

APPLICANT GUIDANCE

Designating controllers

Version 1.0

This guidance is only relevant for project partners from;

Denmark, Germany, Norway and The Netherlands

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 both the relevant controller and the project partner. The process is initiated by the project partner and completed by the national approbation body designating or rejecting the designation of the controller.

This guidance covers the entire flow and tasks of each role (project partner and controller). When the guidance changes from one role to another, a text in bold indicates the next role involved.

Two-factor authentication

This procedure is making use of a two-factor authentication approach. For this reason, it is important that the project partner has the complete email and mobile phone number of the controller before this procedure is initiated.

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.

Controller Designations

Home > Controller Designations

Status Actions

Project	Partner	Controller	Par.	Contr.	DB	Status	Actions
FDA!	FDA3 FR Paris		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Designation Body rejected	
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

Legend

Manage This button indicates that according to your role you may take actions such as editing the Controller information, the Controller checklist or signing the forms.

View This button indicates that you can view the form and checklist without any further permission.

Please note that Controller designations are initiated and managed by each Partner Manager only. Authorised Signatories (AS) are not part of the Controller designation process.

STEP 2

Now you need to provide the information on the controller (person) which you would like to have designated.

Note: Please provide the controllers direct email address and the controllers personal mobile phone number. The reason for this is that both will be used for verification purposes at a later stage.

Once completed remember to press the button "**Save**".

Controller Designations
 Home > Controller Designations

Project name: FDA1

Organisation: FDA1 Norway

First name *

Last name *

Job title *

Organization *

Mobile phone *

This number will be used for authentication. Please add the country code at the beginning.

Address *

Postal code *

City *

Country *

The controller can only be from the same country as the partner

Email *

Save

STEP 3

Once you have filled in the contact details of the controller and saved the information, you now have two options for proceeding.

1. You can press the button "**Initiate and Invite controller**". By doing this it will be the controller that will fill in the designation checklist, thus it will be the controller signing it first and you as the project partner will submit it to the approbation body in a second step.
2. You can also press the button "**Edit checklist**" and fill in the designation checklist on behalf of the controller, thus signing it first and having the controller confirm the content in a second step.

For this example, we are making use of option 2 described above.

Controller Designations : FDA! / FDA! Norway

Home > Controller Designations > FDA! / FDA! Norway

Edit Controller Edit Checklist Actions ▾

In case you need help, please

2

Edit Controller Edit Checklist Actions ▾

Some questions are not filled: All c

The designation can now be initiated. Once you do so, the Controller will be invited to fill in the checklist and sign the form.

Initiate and Invite Controller

Project details

Project name Project ID

1

Initiate and Invite Controller

Project ID

Lead partner Organisation

Lead partner contact person

Address

Telephone number

E-mail

Partner assigning the controller

STEP 4

In our example the checklist is filled in by the partner.

When you (or the controller) have filled in the checklist you have to click the button "**save**".

- Regulation (EC) 2021/1059 (Interreg)
- Regulation (EC) 2021/1060 (CPR)
- INTERREG VIB North Sea Programme (IP)
- The Interreg North Sea Programme Fact Sheets
- The control requirements document

10 Can you as a controller ensure that your work is properly documented and accessible to an extent where it will be possible for a 3rd party controller to execute control with the same level of confidence based on the control file only?

