

Project assignment

Identification of project and project partner

Project acronym	EAGER
Name of project partner	DILIGENT

Assigned employee

Name of employee	Laura BUSY	
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>	01.09.2024 Starting date	28.02.2025 End date
Version N°	1	

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 my working time will be reported.

Project MOTIVATED - HORIZON 2020

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

WP1, activity 1.3 - Planning and organisation of the project's kick-off event: 112 hours

- Procuring venue & catering (internetsearch, requesting/comparing offers, contracting) => 8 hours
- Fixing agenda and invitation (coordination with LP, PP 2&6, contacting of experts) => 12 hours
- Procuring moderation (internet research, requesting/comparing offers, contracting) => 8 hours
- Organising welcome dinner (internet research, comparing offers, contracting) => 4 hours
- Organising registration (set-up online tool, list of participant, answering requests) => 8 hours
- Preparing input for event (preparation of networking game, ppt on input WP 1) => 24 hours
- Preparing location ahead of the meeting => 8 hours
- Participating the kick-off event => 16 hours
- Post-processing (preparation of report on results and photo documentation, checking of invoices and preparation of payment procedures to external experts and service providers) => 24 hours

WP1, activity 1.3 - Participation in two project steering group meetings: 34 hours

- PSG 1: preparation for and post-processing of the meeting => 6 hours
- PSG 1: participation to the meeting => 8 hours
- PSG 2: preparation for and post-processing of the meeting => 6 hours
- PSG 2: travel to the meeting (2x3 hours) => 6 hours
- PSG 2: participation to the meeting => 8 hours

WP3, activity 3.2 - Preparation of a procurement: 32 hours

- First drafting of tender documents (i.a. internet research, draft specification of services, first cost estimation, timeline, procedure) => 16 hours
- Internal coordination (i.a. exchange with legal experts, exchange with internal PM, agreement on draft line and procedure to be applied)=> 8 hours
- Finalisation of tender documents => 8 hours

WP3, activity 3.4 - First arrangements for a pilot activity: 56 hours

- Drafting of timeline and workplan => 8 hours
- Organisation and implementation of an internal workshop => 12 hours
- Preparation of an "expert round" with stakeholders (organisation of venue, invitation of stakeholders,



drafting of preparatory documents) => 12 hours

- Implementation of expert round => 8 hours
- Post processing of expert round => 4 hours
- Drafting of detailed concept => 12 hours

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 ¹	36 %
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Mary Boss

Laura Busy

Name of employer

Name of employee

01.09.2024



01.09.2024



Date² and employer's signature

Date² and employee's signature

¹ 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".

² According to the programmes eligibility rules the project assignment has to be issued and signed before the starting date of the assignment period