PERIODIC STAFF REPORT

about the tasks completed in the given reporting period

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| **General information** | |
| Project ID |  |
| Project acronym |  |
| Project partner name |  |

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| --- | --- | --- | --- | --- |
| **Personal and contract data** | | | | |
| Name of employee: |  | | | |
| Main role in the project: |  | | | |
| Works in the project full time:  (according to point 3. (Staff costs as real cost), Full-time employee section of the Eligibility of expenditures) | | |  | |
| Works in the project part-time capacity – monthly fixed %  (according to point 3. (Staff costs as real cost), Part-time employment with fixed percentage of time per month dedicated to the project section of the Eligibility of expenditures).  *(Please provide the monthly fixed percentage as stated in the employment contract and/or official document assigning the employee to project-related tasks.)* | | | (\_\_ %) | |
| Takes part in other EU or nationally funded projects:  *If yes, please name the project(s), their funding programme(s) and the percentage of the working time assigned for the given project(s).* | | YES  NO  -  -  - | | |
|  | |  | | |
| Carries out tasks that are not financed from EU or nationally funded projects:  *If yes, please submit the integrated job description in force containing all of the employee's tasks and responsibilities, or please submit all of the valid job descriptions of the employee.* | | YES  NO  -  -  - | | |
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| **Periodic report** | | | | |
| Number of the periodic staff report: | | | |  |
| Start date: | | | | **dd.mm.yyyy** |
| End date: | | | | **dd.mm.yyyy** |
| Gross salary in the current reporting period[[1]](#footnote-1): | | | |  |
| Gross salary in the previous reporting period[[2]](#footnote-2): | | | |  |
| Please attach supporting documents related to the achievement of the professional outcomes undertaken in the project. Supporting documents should be submitted in accordance with the Eligibility of Expenditures and the Eligibility guide (Elszámolási segédlet) for programme partners. | | | | |
| Description of activities carried out during the given reporting period (at least 1000 characters):  Activity(ies)[[3]](#footnote-3) to which the work carried out during the period contributed:  List the outcome(s)[[4]](#footnote-4) achieved during the period: | | | | |

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| --- | --- | --- | --- |
| Missions during the given period: | | | |
| Destination  (Please indicate the country, the name of the settlement and the address) | Start date (dd.mm.yyyy) | End date (dd.mm.yyyy) | Justification of mission |
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| --- | --- |
| Date: | ……………………………………………………………….. |
|  | Name and signature of employee |
|  | ………………………………………………………………… |
|  | Name and signature of employer/supervisor |

1. In the case of a target task, please provide the amount of the target task. [↑](#footnote-ref-1)
2. In the first reporting period (PR01 period), please provide the last monthly gross salary before the start of the project. [↑](#footnote-ref-2)
3. Please provide the activities listed in the "Activities" tab of the Interreg+ monitoring system. [↑](#footnote-ref-3)
4. Please indicate the outcomes listed in the “Activities/Activity/Tangible outcome” tab of the Interreg+ monitoring system to which the employee contributed with the given work. If the given outcome has not yet been achieved because it is in progress, please indicate it. [↑](#footnote-ref-4)