PERIODIC STAFF REPORT

Template

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| **MAIN STAFF REPORT DATA** |
| **Interreg Programme** | **Interreg V-A Italy-Croatia CBC Programme 2014-2020** |
| **Project Acronym** |  |
| **Name of Project Partner** |  |
| **Project Partner number** |  |
| **Name of employee** |  |
| **Period of project assignment (from dd/mm/yyy – to dd/mm/yyyy)** |  |

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| **REPORTING PERIOD** |
| **From (dd/mm/yyyy)** |  |
| **To (dd/mm/yyyy)** |  |

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| **WP n.** | **Short description of the employee involvement in project activities and her/his contribution to specific project deliverables and outputs.** |
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| **CONFIRMATION** |
| ***Please tick the relative box and select the applicable option below:*** |
| **□** | **It is confirmed that Ms./Mr. ………………………… in this reporting period worked on the Interreg IT-HR project as specified in the Project assignment and detailed in the relevant timesheets, when requested by Programme rules.** |
| **□** | **It is confirmed that Ms./Mr. ………………………… was NOT working on any other public funded project in addition to the above-mentioned Interreg IT-HR project in this reporting period.** |
| **□** | **It is confirmed that Ms./Mr. ………………………… was working on the following public funded projects in addition to the above-mentioned Interreg IT-HR project in this reporting period:**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 was allocated to all these projects.** |

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