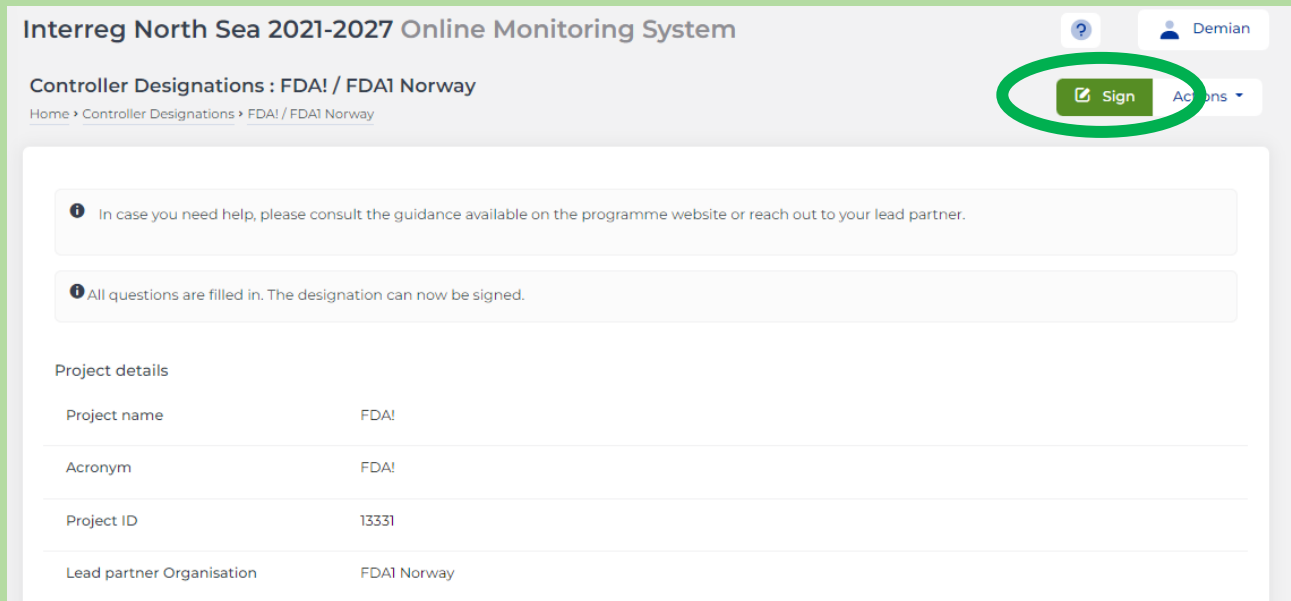
11 Can you as a controller ensure that the control of each statement of expenditure will be carried out within the timeline limit outlined in Regulation (EC) 2021/1059 (Interreg) article 46(6)?

Save

STEP 5

You are now ready to sign the designation checklist as the project partner. You sign the designation checklist by clicking the button "**Sign**".

Note: If you have made use of option 1 in step 3, then this and the following step will be made by you only after the controller has filled in and signed the designation checklist.



Interreg North Sea 2021-2027 Online Monitoring System

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.

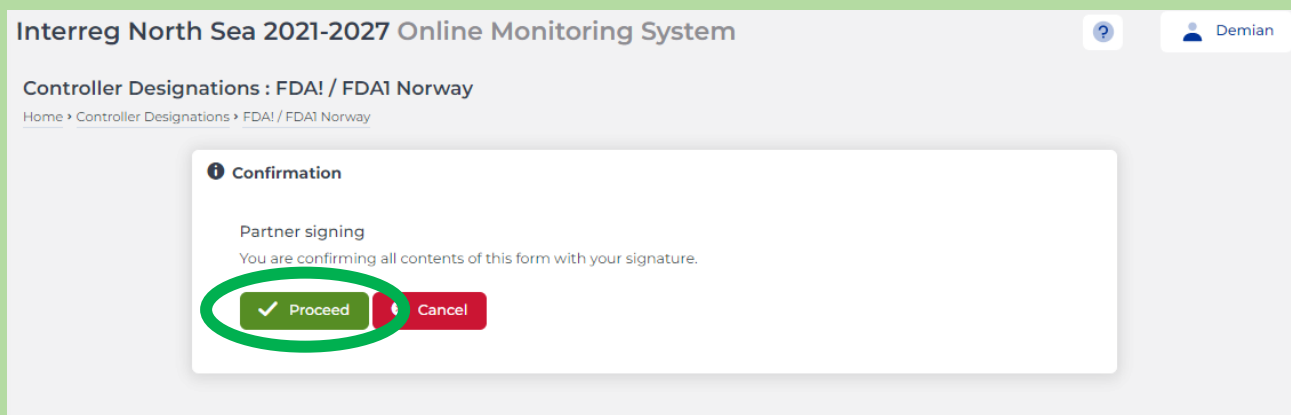
All questions are filled in. The designation can now be signed.

