



Practical exercise

You have fulfilled all the conditions and your project 'GENIUS' has been finally approved. In order to get really started, you should define the staff calculation methods you are going to use for the staff members of your organisation. Four calculation methods can be used:

1. For staff working full-time on project
2. For staff with a fixed % on project
3. For staff with flexible hours on project
 - a) : monthly employment cost / monthly nb of hours
 - b) : latest annual employment cost / 1720h
4. For staff for whom the number of hours + hourly rate are fixed in contract

As a group with the person close to you, indicate which calculation method(s) you will use for the following staff members:

Staff member	Role and involvement in the project 'GENIUS'	Staff calculation method			
		1	2	3	4
Valentine Bourgeois	Project coordinator involved only in the 'GENIUS' project				
Christine Dubois	Finance manager involved in the 'GENIUS' project and in two other projects				
Justina Deskaitė	Project assistant providing administrative support				
Mikael Andersson	Legal representative of the organisation. He will participate in 3 project meetings and in the high-level political dissemination event				