

Project Code	1234
Name of employee	Kate Winslet
Job Title/Role	Project Administrator
Is staff member employed Full-time or Part-time	Part-time (Staff Costs Category - Method 3a)
Name of organisation	B.L.O.G
Partner No.	1
Project Title	Co-FERA

Reporting period	01/07/2017 – 31/12/2017
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Date	Worked hours on the project	Description of tasks on project
03/07/2017	4	Meeting with the selected FLC and accounting department
06/07/2017	6	Drafting of co-FERA 1st press release
26/07/2017	8	Meeting with Ministry of Business and Micro-Enterprises
14/08/2017	3.5	Preparation of co-FERA local pilot activity
16/08/2017	10	Preparation of pilot description document for local participants
31/08/2017	8	Collection and coordination of expenditures registered in July and mid-August
25/09/2017	4	Contacting important stakeholders for co-FERA project
26/09/2017	3	Internal discussion with Mr. Al Pacino and B.L.O.G CEO
27/09/2017	2	Updating co-FERA project file
02/10/2017	1.5	Internal meeting to discuss way forward for co-FERA project
13/10/2017	9	Preparation and drafting of co-FERA 2 nd press release and finalisation for 1 st request for quotation for communication material
19/10/2017	2.5	Video-conference with co-FERA partners
07/11/2017	6.75	Reviewing co-FERA activities, testing, administration and planning
23/11/2017	7	Planning and coordination for the 2 nd stakeholders meeting
30/11/2017	5.5	Preparation of points to be clarified in the upcoming 2 nd Partners' meeting
06/12/2017	8	2 nd Partners' and technical meeting in Sweden
07/12/2017	8	2 nd Partners' and technical meeting in Sweden
08/12/2017	8	2 nd Partners' and technical meeting in Sweden
TOTAL	104.75	

Kate Winslet
Signature of Employee

Al Pacino
Signature of Employer

Date: 02/01/2018

Date: 02/01/2018

Kate Winslet - Calculation of hourly rate

	<u>Jul</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
(A) total monthly salary costs (incl. employer's contributions)						
(B) number of working hours per working day according to the employment contract (weekly working hours divided by the number of working days)						
(C) number of workable days in the month in question (any public/bank holidays* are to be subcontracted)						
(D) number of workable hours in the month in question (any public/bank holidays* are to be subcontracted) (B) * (C)						
(E) number of annual holidays as per employment contract						
(F) number of monthly holidays (days) as per the employment contract ((E) / 12)						
(G) number of monthly holidays (hours) as per the employment contract (F) * (B)						
(H) monthly working time, excluding holidays (D-G):						
(I) Hourly rate for the month in question:						
(J) No. of hours worked according to timesheets						
(K) Total eligible costs						

Project Code	1234
Name of employee	Angelina Jolie
Job Title/Role	Project Coordinator
Is staff member employed Full-time or Part-time	Part-time (Staff Costs Category - Method 3a)
Name of organisation	GreenTree Agency
Partner No.	2
Project Title	Co-FERA

Reporting period	01/07/2017 – 31/12/2017
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Date	Worked hours on the project	Description of tasks on project
17/07/2017	2.5	Internal meeting with Project manager, EU affairs, International affairs and administration with regards to staff costs
27/07/2017	1.75	2 nd meeting with FLC and accounts department
31/07/2017	4	Collection of data for the pilot activity for co-FERA communication strategy
01/08/2017	3	Meeting with Mr. Johnny Depp with regards to the printing of co-FERA leaflet to be distributed to possible stakeholders
10/08/2017	1	Skype call with the Ministry for Small Businesses (P3)
25/08/2017	1.5	Internal discussions re. possible promotional methods for the co-FERA project
04/09/2017	4.5	Preparation of co-FERA 3 rd Partners' and technical meeting
19/09/2017	2.5	Video-conference with co-FERA partners
29/09/2017	3	Urgent meeting with the Minister for the Ministry for Business and Finance
10/10/2017	2	Planning of the local stakeholders' meeting
23/10/2017	3.75	Discussions with regards to the regional studies
27/10/2017	2.5	Internal discussions re. communications for the project
03/11/2017	9.5	Organisation of the local stakeholders' meeting
15/11/2017	0.75	Site-visit of chosen for the 2 nd Partners' and technical meeting
29/11/2017	2	Last preparations for the 2 nd Partners' and technical meeting
06/12/2017	10	Organisation and coordination of the 2 nd Partners' and technical meeting
07/12/2017	10	Organisation and coordination of the 2 nd Partners' and technical meeting
08/12/2017	10	Organisation and coordination of the 2 nd Partners' and technical meeting
TOTAL	74.25	

