How to designate your first level controller

Once a full application is approved, you must appoint a first level controller (FLC). This is done in the online monitoring system where each beneficiary has a menu item called FLC Designations. The process is described below.

Overview
The initial overview shows the status of the designation and the button to Add a new FLC.

New designation
Clicking the Add button for the case of Swedish beneficiaries automatically creates designations with the Swedish controllers (who are the same for all Swedish beneficiaries). For all other countries, a form is being displayed to enter the details of the FLC.
Tutorial: How to designate your first level controller

Viewing the designation

When you view a designation, you can see its status and any missing fields.
Tutorial: How to designate your first level controller

Editing the checklist

The FLC checklist contains a series of questions with either an open-ended response or a set of options. The content of the text fields is periodically saved as you edit the checklist.

<table>
<thead>
<tr>
<th>Section</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information regarding the professional competence, skills and experience of the controller</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Please describe the controller’s individual professional skills and experience (including duration).</td>
</tr>
<tr>
<td>2</td>
<td>Please describe the controller’s individual professional skills and experience in the field of control of projects co-financed by EU funds (structural funds and ERDF in particular).</td>
</tr>
<tr>
<td>Questions regarding independence</td>
<td></td>
</tr>
<tr>
<td>4.a</td>
<td>Is the controller from a unit/organisation which is professionally independent from the unit/organisation dealing with the activities and finances of the Interreg NWE North Sea Region project in question?</td>
</tr>
<tr>
<td>4.b</td>
<td>Can you as a project controller confirm that the unit/organisation, in which you are working, is not involved with (in the context of this project) a) Project approval?</td>
</tr>
</tbody>
</table>

The controllers for Sweden are automatically assigned and their information cannot be edited.

Some questions are not filled: 1, 2, 5, 6.a, 6.b, 6.c, 7.a, 7.b, 7.c, 7.d, 7.e, 7.f, 8, 10, 11, 12, 13. The designation can not be signed.
**Signing the designation**
When all fields are filled in, you can sign the designation.

Signing the designation locks it for further editing.
After your confirmation, the first level controller will be invited to enter the system and accept the designation.

The form is now signed and an invitation to the FLC has been sent.

You are notified when the FLC signs the designation and when the designation body approves it. The designation body may reject the designation or ask for clarifications.