***Job description and project assignment***

|  |
| --- |
| 1. Project Information |
| Interreg Programme | Central Europe (CE) 2014-2020 |
| Project acronym |  |
| Project title |  |
| Name of project partner |  |
| Starting date of the project |  | **End date of the project** |  |

|  |
| --- |
| 2. Employee Information |
| Name of employee  |  |
| Start date of employment  |  |
| Period of project assignment (from - to) |  |
| Method for the calculation of staff costs: | [ ] Full-time[ ] Part-time:[ ] fixed percentage [ ] flexible (1.720 h method)[ ] hourly basis |

|  |
| --- |
| 3. Project related duties / obligations / responsibilities / activities |
| Description of the main tasks to be performed and main deliverables and outputs to be produced (general list of activities, duties…. etc.)Reference to the outputs and deliverables as foreseen in the AF |

|  |
| --- |
| 4. In case of full-time/part-time with a fixed percentage |
| Monthly extent of assignment to the project (in %) |  |

|  |
| --- |
| 5. Details on project related activities |
| WP No | **Project related activities** *(including information on the envisaged contribution of the employee to the outputs and deliverables to be achieved according to the application form)* | *Estimated share of assignment* (%) |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| Total | **100 %** |

|  |
| --- |
| 6. Confirmation |
| Herewith, Mr./Mrs.       is assigned to the above-mentioned Central Europe 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:* * *Name:*       (funded by      ), assignment      %
* *Name:*       (funded by      ), assignment      %
* *Name:*       (funded by      ), assignment      %

*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.*[ ]  *It is confirmed that Mr./Mrs.       is currently not assigned to any other public funded project.* |

|  |  |
| --- | --- |
|      Date, Place |      Date, Place |
| Name and signature of the employer | Name and signature of the employee |