Interreg Europe - Task assignment letter

*(for the reporting of staff costs)*

**Important information:**

As indicated in the programme manual (see section 6.2.1 “staff costs”), it is necessary to provide a document setting out the percentage of time to be worked on the project per month by employee. This document is a condition to be able to declare the staff costs of the person(s) working on the project. The percentage of time dedicated to the project by an employee can be stated in the employee’s employment contract and/ or any other document issued by the employer, such as a ‘task assignment letter’.

The present template can be used for the task assignment and is an example of the minimum requirements which should be covered (if they are not part of an employment document/contract or another document). It must be submitted for verification of staff cost expenditure to the relevant control body.

In case of changes to the tasks and responsibilities of an employee, the task assignment document can be reviewed and amended. However, the document should not be changed frequently, but only be adjusted if really needed, i.e., if a significant change in percentage of time and/or tasks and responsibilities occur.

**Please delete this text when using the template.**

|  |  |  |  |
| --- | --- | --- | --- |
| Project information | | | |
| Project acronym | *Please indicate* | | |
| Project title | *Please indicate* | | |
| Name of project partner  Name of employee  Applicable from  Version No | *Please indicate*  *Please indicate*  *Please indicate*  *Please indicate* | | |
| Project start date | *Please indicate* | **Project end date** | *Please indicate* |

With this task assignment letter, I confirm that [*Name employee*] works on the above-mentioned project.

In case [*Name employee*] is involved in other EU funded projects, I confirm 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*]
* [*specify task*]

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

|  |  |
| --- | --- |
| [*name of employer*] | [*name of employee*] |
| [*date & place*] | [*date & place*] |
| Signature employer | signature employee |