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| **First level controller designation declaration** |

To: **Competent Authority for Controllers Designation (Designation Body)**

Verifications and Certification Directorate (VCD)

Treasury of the Republic of Cyprus

Corner Michael Karaoli & Grigori Afxentiou

1441 Nicosia, Cyprus

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| Name of the project |  |
| Acronym |  |
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We …… (the partner) and …….. (the controller) hereby confirm that:

* The organisation/ unit where the controller is employed/ posted is professionally independent from the unit dealing with the implementation of activities and finances of the project partner and is therefore not involved in:
  1. Project approval/ selection
  2. Project activities (incl. signature of the project report as a project partner)
  3. Project finances (recording of project expenditure in the accounting system, securing funding for the project costs and authorising or undertaking payments of the respective expenditure)
* There are no blood or marriage relationships between the controller and employees/ managers of the unit in charge of the project activities implementation or finances.
* The Controller is independent of mind, i.e. does not feel dependent on the entity/ unit to be controlled in any way.
* The Controller and/or the Control Team for the above project (*please select applicable)*:
  1. has attended (within the three years preceding the designation and **verified through the attachment of relevant attendance certificates**), or
  2. will be attending (at the latest prior to the submission of the first payment application by the project partner)

trainings / seminars / workshops organised by the Directorate General for European Programmes, Coordination and Development (DG EPCD), the Designation Body (VCD) and/or the Programme Authorities covering the requirements for first level controls / verifications. We consent that in case of non-participation to the relevant trainings, the controller’s designation will be suspended / not issued.

* The Controller and the Control Team (if applicable) have received and studied the following:
* INTERREG V-B Mediterranean 2014-2020 programme manual, incl. control guidance
* Application form
* Subsidy contract
* Partnership agreement
* National Guidelines
* The Controller is aware of the country specific requirements that apply to the INTERREG V-B Mediterranean 2014-2020 programme (information available on the programme website).
* The Controller’s work will be sufficiently documented and accessible to ensure an efficient review of the work performed in order to enable other controllers/ auditors to reperform the control only using the control file.
* The verification work will be concluded within two (2) months following the end of each reporting period.
* The information provided on the First Level Controller Designation Checklist applies to any member of the Control Team that is undertaking or will undertake verifications of the expenditure declared by the project partner and on-the-spot verifications of the individual operations. Any changes in the Control Team will be communicated to the Designation Body.
* We acknowledge that first level controls undertaken by controllers are subject to quality checks by the Designation Body, as well as audits and controls undertaken by other national, programme and European Union authorities.
  1. In case there are identified weaknesses, the designation of the Controller may be suspended until the Controller and the Control Team (where applicable) participate in trainings / seminars/ workshops organized by the Designation Body and the improvement in the quality of the work undertaken is verified by the Designation Body, through a quality check of the next payment application for the specific project partner.
  2. In cases where the Controller and the Control Team (where applicable) systematically lack compliance with the instructions and guidelines issued by the Designation Body and/ or the Programme Authorities, resulting in the loss of Community resources, the Designation Body may suspend the designation of the Controller for all Programmes for the entire programming period.
  3. Where the conclusions of the quality checks and audits performed indicate significant / systemic deficiencies in the work performed by the Controller, the Controller Designation will be revoked and the Controller will be reported to the Cyprus Public Audit Oversight Board (CyPAOB) for further penalties / suspension.
  4. In addition to the points a-c above, in case there is a suspicion for fraud either at the level of the project partner or at the level of the controller, the case will be reported to the Attorney General’s Office for further investigation / penal action.

#### Signatures

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| Partner signature and Stamp | Controller’s signature and Stamp |
|  |  |
| Place Date | Place Date |