



EUROPEAN COMMISSION
DIRECTORATES-GENERAL
EMPLOYMENT, SOCIAL AFFAIRS AND INCLUSION
REGIONAL AND URBAN POLICY
Joint Audit Directorate for Cohesion - DAC - The Director

Brussels,
EMPL.REGIO.DAC.5/RDC/ak(2022)8239500

Subject: Audit of Grant Agreement VS/2020/0055

Dear Mr Williams,

I am writing to inform you that the Joint Audit Directorate for Cohesion of Directorates-General Employment, Social Affairs and Inclusion and Regional and Urban Policy will carry out an audit in relation to the above-mentioned Grant Agreement for an action with one beneficiary signed between the "RESEAU EUROPEEN DES ASSOCIATIONS DE LUTTE CONTRE LA PAUVRETE ET L'EXCLUSION SOCIALE (EAPN)" and the European Commission's Directorate-General Employment, Social Affairs and Inclusion.

The audit is planned to be held from **30 January to 03 February 2023** and will take place in your organization¹.

The main objective of the audit is to verify the eligibility, legality and regularity of the declared expenditure. The audit will focus in particular that the declared expenditure is backed up with appropriate documentation, proof of payments and the existence of controls. The auditors will also perform additional checks with regard to the deliverables of the grant agreement to test the reliability of the quantitative information you reported in the final technical implementation report.

The unit responsible for the audit is DAC.5, and the responsible auditors are René De Coster (Rene.De-Coster@ec.europa.eu) and Michel Mewis (Michel.Mewis@ec.europa.eu). Additional Commission staff may join the audit team and you will be informed accordingly of any additional auditors joining the audit.

¹ This audit may be totally or partially carried out remotely from the premises of the Joint Audit Directorate for Cohesion in case of travel restrictions

Mr Leo Williams
Director
RESEAU EUROPEEN DES ASSOCIATIONS DE LUTTE
CONTRE LA PAUVRETE ET L'EXCLUSION SOCIALE
boulevard Bischoffsheim 11
BE- 1000 Bruxelles

Please note that the audit team is involved in another audit in the same town during the same week, and will, therefore, inform you of the exact arrival and start at your premises in due time.

Further details regarding this audit, including the detailed agenda and the sample of selected expenditures for the audit will be communicated later once we receive the enclosed questionnaire, filled in, and following the analysis of the information requested hereunder.

You are kindly requested to ensure that all relevant material and all **supporting documents** relating to expenditure incurred or income received in the framework of the project is readily available on the dates specified, and that the responsible colleagues are available to answer the auditors' questions. We would also kindly ask you to have a paper copy of the questionnaire readily available together with all relevant documents on the first day of the audit visit. It is important to be able to **clearly link the amounts** claimed in the final declaration to the European Commission, **with the bookkeeping and the supporting documents** (invoices, time sheets, salary sheets, flight tickets etc.).

The presence of the person(s) who dealt with the accounts and financial declaration of the project would therefore be most desirable. We would also like to ask that the person who completes the questionnaire would be present during the auditors' visit.

I would be grateful if you could provide the information and questionnaire set out in **Annex I** (preferably in electronic format) by **30/12/2022** to Rene.De-Coster@ec.europa.eu, in order to ensure a satisfactory preparation of the audit.

All information collected for the purposes of the audit (on the basis of article II.27 of the grant agreement) shall be treated in accordance with the provisions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the **processing of personal data** by the Community institutions and bodies and on the free movement of such data. These data may include information relating to identified or identifiable natural persons ("data subjects"), e.g. salary sheets, and will be accessible only to staff of the European Commission, the European Anti-Fraud Office (OLAF) and the European Court of Auditors on a need-to-know basis. Such information could be stored in the Joint Audit Directorate for Cohesion audit filing system or other relevant electronic information systems. It will be kept as long as it is needed for the performance of the audit and its administrative and possible financial and judicial follow-up. The data subject may, upon request obtain the communication of his/her personal data and rectify any inaccurate or incomplete personal data. Should the data subject have any queries concerning the processing of his/her personal data, he/she can access his/her right by contacting the Data Controller, or in case of conflict the Data Protection Officer and if necessary the European Data Protection Supervisor using the contact information given in **Annex II**.

Thank you in advance for your co-operation.

Yours faithfully,

(Electronically signed)
Franck Sébert
p.o. Androulla Ioannou
Acting Director

Contact person: Mr René De Coster, ☎ +32 2 295 58 35

Enclosures: Annex I - Indicative list of documents to be made available to the auditors and the questionnaire
Annex II - Information note on Protection of Personal Data collected by the Joint Audit Directorate for Cohesion of the European Commission.

c.c.: Ms A. Crabb, Head of Unit, Directorate-General Employment, Social Affairs and Inclusion, Unit D3

Ms C. de Buggenoms, Head of Unit, Directorates-General Employment, Social Affairs and Inclusion and Regional and Urban Policy, Unit DAC.5

Mr P. Bossière, Directorates-General Employment, Social Affairs and Inclusion and Regional and Urban Policy, Unit DAC.5

Mr R. De Coster, Directorates-General Employment, Social Affairs and Inclusion and Regional and Urban Policy, Unit DAC.5

Mr M. Mewis, Directorates-General Employment, Social Affairs and Inclusion and Regional and Urban Policy, Unit DAC.5