

Group work - Solutions



Project assignment

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 T3: 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



14 | 20

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)	1.1.2020	To: (dd/mm/yyyy)	31.12.2020

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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15.12.2019, Innsbruck

Date, Place

15.12.2019, 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)	15.12.2019
Period of project assignment (dd/mm/yyyy)	1.1.2020 – 31.12.2020
Extent of assignment (in %)	50%

2. Reporting period¹

From: (dd/mm/yyyy)	1.1.2020	To: (dd/mm/yyyy)	30.6.2020
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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 (24.2.2020, 16.05.2020) •Organization and implementation mid-term event 16./17.06.2020 (Innsbruck, 46 participants) •Financial management – budget modification requests from PP •Submitting the partner report 1 + exchange with FLC - January 2020 •Status report 1 – writing and submitting/modifying of the report (February – April 2020) 	75%
WP T3	<ul style="list-style-type: none"> •participation to first work group meeting (15.03.2020) •evaluation of existing tools (AlpTest, SpaceLab) and drafting of evaluation report •organization of and participation to target group meeting in Ljubljana, 04.04.2020 (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, 3.7.2020

Date, Place

Innsbruck, 3.7.2020

Date, Place

Name and signature of the employer (superior)

Name and signature of the employee

Staff costs calculation

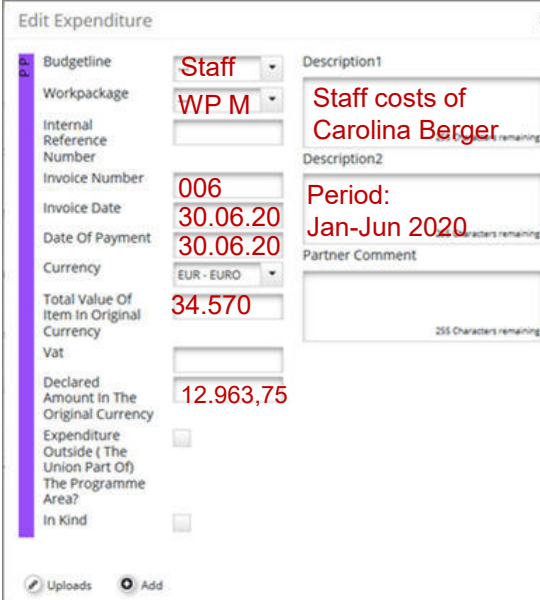
- Total staff costs: EUR 34.570
- Extent of assignment: 50%
 - WP M = 75%
 - WP T3 = 25%

⇒ Project related staff costs: **EUR 17.285** (=34.570 * 0,5)

⇒ Thereof:

⇒ WP M: $0,75 * 17.285 = 12.963,75$

⇒ WP T3: $0,25 * 17.285 = 4.321,25$



Edit Expenditure

Budgetline	Staff	Description1
Workpackage	WP M	Staff costs of Carolina Berger
Internal Reference Number		
Invoice Number	006	Description2
Invoice Date	30.06.20	Period: Jan-Jun 2020
Date Of Payment	30.06.20	
Currency	EUR - EURO	Partner Comment
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"/>	

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