PROJECT ASSIGNMENT

Template

|  |  |
| --- | --- |
| **PROJECT DATA** | |
| **Interreg Programme** | **Interreg V-A Italy-Croatia CBC Programme 2014-2020** |
| **Project Acronym** |  |
| **Name of Project Partner** |  |

|  |  |
| --- | --- |
| **ASSIGNED EMPLOYEE** | |
| **Name of employee** |  |
| **Date of signature of employment contract (dd/mm/yyyy)** |  |
| **Start date of employment (dd/mm/yyyy)** |  |

|  |  |
| --- | --- |
| **PERIOD OF PROJECT ASSIGNMENT** | |
| **From (dd/mm/yyyy)** |  |
| **To (dd/mm/yyyy)** |  |

|  |  |  |
| --- | --- | --- |
| **EXTENT OF PROJECT ASSIGNMENT** | | |
| ***Please tick the relative box to select the applicable option and specify the planned percentage per month (%) in case of part-time assignment according to a fixed percentage of time per month.*** | | |
| **□** | **100%** | **Full-time to the project (100% to the project).** |
| **□** | **(insert number) %** | **Part-time to the project according a fixed percentage of time per month.** |
| **□** | **n/a** | **Part-time to the project according a flexible number of hours per month.** |
| **□** | **n/a** | **Hourly basis.** |

|  |  |
| --- | --- |
| **WP n.** | **Short description of the employee planned involvement in project activities and her/his expected contribution to specific project deliverables and outputs.** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **CONFIRMATION BY EMPLOYER** | |
| **It is confirmed that Ms./Mr. …………………………………………………..is assigned to the above mentioned Interreg IT-HR Project in order to contribute to project activities and outputs as indicated above.** | |
| ***Please tick the relative box and select the applicable option below:*** | |
| **□** | **It is confirmed that Ms./Mr. ………………………… is NOT assigned to any other public funded project in addition to the above-mentioned Interreg IT-HR project.** |
| **□** | **It is confirmed that Ms./Mr. ………………………… is assigned to the following public funded projects in addition to the above-mentioned Interreg IT-HR project:**   1. **……………………….. Project ; funded by ………………….** 2. **……………………….. Project ; funded by ………………….** 3. **……………………….. Project ; funded by ………………….**   **It is confirmed that in total no more than 100% of her/his working time is allocated to all these projects.** |

|  |  |
| --- | --- |
| **SIGNATURES** | |
| ***EMPLOYER*** | |
| **Date, Place** | **……………………………… ; ……………………………………** |
| **Name of the employer** | **………………………………………………………………………..** |
| **Signature of the employer** | **………………………………………………………………………..** |
| ***EMPLOYEE*** | |
| **Date, Place** | **……………………………… ; ……………………………………** |
| **Name of the employee** | **………………………………………………………………………..** |
| **Signature of the employee** | **…………………………………………………………………..……** |