

Polish FLC is switching from a hard copy into an electronic version

Dear Polish Project Partners

Due to COVID-19 situation the FLC have been trying to adapt to the new circumstances as soon as possible.

In order to ensure smooth Partner report's verification and certification processes as well as taking into consideration partners' inquiries concerning alternative methods for reporting of expenditures in the projects implemented within INTERREG Baltic Sea Region, Central Europe, Europe, URBACT III Programmes, we would like to inform you that we transfer all possible processes to the "virtual word".

Please find below the instructions concerning new way of communication. The new procedure will be valid until further notice

1. **Only the cover letter** containing information such as Program, acronym of the project, reporting period and contacts addresses - **should be sent using the ePUAP program to a CPE box dedicated to First Level Control (FLC)**
2. The address is: **/CPE_Warszawa/kontrola**
3. **If you cannot find the address dedicated for the control**, please select **the general address of the European Projects Center**.
4. Sending a letter starts administrative control period. This means that it is equivalent to the date of receipt of the paper documents to the CPE.
5. This letter will be forwarded to your FLC controller.
6. The FLC controller will ask you to provide in electronic version **only the documents which will be selected for the sample check**.
7. Then, please provide an electronic version of the selected documents to your controller.
(there is no need to print out these documents and sign them "for compliance with the original")
8. Addresses of mailboxes dedicated to employees of the Control Department can be found at:
<https://www.cpe.gov.pl/p1700/flc/kontakt>
9. The certificate will be sent electronically.

Additionally, we inform you that we launched an email inbox: wk@cpe.gov.pl if it is not possible to send the Letter using the **ePUAP** program.

In this case, however, we ask you not to duplicate sending the covers letters.

A letter transmitted using the ePUAP program is sufficient.

EXPLANATION:

EPUAP is an electronic platform for public administration services. It is used for communication of citizens and entrepreneurs with offices.

We encourage all of you to take care of yourself in this difficult time.

Kind regards,

FLC TEAM

Control Unit

Center of European Projects

<https://www.cpe.gov.pl/p2035/the-center-of-european-projects/news/new-rules-for-submitting-reports-for-flc-control>

Szymon Denis

Head of Control Unit

Center of European Projects

Tel. + 48 22 378 31 86

E-mail: szymon.denis@cpe.gov.pl