

Töötajatabel	Feb-16	14-8.6/63-1	14-8.6/65-1	14-8.6/87-1	Kokku 100%
Kuupäev	Projektid kood	VARRE-6 /AMIF 2015-2	EST-CO / AMIF 2015-6	IPE / AMIF2015-7	
	Töö kirjeldus\ Projekti nimi				
01.02.2016	Preparation monthly accounts closure, correspondence with Helsinki, revision of accounting documents,	5.6	0.8	1.6	8
02.02.2016	Payments, correspondence with Helsinki, Finalizing procurement and revision of documents	5.6	0.8	1.6	8
03.02.2016	Finalizing procurement and revision of accounting documents, ASITF test, certificate received	5.6	0.8	1.6	8
04.02.2016	Payments, correspondence, Finalizing procurement and revision of documents, preparing, RFP	5.6	0.8	1.6	8
05.02.2016	Budget track comparison with PRISM, filing	5.6	0.8	1.6	8
08.02.2016	Archiving documents of Y2014	5.6	0.8	1.6	8
09.02.2016	Payments, correspondence with Helsinki, Finalizing procurement and revision of documents	5.6	0.8	1.6	8
10.02.2016	Preparing / scanning documents upon SM request	5.6	0.8	1.6	8
11.02.2016	Payments, correspondence with Helsinki, preparing documents upon SM request	5.6	0.8	1.6	8
12.02.2016	Finalizing procurement and revision of accounting documents, budget track, filing	5.6	0.8	1.6	8
15.02.2016	Archiving Y2014 documents	5.6	0.8	1.6	8
16.02.2016	Payments, correspondence with Helsinki, Finalizing procurement and revision of documents,	5.6	0.8	1.6	8
17.02.2016	Budget track comparison with PRISM	5.6	0.8	1.6	8
18.02.2016	Business trip to Vao centre	8	0	0	8
19.02.2016	Communication with other IOM missions, Bringing documents to MFA, Mol	5.6	0.8	1.6	8
22.02.2016	Payments, correspondence with Helsinki, Finalizing procurement and revision of documents	5.6	0.8	1.6	8
23.02.2016	Payments, correspondence with Helsinki, Finalizing procurement and revision of documents	5.6	0.8	1.6	8
24.02.2016	Red Day in Estonia	5.6	0.8	1.6	8
25.02.2016	Invoices for payment / supporting documents preparation, e-mailing to Helsinki: E-learning course I Know Gender, Certificate obtaining	3.2	1.6	3.2	8
26.02.2016	Invoices for payment / supporting documents preparation, e-mailing to Helsinki	5.6	0.8	1.6	8
29.02.2016	Preparation of PRISM accounts closure, preparing the CP list, the cash certificate and the cash journal for the month of Feb'16	5.6	0.8	1.6	8
	project /sum in %	117.6	16.8	33.6	168
	February actual working days consist of 21 days, equaling 21*8=168 hours. Adjustment to average IOM working hours per month, i.e. 173.33 hours, by 5.33 hours	70%	10%	20%	
		3.73	0.53	1.07	5.33
Töötunnid kokku		121.33	17.33	34.67	173.33
	project /sum in %	70%	10%	20%	

Projekti osaleja

Kinnitan, et tabelis esitatud andmed on õiged.

Allkiri: 02.03.16

Kuupäev:

Ees- ja perekonnanimi: Larissa Jürgenson

Projekti rakendamise eest vastutav isik



Allkiri:

Kuupäev: 02.03.16

Ees- ja perekonnanimi: Liis Paloots - EST-CO-2 : IPE-2

