

URBACT IV - Synergie Guidance Note No. 1

FIRST LEVEL CONTROLLER APPROVAL FOR PARTNERS

This Guidance Note provides useful information FOR PARTNERS about how to complete and submit the request for approval of a First Level Controller (FLC). It is both a technical guide to SYNERGIE-CTE and a practical guide on the procedure to follow.

Date NOVEMBER 2023



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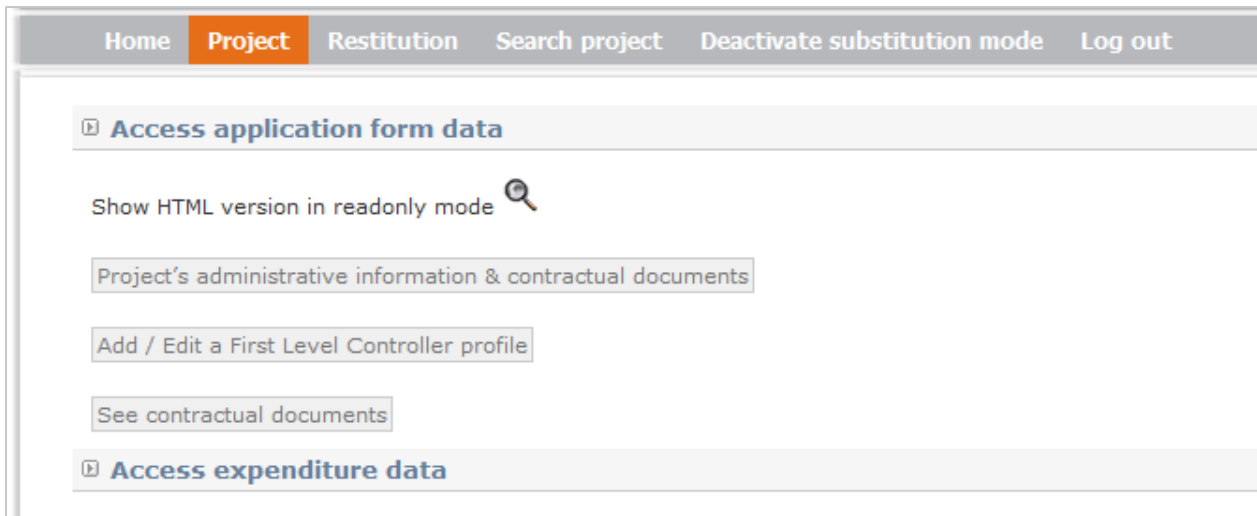
1. INTRODUCTION

The first step to getting your First Level Controller (FLC) in SYNERGIE-CTE consists in going into the following website:

<https://cte-2127.synergie-europe.fr/>

You will be asked to enter your login and password. Please use the login and password that you have created.

After having entered your login and password, the screen that you should see at this stage will be the following one:



Click on the Add / Edit a First Level Controller profile button.

2. ADD/EDIT A FIRST LEVEL CONTROLLER PROFILE

While clicking on the link [Add / Edit a First Level Controller profile](#), as Lead/Project Partner, you will get into the following screen:

List of First Level Controllers															
[en]Contrôleur						[en]Checklist					[en]Décision de l'approbateur				
Partner	Title	Surname Name	E-mail	Modify	Delete	[en]Version	Modify	Delete	[en]Désactiver	[en]Dupliquer	[en]Décision	[en]Date décision	[en]Motivation	Modify	[en]Édité
London															

[Add a First Level Controller](#)

To add a first level controller, you now have to click on the button



Creation of the FLC contact

- > Choose your Country, for example, as you can see below: "SPAIN"
- > Click on SEARCH as shown below:

Search for FLC Contacts

ORGANISATION

Country: SPAIN Administrative code: _____

Legal name of organisation: _____ ASP reference code: _____

Acronym: _____ Category: _____

Contact

Surname: _____

First Name: _____

Email: _____

[SEARCH](#)

[Add a First Level Controller](#)

[Manage page labels and keywords](#)

- > You then need to click on [Add a First Level Controller](#).
- > On the new page (called **Search for an organization from the cross-programme database**), click the [SEARCH](#) button again to see the list of organisations from your country already in the database. The list should appear and you can use the **Filter** option at the top of the table to search for your organisation.

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> You then have two options:

Option A	Option B
The Name of the FLC's organisation appears in the result:	The Name of the FLC's organisation does not appear in the result:
<p>Please click on Select, on the last column on the right</p>	<ul style="list-style-type: none"> • Please click on Add an organisation to the database (without affiliation) • Fill in the organisation details (Name of the organisation, VAT number, etc) and SAVE • You can then follow Option A instructions.

