



Group work- project assignment

Introduction:

- Exercises in groups of about five.
- Please read your exercise instruction carefully.
- Use the guidance on the programme templates for the assignment form and task report as basis.
- Ask JS/MA colleagues for support if needed.

Background information:

The project AlpSpace was approved recently. The University of Innsbruck is acting as Lead Partner of a project partnership comprised by twelve partners from three Member States and Switzerland. Carolina Berger is employee of University since July 1st 2010 (the employment contract was signed on June 23rd 2010). She works full-time (i.e. 40 hours/week // 52 weeks per year)*.

She will be responsible for the management of the project and some activities in WP T3. She will be assigned to the project from January 1st 2019 onwards. In addition to the project AlpSpace Carolina is currently also working on the project DanTube (funded by the programme HORIZON 2020).

** Additional information: The University of Innsbruck is located in Austria. The relevant national law foresees 25 days of vacation for Carolina per year, in addition there are 13 national bank holidays.*

Carolina will perform the following tasks related to the project management (WP M) from January 1st 2019 until December 31st 2019:

Task	Estimated hours
Overall project coordination including regular exchange with programme bodies, PM team and PP (cca. 33 hours per month for 12 months).	400
Chairing the project steering group (preparation, participation and follow-up of planned 2 meetings)	100
Controlling tasks (15 hours every three months)	60
Reporting tasks (50 hours per regular report)	100
Total estimated hours in WP M	660 hours



In addition Carolina will be involved in the implementation of WP T3 – activity 1 that lasts from February 1st 2019 until October 30th 2019):

Task	Estimated hours
Regular exchange with work group, participation to meetings (approx. two work group meetings).	100
Evaluation of existing tools, exchange with regional target groups and stakeholders.	60
Input from regional perspective to joint action plan.	50
Total estimated hours in WP T3	210 hours

Exercise 1

There are different ways to set up the assignment. We would like to mention two different approaches:

- a) Setting up one single assignment including both: the activities related to WP M and WP T1
- b) Setting up two different assignments – one for WP M and one for WP T1

For case a) please proceed as follows:

1. Calculate first the **extent of assignment for the relevant period** (on the basis of the *normal working hours** and *project related working hours*).

**HINT: Normal working hours should be calculated on the basis of working hours in the contract and should consider holidays and vacations. (= CONTRACTED WORKING HOURS PER YEAR minus BANK HOLIDAYS minus VACATIONS).*

2. **Fill in the assignment form** by considering the information outlined above and the calculated extent of assignment.



Exercise 2

On the basis of the assignment a) **fill in a six monthly task report for the second reporting period** (January 1st 2019 to June 30th 2019). Consider that Carolina was working on both WP in this period.

As regards WP M he was mainly dealing with overall project management activities such as:

- Project planning and modifications of AFRRegular contact with PP (by phone and e-mail), leading a project management team including definition of roles and responsibilities
- Preparation and chairing of the third and fourth SG meeting (24.2.2019, 16.05.2019)
- Organization and implementation mid-term event 16./17.06.2019 (Innsbruck, 46 participants)
- Financial management – budget modification requests from PP
- Submitting the partner report 1 + exchange with FLC - January 2019
- Status report 1 – writing and submitting/modifying of the report (February – April 2019)

As regards WP T3 Carolina was mainly involved as follows:

- participation to first work group meeting (15.03.2019)
- evaluation of existing tools (AlpTest, SpaceLab) and drafting of evaluation report
- organization of and participation to target group meeting in Ljubljana, 04.04.2019 (24 participants)
- counterchecking of 1st draft joint action plan

Carolina estimates that from January 2019 to June 2019 about <please estimate> % of her working time dedicated to the project was related to WP M and <please estimate> % to WP T1.

Exercise 3

From January 1st 2019 to June 30th 2019 Carolina earned a gross salary in the total amount of EUR 26.600 In addition, the University paid employer's contributions in the amount of EUR 7.970 for that period. The total staff costs therefore amount to EUR 34.570.

Please **calculate the project related eligible staff costs for Carolina** for the second reporting period on the basis of the assignment and six-monthly task report drafted before.

Please consider that the staff costs shall be reported in the eMS on WP level.

