



## Aurora

### Task assignment document

This template can be used for confirming the task assignment for a specific Interreg Aurora project if the same information is not already part of an employment document/contract or another document. The information in this template refers to article 55 in regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 and article 39 in regulation (EU) 2021/1059 of the European Parliament and of the Council of 24 June 2021.

The assignment of the fixed percentage (up to 100%) should be decided on beforehand. The fixed percentage may be changed in justified cases (e.g changes in the tasks of the employee). Generally, there should be no more than one assignment per staff member per reporting period.

**A task assignment document shall be submitted for verification of staff cost expenditure in the first reporting period and whenever changes occur.**

**Project name**

**Reference NYPS (8 digits)**

**Name of project partner (employer)**

**Organisation number**

**Task assignment document  
applicable from (YYYY-MM-DD)**

**Date of issuing this version of the task  
assignment document (YYYY-MM-DD)**



## Aurora

Name of employee

Percent of working time per month spent in ordinary operation and/or the project (x-100%)

% in **ordinary operations** whereof

% in the **project**.

Examples of how to fill in the task assignment:

1. Person A works 100% in the ordinary operations and half the time in the project. The task assignment should be filled in as: 100% in ordinary operations and 50 % in the project.
2. Person B works 80% in the ordinary operations and half the time in the project. The task assignment should be filled in as: 80% in ordinary operations and 50 % in the project.

**Specify the role and tasks of the employee in the frame of the implementation of the project:**

Specify **role**

Specify **task**. (Sufficient with a general description for less involvement in the project. For higher involvement a more detailed description is required.)