

Notice to the reader

This *Manual for the beneficiaries and First Level Controllers*, is intended to accompany **candidates, project partners and authorities in charge of audits and first-level control** during the application, follow-up and closure phases of their project within the framework of the Interreg MED Cooperation Programme.

The team of the Joint Secretariat encourages project applicants to carefully read this document in order to better understand the terms and conditions of access to funding (IPA / ERDF) and to propose a project that meets the Committee's expectations.

The parts regarding the controls, project implementation and the eligibility of expenditure are designed to better accompany Project Partners and Lead Partners in the correct implementation of their activities and to oversee the Procedures for the declaration of expenditure as well as for the project administrative, qualitative and financial management.

It is strongly recommended that the **First Level Controllers have a good command** of the concepts presented in this document as well as of the rules governing the subvention detailed in the Subsidy Contract and the Partnership Agreement of each project.

Prior to any period of certification, the Programme invites beneficiaries and their First Level Controllers to visit the following page <https://interreg-med.eu/documents-tools/programme-manual/> to enquire about some potential updates of the Programme Manual.

This Manual was approved initially by the Programme Monitoring Committee on 26/10/2016, the date from which the rules contained therein shall apply.

Any change in the present Manual will be notified on the Programme's website. The updated version of the any modified Factsheet will replace the outdated version and a table indicating the modifications included in the new version will be included in order to assist the reader in understanding the modifications made.