



South East Europe (SEE)

**Information on the Control Systems
in the Partner States of the SEE Programme**

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European Territorial Co-operation 2007 – 2013



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The procedure for control in the SEE Programme

1. Each Project Partner as well as the Lead Partner has to submit its expenditure relevant for a reporting period for validation to the designated Controller in its Member State. **Each project partner – including the Lead Partner – is responsible separately for having its expenditure validated by the designated Controller in its Member State or in its Partner State in the IPA integrated phase (3rd and 4th call IPA-I PPs).**
2. The **Controller verifies the expenditure** submitted by the Project Partner on the basis of the invoices or accounting documents of equivalent probative value, verifies the delivery of the products and services co-financed, the soundness of the expenditure declared, and the compliance of such expenditure with Community rules and relevant national rules. After verification, the Controller **issues the Declaration on validation of expenditure** (*“first level control certificate”*) to the Project Partner.
3. Each project partner has to submit the declaration on validation of expenditure to the Lead partner.
4. **The Lead Partner is responsible to verify that the expenditure of its Project Partners is validated by the designated Controllers for the SEE Programme.** The Lead Partners are not requested to appoint a controller for checking the expenditure declared by the project partners, thus the Controller of the Lead Partner is responsible **only** for the validation of the Lead Partner’s expenditure.
5. The Lead Partner has to submit an **Application for Reimbursement** (*“payment claim”*) to the Joint Technical Secretariat supported by the original declarations on validation of expenditure of its Project Partners **within a period of three months from the end of each reporting period.**

Control systems in the SEE Member States

According to Article 16 of Regulation (EC) No. 1080/2006 (*“ERDF-Regulation”*), each Member State shall set up a control system to validate the expenditure at national level (*“first level control system”*). For this purpose each Member State shall designate the **Controller** responsible for verifying the legality and regularity of the expenditure declared by each project partner participating in the project.

The control system is **centralised** in five Member States of the SEE Programme, including **Greece, Hungary, Romania, Slovakia** and **Slovenia**, and a **decentralised** control system is set up by **Austria, Bulgaria** and **Italy**.

The control costs are financed by national public sources in case of centralised control systems, therefore the verification of expenditure is ensured free for the project partners coming from Member States with a centralised system. In case of the decentralised systems, the control costs are planned to be paid by the project partners from their project budget.

Austria

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|------------------------|---|
| Designated controller: | Austrian Federal Chancellery Division IV/4 (Coordination – Spatial Planning and Regional Policy) |
| Address: | Ballhausplatz 2. 1014 Vienna, Austria |
| Contact person: | Mrs. Luise Fasching |
| Phone: | +43 1 53115 2910 |
| Fax: | +43 1 53115 2180 |
| E-mail: | luise.fasching@bka.gv.at |

Description of the control system:

Austria has set up a **decentralised control system**, where the Austrian Federal Chancellery is designated as “coordinating control body”.

According to the Austrian laws, only public authorities can validate expenditure. Depending on the Beneficiary, the control tasks will be carried out:

1. by an *appropriate body of the responsible federal ministry*, if bodies within the authority or on behalf of the Republic of Austria participate in the programme as beneficiaries;
or
by an *appropriate body of the responsible Land*, if bodies within the authority or on behalf of a Land participate in the programme as beneficiaries;

if the respective beneficiary also receives subsidies from federal or Länder funds, the control of the operation is carried out by the respective funding body responsible for the national funds. If the beneficiary receives aid for the operation from several federal or Länder bodies, the control is carried out by that federal or Land body which contributes the largest share of the national aid – unless decided differently by the participating funding bodies and laid down in writing in the co-financing contract;

2. *by the coordinating control body for all other beneficiaries.*

On operative level, these control bodies can be supported by external private companies, but the liability for the correctness of the control and issuing the declaration on validation of expenditure remains at the public control body.

The list of public control bodies authorised to validate expenditure is available at the Austrian Federal Chancellery.

Control costs may be invoiced at the expense of the beneficiary, which will be eligible expenditure for the project concerned.

