******

***Mission letter***

***Courtesy of the NWE German approbation body***

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Project Information | | | |
| Interreg Programme | North West Europe (NWE) 2014-2020 | | |
| Project acronym |  | | |
| Project title |  | | |
| Name of project partner |  | | |
| Project start date |  | **Project end date** |  |

|  |  |
| --- | --- |
| 2. Employee Information | |
| Name of employee |  |
| Start date of employment |  |
| Period of project assignment (from - to) |  |
| Extent of assignment to the project  (in % or in hour / month) |  |

|  |
| --- |
| 3. Project related duties/ obligations/ responsibilities / activities |
| general list of activities, duties…. etc. plus e.g. substitution order |

|  |  |  |
| --- | --- | --- |
| 4. Details on project related activities | | |
| WP No | **Project related activities** *(including information on the envisaged contribution of the employee to the outputs and deliverables to be achieved according to the application form)* | *Estimated share of assignment* (%) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total | | **100 %** |

|  |
| --- |
| 5. Confirmation |
| Herewith, Mr./Mrs.       is assigned to the above-mentioned NWE project to contribute to project activities and outputs as indicated above.  *Please select:*  *It is confirmed that Mr./Mrs.       is currently in addition assigned to the following public funded projects:*   * *(funded by*      *),* * *(funded by*      *),* * *(funded by*      *).*   *It is confirmed that in total not more than 100 % of his/her working time are allocated to all these projects.*  *It is confirmed that Mr./Mrs.       is currently not assigned to any other public funded project.* |

|  |  |
| --- | --- |
| Date, Place | Date, Place |
| Name and signature of the employer | Name and signature of the employee |