***Appendix 16 to the Manual*** *–*

*Record of Hours Form – Employment Agreement*

**RECORD OF WORKING HOURS AND ACTIVITIES OF A PERSON INVOLVED IN THE PROJECT**

**UNDER AN EMPLOYMENT AGREEMENT**

**UNDER THE PROGRAMME**

**STRATEGIC PARTNERSHIPS**

**..................................................................................................................................................**

*(please enter the name of the NAWA Programme under which the Project is being implemented)*

|  |  |  |
| --- | --- | --- |
|  | **TO**  |  |

# FOR THE PERIOD FROM

**Agreement no.:**

**Project Title:**

**Employee’s Name:**

**Role/Function in the Project:**

**Full-time or part-time:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day**  | **Hours o** | **f work**  | **Number of hours**  |
| **from**  | **to**  |
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|   | **Total hours worked on the Project:**  |   |

 .........................................

 /Employee’s signature/

I state that the tasks/activities under the above mentioned Project were not performed during the same working hours as tasks/activities under my other concluded agreements.

 ……………………...………….

 /Employee’s signature/

 …………………………………

/signature of the approving person representing the

 Beneficiary/