Angelina Jolie
Signature of Employee

Johnny Depp
Signature of Employer

Date: 05/01/2018

Date: 05/01/2018

Angelina Jolie - Calculation of hourly rate

	<u>Jul</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
(A) total monthly salary costs (incl. employer's contributions)						
(B) number of working hours per working day according to the employment contract (weekly working hours divided by the number of working days)						
(C) number of workable days in the month in question (any public/bank holidays* are to be subcontracted)						
(D) number of workable hours in the month in question (any public/bank holidays* are to be subcontracted) (B) * (C)						
(E) number of annual holidays as per employment contract						
(F) number of monthly holidays (days) as per the employment contract ((E) / 12)						
(G) number of monthly holidays (hours) as per the employment contract (F) * (B)						
(H) monthly working time, excluding holidays (D-G):						
(I) Hourly rate for the month in question:						
(J) No. of hours worked according to timesheets						
(K) Total eligible costs						

Project Code	1234
Name of employee	Kevin Spacey
Job Title/Role	Project Communication Officer
Is staff member employed Full-time or Part-time	Part-time (Staff Costs Category - Method 3b)
Name of organisation	Ministry for Small Businesses
Partner No.	3
Project Title	Co-FERA

Reporting period	01/07/2017 – 31/12/2017
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Date	Worked hours on the project	Description of tasks on project
05/07/2017	5.5	Development of the strategic communication plan with time plan to enable effective communication of the project and sent to all partners.
10/07/2017	1	Updating lists of regional stakeholders and media to be used for coordination of stakeholder communication activities.
20/07/2017	3.75	Meeting with UP Media House in order to discuss co-FERA TV promo
07/08/2017	3.25	Uploading and updates of the latest news with regards to co-FERA project on the Ministry's webpage and social media
10/08/2017	1	Skype call with the Ministry for Small Businesses (P3)
18/08/2017	1.5	Review of co-FERA communication plan
07/09/2017	1.2	Interview with T.H.R.E.E. radio with regards to co-FERA project
19/09/2017	2.5	Video-conference with co-FERA partners
22/09/2017	6.5	Drafting and preparation of co-FERA's 3 rd newsletter and circulated to all partners in English
03/10/2017	6.75	Internal meeting in connection to quotation dossier re: co-FERA magazine
11/10/2017	2.15	Staff meeting with Mr. Robert De Niro and Ms. Charlize Theron
18/10/2017	3	Coordination about local activities on co-FERA project
01/11/2017	8.5	Assessment and evaluation of bids linked to the procurement of co-FERA magazine
09/11/2017	4.5	Liason with possible local stakeholders for the upcoming stakeholders meeting
20/11/2017	3.75	Planning for the upcoming communication and dissemination activities
06/12/2017	8	2 nd Partners' and technical meeting in Sweden
07/12/2017	8	2 nd Partners' and technical meeting in Sweden
08/12/2017	8	2 nd Partners' and technical meeting in Sweden
TOTAL	78.85	

Kevin Spacey
Signature of Employee

Robert De Niro
Signature of Employer

Date: 08/01/2018

Date: 08/01/2018

Kevin Spacey - Calculation of hourly rate based on the 1,720 hrs

Employee's latest documented annual salary cost (incl. employer's contributions):	
Annual hours worked:	1,720
Hourly rate:	

	Kevin Spacey	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
C	Hourly rate for months concerned (A/B)						
D	Total number of hours worked on the project during month concerned						
E	Eligible Cost (C*D)						

Project Code	1234
Name of employee	Denzel Washington
Job Title/Role	Project Policy Officer
Is staff member employed Full-time or Part-time	Part-time (Staff Costs Category - Method 3b)
Name of organisation	GRISBY Foundation
Partner No.	4
Project Title	Co-FERA

Reporting period	01/07/2017 – 31/12/2017
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Date	Worked hours on the project	Description of tasks on project
11/07/2017	9	Identification, analysis, dissemination and transfer of good practices and policy experiences linked to co-FERA 1 st semester
14/07/2017	8	Identification of good practices arising from co-FERA experience exchange
04/08/2017	1.5	Identification of target groups to address regional policy experiences and practices connected to co-FERA project
17/08/2017	9.5	Drafting a call for quotations in procuring an external advisor
23/08/2017	3.75	Official meeting with Malta Chamber of SMEs (GRTU)
01/09/2017	6.5	Drafting an implementation plan to support SME initiatives through co-FERA best practices collected from other partners
19/09/2017	2.5	Video-conference with co-FERA partners
28/09/2017	5.75	Evaluation of collected bids re: Procurement of external consultant
06/10/2017	2	Internal meeting to organise a dissemination event gathering Maltese relevant institutions with the aim is to promote the project achievements and results
26/10/2017	4.75	Reviewing co-FERA action plan
31/10/2017	3	Preparation of the 3 rd partners meeting planned in co-FERA 3 rd semester
02/11/2017	2.5	Internal meeting with the selected advisor
09/11/2017	3	Internal discussions to organise capacity building sessions for policy owners, policy makers and relevant stakeholders.
28/11/2017	4	Preparation of GRISBY Foundation status update in view of teleconference connected to improvements in the policy instrument to co-FERA project
06/12/2017	8	2 nd Partners' and technical meeting in Sweden
07/12/2017	8	2 nd Partners' and technical meeting in Sweden
08/12/2017	8	2 nd Partners' and technical meeting in Sweden
TOTAL	89.75	

