

SECTION		DESCRIPTION
1. General		
1.1. Information submitted by:	<ul style="list-style-type: none"> • Member State • The main contact point <ul style="list-style-type: none"> ◦ Name of the institution ◦ Responsible unit ◦ Address ◦ Telephone, fax ◦ E-mail address ◦ Title (Mr/Mrs) ◦ Name and Surname ◦ Position within the unit 	<p>BELGIUM (Flemish Region) Department of Town and Country Planning, Housing Policy and Immovable Heritage Spatial planning division Koning Albert II-iaan 19 bus 11 1210 Brussels Tel.: +32-2-553.84.26 Fax: +32-2-553.83.85 E-mail: martijn.debruijn@rwo.vlaanderen.be Mr Martijn De Bruijn (MC Member) Policy advisor</p>
1.2. The information provided describes the situation on :	26/05/2009	
2. System Structure		
What kind of system did you opt for?	<ul style="list-style-type: none"> - a centralized control system: a control body appointed at central level to carry out the control for all beneficiaries on the territory (please continue with question 2.1) 	<p>a decentralized control system: the beneficiaries propose a controller which is authorized by a central MS body</p>
or	<ul style="list-style-type: none"> - a decentralized control system: the beneficiaries proposes a controller which is authorized by a central MS body or selects a controller from a short list provided by the MS (please continue with question 2.2)? 	

2.2 Decentralized Control System	
<p>Please describe the system.</p> <ul style="list-style-type: none"> - Will the beneficiary select a controller from a list of several public and/or private control bodies established on MS level beforehand <p>Or</p> <ul style="list-style-type: none"> - will the beneficiary propose an independent controller (internal or external), who is then authorized at national level before the first expenditure is reported and certified (please also refer to the guidance note established by the JTS)? <p>In both cases, please explain the procedure for establishing the shortlist or authorizing the controller.</p> <p>Please indicate the contact details of the body in charge of establishing the shortlist of selected control bodies or the body in charge of authorizing the controller proposed by a project partner.</p> <ul style="list-style-type: none"> o Name of the institution o Responsible unit o Address o Telephone, fax o E-mail address o Title (Mr/Mrs) o Name and Surname o Position within the unit 	<p>the beneficiary will propose an independent (external or internal) controller, who is then authorized at national level before the first expenditure is reported and certified</p> <p>We will use the checklist provided in Annex 4 of the guidance note to evaluate proposed controllers</p> <p>We are in favour of common standards/rules on programme level regarding minimum requirements for 1st level controllers. The statement will be checked and controlled by the central audit body. National authorities will of course maintain the overall responsibility.</p> <p>The idea of having such written statements/confirmations next to using a common checklist could be included in the overall programme rules.</p>
	<p>Department of Town and Country Planning, Housing Policy and Immovable Heritage Management observation, Budget, Internal Control (Beheersopvolging, Begroting en Interne Controle – BBIC) Koning Albert II-iaan 19 bus 12 1210 Brussels Tel.: +32-2-553.17.68 Fax: +32-2-553.83.05 E-mail: wim.debruyne@rwo.vlaanderen.be Mr. Wim De Bruyne Coordinator</p>

4. Separation of Functions

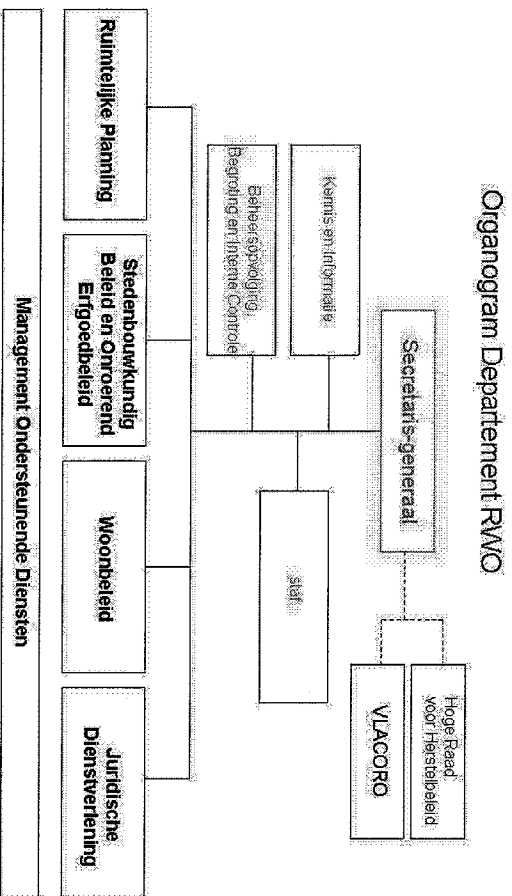
Please explain how a clear separation within your Member State is ensured should the bodies having responsibilities in the management and control of a project be as well involved in the management and control of the Programme. If appropriate, please provide an organisation chart to document the separation of functions between the bodies or units in charge of

