Six-monthly task report

(per assignment)

|  |  |
| --- | --- |
| **1. Identification of project, project partner and employee** | |
| Interreg Programme | Interreg Alpine Space 2014-2020 |
| Project acronym |  |
| Name of project partner (employer) |  |
| Name of employee |  |
| Date of assignment (dd/mm/yyyy) |  |
| Period of project assignment (dd/mm/yyyy) | – |
| Extent of assignment (in %) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Reporting period[[1]](#footnote-1)** | | | |
| From: (dd/mm/yyyy) |  | To: (dd/mm/yyyy) |  |

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| --- | --- | --- |
| **3. Details per work package** | | |
| WP No. | Description of activities implemented in this reporting period *including information on the contribution of the employee to the outputs and deliverables achieved for each work package involved in* | Estimated extent of involvement  (in %) |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total | | 100 % |

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| **4. Confirmation** |

Please select:

Herewith, it is confirmed that Mr./Mrs.       was also working on the following public funded projects in this reporting period*:*

* *(funded by*      *),*
* *(funded by*      *),*
* *(funded by*      *).*

It is confirmed that in total not more than 100 % of his/her working time are invoiced to all these public funded projects and therefore not more than the total actual staff costs will be requested for co-financing.

It is confirmed that Mr./Mrs. was not working on any other public funded project in this reporting period. It is therefore ensured that not more than the total actual staff costs will be requested for co-financing.

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

1. The reporting period indicated shall correspond with the respective one in the application form (the first and last reporting period might therefore not be equivalent to six months). [↑](#footnote-ref-1)