Project details

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

STEP 6

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



Interreg North Sea 2021-2027 Online Monitoring System

Controller Designations : FDA! / FDA! Norway

Home > Controller Designations > FDA! / FDA! Norway

Demian

Confirmation

Partner signing

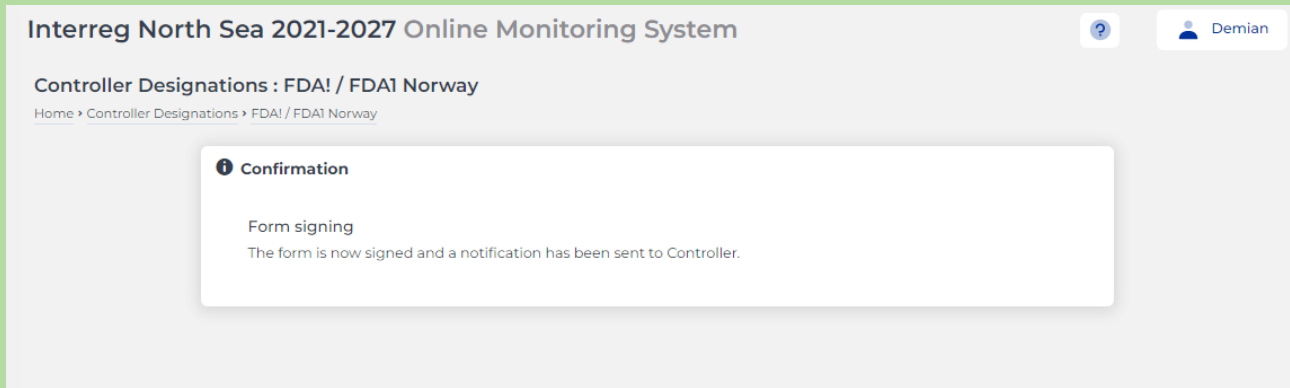
You are confirming all contents of this form with your signature.

Proceed **Cancel**

STEP 7

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

Note: If option 1 from step 3 is applied this confirmation will tell you that the approbation body has been informed about your request.



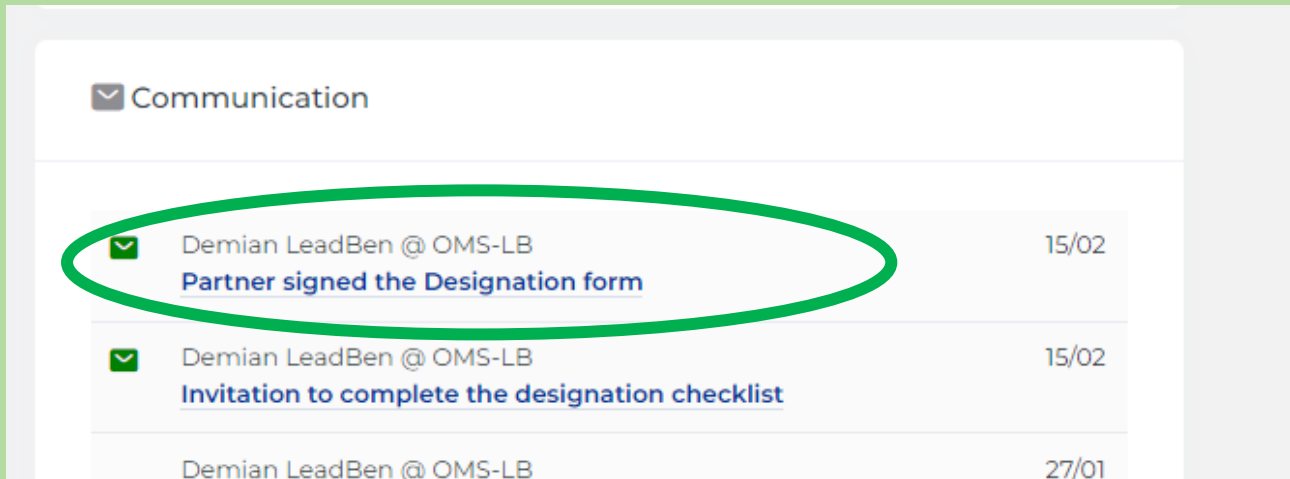
The screenshot displays the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. At the top right, there is a user profile for 'Demian'. The main heading is 'Controller Designations : FDA! / FDA! Norway', with a breadcrumb trail 'Home > Controller Designations > FDA! / FDA! Norway'. A central white box with a grey border contains a confirmation message: 'Confirmation' followed by 'Form signing' and 'The form is now signed and a notification has been sent to Controller.'

