



Guidance

Six-monthly task report

This document provides guidance and support on how to draft the six-monthly task report. It is relevant for those organisations reporting staff costs on a real cost basis (it is not required if the flat rate for staff costs has been chosen in the application form). For further reference please see fact sheet 1.4 “What can be co-financed?” and the guidance paper on the project assignment.

Six-monthly task report: what is it for?

As stated in section A.3 of factsheet 1.4 “What can be co-financed?”, a six-monthly task report is required for each individual staff member assigned to the project and for which staff costs will be reported on a real costs basis. The six-monthly task report is meant to inform on the activities performed by the staff member during the reporting period.

Generally it is foreseen that for each single assignment a six-monthly task report is set up. Consequently employees might have to prepare more than one task report if for the six-month period in question more than one assignment was agreed.

How to fill it in?

Section 1. Identification of project, project partner and employee

The first section is dedicated to the identification of the project, the project partner, the employee and the related assignment. Please make sure that details included here are consistent with the information provided



in the application form (AF) and with the assignment of the relevant staff member.

1. Identification of project, project partner and employee	
Interreg Programme	Interreg Alpine Space 2014-2020
Project acronym	<i>Please insert the project acronym and the project partner name as indicated in section A.1 and B.1 of the AF.</i>
Name of project partner (employer)	<i>As indicated in section 2 of the related project assignment.</i>
Name of employee	<i>As indicated at the end of the related project assignment.</i>
Date of assignment (dd/mm/yyyy)	<i>As indicated in section 3 of the related project assignment.</i>
Period of project assignment (dd/mm/yyyy)	<i>As indicated in section 2 of the related project assignment.</i>
Extent of assignment (in %)	<i>As indicated in section 2 of the related project assignment.</i>

Section 2. Reporting period

This is the period for which costs are reported. It shall correspond to the project periods indicated in the AF. It normally covers 6 months, either from 1 January to 30 June or from 1 July to 31 December; be aware however that the first and last reporting period might be different (see AF for the precise dates).

If staff is assigned to the project after the reporting period has already started, the whole reporting period is still to be indicated (e.g. if the project assignment starts in September 2016, the reporting period to be indicated is anyhow 1 July 2016 to 31 December 2016). The same applies if the staff assignment ends before the end date of the reporting period.

2. Reporting period ¹			
From: (dd/mm/yyyy)	<i>Usually: 01/01/20xx or 01/07/20xx</i>	To: (dd/mm/yyyy)	<i>Usually: 30/06/20xx or 31/12/20xx</i>

Section 3. Details per work package

This section shall include a description of the project related activities which were implemented by the relevant staff member; details should also be added on the contribution provided to the outputs and deliverables achieved in the period in question.

Please note that this information is of crucial importance for any financial control. Therefore, the description shall be detailed enough to justify the staff costs reported. Please also make sure that a clear link can be established between the activities described in the six-monthly task report and the relevant project assignment. The column “estimated extent of involvement” is meant to provide an overview on the involvement of staff per work package. Be aware that only estimated values are expected. The split per work



package in this section shall be used as basis for the allocation of the staff costs to the single work package when filling in the list of expenditures in the eMS report section (the reported staff costs per work package will have to mirror the percentage indicated here).

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 %)
	As the six-monthly task report and the assignment will be the basis of any financial control performed on the staff costs co-financed it shall be ensured that the information provided in this section provides the necessary details on the implemented project related activities of this single employee and his/her contribution to the outputs achieved per work package and therefore justifies the staff costs reported.	It shall be indicated how the time worked on the project in the reporting period was spread among the single WP (estimated value only). Please take care that the total amounts to 100%.
	The actual involvement in a single reporting period might not reflect the extent of assignment (in some it might be less in others higher). This is not of any relevance as long as it reflects the actual involvement of the person seen in relation to the whole period of assignment.	
Total		100 %

Section 4. Confirmation

A confirmation on the exclusion of double financing is required in this section. If a single staff member was involved in any other public funded project during the concerned reporting period, the name of the project(s) and the co-financing source(s) shall be listed. If this was not the case, it has to be confirmed that the employee concerned was not working on any other public funded project in the period in question.

4. Confirmation

Please select:

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

- _____ (funded by _____)
- | |
|------------------------------|
| Project title to be inserted |
|------------------------------|

 funded by

Funding source to be inserted

- _____ 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.

Date, Place

Date, Place

Name and signature of the employer (superior)

Name and signature of the employee



Practical example

The following example is connected to the example of a project assignment presented in the guidance on the assignment: Franz Hauer, employee of the project partner organization University XY, was assigned to the project AlpsExample on 15 December 2015. He will support the project manager from 1 January 2016 to 31 December 2018. The task report related to the first reporting period could look as follows.

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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	AlpsExample
Name of project partner (employer)	University XY
Name of employee	Franz Hauer
Date of assignment	15/12/2015
Period of project assignment	01/01/2016 – 31/12/2018
Extent of assignment (in %)	27%

2. Reporting period			
From:	01/01/2016	To:	30/06/2016

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 M1	This period was especially dedicated to the project start process (including especially the kick-off meeting and the revision of the AF on the basis of the PC recommendations). The main project-related activities I have implemented in this period were the following: - organisation of the kick-off meeting: looking for appropriate locations, requesting offers from four conference centres, preparing a note for file on the offers provided and presenting these to the PM; cooperation with the selected conference centre as regards the preparation of the meeting room; preparing and forwarding the invitation to the project partners and experts; printing the meeting documents, drafting presentation of the PM; administrative support during the kick-off meeting; - revision of the AF: coordination of the PP feedback, regular exchange with the PM on necessary amendment; drafting of e-mails requesting clarifications from JS and PP 2. entering data in the eMS;	100
Total		100 %

4. Confirmation

Please select:

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

- *Regional Focus (funded by Land Tirol),*
- *CentralExample (funded by ERDF – Interreg Central Europe),*
- *InnovCAT (funded by Interreg Austria-Bavaria).*

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, 12.07.2016

Date, Place

Innsbruck, 12.07.2016

Date, Place

Name and signature of the employer (superior)

Name and signature of the employee