

Alpine Space Programme 2014 - 2020

Group work - Solutions

14 | 20

Salzburg | AT | Nov. 09-10, 2016

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Exercise 1a: Project assignment

Solution a) – one single assignment including both (activities WP M and T1)

1st step: Calculating the normal working hours

40 (weekly working hours) x 52 (weeks/year) = 2.080 (working hours a year)

- 25 (days of vacation) x 8 (average daily working hours: 40h/5d) = - 200 (hours vacation)

- 13 (national bank holidays) x 8 (average daily working hours) = - 104 (hours national holidays)

Normal annual working hours = 1.776

Normal annual working hours for whole project duration (3 years) = 5.328

2nd step: Calculating the estimated project related working hours

WP M: 2.375 92,6%

WP T1: 190 7,4%

Total AlpSpace: 2.565 100,0%

3rd step: Calculating the extent of assignment

2.565/5.328 = **48,14 %**



Draft project assignment - Solution A

Project assignment

1. Identification of project and project partner	
Interreg Programme	Interreg Alpine Space 2014-2020
Project acronym	AlpSpace
Name of project partner (employer)	University of Salzburg

2. Assigned employee	
Name of employee	Hans Berger
Date of signature of employment contract (dd/mm/yyyy)	23.06.2004
Start date of employment (dd/mm/yyyy)	01.07.2004
Extent of assignment (in %) to the abovementioned project	48%

3. Period of project assignment			
From: (dd/mm/yyyy)	01.11.2016	To: (dd/mm/yyyy)	31.10.2019

4. Details on the assignment		
WP No.	Project related activities (including information on the envisaged contribution of the employee to the outputs and deliverables to be achieved according to the application form)	Estimated share of assignment (%)
M	<p>Hans Berger will act as project manager of the project AlpSpace. His main tasks will be the following:</p> <ul style="list-style-type: none"> - overall project coordination including regular exchange with programme bodies, PM team and FP - chairing the project steering group (preparation, participation and follow-up of approx. 10 meetings) - project start activities (i.a. participation to LP seminar, organization of kick-off meeting, finalization of planning, adaptation of AF - controlling tasks (an internal three-monthly controlling cycle will be set up) - reporting tasks (finalization of the partner and project report, submission to the programme bodies) - project closure including set up and submission of the final report, preparation of final conference 	93%
T1	<p>Hans Berger will participate in the working group set up for the implementation of WP T1. His main activities will be:</p> <ul style="list-style-type: none"> - regular exchange with work group, participation to meetings (approx. three work group meetings) - evaluation of existing tools, exchange with regional target groups and stakeholders - input from regional perspective to joint action plan 	7%
Total		100%

5. Confirmation

Herewith, Mr./Mrs. Hans Berger is assigned to the above-mentioned Interreg Alpine Space project in order to contribute to project activities and outputs as indicated above.

Please select:

It is confirmed that Mr./Mrs. Hans Berger is currently in addition assigned to the following public funded projects:

- DanTube (funded by Horizon 2020),
- (funded by),
- (funded by).

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

It is confirmed that Mr./Mrs. is currently not assigned to any other public funded project.

31.10.2016, Salzburg

Date, Place

31.10.2016, Salzburg

Date, Place

Sigrid Meyer

Name and signature of the employer

Hans Berger

Name and signature of the employee

Exercise 1b: Project assignment

Solution b) – two different assignments (one for WP M and one for WP T1)

ASSIGNMENT WP M

1st step: Calculating the normal working hours

40 (weekly working hours) x 52 (weeks/year) = 2.080 (working hours a year)

- 25 (days of vacation) x 8 (average daily working hours: 40h/5d) = - 200 (hours vacation)

- 13 (national bank holidays) x 8 (average daily working hours) = - 104 (hours national holidays)

