



Aurora

Task assignment document

This template can be used for confirming the task assignment for a specific Interreg Aurora project if the same information is not already part of an employment document/contract or another document. The information in this template refers to article 55 in regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 and article 39 in regulation (EU) 2021/1059 of the European Parliament and of the Council of 24 June 2021.

The assignment of the fixed percentage (up to 100%) should be decided on beforehand. The fixed percentage may be changed in justified cases (e.g changes in the tasks of the employee). Generally, there should be no more than one assignment per staff member per reporting period.

A task assignment document shall be submitted for verification of staff cost expenditure in the first reporting period and whenever changes occur.

Project name

Reference NYPS (8 digits)

Name of project partner (employer)

Organisation number

**Task assignment document
applicable from** (YYYY-MM-DD)

**Version of the task assignment
document** (1, 2, 3 etc)



Aurora

Name of employee

Percentage of employment at the partner organisation whereof allocated in the project (x-100%)

% **employment** whereof

% in the **project**.

Examples of how to fill in the task assignment:

1. Person A employed for 100% in the organisation and half the time allocated in the project. The task assignment should be filled in as: 100% employment whereof 50 % in the project.
2. Person B works 80% in the organisation and half the time in the project. The task assignment should be filled in as: 80% employment whereof 50 % in the project.

Specify the ROLE of the employee in regards to the project implementation during the project time

Specify the TASK of the employee and refer to work package in the project. The level of details should be proportionate to the involvement, the higher the percentage, the more details are expected.

If this version of the task assignment is issued due to changes, provide an explanation to the change.