Organisation search result of the database (in the language selected)

ASP reference code	Organisation name	Name of sub-structure	Acronym	Type of code	Administrative code	Country	Category	Validated	Add an associated organisation	
850	Gijon	-	AYUNTAMIENTO DE GIDON	[en]Codice fiscale	P3302400A	SPAIN	Local Public authority	✔	✘	Select

> Fill in the contact details of the FLC you wish to appoint. All yellow boxes are mandatory.

Creation of contact

Organisation

London

Contact details

Select the contact type: Partner's FL Controller v

Gender: M. v

Surname:

Firstname:

Service:

Function:

E-mail:

Phone number:

Mobile phone:

Fax:

Address line 1:

Address line 2:

Special notification of delivery:

Address: Postcode: City:

Country: UNITED KINGDOM v

NUTS2: Gloucestershire, Wiltshire and Bristol/Bath area v



NUTS3: Bath and North East Somerset, North Somerset and South Gloucestershire v

Language of contact:

First Level Controller Approval for Partners

Once completed, do not forget to click on the **Save** button to continue with the next steps.

The contact details of the first level controller have been saved. You can still modify them if needed.

Controller								Checklist					
Partner ▲	Organisation ▲	Title ▲	Surname Name ▲	E-mail ▲	Address ▲	Modify ▾	Delete ▾	Version	Validation date ▾	Modify ▾	Delete ▾	Devaldate ▾	Make a copy ▾
LEIPZIG	Bremen	M.	Test Test	test@test.fr	Martin-Luther-Ring 4-6 04109 Leipzig GERMANY			1					

To continue, you now have to create and fill in a checklist for FLC approval. You should automatically be redirected to the Checklist page.

If not, click on “Back to the list of First Level Controllers”, and then click again on “Modify”.


3. CREATION AND SUBMISSION OF THE FLC APPROBATION CHECKLIST


The checklist will open as below:

Project DEMO

Checklist for FLC approbation

[Back to the list of First Level Controllers](#)

You can view a PDF version of your document here: 

This document is based in the following templete : FLC Approbation Checklist 

- 1. [Identification of the project](#)
- 2. [Partner to be controlled](#)
- 3. [First Level Controller](#)
- 4. [Partner's budget](#)
- 5. Questions regarding professional competence, skills and experience

You now have to complete the information requested about the FLC you want to propose:

> **1. Identification of the project**

This chapter is automatically filled in from the information provided in the Application Form.

Go to the following chapter by clicking on the link "[Next chapter](#)".

> **2. Partner to be controlled**

This chapter is automatically filled in from the information provided in the Application Form, Partnership, Partners contact list.

Go to "[Next chapter](#)".

> **3. First Level Controller**

This chapter is automatically filled in from the information provided in the step "Creation of the FLC contact".

Go to "[Next chapter](#)".

> **4. Partner's budget**

This chapter is automatically filled in from the information provided in the Application Form.

Go to "[Next chapter](#)".

> **5. Questions regarding professional competence, skills and experience**

You will find here some questions to describe the controller's individual professional skills and experience, experience in working in the field of control of projects co-financed from EU-funds, as well as knowledge of English.

Do not forget to save after each question/chapter by clicking on the **Save** button and go to "[Next chapter](#)".

> **6. Questions regarding independence**

Questions in this chapter are related to independence of the FLC proposed from the entity/unit to be controlled, whether she/is an internal controller or an external independent controller, whether she/he is obliged to a professional code of conduct or other rules defining his/her function and independence, etc.

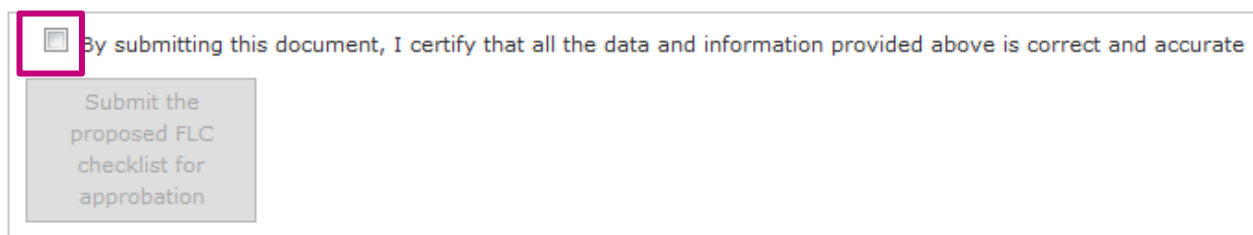
Do not forget to save after each question/chapter by clicking on the **Save** button and go to "[Next chapter](#)".