Group work - Solutions



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

2nd step: Calculating the estimated project related working hours

WP M: 660

WP T1: 210

Total AlpSpace: 870

3rd step: Calculating the extent of assignment


$870/1.776 = 48,98 \%$

(since this is an estimation we recommend rounding to 50%)



Project assignment

- Draft assignment solution



Project assignment

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

2. Assigned employee			
Name of employee	Carolina Berger		
Date of signature of employment contract (dd/mm/yyyy)	June 23 2010		
Start date of employment (dd/mm/yyyy)	July 1 2010		
Extent of assignment (in %) to the above mentioned project	50%		


3. Period of project assignment			
From: (dd/mm/yyyy)	1.1.2019	To: (dd/mm/yyyy)	31.12.2019

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)
WP M	Overall project coordination including regular exchange with programme bodies, PM team and PP (cca. 33 hours per month for 12 months). Chaining the project steering group (preparation, participation and follow-up of planned 2 meetings) Controlling tasks (15 hours every three months) Reporting tasks (50 hours per regular report)
WP T3	Regular exchange with work group, participation to meetings (approx. two work group meetings). Evaluation of existing tools, exchange with regional target groups and stakeholders. Input from regional perspective to joint action plan. Total estimated hours in WP T3

5. Confirmation	
<p>Herewith, Mr./Mrs. Carolina Berger is assigned to the above-mentioned Interreg Alpine Space project in order to contribute to project activities and outputs as indicated above.</p> <p>Please select:</p> <p><input checked="" type="checkbox"/> It is confirmed that Mr./Mrs. Carolina Berger is currently in addition assigned to the following public funded projects:</p> <ul style="list-style-type: none"> • DasTube (funded by HORIZONT2020), • (funded by), • (funded by). <p>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.</p>	





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



Six monthly task report

- Draft report



interreg 
Alpine Space

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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 Innsbruck
Name of employee	Carolina Berger
Date of assignment (dd/mm/yyyy)	15.12.2018
Period of project assignment (dd/mm/yyyy)	1.1.2019 – 31.12.2019
Extent of assignment (in %)	50%

2. Reporting period ¹			
From: (dd/mm/yyyy)	1.1.2019	To: (dd/mm/yyyy)	30.6.2019

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	<ul style="list-style-type: none"> •Project planning and modifications of AP/Regular contact with PP (by phone and e-mail), leading a project management team including definition of roles and responsibilities •Preparation and chairing of the third and fourth SG meeting (24.2.2019, 16.05.2019) •Organization and implementation mid-term event 16/17.06.2019 (Innsbruck, 48 participants) •Financial management – budget modification requests from PP •Submitting the partner report 1 + exchange with FLC - January 2019 •Status report 1 – writing and submitting/modifying of the report (February – April 2019) 	75%
WP TS	<ul style="list-style-type: none"> •participation to first work group meeting (15.03.2019) •reevaluation of existing tools (AlpTest, SpaceLab) and drafting of evaluation report •organization of and participation to target group meeting in Ljubljana, 04.04.2019 (24 participants) •counterchecking of 1st draft joint action plan 	25%

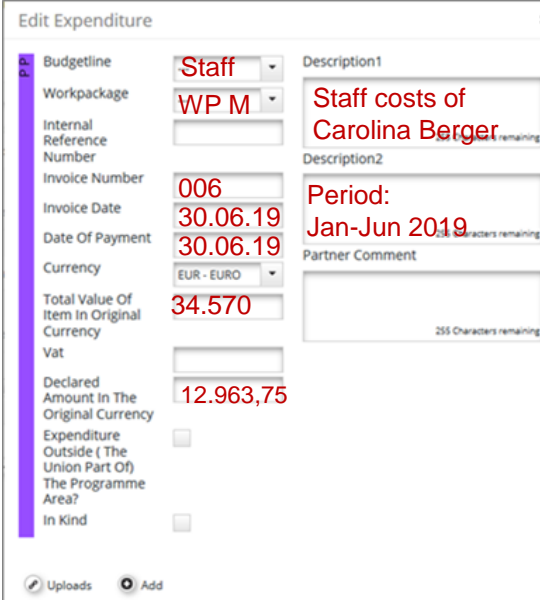
¹ The reporting period indicated shall correspond with the respective one in the application form (the first and last reporting period might therefore not be equivalent to six months).

