « FLC account validation request » and upload the FLCer approval.

1. In the list of First Level Controller, create a **FLC account validation request** by clicking on the orange button ☀ and selecting the document « FLCer account validation request » in the drop-down list and click on proceed .

Click here to create a FLC account validation request.

Click here to have access to the FLCer information and modify it before submitting your request.
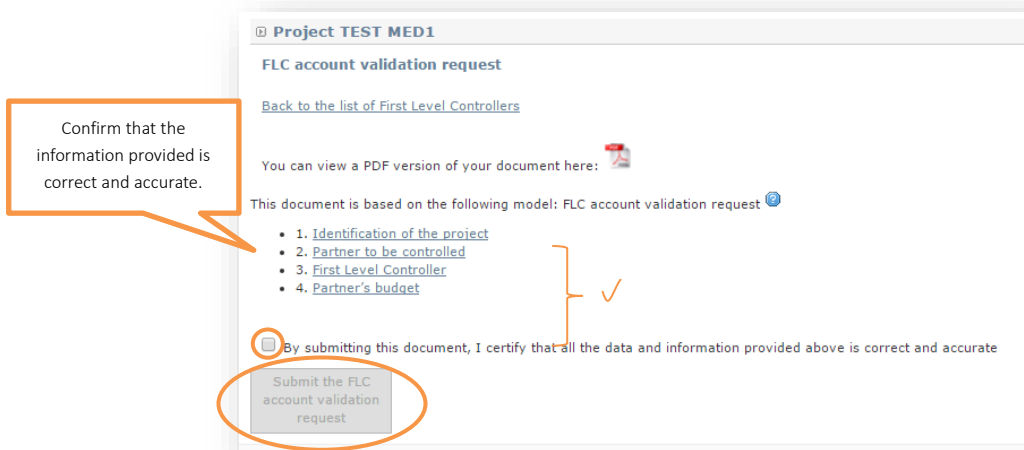
▲ Before validating the request, kindly check that in the column « Organism of the controller » this is not the partners name that appears but the name of the controller (name of the audit firm or the name of the controller in the case of individual controllers who do not work in audit firms).
Only in the case of internal controllers, the name of the partner will appear.

You will be redirected to the index of the document.

2. Verify the content by entering on the different sections of the request and tick the confirmation that « all the data and information provided above is correct and accurate ». Finally, submit the document by clicking on Submit the FLC account validation request .

Confirm that the information provided is correct and accurate.

3. Upload the approval issued by your National Authority in the contractual documents section of your project.

For more information about how to upload a document, see Synergie CTE guide « How to upload a document in Synergie CTE ».

Step # 3. Inform your National Authority by e-mail

1. Send an e-mail to your National Authority informing that the request for activation of the access has been submitted in Synergie CTE.

▲ The national authority will validate the request, and your FLCer will then have access to the system.

<div style="background-color:orange">

If during the project implementation you change of FLCer, you would need to request again the validation following the same procedure.

</div>

2. You can verify in the list of First Level Controllers if your National Authority has validated your request.

▲ If the National Authority rejects your request, you will find in the column « Motivation » a comment explaining the decision and detailing the information you must correct. In that case you need to restart the procedure described in this document from the beginning.

Step # 4. Activation of the FLCer account by the FLCer (if needed)

This step is necessary only if the FLCer does not have yet an FLCer account in Synergie CTE.

After validation of the access by the national authority and in order to activate the FLCer access, Synergie CTE will send automatically an activation link by e-mail to the FLCer (e-mail address included in the request).

▲This process can take a few hours for the e-mail to arrive, <u>so ask your FLCer to be patient and make him/her sure to check the spam box</u>.

Once the FLCer receives the e-mail, s/he has to click on the [link] to activate the account and then follow the instructions.

More information…

➔ **Link to other documents, factsheets and Synergie CTE procedures**

❖ Factsheet of the Programme Manual « Control, audits and verifications »

❖ Factsheet of the Programme Manual « Start-up »

❖ National information regarding controls systems in the web side – countries section.

❖ Synergie CTE guide « How to upload a document in Synergie CTE »

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Synergie guide for projects – How to request access of an First Level Controller to Synergie CTE –
V.1.1 (June 2017)

9

Appendix

A. List of types of organisations

Main categories	Examples
Local public authority	municipality, etc.
Regional public authority	regional council, etc.
National public authority	ministry, etc.
Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.
Infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.
Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.
Higher education and research	university faculty, college, research institution, RTD facility, research cluster, etc.
Education / training centre and school	primary, secondary, pre-school, vocational training, etc.
Enterprise, except SME	
SME[6]	micro, small, medium
Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.
EGTC[7]	
International organisation, EEIG[8]	under national law, under international law

B. List of authorised administrative codes

Country	Code identification	Acronym	Format
Cyprus	VAT identification number	ΦΠΑ	'CY' +9 characters – ex : CY99999999L
France	Système d'identification du répertoire des établissements	SIRET	14 digits
Italy	Code fiscal (Codice Fiscale)[9]	-	11 digits
Malta	VAT identification number	-	-
Portugal	Tax identification number	NIF	9 digits
Spain	Tax identification number (NIF)	NIF	'ES'+9 digits, the first and the last character may be a letter too - ex : ESX9999999X

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[6] "SME" stands for small and medium-sized enterprises as defined in EU law: Commission Recommendation 2003/361/EC of 6 May 2003 concerning the definition of micro, small and medium-sized enterprise. The main factors determining whether a company is an SME are the number of employees and either turnover or balance sheet total.
- Medium-sized: Employees < 250; Turnover ≤ € 50 m; Balance sheet total ≤ € 43 m.; - Small: Employees < 50; Turnover ≤ € 10 m; Balance sheet total: ≤ € 10 m.; - Micro: Employees < 10; Turnover ≤ € 2 m; Balance sheet total ≤ € 2 m.
These ceilings apply to the figures for individual firms only. A firm, which is part of larger grouping, may need to include employee/turnover/balance sheet data from that grouping too. For the details of how this works, please refer to: http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm
[7] European Grouping of Territorial Cooperation.
[8] European Economic Interest Grouping.
[9] As far as possible, the use of the Code fiscal (Codice fiscale) should be privileged. If an organisation has both (Code fiscal (Codice fiscale) and the VAT identification number), kindly use exclusively the Code fiscal (Codice fiscale).

Synergie guide for projects – How to request access of an First Level Controller to Synergie CTE –
V.1.1 (June 2017)

10