Bulgaria

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| Designated controller: | Ministry of Regional Development and Public Works Directorate General "Territorial Cooperation Management" |
| Address: | 17-19 "Sv. Sv. Kiril i Metodi" St. Sofia - 1202, Bulgaria |
| Contact person: | Ms. Maria Duzova - Head of DG TCM |
| Phone: | +359 2 9405487 |
| Fax: | +359 2 9877450 |
| E-mail: | MDuzova@mrrb.government.bg |

Description of the control system:

The control system in Bulgaria is **decentralised**. The "coordinating control body" is the Ministry of Regional Development and Public Works, Directorate General "Territorial Cooperation Management". Control is carried out by a controller included in a shortlist of controllers established at national level and approved by the Minister of Regional Development and Public Works. Each Bulgarian project partner has to sign a contract for validation of expenditure with a controller from that list. **Control costs charged to the Bulgarian Lead/Project partners will be eligible expenditure for the project concerned.**

The procedure of nomination and designation of controllers and a sample contract between the Bulgarian Project Partner and the controller is available at the website of the Ministry of Regional Development and Public Works:

<http://www.mrrb.government.bg/index.php?lang=bg&do=phare&type=0&id=23>

For further information on the control system in Bulgaria, the SEE Contact Points can be also contacted:

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| Marius Mladenov Head of "European Territorial Cooperation and Neighbourhood Programmes" Department | E-mail: mmladenov@mrrb.government.bg Phone/Fax: +3592 94 05 697 |
| Irina Rangelova | E-mail: irangelova@mrrb.government.bg Phone: +359 2 940 55 96 Fax: +359 2 940 55 94 |
| Liza Kamenova | E-mail: lkamenova@mrrb.government.bg Phone/Fax.+359 (2) 9405 594 |
| Stanislava Babalova | E-mail : SBabalova@mrrb.government.bg Phone/Fax.+359 (2) 9405 594 |
| Desislava Mihaylova | E-mail : DMihaylova@mrrb.government.bg Phone : +359 (2) 9405 274 |
| Albena Palaskova | E-mail: apalaskova@mrrb.government.bg Phone: +359 2 9405379 |
| Lidia Petkova | E-mail: lpetkova@mrrb.government.bg Phone: +359 2 9405226 |
| Nely Ivanova | E-mail: NIvanova@mrrb.government.bg Phone: +359 2 9405505 |

Greece

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|------------------------|---|
| Designated controller: | Ministry of Development, Competitiveness and Shipping General Secretariat of Investment and Development Single Paying Authority First Level Control Unit |
| Address: | 11 Navarchou Nikodimou, 10558 Athens, Greece |
| Contact person: | Dimitrios Sousounis |
| Phone: | +30 213 1500400 |
| Fax: | +30 2131500413 |
| E-mail: | spa@m nec.gr |

Description of the control system:

The control system in Greece is a centralised control system, the First level control Unit of the Single Paying Authority bears all responsibility for the controls carried out for all project partners in Greece.

The control costs of the central control body will be financed by the Member State.

Hungary

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| Designated controller: | VÁTI Hungarian Nonprofit Limited Liability Company for Regional Development and Town Planning |
| Responsible Unit | Central Control Department |
| Address: | Gellérthegy utca 30-32. 1016 Budapest, Hungary |
| Responsible person: | Mrs. Márta Gordos, Director |
| Phone: | +36 1 224 3210 |
| Fax: | +36 1 224 3291 |
| E-mail: | mgordos@vati.hu |
| Contact person: | Rita Szelényi |
| Phone: | +36 1 457 55 18 |
| Fax: | +36 1 224 32 91 |
| E-mail: | rszelenyi@vati.hu |

Description of the control system:

Hungary has set up a **centralised control system**. The verification of expenditures will be carried out by the Central Control Department of 'VÁTI Hungarian Nonprofit Limited Liability Company for Regional Development and Town Planning' (VÁTI). The declarations on validation of expenditures will be issued by VÁTI.

Control activities provided by VÁTI will be free for the Hungarian Lead/project partners.

Italy

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| Designated controller: | Ad-hoc Committee hosted and chaired by the Ministry of Economic Development |
| Address: | Via Sicilia, 162/C 00187 Roma, Italy |
| Responsible person: | Sabina De Luca, dirigente generale |
| Phone: | +39 06 47619952 |
| Fax: | +39 06 42086946 |
| E-mail: | Sabina.deluca@tesoro.it |
| Contact person: | Antonella Liberatore |
| Fax: | +39 051 5273838 |
| E-mail: | aliberatore@regione.emilia-romagna.it |

Description of the control system:

Italy set up a **decentralised control system** for the Programme with the following two options:

1. for Italian beneficiaries with the *legal status of public body*, control activities provided for in art. 16 of Reg. (EC) 1080/2006 of the operations or parts of operations carried out by them can be *entrusted to internal control offices*, provided that the separation of functions with the offices responsible for implementing the operations is ensured.
2. each *private Beneficiary (or the public ones not choosing the previous option)* in accordance with Community and National Law, in order to carry out verification activities under art. 16 (EC) Reg. 1080/2006 for operations or part of operations implemented by himself/herself, *appoints bodies* having specific requirements in terms of professionalism, honourability and independence, registered from at least three years, in the Register of Economist and Accounting Experts or in the Auditors Register as provided for in the Legislative Decree 27th of January 1992, n. 88.

