Task assignment document - instructions

*This template can be used to report staff costs in the Interreg North-West Europe Programme.*

*A task assignment document is a critical document to be provided to the controller to justify the eligibility of staff costs.*

***The task assignment document should be established for each employee. It should be dated and signed by both the employer and the employee. It must indicate the date from which it is applicable.***

*Alternatively, any other document specifying for an employee the percentage of the time worked on a project (e.g., employment/work contract) can also be used.*

*It is possible to change the document after the end of a reporting period in case roles and tasks change. The document should however not be changed frequently.*

Task assignment document

General information

|  |  |
| --- | --- |
| Project title |  |
| Project ID and acronym |  |
| Name of project partner organisation |  |
| Name of employee |  |
| Task assignment applicable from (date) |  |
| Task assignment version (number) |  |

With this task assignment, it is confirmed that [name employee] works on the above-mentioned project.

In case the employee is involved in other EU/publicly funded projects, it is ensured that there is no double financing, as not more than 100% of [name employee] working time will be reported.

[Name employee] carries out the following tasks in the frame of the implementation of the project:

* [specify task]
* [specify task]
* [...]

[Name employee] will dedicate [%] of his/her working time per month to carry out the tasks as described above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s signature Employee’s signature

Date: Date:

[name of employer] [name of employee]