**Assignment document - instructions**

This template can be used to report staff costs in the Interreg VI A Italy-Croatia CBC Programme 2021-2027.

As indicated in the Programme Implementation Manual, the Assignment document is one of the supporting documents of the audit trail for the **Staff reimbursed on a real cost basis**.

The Assignment document has to be provided to the controller and it should be kept as part of the audit trail in case that **the % of time spent on the project and job description** is not already clearly indicated in the employment document. Also, the fact that the individual works full-time on the project, if applicable, has to be clearly stated in the employment document itself or, if not mentioned, in a specific assignment document issued for the project.

**It is expected that basic information on the project such as project name, acronym, partner name and name of the employee is included in the employment document (or in the assignment document).**

**In case basic information is not included in the employment document, the Assignment document should be established for each employee already at the beginning of the project implementation.**

The percentage of time spent in the project should in principle remain the same for the whole project implementation. However, in case of changes of tasks/responsibilities/functions of the employee, this percentage can be revised and the employer will have to change the assignment document accordingly in order to reflect the incurred changes. It is strongly advised to keep fixed percentage unchanged within the same reporting period to allow smooth implementation and cost validation.

**This Template is non-binding and it is an example of basic elements which need to be included in the Assignment document.**

According to each Organisation’s rules, although the Programme official language is EN, this document can be drafted in the National language.

**Assignment document – template (Version 1.0)**

**General information**

|  |  |
| --- | --- |
| Project title |  |
| Project ID and acronym |  |
| Name of project partner organisation |  |
| Name of employee |  |
| Assignment applicable from (date) |  |
| Assignment 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 her/his working time per month to carry out the tasks as described above.

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Employer’s signature Employee’s signature

[name of employer] [name of employee]