- project activities and finances
- the verification of the project expenditure and delivery of the products and services (so-called "first level control" according to Article 16 of Regulation 1080/2006)
- the sample checks on operations (the so-called "second level control" according to Article 62 of Regulation 1083/2006)

Separation with project activities and finances:
 BBIC shall not engage itself in project activities in the ESPON 2013 Programme. All entities within the structure of the Flemish authorities that might be willing to participate in project activities are clearly separated functionally from BBIC.

Separation with 2nd level control is assured. An independent control entity will be in charge of 2nd level control. This entity will not engage in project activities.

Separation with Monitoring Committee functions is ensured since the division of Spatial Planning (Ruimtelijke Planning), which is represented in the Monitoring Committee, works completely independent from BBIC, as the organisation chart indicates.



5. First Level Control Delays

How do you ensure that the first level control is carried out within 2 months after receipt of the documents?
 Three months are requested by the regulation 1080/2006, but the Lead Partner will also need two months after reception of the certification

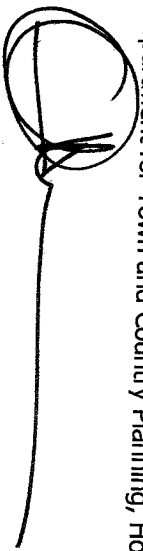
In order to be appointed or approved, a controller will also have to declare his/her ability to deliver his work within the requested time frames.

from the Project Partners to establish its own certification. This will allow the project to present a reimbursement claim four months after the completion of the six months reporting period.

6. Quality Assurance/Guidance to FLC bodies	
<p>The programme will establish</p> <ul style="list-style-type: none"> - ESPON control guidelines - a template for a FLC checklist - a template for a FLC report. - a control certificate inside the progress report to be signed by the FLC. <p>The use of these standardized documents will be obligatory.</p> <p>Have you provided any additional guidance to the body/bodies in charge of first level control to ensure sound financial auditing (such as written guidelines, training)</p> <p>If yes please provide</p> <ul style="list-style-type: none"> - the reference - the date. <p>Copies of the additional guidance documents should be provided to the ESPON Coordination Unit as soon as they will become available.</p> <p>Please describe how you will ensure that the guidance is followed and the requirements resulting Article 61 of Council Regulation (EC) No 1083/2006 and from the ESPON control guidelines and ESPON certificate are respected.</p>	<p>In close cooperation with the ESPON 2013 programme, we will issue oral guidance in Dutch on 1st level control.</p> <p>The Flemish Agency for Economy, that is responsible for all other Territorial Cooperation Programmes besides the ESPON Programme, prepares an updated version of the handbook for 1st level control that has been used in Flanders under the period 2000-2006. This handbook shall also be used for the ESPON Programme.</p> <p>The handbook deals a.o. with eligibility issues (description per cost item, for example material investments, overhead, contribution in kind...) and also gives guidance on issues like public procurement. A copy of the handbook will be transmitted to the ESPON coordination unit.</p> <p>Guidance documents and regulations will be made available on the website of the organisation.</p>

7. Cost of the First Level Control	
<p>Who will pay for the control? Will it be provided for free (by the MS) or will the cost be borne by the Lead/Project partner and thus reported as eligible cost within the project?</p> <p>If the cost is borne by the beneficiary and to be reported as eligible project cost, please provide details on how the cost is calculated, what is the basis for the payment (e.g. service contract) and to whom it has to be paid.</p>	<p>Cost of the First Level Control borne by the beneficiary.</p> <p>A convention/contract will have to be made between the beneficiary and his controller detailing the cost base for controls. (Both in the case of a public and private controller)</p>

ir. Guy BRAECKMAN
Secretary-General
Department for Town and Country Planning, Housing and Immovable Heritage



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