> **7. Other**

In this section, you have to answer questions to ensure that work of the controller will be properly documented and that her/his work will be carried out in a due time.

Do not forget to save after each question/chapter by clicking on the **Save** button and go to "[Next chapter](#)".

Once the checklist is completed, all information is saved and correct, you are ready to submit the document.




The screenshot shows a form with a checkbox and a button. The checkbox is highlighted with a red square. The text next to the checkbox is "By submitting this document, I certify that all the data and information provided above is correct and accurate". Below the checkbox is a button with the text "Submit the proposed FLC checklist for approbation".


First, click on the box [By submitting this document](#) to certify that the data and information provided in the checklist are correct and accurate.


Once this step is completed, you have to click on the button "[Submit the proposed FLC checklist for approbation](#)". The checklist will then be communicated to your National FLC Approbation Authority for her/his review and approval.

Your checklist is now validated.

First Level Controller Approval for Partners

List of First Level Controllers											
[en]Contrôleur						[en]Checklist					
Partner	Title	Surname Name	E-mail	Modify	Delete	[en]Version	Modify	Delete	[en]Dévalider	[en]Dupliquer	
London	Ms	WINDMILL Charlotte	cwindmill@london.ac.uk			1					

Click on the  to enter in the checklist.

On the newly opened page, you can see the html format of the document. You can get the PDF version of the document for your archive by clicking on the PDF icon .


The following message will appear on the screen:

Home **Project** Restitution Search project Deactivate substitution mode Log out


- Taken into account in processing queue. Please wait. To retrieve click on "Restitutions" as soon as this tab will flash.

Once the button “Restitution” is flashing, you can go click on “Restitution” in the grey bar at the top of the screen and go to the link “PDF Edition”.

Home Project **Restitution** Log out



☐ List of processes



[PDF Edition](#) 

[CSV extractions](#)

You can collect and view the PDF of the version of the submitted FLC approbation checklist by clicking on 

Opening the PDF document allows you to print the document.

First Level Controller Approval for Partners

Waiting_process_list									
Id	Server name	User name	Program	Reference Project	Processing label	Date	Status		
List of other processes									
Id	Server name	User name	Program	Reference Project	Processing label	Date	Status		
555	SRVBATCH	Céline ETHUIN	URB	174	FLC Approbation Checklist	2016-02-02 13:44:32	Completed		

URBACT IV

(2021 - 2027)

Priority axis-Investment Priority-Specific Objective 1-1-2

1. Interreg Specific Objective "a better cooperation governance"

1.1. Enhancing Institutional Capacity of Public Authorities and Stakeholders to implement Territorial Strategies

1.1.1. Promoting Integrated Sustainable Urban Development through Cooperation

"Residents of the Future"

(Ref : XXXXXXXXXX)

Finding solutions to influence the urban shrinkage

City of Sibenik

Checklist for FLC approbation



The checklist has been sent to your National FLC Approbation Authority for her/his review and approval.

Modification of the FLC approbation checklist (in case of rejection)

While completing her/his review of the information provided, if she/he is not satisfied, your National FLC Approbation Authority has the possibility to refuse the checklist submitted. In that case, your checklist will be automatically de-validated so as to enable you to modify the answers as requested.

4. MODIFY/DELETE THE CHECKLIST

4.1 Modify the checklist

[en]Contrôleur						[en]Checklist				
Partner	Title	Surname Name	E-mail	Modify	Delete	[en]Version	Modify	Delete	[en]Dévalider	[en]Dupliquer
London	Ms	WINDMILL Charlotte	cwindmill@london.ac.uk			1				

Click on the  icon.

You can modify the information provided in your answers in the following sections **ONLY**:

- > 5. Questions regarding professional competence, skills and experience,
- > 6. Questions regarding independence,
- > 7. Other.

4.2 Delete the checklist

IF IT IS THE PROPOSED CONTROLLER ITSELF WHO IS PROBLEMATIC (for example because they are not independent) then you have to suggest a new controller.

[en]Contrôleur						[en]Checklist				
Partner	Title	Surname Name	E-mail	Modify	Delete	[en]Version	Modify	Delete	[en]Dévalider	[en]Dupliquer
London	Ms	WINDMILL Charlotte	cwindmill@london.ac.uk			1				

Click on the  icon to delete the checklist.

Start again with [Creation and submission of the FLC approbation checklist](#).

Once definitively approved by the National FLC Approbation Authority, the first level controller approved will received a notification message in their email inbox to enable them to validate a user account with profile "Lead Partner/ Partner's FL Controller".