

Załącznik nr 2 do Instrukcji postępowania określającej zasady ewidencjonowania czasu pracy oraz rozliczania kosztów pracy wykonanej w ramach realizowanego przez Gminę Miejską Kraków projektu nr CE174 UGB (Urban Green Belts) pn.: „Smart integrated models for sustainable management of urban green spaces for creating more healthy and liveable urban environments” dofinansowanego ze środków Unii Europejskiej – Europejskiego Funduszu Rozwoju Regionalnego, w ramach Programu INTERREG Europa Środkowa.

# TEMPLATE

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Period staff reports

Version 1

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## a. Periodic staff report (for staff working in the project full time or part time with a fixed %)

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### General information

Project number:	
Project acronym:	
Partner no:	
Institution:	

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### Personal and contractual information

Name of employee:	
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Main function:	
Working <u>full-time</u> in the project: (Ref. to § C.2.1.3 point a.ii of the Implementation Manual)	<input type="checkbox"/>
Working part-time in the project according to a <u>fixed % of time per month</u> (Ref. to § C.2.1.3 point a.iii of the Implementation Manual) <i>(Please also specify the planned % per month as in the employment document and/or in the official assignment to the project)</i>	<input type="checkbox"/> (__ %)
Involved in other projects funded by EU or national subsidies:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>(If yes please specify the project(s) name, the funding programme(s) and the % of time allocated to such project(s))</i>	- - -
<b>Report of the period</b>	
Reporting period No.:	
From:	dd.mm.yyyy
To:	dd.mm.yyyy
Estimated % of time actually worked in the project each month <sup>1</sup> :	__ %
Description of activities carried out in the period under the relevant work package(s) <i>(at least 1000 characters)</i>	
Contribution to deliverables/outputs listed in the application form <i>(at least 500 characters)</i>	

<sup>1</sup> **WARNING:** in the case that the actual % of time worked monthly in the project in the period is different from the planned % per month as in the employment document and/or official assignment to the project, the calculation of costs to be claimed in the period must be performed according to the actual % of worked time per month. Furthermore, the employment document and/or in the official assignment to the project must to be revised according to the updated % of working time per month.

Indicative breakdown of involvement in work-packages:	WP 1: __ % WP 2: __ % WP 3: __ % WP 4: __ % WP 5: __ % WP 6: __ % WP n: __ % Total: 100 %
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Specification of missions occurred in the period:

Destination	From (dd.mm.yyyy)	To (dd.mm.yyyy)	Reason for mission

Date: \_\_\_\_\_

Signature of the employee \_\_\_\_\_

Date: \_\_\_\_\_

Name of the supervisor \_\_\_\_\_

Signature of the supervisor \_\_\_\_\_