



TASK ASSIGNMENT DOCUMENT

Model of the Interreg CE Programme

Version 2

08 2024

1. Use of this document

When reporting staff costs on a real costs basis i.e. for staff working full-time (100%) in the project or part-time in the project with a fixed percentage of time per month on the project, a document clearly stating the intensity of work by the employee on the project has to be provided. It can either be part of the employment document or a separate document. Such document has to be submitted to the national controller as part of the audit trail for the verification of staff.

The model provided by the Interreg CE programme serves as an example of a task assignment document and its use is not obligatory. However, it provides the **minimum compulsory requirements** that need to be included in the task assignment document.

In case of changes to the tasks and responsibilities of an employee, the task assignment document can be reviewed and amended. However, the percentage cannot change every month and it shall remain fixed for an entire financial reporting period (i.e. six months).

For more information see chapter I.4.3.1 of the Interreg CE programme manual.

2. Model

GENERAL INFORMATION

Project title	
Project ID and acronym	
Name of project partner organisation	
Name of employee	
Task assignment applicable from	
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.

Employer's signature

[name of employer]

Employee's signature

[name of employee]