

APPLICANT GUIDANCE

Designating controllers

Version 1.0

This guidance is only relevant for project partners from;

Belgium or France

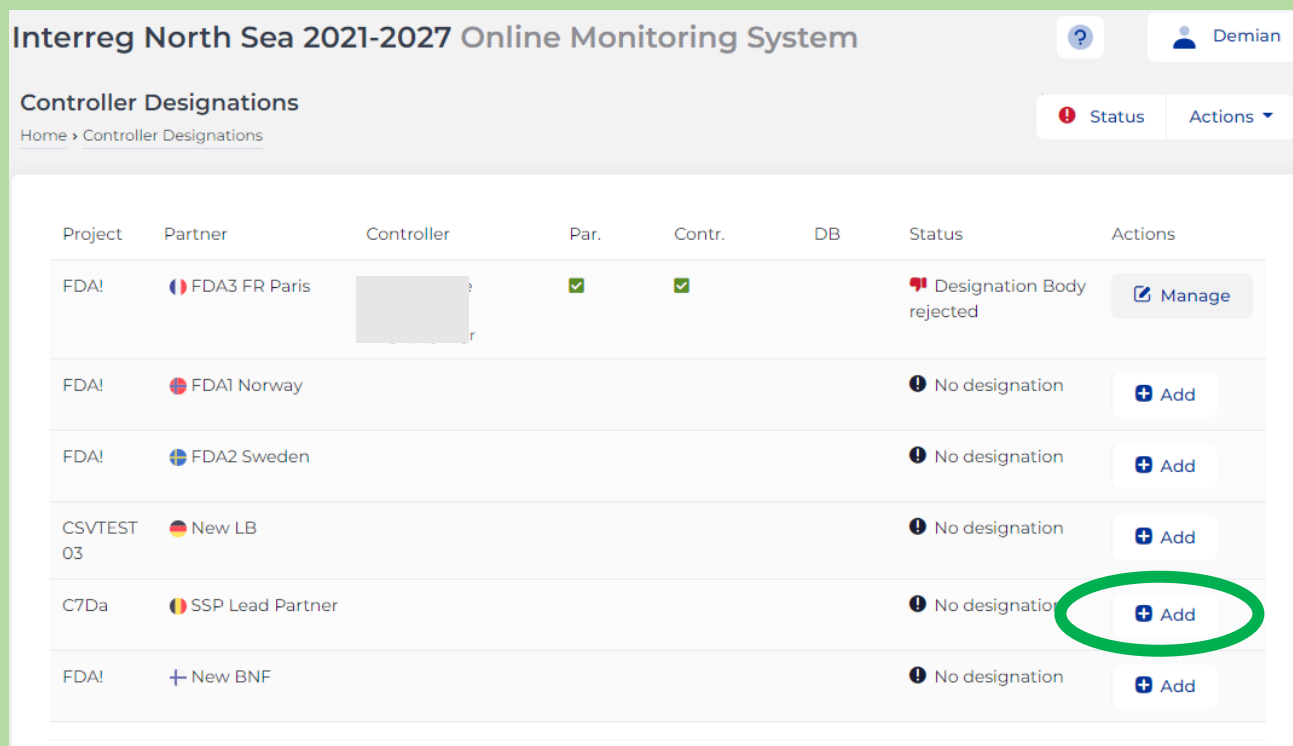
This guidance covers how a project partner can initiate the designation of a controller. The described process below can be used for both appointing a controller for the first time, or if replacing a controller is needed.

The guidance involves the project partner. The process is initiated by the project partner and completed by the national approbation body.

STEP 1

To start the designation procedure, please navigate to the menu item "**Controller designations**" in the navigation menu located on the left side of the OMS when logged in.

From the overview displayed you can see which approved projects you are involved in, which controller you have previously had designated and for which projects you are still missing to designate a controller. In this example we want to add a new controller designation and we do this by clicking on the relevant button labelled "**Add**" from the overview.



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Controller Designations

Home > Controller Designations

Project	Partner	Controller	Par.	Contr.	DB	Status	Actions
FDA!	FDA3 FR Paris		✓	✓		Designation Body rejected	Manage
FDA!	FDA1 Norway					No designation	Add
FDA!	FDA2 Sweden					No designation	Add
CSVTEST 03	New LB					No designation	Add
C7Da	SSP Lead Partner					No designation	Add
FDA!	New BNF					No designation	Add

STEP 2

A list of controllers is now shown to you. Choose the desired controller by clicking on the name.

Please choose a Controller from the following list.

Name	Organization	E-mail
Test Last		

STEP 3

Due to the national tender for the control task, you only have to sign the filled-in designation checklist to confirm your selection of controller.

You sign the designation checklist by clicking the button "**Sign**".

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Controller Designations : FDA! / FDA! Norway

Home > Controller Designations > FDA! / FDA! Norway

Demian

Sign Actions

In case you need help, please consult the guidance available on the programme website or reach out to your lead partner.

All questions are filled in. The designation can now be signed.

Project details

Project name	FDA!
Acronym	FDA!
Project ID	13331
Lead partner Organisation	FDA! Norway

STEP 4

You have to confirm your action by clicking the button "**Proceed**".

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[Home](#) > [Controller Designations](#) > [FDA! / FDA1 Norway](#)

Confirmation

Partner signing
You are confirming all contents of this form with your signature.

STEP 5

You are now shown a confirmation that the designation checklist has been signed, and that a notification is sent to the controller and the appropriation body.

Confirmation

Form signing

The form is now signed and a notification has been sent to both Controller and Designation Body.

Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at interregnorthsea.eu.