The following steps is performed by the controller

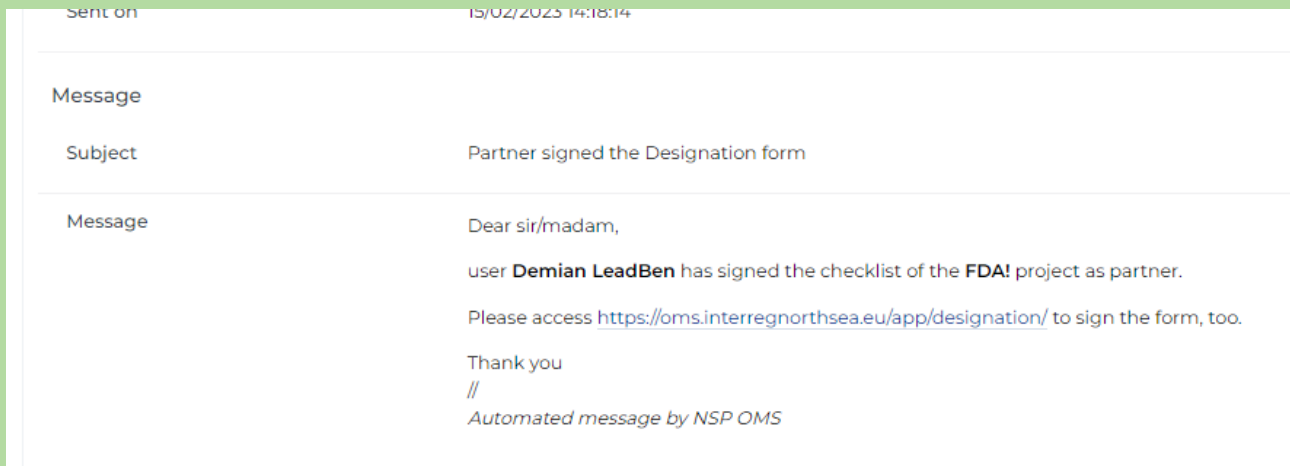
STEP 8

The controller is informed about the designation checklist being prepared. If the controller does not have a user account in the (VIB) Online Monitoring System an instruction mail is send by the system guiding the controller to set up the account.

Once in the system the controller will see that a message from the project partner asking for the controller to confirmation the content of the designation checklist.