Denzel Washington
Signature of Employee

Keira Knightley
Signature of Employer

Date: 04/01/2018

Date: 04/01/2018

Denzel Washington - Calculation of hourly rate based on the 1,720 hrs

Employee's latest documented annual salary cost (incl. employer's contributions):	
Annual hours worked:	1,720
Hourly rate:	

	Denzel Washington	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
C	Hourly rate for months concerned (A/B)						
D	Total number of hours worked on the project during month concerned						
E	Eligible Cost (C*D)						

Project Code	1234
Name of employee	Catherine Zeta-Jones
Job Title/Role	Project Officer
Is staff member employed Full-time or Part-time	Part-time (Staff Costs Category - Method 4)
Name of organisation	GRISBY Foundation
Partner No.	4
Project Title	Co-FERA

Reporting period	01/07/2017 – 31/12/2017
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Date	Worked hours on the project	Description of tasks on project
14/07/2017	8	Identification of good practices arising from co-FERA experience exchange
19/07/2017	4	Data collection regarding SME case studies and best practices
20/07/2017	8.5	Data analysis regarding SME case studies and best practices
Total worked hrs		
Hourly Rate	€30.50	
TOTAL €		

Catherine Zeta-Jones
Signature of Employee

Keira Knightley
Signature of Employer

Date: 01/08/2017

Date: 01/08/2017

Date	Worked hours on the project	Description of tasks on project
08/08/2017	6	Internal discussion with Ms. Keira Knightley linked to data analysis and results obtained on SME case studies and best practices
23/08/2017	3.75	Official meeting with Malta Chamber of SMEs (GRTU)
28/08/2017	6.5	GRTU follow-up meeting with Ms. Keira Knightley and GRISBY Foundation CEO
Total worked hrs		
Hourly Rate	€30.50	
TOTAL €		

Catherine Zeta-Jones
Signature of Employee

Keira Knightley
Signature of Employer

Date: 03/09/2017

Date: 03/09/2017

Date	Worked hours on the project	Description of tasks on project
19/09/2017	2.5	Video-conference with co-FERA partners
28/09/2017	5.75	Evaluation of collected bids re: Procurement of external consultant
29/09/2017	0.5	Filing of project's documentation
Total worked hrs		
Hourly Rate	€30.50	
TOTAL €		

Catherine Zeta-Jones
Signature of Employee

Keira Knightley
Signature of Employer

Date: 01/10/2017

Date: 01/10/2017

Date	Worked hours on the project	Description of tasks on project
06/10/2017	2	Internal meeting to organise a dissemination event gathering Maltese relevant institutions with the aim is to promote the project achievements and results
25/10/2017	6	Communication with possible stakeholders with regards to dissemination event
31/10/2017	3	Preparation of the 3 rd partners meeting planned in co-FERA 3 rd semester
Total worked hrs		
Hourly Rate	€30.50	
TOTAL €		

Catherine Zeta-Jones
Signature of Employee

Keira Knightley
Signature of Employer

Date: 01/11/2017

Date: 01/11/2017

Date	Worked hours on the project	Description of tasks on project
09/11/2017	3	Internal discussions to organise capacity building sessions for policy owners, policy makers and relevant stakeholders.
16/11/2017	8	Collection of financial data with regards to SMEs
30/11/2017	3	Preparation of the 3 rd partners meeting planned in co-FERA 3 rd semester
Total worked hrs		
Hourly Rate	€30.50	
TOTAL €		

Catherine Zeta-Jones
Signature of Employee

Keira Knightley
Signature of Employer

Date: 03/12/2017

Date: 03/12/2017

Date	Worked hours on the project	Description of tasks on project
06/12/2017	8	2 nd Partners' and technical meeting in Sweden
07/12/2017	8	2 nd Partners' and technical meeting in Sweden
08/12/2017	8	2 nd Partners' and technical meeting in Sweden
Total worked hrs		
Hourly Rate	€30.50	
TOTAL €		

Catherine Zeta-Jones
Signature of Employee

Keira Knightley
Signature of Employer

Date: 02/01/2018

Date: 02/01/2018