

URBACT IV - Synergie Guidance Note No. 2

APPROVAL OF FIRST LEVEL CONTROLLER BY NATIONAL AUTHORITIES

This Guidance Note provides useful information for NATIONAL APPROBATION BODIES about how to check the request for approval of a First Level Controller and provide a decision. 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 approve a 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:

On the main page, search for the project by filling in the acronym or the Synergie ID.

Project List

Status	Change of Status Info	PDF Form	Acronym Project Name	SYNERGIE-CTE id	Internal reference	Proposal period	Filter
Approved			"Residents of the Future" Finding solutions to influence the urban shrinkage	20221	1678278908	UIV Call 1 APN	

Click on the network's name.

Approval of First Level Controller by National Approbation Bodies



On the network main page, a red message should be blinking next to the section “Add/Edit a First Level Controller profile”. Click on “Add/Edit a First Level Controller profile”.

The screenshot shows a table titled 'List of First Level Controllers'. The table has columns for 'Partner', 'Title', 'Surname Name', 'E-mail', 'Modify', 'Delete', 'Version', 'Checklist', 'Devalidate', 'Make a copy', 'Decision', 'Date of decision', 'Motivation of the decision', 'Modify', and 'Edited'. The first row is for 'Bielefeld' with 'M. Tillmanns Bernd' as the controller and 'b.tillmanns@bockelmann-partner.de' as the email. A magnifying glass icon is next to the 'Version' field (value 1) in the 'Checklist' column. A blue arrow points to this icon.

Partner	Title	Controller			Checklist					FLC approval decision					
		Surname Name	E-mail	Modify	Delete	Version	Modify	Delete	Devalidate	Make a copy	Decision	Date of decision	Motivation of the decision	Modify	Edited
Bielefeld	M.	Tillmanns Bernd	b.tillmanns@bockelmann-partner.de			1									
Burgos															
Slatina															
Székesfehérvár															
Ag. Anagyroi & Kamatero															

In the table, choose the relevant partner and click on the magnifying glass next to the checklist.





You can either see the HTML version or a pdf version. You can get the PDF version of the document for your archive by clicking on the PDF icon . If you choose the PDF version, the following message will appear on the screen:

■ 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 it in the grey bar at the top of the screen and go to the link “[PDF Edition](#)”.



You can collect the PDF and open it by clicking on  - allowing you to download and/or print the document.

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

Project Acronym 25092023

(Ref : 20205 / 1677595270)

Project Title 25092023

Cesano Boscone

Checklist for FLC approbation

2. NATIONAL AUTHORITY – DECISION AND APPROBATION LETTER

Once the checklist is verified, go back to the list of FLC by clicking on “**Project**” on the top grey bar.

Controller				Checklist				FLC approval decision							
Partner	Title	Surname Name	E-mail	Modify	Delete	Version	Modify	Delete	Devalidate	Make a copy	Decision	Date of decision	Motivation of the decision	Modify	Edited
Bielefeld	M.	Tillmanns Bernd	b.tillmanns@bockelmann-partner.de			1	🔍				+				
Burgos															
Slatina															
Székesfehérvár															
Ag. Anargyroi & Kamatero															

Click on the button “+” in the column “**Decision**”: you can either approve or reject the FLC. In case of a rejection, please justify your decision in the box “Motivation”.

You can then submit your decision by clicking on the **Save** button at the bottom of the screen.

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

Decision of the Approbation Body on the checklist n°N°1 of the partner Communaute d'agglomeration d'Amiens Metropole

Accepted
 Refused

Save

Back to the list of FLC, you can see that your decision is submitted.

Approval of First Level Controller by National Approbation Bodies

☰ List of First Level Controllers

Controller				Checklist					FLC approval decision						
Partner	Title	Surname Name	E-mail	Modify	Delete	Version	Modify	Delete	Devalidate	Make a copy	Decision	Date of decision	Motivation of the decision	Modify	Edited
Bielefeld	M.	Tillmanns Bernd	b.tillmanns@bockelmann-partner.de			1	🔍				[en]Accepté	2016-03-14			
Burgos															
Slatina															
Székesfehérvár															
Ag. Anargyroi & Kamatero															

☰ Letter of approval

Letter of approval: lettre d'approbation Ⓞ

Partner: Bielefeld

Partner contact: Tillmanns Bernd

Once your decision is submitted, you need to edit the approbation letter to formally approve the proposed FLC. At the bottom of the screen, choose the document “FLC Approbation Letter” in the drop-down menu. Choose the corresponding partner as well as the correct contact and click on **Save**.

Home **Project** Restitution Programme Log out

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

[en]ATTENTION : la lettre d'approbation doit être ajoutée aux documents contractuels

☰ List of First Level Controllers

Controller				Checklist					FLC approval decision						
Partner	Title	Surname Name	E-mail	Modify	Delete	Version	Modify	Delete	Devalidate	Make a copy	Decision	Date of decision	Motivation of the decision	Modify	Edited
Bielefeld	M.	Tillmanns Bernd	b.tillmanns@bockelmann-partner.de			1	🔍				[en]Accepté	2016-03-14			✔
Burgos															
Slatina															
Székesfehérvár															
Ag. Anargyroi & Kamatero															

A green tick appears at the right of the table in the column “**Edited**”.

In order to get the PDF of the letter and be able to check it, please follow the steps described on pages 4 and 5 of this document.

Once you checked that the letter is correct, please send it to the URBACT Secretariat by email to

info@urbact.eu

The Secretariat will take care of uploading the approval letter in the Synergie CTE system.

3. FIRST LEVEL CONTROLLER – ACCOUNT ACTIVATION

Once the National Approbation Body approved an FLC, an email is automatically sent to the FLC them to create a password to validate their Synergie account.

The FLC should click on the link received and create a password. **THE LINK IS VALID FOR 7 DAYS ONLY!**

After that, the FLC should be able to access the Synergie system and start the certification of expenditure.