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Staff costs calculation

- Total staff costs: EUR 34.570
 - Extent of assignment: 50%
- ⇒ Project related staff costs: **EUR 17.285** ($=34.570 * 0,5$)
- ⇒ Thereof:
- ⇒ WP M: $0,75 * 17.285 = 12.963,75$
 - ⇒ WP T1: $0,25 * 17.285 = 4.321,25$



Budgetline	Staff	Description1
Workpackage	WP M	Staff costs of Carolina Berger
Internal Reference Number		Description2
Invoice Number	006	Period: Jan-Jun 2019
Invoice Date	30.06.19	Partner Comment
Date Of Payment	30.06.19	
Currency	EUR - EURO	
Total Value Of Item In Original Currency	34.570	
Vat		
Declared Amount In The Original Currency	12.963,75	
Expenditure Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>	
In Kind	<input type="checkbox"/>	



Project assignment



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

2. Assigned employee	
Name of employee	Carolina Berger
Date of signature of employment contract (dd/mm/yyyy)	June 23 2010
Start date of employment (dd/mm/yyyy)	July 1 2010
Extent of assignment (in %) to the above mentioned project	50%

3. Period of project assignment			
From: (dd/mm/yyyy)	1.1.2019	To: (dd/mm/yyyy)	31.12.2019

4. Details on the assignment	
WP No.	Project related activities <i>(including information on the envisaged contribution of the employee to the outputs and deliverables to be achieved according to the application form)</i>
WP M	Overall project coordination including regular exchange with programme bodies, PM team and PP (cca. 33 hours per month for 12 months). Chairing the project steering group (preparation, participation and follow-up of planned 2 meetings) Controlling tasks (15 hours every three months) Reporting tasks (50 hours per regular report)
WP T3	Regular exchange with work group, participation to meetings (approx. two work group meetings). Evaluation of existing tools, exchange with regional target groups and stakeholders. Input from regional perspective to joint action plan. Total estimated hours in WP T3

5. Confirmation

Herewith, Mr./Mrs. Carolina 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. Carolina Berger is currently in addition assigned to the following public funded projects:

- DanTube (funded by HORIZONT2020),
- (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.

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15.12.2018, Innsbruck

Date, Place

15.12.2018, Innsbruck

Date, Place

Name and signature of the employer

Name and signature of the employee





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 Innsbruck
Name of employee	Carolina Berger
Date of assignment (dd/mm/yyyy)	15.12.2018
Period of project assignment (dd/mm/yyyy)	1.1.2019 – 31.12.2019
Extent of assignment (in %)	50%

2. Reporting period ¹			
From: (dd/mm/yyyy)	1.1.2019	To: (dd/mm/yyyy)	30.6.2019

3. Details per work package		
WP No.	Description of activities implemented in this reporting period <i>including information on the contribution of the employee to the outputs and deliverables achieved for each work package involved in</i>	Estimated extent of involvement (in %)
WP M	<ul style="list-style-type: none"> •Project planning and modifications of AFRegular contact with PP (by phone and e-mail), leading a project management team including definition of roles and responsibilities •Preparation and chairing of the third and fourth SG meeting (24.2.2019, 16.05.2019) •Organization and implementation mid-term event 16./17.06.2019 (Innsbruck, 46 participants) •Financial management – budget modification requests from PP •Submitting the partner report 1 + exchange with FLC - January 2019 •Status report 1 – writing and submitting/modifying of the report (February – April 2019) 	75%
WP T3	<ul style="list-style-type: none"> •participation to first work group meeting (15.03.2019) •evaluation of existing tools (AlpTest, SpaceLab) and drafting of evaluation report •organization of and participation to target group meeting in Ljubljana, 04.04.2019 (24 participants) •counterchecking of 1st draft joint action plan 	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).



	Total	100 %

4. Confirmation

Please select:

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

- DanTube (funded by HORIZONT2020),
- (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.

Innsbruck, 3.7.2019

Date, Place

Innsbruck, 3.7.2019

Date, Place

Name and signature of the employer (superior)

Name and signature of the employee