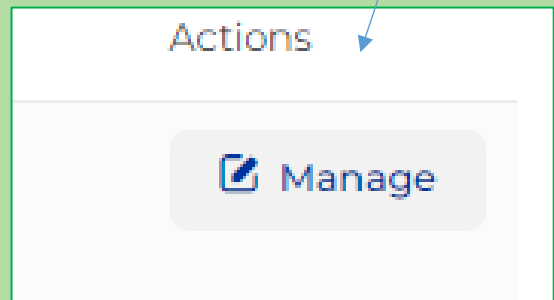
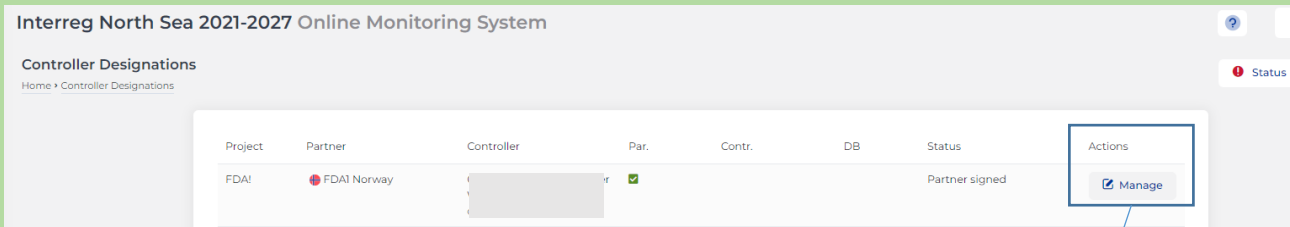


Once the message is opened the controller will find a link, which links directly to an overview of all the relevant designations for this user account. Both completed designations and the once in preparation is displayed in this overview.



STEP 9

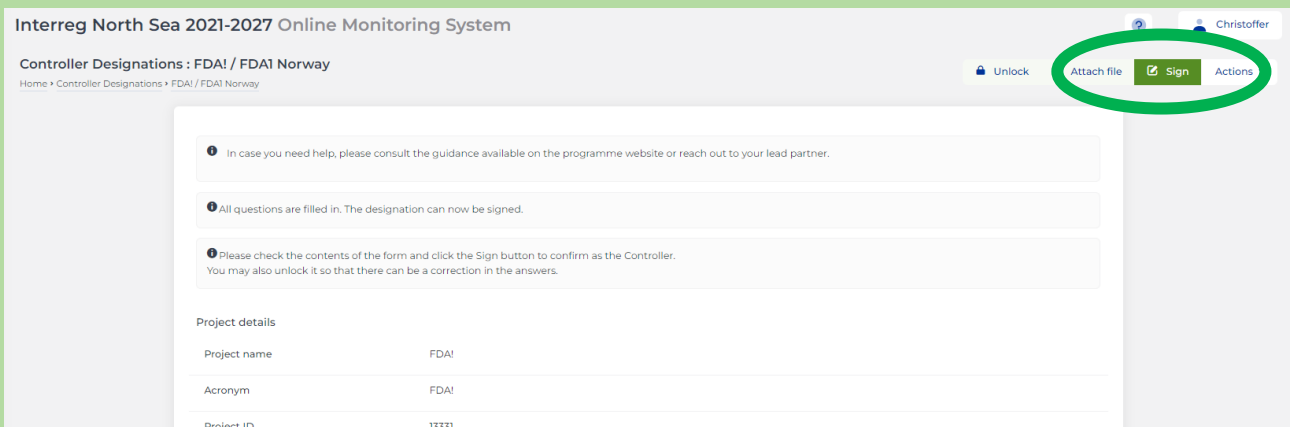
The controller should now find the relevant designation and click the button "**Manage**" to see the designation checklist and continue the designation procedure.



