Guidance
Six-monthly task report

This document provides guidance and support on how to draft the six-monthly task report. It is relevant for those organisations reporting staff costs on a real cost basis (it is not required if the flat rate for staff costs has been chosen in the application form). For further reference please see fact sheet 1.4 “What can be co-financed?” and the guidance paper on the project assignment.

Six-monthly task report: what is it for?

As stated in section A.3 of factsheet 1.4 “What can be co-financed?”, a six-monthly task report is required for each individual staff member assigned to the project and for which staff costs will be reported on a real costs basis. The six-monthly task report is meant to inform on the activities performed by the staff member during the reporting period.

Generally it is foreseen that for each single assignment a six-monthly task report is set up. Consequently employees might have to prepare more than one task report if for the six-month period in question more than one assignment was agreed.

How to fill it in?

Section 1. Identification of project, project partner and employee
The first section is dedicated to the identification of the project, the project partner, the employee and the related assignment. Please make sure that details included here are consistent with the information provided
in the application form (AF) and with the assignment of the relevant staff member.

### Section 2. Reporting period

This is the period for which costs are reported. It shall correspond to the project periods indicated in the AF. It normally covers 6 months, either from 1 January to 30 June or from 1 July to 31 December; be aware however that the first and last reporting period might be different (see AF for the precise dates).

If staff is assigned to the project after the reporting period has already started, the whole reporting period is still to be indicated (e.g. if the project assignment starts in September 2016, the reporting period to be indicated is anyhow 1 July 2016 to 31 December 2016). The same applies if the staff assignment ends before the end date of the reporting period.

### Section 3. Details per work package

This section shall include a description of the project related activities which were implemented by the relevant staff member; details should also be added on the contribution provided to the outputs and deliverables achieved in the period in question.

Please note that this information is of crucial importance for any financial control. Therefore, the description shall be detailed enough to justify the staff costs reported. Please also make sure that a clear link can be established between the activities described in the six-monthly task report and the relevant project assignment. The column “estimated extent of involvement” is meant to provide an overview on the involvement of staff per work package. Be aware that only estimated values are expected. The split per work
package in this section shall be used as basis for the allocation of the staff costs to the single work package when filling in the list of expenditures in the eMS report section (the reported staff costs per work package will have to mirror the percentage indicated here).

Section 4. Confirmation
A confirmation on the exclusion of double financing is required in this section. If a single staff member was involved in any other public funded project during the concerned reporting period, the name of the project(s) and the co-financing source(s) shall be listed. If this was not the case, it has to be confirmed that the employee concerned was not working on any other public funded project in the period in question.
Practical example

The following example is connected to the example of a project assignment presented in the guidance on the assignment: Franz Hauer, employee of the project partner organization University XY, was assigned to the project AlpsExample on 15 December 2015. He will support the project manager from 1 January 2016 to 31 December 2018. The task report related to the first reporting period could look as follows.

Six-monthly task report
(per assignment)

1. Identification of project, project partner and employee

<table>
<thead>
<tr>
<th>Interreg Programme</th>
<th>Interreg Alpine Space 2014-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project acronym</td>
<td>AlpsExample</td>
</tr>
<tr>
<td>Name of project partner (employer)</td>
<td>University XY</td>
</tr>
<tr>
<td>Name of employee</td>
<td>Franz Hauer</td>
</tr>
<tr>
<td>Date of assignment</td>
<td>15/12/2015</td>
</tr>
<tr>
<td>Period of project assignment</td>
<td>01/01/2016 – 31/12/2019</td>
</tr>
<tr>
<td>Extent of assignment (in %)</td>
<td>27%</td>
</tr>
</tbody>
</table>

2. Reporting period

From: 01/01/2016  To: 30/06/2016

3. Details per work package

<table>
<thead>
<tr>
<th>WP No.</th>
<th>Description of activities implemented in this reporting period including information on the contribution of the employee to the outputs and deliverables achieved for each work package involved in</th>
<th>Estimated extent of involvement (in %)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP M1</td>
<td>This period was especially dedicated to the project kick-off process, including especially the kick-off meeting and the revision of the AF on the basis of the PC recommendations. Main project-related activities I have implemented this period were the following: organisation of the kick-off meeting, looking for appropriate locations, requesting offers from four conference centres, preparing a note for file on the offers received and presenting these to the PM; cooperation with the selected conference centre as regards the preparation of the meeting room; preparing and allowing the introduction to the project partners and experts; preparing the meeting documents, drafting presentation of the PM, administrative support during the kick-off meeting; revision of the AF; coordination of the PP feedback, regular exchange with the PM on necessary amendment; detailing of e-mails requesting clarifications from JS and PF. 2</td>
<td>100%</td>
</tr>
</tbody>
</table>

Total 100 %

4. Confirmation

Please select:

☐ Hereafter, it is confirmed that Mr./Mrs. Franz Hauer was also working on the following public funded projects in this reporting period:
  - Regional Focus (funded by Land Tirol),
  - CentralExample (funded by ERDF – Interreg Central Europe),
  - InnerCAT (funded by Interreg Austria-Bavaria).

It is confirmed that in total not more than 100 % of his/her working time is invoiced to all these public funded projects and therefore not more than the total actual staff costs will be requested for co-financing.

☐ It is confirmed that Mr./Mrs. was not working on any other public funded project in this reporting period. It is therefore ensured that not more than the total actual staff costs will be requested for co-financing.

Innsbruck, 12.07.2019

Date, Place

Name and signature of the employer (superior)

Innsbruck, 12.07.2019

Date, Place

Name and signature of the employee