# Task assignment template

***Information to project partners***

* *This template must be used for the task assignment of each person claiming staff costs in the framework of an Interreg Euro-Med project.*
* ***This template must be submitted to the national controller for verification of staff cost expenditure when presenting costs related to CC1****.*
* *In case of changes to the tasks and responsibilities of an employee, the task assignment document can be reviewed and amended (****the percentage cannot change every month and should apply AS A MINIMUM for one full reporting period[[1]](#footnote-1)).***

|  |  |
| --- | --- |
| Project Information | |
| Project acronym/ ID | Project acronym/ ID |
| Name of project partner | *Project partner name in ENGLISH or FRENCH* |
|  |  |  |  |
| Name of employee  Position | ***Name and Surname of concerned staff member***  *Position of the employee in the organisation* |  |  |
| Applicable from  Version N°: | ***Date of entry into force of the document***  ***Document version number*** |

With this task assignment document, I [*Name employee*] confirm that I work on the above-mentioned project and **dedicate [*%*] of my working time per month** to carry out the tasks as described below.

In case I am involved in other EU funded projects, I [*Name employee*] confirm that there is no double financing, as not more than 100% of my working time will be reported.

I, [*Name employee*] confirm carrying out the following tasks in the frame of the implementation of the project:

|  |
| --- |
|  |
| * [*specify task – generic description*] * [*specify task – generic description*] * [...] |
|  |

|  |  |
| --- | --- |
| [*name of supervisor*] | [*name of employee*] |
|  |  |
| Supervisor’s signature | Employee’s signature |

1. Ref to Programme Manual – CC staff [↑](#footnote-ref-1)