

## Publicity Requirements

### Introduction:

For the upcoming periodic reporting round you, as Lead Beneficiary, need to prepare for the 1<sup>st</sup> level controller's check. In Appendix 5 of the Manual for the 1<sup>st</sup> level control, you can see all the control aspects that you and all the beneficiaries in the partnership are subject to. The 1<sup>st</sup> 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 1<sup>st</sup> level controller's check of compliance with - amongst other things – publicity requirements.

1. According to the 1<sup>st</sup> level controller's checklist, it must be checked whether all reported activities are in compliance with EU and programme rules and requirements on publicity. Consider in the group what you, in general, need to prepare for the 1<sup>st</sup> level controller in order to demonstrate that none of your activities violate any of these rules?
2. What sort questions were posed by the 1<sup>st</sup> level controller during the check in the spring 2009?
3. What were the requirements from the 1<sup>st</sup> level controller?
4. Was the check extensive?
5. What were the content and the scope of the verifications by the 1<sup>st</sup> level controller?
6. Did the checks include both administrative checks and on-the-spot verifications?
7. How did you respond to the questions and the requirements?
8. Did you encounter any difficulties in producing the evidence?
9. Give examples of how this was successfully demonstrated during the check?
10. Give examples of what turned out to be a bad idea and waste of time?
11. In terms of preparation for the "check on publicity" share best practice and your best ideas with us, please!