

URBACT IV - Synergie Guidance Note No. 0

INTRODUCTION

This Introduction provides useful information on how to use the SYNERGIE Guidance Notes and contains flowcharts to help you understand the processes in place.

Date NOVEMBER 2023



1. HOW TO USE THE GUIDANCE NOTES

In the following table, you will find **which Guidance Note(s) to use depending on the role you have in the URBACT project life cycle: Lead Partner, Project Partner, First Level Controller or National Approbation Body.**

If a Guidance Note has the blue diamond shape under a specific role, it means that specific Guidance Note is relevant to them.

As a Lead Partner, you should transfer the relevant Guidance Notes to your Partners so they are aware of the technical steps they have to take in SYNERGIE CTE. All Partners (Lead Partner and Project Partners) should transfer Guidance Note 6 to their First Level Controller.

		Lead Partner (LP)	Project Partners (PPs)	First Level Controller (FLC)	National Approbation Body (NAB)
GN1	GUIDANCE NOTE 1 <i>Getting the FLC approved</i>	◆	◆		
GN2	GUIDANCE NOTE 2 <i>FLC Approval by National Approbation Body</i>				◆
GN3	GUIDANCE NOTE 3 <i>Accounting Expenditure</i>	◆	◆		
GN4	GUIDANCE NOTE 4 <i>Producing a Project Payment Claim</i>	◆			
GN5	GUIDANCE NOTE 5 <i>Progress Report</i>	◆			
GN6	GUIDANCE NOTE 6 <i>Certification of Expenditure by FLC</i>			◆	
GN7	GUIDANCE NOTE 7 <i>Entering ERDF Payments</i>	◆	◆		
	GUIDANCE NOTE 8 <i>Monitoring & Exports</i>	◆	◆		
	GUIDANCE NOTE 9 <i>Add a Contact Person</i>	◆			

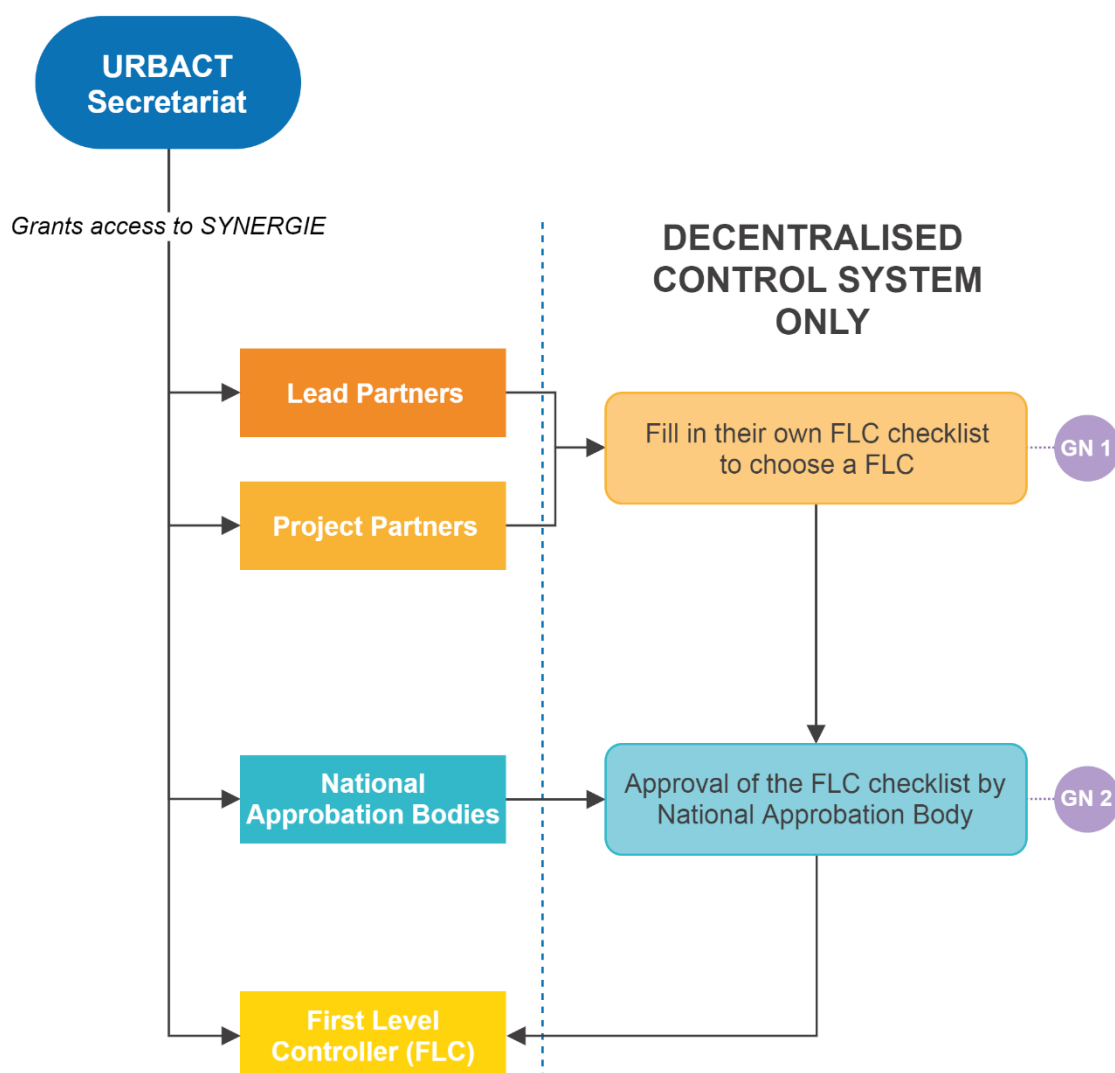
2. SYNERGIE ACCESS & FLC Checklist

The following flowchart shows the first part of the process: **to get access to SYNERGIE**. It also displays the **actions required to get a First Level Controller (FLC) approved**, in a Decentralised Control System.

As a reminder, in a Centralised Control System, FLC are already approved by the Member States. So, no actions are required from partners.

You can also find which Guidance Note to use, at a precise stage of the process, by looking at the purple circle starting with "GN" and followed by the number of the Guidance Note:

GN X



3. Expenditure & Payments on SYNERGIE

The flowchart below clarifies the **required steps for Lead Partners and Project Partners to enter expenditure on SYNERGIE**, for the Lead Partner to submit a Payment Claim and a Progress Report, and finally for all partners to be paid.

