**INTERREG VI-A IPA**

**HUNGARY-SERBIA PROGRAMME**

****PERIODIC STAFF REPORT****

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

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| --- | --- | --- | --- |
| **Personal and contract data** | | | |
| Name of employee |  | | |
| Role in the project |  | | |
| **Works in project full time:**  *(according to point 4.2.1 Full-time employment section of article 4.2. Staff costs planned as real costs of the* ***Eligibility of expenditures****)* | | |  |
| Works in project part-time capacity - monthly %  *(according to point 4.2.2 Part-time employment with fixed percentage of time per month dedicated to the project section of article 4.2. Staff costs planned as real costs of the* ***Eligibility of expenditures****)*  Please, add the percentage given in the official working/employee contract that relates to the role and tasks assigned within the project. | | | (\_\_ %) |
| Takes part in other EU or nationally funded projects: | | YES  NO | |
| If YES, please name the projects and programmes of the projects and percentage of working time assigned for the given project(s). | | -  -  - | |
| Carrying out tasks that are not financed from EU or nationally funded projects: | | YES  NO | |
| 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. | | -  -  - | |

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| **Periodical report** | | | | |
| Number of the periodical staff report: | | | |  |
| Start date: | | | | **dd.mm.yyyy** |
| End date: | | | | **dd.mm.yyyy** |
| Gross salary in the current reporting period: | | | | |
| Gross salary in the previous reporting period1: | | | | |
| Please, list the outputs (research reports, event documentation, etc) produced during the given period | | | | |
| Description of outputs (at least 1000 characters)  Please, also list below, which exact project activity that the employee has contributed to and please name the indicator to which the activities have contributed to: | | | | |
| Project activities and indicators to which the employee has contributed to are as follows: | | | | |
| Activity ID/ Number | Name of activity | Indicator ID | Name of indicators | |
| [5.1] |  | [RCR..] |  | |
|  |  |  |  | |

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| --- | --- | --- | --- |
| Missions/travel during the given period: | | | |
| Destination | Start date  [dd.mm.yyyy] | End date  [dd.mm.yyyy] | Justification of mission/travel |
|  |  |  |  |
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1 In the first reporting period it means the gross salary of the last month before starting the project implementation.

Date:

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Name and signature of employee

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Name and signature of employer/supervisor