The responsibility of the selection of the controller is given to the Beneficiaries, but a “coordinating control body” chaired by the Ministry of Economic Development (Committee composed of representatives of the Ministry of Economy and Finance and the Ministry of Economic Development and the Regions) will validate the selection of the independent controllers made by the Beneficiaries.

Romania

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|------------------------|---|
| Designated controller: | Ministry of Regional Development and Tourism General Directorate for Coordination of Territorial Activity, First level control Department |
| Address: | 17 Apolodor Street Bucharest, Romania |
| Contact person: | Ms.Theodora Muceanu |
| Phone: | +40 372111396 |
| Fax: | +40 372111376 |
| E-mail: | theodora.muceanu@mdrt.ro |

Description of the control system:

In Romania the control system is **centralized**. The control system is ensured by the **Ministry of Regional Development and Tourism** through the **General Directorate for Coordination of Territorial Activity, First level control Department** with controllers in 8 Territorial Units. The Territorial Units are located in each development region of Romania: North-East (Piatra Neamț) Territorial Unit; South-East (Brăila) Territorial Unit; South-Muntenia (Calarasi) Territorial Unit; Sud-Vest Oltenia (Craiova) Territorial Unit; West (Timisoara) Territorial Unit; North-West (Cluj-Napoca) Territorial Unit; Center (Alba Iulia) Territorial Unit; and Bucharest-Ilfov Territorial Unit. The activity of the Territorial Units will be coordinated by the first level controllers' coordinator within the Ministry of Regional Development and Tourism, General Directorate for Coordination of Territorial Activity, First level control Department.

Control activities will be free of charge for the Romanian Lead/project partners.

Slovakia

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| Designated controller: | Ministry of Environment of the Slovak Republic Department of Project Coordination and Implementation (DPCI) Department of Payments and Audit Coordination (DPAC) |
| Contact person: | Ing. Peter Baláž (DPCI) |
| Phone: | +421 2 5998 0753, +421 908 741 060 (DPCI) |
| Fax: | + 421 2 5477 6207 (DPCI) |
| E-mail: | peter.balaz@enviro.gov.sk |
| Contact person: | Ing. Alexandra Vašašová (DPAC) |
| Phone: | + 421 2 5998 0770, + 421 908 740 983 (DPAC) |
| Fax: | + 421 2 5998 0715 (DPAC) |
| E-mail: | alexandra.vasasova@enviro.gov.sk |

Description of the control system:

The control system is **centralised** in Slovakia. The control activities will be carried out by the Ministry of Environment of the Slovak Republic. Two departments of the Ministry are involved in the verification of expenditure: Department of Project Coordination and Implementation (DPCI) and Department of Payments and Audit Coordination (DPAC). The Slovak lead/project partners have to submit their reports for verification to the Department of Project Coordination and Implementation (DPCI) which will issue the declaration on validation of expenditure.

The control activities provided by the Ministry are free of charge for the Slovak Lead/Project partners.

Slovenia

| | |
|------------------------|--|
| Designated controller: | Ministry of the Environment and Spatial Planning Finance Service, First Level Control |
| Address: | Dunajska 47, 1000 Ljubljana, Slovenia |
| Responsible person: | Ms. Emilija Placer Tusar |
| Phone: | +386 1 478 82 85 |
| Fax: | +386 1 478 72 47 |
| E-mail: | emilija.placer-tusar@gov.si |
| Contact person: | Jože Valič |
| Phone: | +386 1 478 70 15 |
| E-mail: | Joze.Valic@gov.si |
| Contact person: | Nada Hozjan |
| Phone: | +386 1 478 71 12 |
| E-mail: | nada.hozjan@gov.si |

Description of the control system:

The Slovene control system is **centralised**. The control activity is carried out at national level by a public administrative body – Ministry of the Environment and Spatial Planning, which is the Slovenian national authority for the transnational programmes.

The control tasks provided by the Ministry are free of charge for all Slovenian project partners and lead partners.

Control systems in the Partner States in IPA integrated phase of the SEE Programme

In the IPA integrated phase of the SEE Programme (3rd and 4th call for proposals), each IPA Partner State shall set up a control system to validate the expenditures at national level.

The control system models are **centralised** for five Partner States including **Albania, Bosnia and Herzegovina, Croatia, Montenegro and Serbia**. Information is not available in case of the former Yugoslav Republic of Macedonia.

The control costs are financed by national public sources in case of centralised control systems, therefore the verification of expenditure is ensured free for the project partners participating in the SEE Programme.

