



# Getting started ...

online | 26.07.2022

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# eligibility

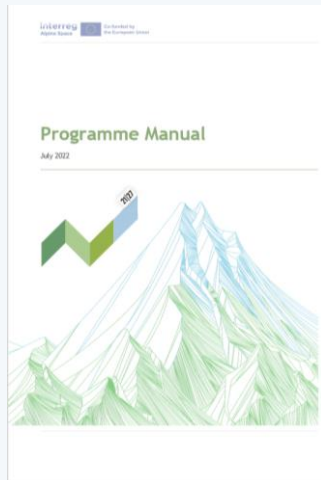
Wolfgang Schrattenecker

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# Eligibility rules



Chapter B3 on eligibility rules in the programme manual

[https://www.alpine-space.eu/wp-content/uploads/2022/06/ASP\\_Programme\\_manual\\_June2022.pdf](https://www.alpine-space.eu/wp-content/uploads/2022/06/ASP_Programme_manual_June2022.pdf)

Online FAQ for project partners

<https://www.alpine-space.eu/for-project-partners/faq-project-partner>



Guidance: How to calculate the assignment percentage

<https://www.alpine-space.eu/for-project-partners/project-lifecycle/> -> see annex VIII of programme manual

If questions could not be resolved definitely:  
contact JS or MA (in advance!)





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# STAFF COSTS



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# Staff costs calculation based on real costs

- Calculation method : fixed percentage of gross employment costs
- for each employee an assignment shall be issued per reporting period
- Attention: payments (e.g. personal draw) to self-employed persons are ineligible (e.g. company owners without any employment contract cannot charge any staff costs).
- Attention: the assignment shall be issued and signed before the respective assignment period!
- Assignment lays down in detail the project related tasks and the time involvement planned (in percent of the total normal working time = assignment percentage)
- Attention: see guidance (programme manual, annex VIII) how to calculate extent of assignment and document the calculation!
- Eligible staff costs = Assignment percentage x gross employment costs for the reporting period



# Project assignment



## Project assignment

### Identification of project and project partner

Project acronym	
Name of project partner	

### Assigned employee

Name of employee	
Assignment period	
<small>Please indicate starting and end date of the assignment. Please consider that the assignment period shall correspond with the reporting period.</small>	<div>Starting date</div> <div>End date</div>
Version N°	



### Confirmation

With this task assignment, it is confirmed that the above-mentioned *employee* works on the above-mentioned project.

In case that he/she is involved in other public funded projects (please specify in the table below the relevant project acronyms and the funding programmes/sources), it is confirmed that there is no double financing, as not more than 100% of his/her working time will be reported.

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1



He/she carries out the following project-related tasks in this assignment period:

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He/she is assigned with the following share of his/her working time in this period to carry out the tasks as described above.

Assignment percentage <sup>1</sup>	
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<div>Name of employer</div>	<div>Name of employee</div>
<div>Date<sup>2</sup> and employer's signature</div>	<div>Date<sup>2</sup> and employee's signature</div>

<sup>1</sup> As regards the calculation of the extent of the assignment please refer to annex VIII of the programme manual "How to calculate the assignment percentage".  
<sup>2</sup> According to the programmes eligibility rules the project assignment has to be issued and signed before the starting date of the assignment period

2

Project  
assignment  
(see last page)



# How to calculate the assignment percentage?

- Assignment percentage to be calculated for each reporting period
- Calculation on the basis of the following data
  - Normal annual working hours: corresponding pro rata of 1720 hours
  - Estimated project related working hours

Example:

Franz is half-time employed and has to perform the following tasks in RP1:

- general project coordination: 200h;
- elaboration of progress reports: 130h;
- controlling tasks: 70h;
- in total: 400h;

$1720 / 12 \times 9 \times 0,5 = 645$  normal working hours in the reporting period

$100 / 645 \times 400 = 62 \%$  = assignment percentage



# How to calculate the assignment percentage?

- Assignment percentage to be calculated for each reporting period
- Calculation on the basis of the following data
  - Normal annual working hours: corrected for part-time status (e.g. 1720 hours)
  - Estimated project related working hours in the reporting period (e.g. 100 hours)

Example:

Franz is half-time employee. He is assigned to perform the following tasks in RP1:

- general administrative tasks: 200h;
- project management: 130h;
- technical assistance: 70h;
- training: 100h;

$1720 / 12 \times 9 \times 0,5 = 645$  normal working hours in the reporting period

$100 / 645 \times 400 = 62 \%$  = assignment percentage

See and use the guidance in  
annex VIII !



# Staff costs calculation based on flat rate

- Staff costs are calculated as a flat rate of 20 % of the direct costs other than the direct staff costs (= external expertise and services costs as well as equipment cost).
- Precondition: It must be proved that the beneficiary has at least one employee (e.g. registration in social insurance system)
- No need to document that the expenditure was incurred and paid!
- A sole proprietor/one-man business cannot claim staff costs.





# Control system

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- Centralised system: Slovenia
- Decentralised system: Austria, France, Germany, Italy

Detailed information will be provided in the autumn LP seminar

In case of questions please contact ACP:

- Austria: Martina Bach ([bach@oerok.gv.at](mailto:bach@oerok.gv.at))
- France: Sara Poupart ([Sara.Poupart@auvergnerhonealpes.fr](mailto:Sara.Poupart@auvergnerhonealpes.fr))
- Germany: Lisa Horn ([Lisa.Horn@stmuv.bayern.de](mailto:Lisa.Horn@stmuv.bayern.de))
- Italy: Roberto De Marco ([spazio\\_alpino@regione.lombardia.it](mailto:spazio_alpino@regione.lombardia.it))
- Slovenia: Danijela Kos ([Danijela.Kos@gov.si](mailto:Danijela.Kos@gov.si))



# Project assignment

## Identification of project and project partner

Project acronym	
Name of project partner	

## Assigned employee

Name of employee		
Assignment period <small>Please indicate starting and end date of the assignment. Please consider that the assignment period shall correspond with the reporting period.</small>	Starting date	End date
Version N°		

## Confirmation

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Assignment percentage <sup>1</sup>	
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Name of employer

\_\_\_\_\_  
Name of employee

\_\_\_\_\_  
Date<sup>2</sup> and employer's signature

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