Project assignment

Identification of project and project partner

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| Project acronym | EAGER |
| Name of project partner | DILIGENT |

Assigned employee

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| --- | --- | --- |
| Name of employee | Laura BUSY | |
| Assignment period  Please indicate starting and end date of the assignment. Please consider that the assignment period shall correspond with the reporting period. | 01.11.2022  Starting date | 30.04.2023  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.

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| Project MOTIVATED – HORIZON 2020 |

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

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| 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.

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| Assignment percentage[[1]](#footnote-1) | 36 % |

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| Mary Boss  Name of employer | Laura Busy  Name of employee |

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| 30.10.2022 | 30.10.2022 |
| C:\Users\kn4\AppData\Local\Microsoft\Windows\INetCache\Content.Word\20221114_120148.jpg  Date[[2]](#footnote-2) and employer’s signature | C:\Users\kn4\AppData\Local\Microsoft\Windows\INetCache\Content.Word\20221114_120040.jpg  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”. [↑](#footnote-ref-1)
2. According to the programmes eligibility rules the project assignment has to be issued and signed before the starting date of the assignment period [↑](#footnote-ref-2)