Task assignment document - instructions

*This template can be used to report staff costs in the Interreg North-West Europe Programme. As indicated in the Programme Manual, a task assignment document needs to be provided as one of the critical documents to the controller to justify the eligibility of staff. Alternatively, any other type of document specifying the percentage of the time worked on a project (e.g., employment/work contract) can also be used.*

*The task assignment document should be established for each employee before the start of the reporting period it applies to. It is possible to change the document after the end of the 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.

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Date and Employer’s signature Date and Employee’s signature

[name of employer] [name of employee]