

Compliance with Public Tendering procedures

Introduction:

For the upcoming periodic reporting round you, as Lead Beneficiary, need to prepare for the 1st level controller's check. In Appendix 5 of the Manual for the 1st level control, you can see all the control aspects that you and all the beneficiaries in the partnership are subject to. The 1st level control work is extensive and the time available (4-/6 weeks) for the control is limited, you therefore need to be well prepared and have relevant documents including supporting accounting evidence, completed progress reports on activities and finances etc. ready for inspection and verification in order to meet the secretariat's deadline.

This group should look at how you prepare for the 1st level controller's check of compliance with - amongst other things – all applicable rules on procurement.

1. According to the 1st level controller's checklist, it must be checked whether subcontracted work, purchase of services and products have been carried out in compliance with applicable Community and National Rules on procurement. Consider in the group what you, in general, need to prepare for the 1st level controller in order to demonstrate that none of your activities violate any procurement rules?
2. What sort questions were posed by the 1st level controller during the check in the spring 2009?
3. What were the requirements from the 1st level controller and what sort of documentation should be presented?
4. Were there any checks of the procedure followed for checks below the threshold, values?
5. Were the checks extensive?
6. What were the content and the scope of the verifications by the 1st level controller?
7. Did the checks include both administrative checks and on-the-spot verifications?
8. How did you respond to the questions and the requirements?
9. Did you encounter any difficulties in producing the evidence?
10. Give examples of how this was successfully demonstrated during the check?
11. Give examples of what turned out to be a bad idea and waste of time?
12. In terms of preparation for the "check on procurement rules" share best practice and your best ideas with us, please!