STEP 10

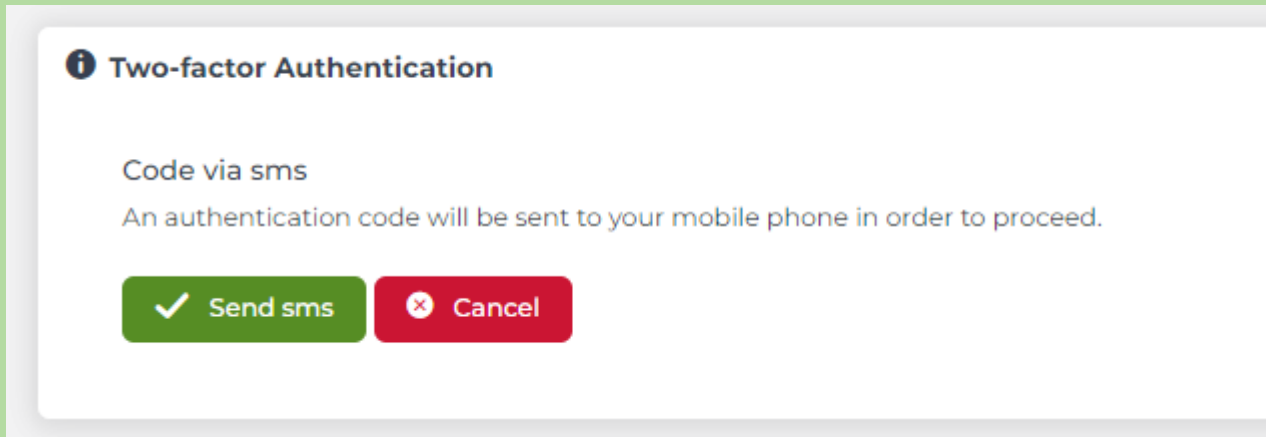
Now the controller can review the filled in designation checklist. The controller cannot edit the checklist because it has already been signed by the partner, but the controller can add an attachment and/or sign and submit the designation to the approbation body.

Click the button "**Sign**".



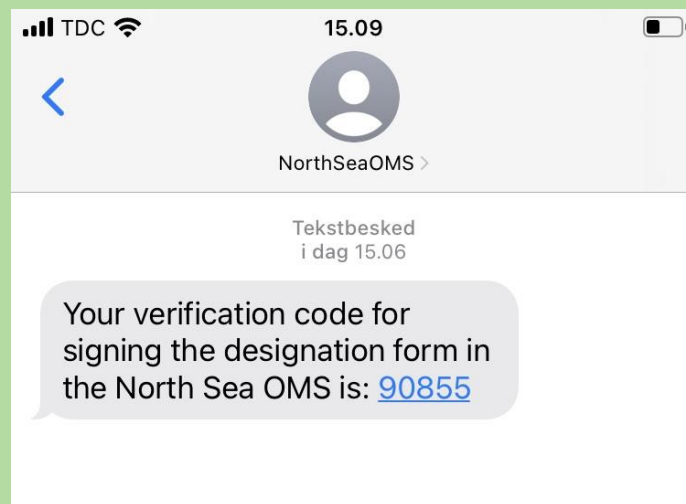
STEP 11

To continue the designation procedure, the controller must click the button "**Send sms**".



STEP 12

A text message is now send to the mobile phone of the controller. The text includes a five-digit code which must be entered back into the Online Monitoring System within a limited timeframe.



Once the code has been entered into the Online Monitoring System, the controller should press the button "**Proceed**".

i Confirmation

Controller signing

You are confirming all contents of this form with your signature. Once you do so, the partner will be notified to sign the form, too. Once this is done, the Designation Body will be notified to also confirm the contents and sign the form.

Important note: The controller log in is unique and confidential and must not be shared with any other users. If you become aware that someone else has learned your log in, you must contact the secretariat for a new log in. By signing off on the designation checklist, you confirm your acceptance of these terms.

Verification code

Please enter the code sent to your mobile phone number +4570755124

Your code will expire in:

04:50

If you did not receive an SMS message, you can

or check your mobile number in your profile [here](#)

STEP 13

The controller is now shown a confirmation that the designation form has been submitted to the approbation body. The designation procedure is completed when the approbation body has either rejected or approved the designation.

i Confirmation

Form signing

The form is now signed from both Partner and Controller and a notification has been sent to 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.

