

**Mission Letter / Task Assignment Letter**

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| ***Instructions***  *Flemish partners reporting staff costs in the 2021-2027 Interreg VI North Sea, Interreg Urbact IV, Interreg VI North-West Europe and Interreg Europe VI programmes have to provide a document setting out the percentage of time to be worked on the project per month by employee. This document is a condition to be able to declare the staff costs of the person(s) working on the project.*  *The present template can be used for the mission letter or task assignment letter in the Interreg VI North Sea, Interreg Urbact IV programmes and is an example of the minimum requirements which should be covered. It must be submitted for verification of staff cost expenditure to the relevant control body.*  *(For project partners in the Interreg North-West Europe and Interreg Europe programmes, it is advised (although not required) to use the templates made available by those programmes.)*  *This document must be drafted ex-ante, i.e. dated and signed, before the employee starts working for the project.*  *In case of changes to the tasks and responsibilities of an employee, the task assignment document can be reviewed and amended. However, the document should not be changed frequently, but only be adjusted if really needed, i.e., if a significant change in percentage of time and/or tasks and responsibilities occur.*  *Any reviewed and amended mission letter /task assignment letter must also be dated and signed ex-ante, i.e. before the significant change in percentage of time and/or tasks and responsibilities occur.*  ***- Please delete this section when using the template –*** |

**General information**

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| Interreg programme | [**Interreg VI North Sea]** *or* **[Interreg Urbact IV**] |
| Project title |  |
| Project ID/acronym |  |
| Name of project partner organisation |  |
| Name of employee |  |
| Task assignment applicable from (date) |  |

With this task assignment letter, I confirm that [*Name employee*] works on the above-mentioned project.

In case [*Name employee*] is involved in other EU funded projects, I confirm that there is no double financing, as not more than 100% of the working time of [*Name employee*] will be reported.

[*Name employee*] carries out the following tasks in the frame of the implementation of the project:

* [*specify task*]
* [*specify task*]
* [*specify task*]
* […]

[*Name employee*] will dedicate [… %] of her/his working time per month to carry out the tasks as described above.

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| [*name of employer or someone authorized to sign on his/her behalf*] | [*name of employee*] |
| [*date & place*] | [*date & place*] |
| Signature employer | signature employee |