

**Annex 1 – Project Staff assignment *(template)***

1. **Identification of project and project partner**

|  |  |
| --- | --- |
| Project acronym and JEMS code |  |
| Name of project partner (employer) |  |

1. **Assigned employee**

|  |  |
| --- | --- |
| Name of employee |  |
| Date of signature of employment contract *(dd/mm/yyyy)* |  |
| Start date of employment *(dd/mm/yyyy)* |  |
| Extent of assignment (in %) to the abovementioned project *(if relevant)* |  |
| Number of hours of assignment to the project activities *(if relevant)* |  |

1. **Period of project assignment**

|  |  |  |  |
| --- | --- | --- | --- |
| From: *(dd/mm/yyyy)* |  | To: *(dd/mm/yyyy)* |  |

1. **Details on the assignment**

|  |  |  |
| --- | --- | --- |
| **WP** | **Project related activities** *(including information on the envisaged contribution of the employee to the outputs, activities and deliverables to be achieved according to the application form)* | **Estimated % of**  **assignment** |
| WP1 |  |  |
| WP2 |  |  |
| WP3 |  |  |
| WP4 |  |  |
| WP5 |  |  |
| **TOTAL** | | 100% |

1. **Confirmation**

Herewith, Mr./Mrs. ………………………………............. is assigned to the mentioned Interreg IPA CBC South Adriatic project in order to contribute to project activities and outputs as indicated above.

*Please select:*

It is confirmed that Mr./Mrs. …………………………………. is currently in addition assigned to the following public funded projects:

* (funded by …………………)
* (funded by …………………)
* (funded by …………………)

It is confirmed that in total not more than 100 % of his/her working time are allocated to all these projects and, therefore, not more than the total actual staff costs will be requested for co-financing.

***or***

It is confirmed that Mr./Mrs. ……………………………… is currently not assigned to any other public funded project.

|  |  |  |  |
| --- | --- | --- | --- |
| *Place, date:* |  | *Place, date:* |  |
|  | |  | |
| **Stamp, name and signature of the employer** | | **Name and signature of the employee** | |