periodic staff report

Template of the Interreg CE Programme

Version 1

03 2023

1. GENERAL INFORMATION

|  |  |
| --- | --- |
| Project title |  |
| Project ID and acronym  |  |
| Partner number |  |
| Name of project partner organisation |  |

1. PERSONAL AND CONTRACTUAL INFORMATION

|  |  |
| --- | --- |
| Name of the employee |  |
| Main function  |  |
| Working full-time in the project(Ref. to programme manual chapter I.4.3.1) | [ ]  |
| Working part-time in the project with a fixed percentage of time per month on the project(Ref. to programme manual chapter I.4.3.1)(Please also specify the planned % per month as in the employment document and/or in the task assignment document) | [ ] (\_\_ %) |
| Involved in other projects funded by EU or national subsidies | [ ]  YES [ ]  NO |
| If yes, please specify the project(s) name, the funding programme(s) and the % of time allocated to such project(s) |  |

1. PERIODIC REPORT

|  |  |
| --- | --- |
| Partner report - period number |  |
| From | dd.mm.yyyy |
| To | dd.mm.yyyy |
| Detailed description of the tasks carried out and the outputs and deliverables worked on by the employee during the given reporting period |  |

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Employer’s signature Employee’s signature

[name of employer] [name of employee]