

Eligibility Requirements

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 – eligibility requirements.

1. One of the aspects of eligibility of expenditure is its relation to the approved application and the project relevance. While other aspects of eligibility (law, time, location) are quite straight forward in terms of definitions, the relevance for the project can be considered a bit vague. The fact that the application form and the activities descriptions is quite general, while helps to relatively flexibly implement the project, it does not help to answer the potential question: is a given activity, not explicitly described in the application, eligible? It is expected that both the beneficiaries, Lead Beneficiaries and the controllers will be faced with such questions many times during the project implementation. Consider the following questions:
 - a. What are the limits of the general nature of the description of the application?
 - i. How to address them?
 - b. What is the role of LB in questionable (by 1st level controllers) cases?
 - c. How to ensure/demonstrate Sound Financial Management, while approving new activities?
2. According to the 1st level controller's checklist, it must be checked whether all reported activities/expenditure are in compliance with EU and programme rules and requirements on eligibility. 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 of these rules?
 - a. What sort questions were posed by the 1st level controller during the check in the spring 2009?
 - b. What were the requirements from the 1st level controller?
 - c. Was the check extensive?
 - d. What were the content and the scope of the verifications by the 1st level controller?
 - e. Did the checks include both administrative checks and on-the-spot verifications?
 - f. How did you respond to the questions and the requirements?
 - g. Did you encounter any difficulties in producing the evidence?
 - h. Give examples of how this was successfully demonstrated during the check?
 - i. Give examples of what turned out to be a bad idea and waste of time?
 - j. In terms of preparation for the "check on eligibility" share best practice and your best ideas with us, please!