Normal annual working hours = 1.776

Normal annual working hours for whole WP duration (3 years) = 5.328

2nd step: Calculating the estimated project related working hours

WP M = 2.375

3rd step: Calculating the extent of assignment

$2.375/5.328 = \underline{\underline{44,58\%}}$



Exercise 1b: Project assignment

ASSIGNMENT WP T1

1st step: Calculating the normal working hours

40 (weekly working hours) x 52 (weeks/year) = 2.080 (working hours a year)

- 25 (days of vacation) x 8 (average daily working hours: 40h/5d) = - 200 (hours vacation)

- 13 (national bank holidays) x 8 (average daily working hours) = - 104 (hours national holidays)

Normal annual working hours = 1.776

Normal annual working hours for the assignment (8 months) = 1.184

2nd step: Calculating the estimated project related working hours

WP T1 = 190

3rd step: Calculating the extent of assignment

190/1.184 = **16,05 %**



Draft project assignment - Solution B



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Project assignment

1. Identification of project and project partner

Interreg Programme	Interreg Alpine Space 2014-2020
Project acronym	AlpSpace
Name of project partner (employer)	University of Salzburg

2. Assigned employee

Name of employee	Hans Berger
Date of signature of employment contract (dd/mm/yyyy)	23.06.2004
Start date of employment (dd/mm/yyyy)	01.07.2004
Extent of assignment (in %) to the abovementioned project	44%

3. Period of project assignment

From: (dd/mm/yyyy)	01.11.2016	To: (dd/mm/yyyy)	31.10.2019
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4. Details on the assignment

WP No.	Project related activities (including information on the envisaged contribution of the employee to the outputs and deliverables to be achieved according to the application form)	Estimated share of assignment (%)
M	Hans Berger will act as project manager of the project AlpSpace. His main tasks: <ul style="list-style-type: none"> - overall project coordination including regular exchange with programme bodies, PM team and PP; chairing the project steering group (approx. 10 meetings) - project start activities (i.a. participation to LP seminar, organization of kick-off meeting, finalization of planning, adaptation of AF) - controlling tasks (an internal three-monthly controlling cycle will be set up); reporting tasks (finalization of the partner and project report, submission to the programme bodies) - project closure (set up and submission of the final report); final conference 	100%
Total		100%



5. Confirmation

Herewith, Mr./Mrs. Hans Berger is assigned to the above-mentioned Interreg Alpine Space project in order to contribute to project activities and outputs as indicated above.

Please select:

- It is confirmed that Mr./Mrs. Hans Berger is currently in addition assigned to the following public funded projects:
- DanTube (funded by Horizon 2020).
- It is confirmed that in total not more than 100 % of his/her working time are allocated to all these projects and therefore not more than the total actual staff costs will be requested for co-financing.

- It is confirmed that Mr./Mrs. is currently not assigned to any other public funded project.

31.10.2016, Salzburg	31.10.2016, Salzburg
Date, Place	Date, Place
	
Name and signature of the employer	Name and signature of the employee

This programme is co-financed by the European Regional Development Fund.



14 | 20

Project assignment

1. Identification of project and project partner

Interreg Programme	Interreg Alpine Space 2014-2020
Project acronym	AlpSpace
Name of project partner (employer)	University of Salzburg

2. Assigned employee

Name of employee	Hans Berger
Date of signature of employment contract (dd/mm/yyyy)	23.06.2004
Start date of employment (dd/mm/yyyy)	01.07.2004
Extent of assignment (in %) to the abovementioned project	16%

3. Period of project assignment

From: (dd/mm/yyyy)	01.02.2017	To: (dd/mm/yyyy)	30.9.2017
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4. Details on the assignment

WP No.	Project related activities (including information on the envisaged contribution of the employee to the outputs and deliverables to be achieved according to the application form)	Estimated share of assignment (%)
T1	Hans Berger will participate in the working group set up for the implementation of WP T1. His main activities will be: <ul style="list-style-type: none"> - regular exchange with work group, participation to meetings (approx. three work group meetings) - evaluation of existing tools, exchange with regional target groups and stakeholders - input from regional perspective to joint action plan 	100%
Total		100%



5. Confirmation

Herewith, Mr./Mrs. Hans Berger is assigned to the above-mentioned Interreg Alpine Spaoe project in order to contribute to project activities and outputs as indicated above.

