[To be printed on an official letterhead of the partner organisation]

**Job description declaration**

**Interreg MED Programme**

*Before filling in this declaration, partners are requested to please read with due care and attention the Factsheet of the Programme Manual « ELIGIBILITY OF EXPENDITURE – Budget Line: STAFF COSTS ». This document must be updated after any modification of the method used to calculate staff costs, according to the rules established in the Programme Manual; as well as in the case of any modification of the role of the staff member in the project and of the participation of the staff member in other projects (E.g. the staff member is included in a new project or the % of allocation is modified in the framework of other project(s)).*

*This form may not be altered or amended in any way. To fill only the breaks with the mention «Cliquez ici pour entrer du texte». To be dated, signed and stamped.*

|  |  |
| --- | --- |
| [ ]  | First declaration  |
| [ ]  | UpdateDate of update: Cliquez ici pour entrer une date. |

**Acronym of the project:** Cliquez ici pour entrer du texte.

**Name of the partner:** Cliquez ici pour entrer du texte.

**Name of the employee (Last name, First name):** Cliquez ici pour entrer du texte.

**Position of the employee:** Cliquez ici pour entrer du texte.

**Function of the employee in the project:** Cliquez ici pour entrer du texte.

**Staff costs calculation method:** Choisissez un élément.

**In the case of Method B – Part-time fixed percentage:** Cliquez ici pour entrer du texte. **%**

**Information on the main responsibilities of the employee related to the partner organisation:**

Cliquez ici pour entrer du texte.

**Information on the responsibilities of the employee related to the project:**

Cliquez ici pour entrer du texte.

**Involvement of the employee in other projects; including Interreg MED projects, other Interreg projects or any other project financed by European, National and/or Regional funds:**

*For each “participation” partners are invited to include the following information: name of the programme and of the related project, and the method used to calculate the staff costs (according to the rules established by each Programme). If the method “part time fixed percentage” is used, the percentage allocated in the framework of each project must be included as well.*

*Kindly note that if the employee uses the method “part time fixed percentage” in all his/her participations the addition of all % cannot exceed 100%. If the employee uses in his/her participations this method along with the method “flexible number of hours”, a line covering the % allocated to related projects must be included in the working time registration system (e.g. time sheets), in order to verify that the allocation to the projects do not exceed the work time of the employee.*

*In the framework of the Interreg MED Programme it is highly recommended to use the same calculation method for a staff member participating in several projects.*

Cliquez ici pour entrer du texte.

By signing the present document, we confirm the information included as well as the inclusion of the employee in the list of the staff involved in the related project.

Name of the local coordinator: Cliquez ici pour entrer du texte.

Place and date:       -      /     /

*Signature Coordinator Local[[1]](#footnote-1) Signature of the Employee*

*Official stamp of the Partner*

1. If the employee is the project coordinator, to sign by his/her supervisor. [↑](#footnote-ref-1)