

# Question and answer webinar for Italian FLCs **MOST COMMON ERRORS (eMS)**

**Online 4 November 2021**

Managing Authority and Joint Secretariat  
Interreg IPA CBC Italy-Albania-Montenegro

# MOST COMMON ERRORS (eMS)



1. ***FLC registration in eMS;***
2. ***Inherent/Control Risk Assessment Sections;***
3. ***Duplicate check list: (Compliance with public procurement section)***
4. ***FLC Certificate (Check & Finalize Flc work);***

# MOST COMMON ERRORS (eMS)



## 1. FLC registration in eMS;

- The person registering in the eMS must be the Controller appointed by the PP/LP.
- The controller must have received the formal appointment of First Level Controller "The Nulla Osta" from the competent office (see factsheet 4.9);
- eMS registration: <https://www.italy-albaniamontenegro.it/ems/app/main?execution=e3s1>
- Send an email to [js@italy-albania-montenegro.eu](mailto:js@italy-albania-montenegro.eu), indicating:
  - the name of the Project and Partner;
  - name and surname of FLC;
  - address (country, city, street, number, postal code);
  - eMS user account;
  - email address used for eMS registration;
  - phone number.
- JS/MA: FLC assignment to the specific Partner – Notification by email to FLC.

# MOST COMMON ERRORS (eMS)



## 2. Inherent Risk Assessment & Control Risk Assessment

*In order to avoid unexpected blocks in the eMS platform, the two sections "Inherent Risk assessment" and Control Risk assessment "have been disabled.*

*During the certificate generation you will no longer have to fill these online check lists; please, use the offline forms (word format). **These forms must be filled, dated, signed and then uploaded in the section "Attachments".***

*The "Inherent/Control risk assessment" check lists have to be compulsorily filled at the first check (first certificate) by the FLC. **They can be updated, during subsequent checks, (ex: activities or budget changes).***

# MOST COMMON ERRORS (eMS)



## 3. Duplicate Check list: (Compliance with public procurement section)

- In case of more than one procurement within the same report, FLCs have to duplicate the sub-section 4 - **Compliance with public procurement**;

### Checklist For Expenditure Declared And Certified By Budget Line

First Level Control

+ Duplicate checklist

Weight	Question	Value	Weighted Value	Comment	Confirmed				
			0.00		<input type="checkbox"/>				
0	The list of expenditure is available for the reporting period from the project partner.	<table border="1"><tr><td>Yes</td><td>No</td></tr><tr><td colspan="2">Not Applicable</td></tr></table>	Yes	No	Not Applicable				<input type="checkbox"/>
Yes	No								
Not Applicable									

**ATTENTION:**

**Due to a TECHNICAL BUG, sections duplicated are not visible in the printed certified.**

# MOST COMMON ERRORS (eMS)



## 3. Duplicate check list: (Compliance with public procurement section)

Before generating the preview of the FLC certificate, please send an email to:

[js@italy-albania-montenegro.eu](mailto:js@italy-albania-montenegro.eu) and [f.errico.adg@region.puglia.it](mailto:f.errico.adg@region.puglia.it)

- *with mail subject:* FLC certificate alignment request - section 4
- *and mail text:* Project acronym, partner name, report number;

You will receive an email confirming the resolution of the problem;

Then, you can print the certificate, upload the last two pages in "attachment" section and close the certificate.

# MOST COMMON ERRORS (eMS)



## 4. FLC Certificate (Check & Finalize Flc work);

To finalize FLC work, click on the "**FLC expenditure**" tab and then click the '**Check FLC work**' button.

The screenshot displays the eMS interface for 'progetto TEST 3' (ITALME-1 Application form version). On the left, a navigation menu includes 'Supplementary Information', 'Check FLC Work' (highlighted with a red box), and 'Print Flc Certificate'. The main content area shows a 'Partner' tab with a green arrow pointing to 'Flc Expenditures' (also highlighted with a red box) and a 'Control Risk Assessment' section. The top right shows the project name and version. A notification banner at the bottom right states 'Successfully Checked'. The breadcrumb trail at the bottom indicates the current path: 'Flc Expenditures > Partner Information > Flc Certificate'.

After pressing '**Check FLC work**', the button '**Finalize FLC Work**' will appear for finalizing the work of FLC;

# MOST COMMON ERRORS (eMS)



## 4. FLC Certificate (Check & Finalize Flc work);

Clicking on it, a digital version of the FLC certificate will appear.



Click on “**Finalize FLC Work and Issue Certificate**” in order to close the Certificate.