Please select:

- It is confirmed that Mr./Mrs. Hans Berger is currently in addition assigned to the following public funded projects:
- DanTube (funded by Horizon 2020).
- It is confirmed that in total not more than 100 % of his/her working time are allocated to all these projects and therefore not more than the total actual staff costs will be requested for co-financing.

- It is confirmed that Mr./Mrs. is currently not assigned to any other public funded project.

31.10.2016, Salzburg	31.10.2016, Salzburg
Date, Place	Date, Place
	
Name and signature of the employer	Name and signature of the employee

This programme is co-financed by the European Regional Development Fund.



Exercise 2: Six-monthly task report

Six-monthly task report (per assignment)

1. Identification of project, project partner and employee

Interreg Programme	Interreg Alpine Space 2014-2020
Project acronym	AlpSpace
Name of project partner (employer)	University of Salzburg
Name of employee	Hans Berger
Date of assignment (dd/mm/yyyy)	31.10.2016
Period of project assignment (dd/mm/yyyy)	01.11.2016 – 31.10.2019
Extent of assignment (in %)	48%

2. Reporting period¹

From: (dd/mm/yyyy)	01.11.2016	To: (dd/mm/yyyy)	30.06.2017
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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 %)
WP M	Overall project management: - finalisation of project planning and AP on basis of PC recommendations - regular contact with PP (by phone and e-mail), set up of project management team including definition of roles and responsibilities - preparation and chairing of the first, second and third SG meeting (24.11.2016, 16.01.2017 and 25.4.2017) - organization and implementation kick-off event 16./17.01.2017 (Salzburg, 46 participants) - definition of controlling process, two controlling cycles implemented (Nov-Dec 2016 and January-March 2017) - contracting FLC, first exchange with FLC	75%
WP T1	- participation to first work group meeting (15.03.2017) - evaluation of existing tools (AlpTest, SpaceLab) and drafting of evaluation report	25%

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).

	-organization of and participation to target group meeting in Mittersill, 04.04.2017 (24 participants) - counterchecking of 1st draft joint action plan	
	Total	100 %

4. Confirmation

Please select:

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

- DabTube (funded by Horizon 2020),
(funded by _____),
(funded by _____).

It is confirmed that in total not more than 100 % of his/her working time are involved 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.

12.07.2017, Salzburg 13.07.2017, Salzburg
Date, Place Date, Place

Name and signature of the employer (superior) Name and signature of the employee




Exercise 3: Staff costs calculation

- Total staff costs: EUR 46.090
 - Extent of assignment: 48%
- ⇒ Project related staff costs: EUR 22.123,20 (=46.090 * 0,48)
- ⇒ Thereof: 75% on WP M: 16.592,40
25% on WP T1: 5.530,80

Background information: It is assumed that the project related staff costs of Hans Berger are invoiced by the accounting department of the University to the department implementing the project activities. The latter paid the invoiced share of the staff costs and is now asking for a reimbursement of the ERDF share. Experience showed that partners follow different approaches.

Edit Expenditure ✕

B.	Budgetline	-Staff	Description1
	Workpackage	-WP M	Staff costs of Hans Berger
	Internal Reference Number	001	<small>255 Characters remaining</small>
	Invoice Number		Description2
	Invoice Date	15.07.17	Invoiced by the accounting department of the University
	Date Of Payment	21.07.17	<small>255 Characters remaining</small>
	Currency	EUR - EURO	Partner Comment
	Total Value Of Item In Original Currency	22.123,20	
	Vat		<small>255 Characters remaining</small>
	Declared Amount In The Original Currency	16.592,40	
	Expenditure Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>	
	In Kind	<input type="checkbox"/>	



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