

[To be printed on an official letterhead of the partner organisation]

List of staff working in [Acronym] project

Interreg MED Programme

Before filling in this form, partners are requested to please read the Factsheet of the Programme Manual « ELIGIBILITY OF EXPENDITURES – Budget Line: STAFF COSTS » very carefully.

Kindly remember that within the framework of the Interreg MED Programme, each partner¹ must formalise the involvement of the staff participating in the project through the establishment of a list of the staff working, or having worked, in the project and a job description declaration of each staff member. Without those the staff costs will not be considered eligible.

More guidance about how to fill in this document can be found in the grey box hereafter.

This document provides a visibility on the staff involved throughout the duration of the project and whose salary is declared in the framework of the project. This form should be updated in the following cases: new person working in the project, person no longer working in the project, change of position. If a person no longer works for the project, his/her name should not be removed from the table but the date on which he/she leaves the project has to be included.

This form may not be altered or amended in any way.

| | |
|--------------------------|---|
| <input type="checkbox"/> | First version |
| <input type="checkbox"/> | Update number <small>Choisissez un élément.</small> |

Acronym of the project: Cliquez ici pour entrer du texte.

Project reference number: Cliquez ici pour entrer du texte.

Name of the partner: Cliquez ici pour entrer du texte.

Total number of employees involved: Choisissez un élément.

| LASTNAME | NAME | Function of the employee in the project | INVOLVEMENT PERIOD | |
|----------|------|---|--------------------|---------------------------|
| | | | STARTING DATE | ENDING DATE (if relevant) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Add as much lines to the table as needed.


By signing the present document, I confirm the accuracy of the information included as well as existence of a job

¹ In the case of partners using an in-house company, there would be two different list one for the staff of the partner and another for the staff of the in house company. In those cases, it would be highly recommended to contact the JS.

description declaration for each of the staff members included in the present list.

Name of the local coordinator : Cliquez ici pour entrer du texte.

Place and date: - / /



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Signature local coordinator

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Official stamp of the Partner