The standard format for the declaration on validation of expenditures as well as the SEE Partner Report tool already used for the verification of expenditure in the Member States had been adapted to IPA and will be obligatory to use by each IPA-I Project Partner and each controller designated by the Partner States for the SEE Programme.

Albania

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|------------------------|--|
| Designated controller: | Ministry of Finance CFCU |
| Address: | Rruga e Elbasanit, Godina e Thesarit, Tirana (Albania) |
| Contact person: | Mrs. Anila Tanku Senior First Level Controller (Head of CFCU) |
| Phone: | 00355 4 2 451 180 |
| Fax: | |
| E-mail: | atanku@minfin.gov.al |

Description of the control system:

Albania has established a centralised system with one First Level Control Office within the Ministry of Finance (CFCU). Control will be carried out by the Ministry of Finance (CFCU) supported by Senior First Level Controller and First Level Controller 1.

Ministry of Finance (CFCU) is responsible for issuing of Declaration on Validation of Expenditure, signed by the respective appointed officer.

The control is free of charge for Albanian project partners.

Bosnia and Herzegovina

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| Designated controller: | Ministry of Finance and Treasury BiH, Sector for Financing of the EU assistance Programmes and Projects Central Financing and Contracting Unit (CFCU) |
| Address: | Trg BiH 1, 71000 Sarajevo, Bosnia and Herzegovina |
| Contact person: | Vera Letica Head of CFCU |
| Phone: | + 387 33 703 024 |
| Fax: | + 387 33 703 138 |
| E-mail: | vletica@mft.gov.ba |

Description of the control system:

Bosnia and Herzegovina will set up a centralised control system. The actual verification of expenditures will be performed by the Sector for financing of the EU assistance Programmes and Projects - Central Financing and Contracting Unit (CFCU) within the Ministry of Finance and Treasury. Therefore, the CFCU will take responsibility for issuing declarations on validation of expenditures.

Control activities provided by CFCU will be free of charge for the Bosnia and Herzegovina's project partners.

Croatia

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|------------------------|---|
| Designated controller: | Ministry of Regional Development, Forestry and Water Management |
| Address: | Trg Kralja Petra Krešimira IV, br. 1 , 10 000 Zagreb |
| Contact person: | Kristijan Ležai |
| Phone: | +385 1 6391 971 |
| Fax: | +385 1 6391 993 |
| E-mail: | kristijan.lezaic@mrrsvg.hr |

Description of the control system:

Croatia will set up a **centralised control system**. The Directorate for Budget and Finance in the Ministry of Regional Development, Forestry and Water Management (MRDFWM) will carry out verification of expenditures and will be responsible for issuing declarations on validation of expenditures.

Control activities provided by MRDFWM will be free of charge for the Croatian project partners.

former Yugoslav Republic of Macedonia

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| Designated controller: | |
| Address: | |
| Contact person: | |
| Phone: | |
| Fax: | |
| E-mail: | |

Description of the control system:

Information not available yet.

Montenegro

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|------------------------|---|
| Designated controller: | Ministry of Finance Sector for Finance and Contracting of the EU Assistance Funds (CFCU) |
| Address: | Stanka Dragojevi a 2, 81000 Podgorica, Montenegro |
| Contact person: | Ivana Koljenši , Independent Advisor III, responsible for financial management |
| Phone: | + 382 20 230 622 |
| Fax: | + 382 20 230 622 |
| E-mail: | ivana.koljensic@mif.gov.me |

Description of the control system:

Montenegro will set up a **centralised control system**. Control activities will be carried out by the Sector for Finance and Contracting of the EU Assistance Funds (CFCU) in the Ministry of Finance (in cont. of the text: *the Controller*). The Controller will carry out verification of expenditures (desk based and on-the-spot checks) and will be responsible for issuing declarations on validation of expenditures.

Control activities provided by Montenegrin Controller will be free of charge for Montenegrin project partners.

Serbia

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|------------------------|---|
| Designated controller: | Ministry of Finance – Republic of Serbia Sector for Contracting and Financing of EU Funded Projects (CFCU) |
| Address: | 11000 Belgrade, 20 Kneza Miloša St. Serbia |
| Contact person: | Dragan Popovi , Head of Unit |
| Phone: | (+381 11) 36 42 791 |
| Fax: | (+381 11) 36 42 799 |
| E-mail: | dragan.popovic@mfin.gov.rs |

Description of the control system:

Republic of Serbia set up a **centralised control system**. The actual verification of expenditures will be performed by the Sector for Contracting and Financing of EU Funded Projects (CFCU), Ministry of Finance – Republic of Serbia. Controllers within the above Sector will be involved in the verification of expenditures and will take responsibility for issuing declarations on validation of expenditures.

Control activities provided by CFCU will be free of charge for the Serbian project partners.