AREA DI RICERCA SCIENTIFICA E TECNOLOGICA DI TRIESTE - AREA SCIENCE PARK

PUBLIC NOTICE ON THE COMPETITIVE SELECTION PROCEDURE FOR THE RECRUITMENT OF NO. 1 EXPERT IN THE ANALYSIS OF NATIONAL INNOVATION SYSTEMS, WITH PARTICULAR REFERENCE TO THE CROATIAN CONTEXT WITHIN THE FRAMEWORK OF THE STRATEGIC PROJECT "CNIS - CROATIAN NATIONAL INNOVATION SYSTEM (ADVISORY SERVICES)" – PUBLIC NOTICE C1/2019

Area di Ricerca Scientifica e Tecnologica di Trieste - Area Science Park (hereinafter also "Area Science Park" or "the Institution") is announcing a competitive selection procedure for the recruitment of no. 1 expert in the analysis of the Croatian national innovation system within the framework of the strategic project "CNIS - *Croatian National Innovation System* (*Advisory Services*)", with particular reference to (i) the identification and description of the roles of the main players in the system; (ii) the study, modelling and graphic representation of the existing relations, the functioning principles and the value chains generated by the stakeholders; (iii) the development of proposals to improve the functioning of the existing Croatian national innovation system.

Such activities fall within the framework of the strategic project "*CNIS - Croatian National Innovation System (Advisory Services)*", which aims to apply the know-how of the Institution in the field of innovation, business creation and valorisation of research to the future Croatian national innovation system. In particular, the project has the following goals:

- the development of a national innovation system by formulating guidelines and implementing models, instruments and methodologies;
- mapping the capabilities and potentialities of the enterprises implementing research, development and innovation activities;
- strengthening public and private capabilities and activities in the field of research, development and innovation by formulating targeted policies;
- the creation of a monitoring and evaluation system for the policies supporting innovation implemented by central and local administration bodies;
- the promotion of policies supporting innovation, research and development and the engagement of and awareness-raising among the main stakeholders for the economic growth and the improvement of the international competitiveness of Croatian businesses.

The contract shall only be signed on condition that no member of the staff of Area Science Park can meet the requirements of the project as detailed above. This shall be verified through an internal recruitment procedure.

AREA SCIENCE PARK

ARTICLE 1 - DESCRIPTION

The abovementioned competitive procedure is aimed at selecting no. 1 expert in the analysis of national innovation systems, with particular reference to the Croatian context within the strategic project "CNIS - *Croatian National Innovation System* (*Advisory Services*)". In coordination with the management of the Innovation and Complex Systems Service, the expert shall undertake the following activities for the Institution in compliance with the related deadlines:

1. development of a concept and an operational model for the effective management of the Croatian national innovation system within the existing institutional and legal framework – April 30th 2019;
2. graphic representation of the relations and operational principles of the main institutional players and stakeholders of the national innovation system, describing the details of their interrelations, activities, responsibilities and goals in such context – April 30th 2019;
3. workflow representation of the existing value chain of the Croatian national innovation system on the basis of the institutional players, the stakeholders and the existing legal framework – April 30th 2019;
4. workflow representation of the ideal value chain of the Croatian national innovation system on the basis of the institutional players, the stakeholders and the existing legal framework – May 31st 2019;
5. support to the management of the Innovation and Complex Systems Service in reviewing the documentation produced according to the guidelines of the Ministry for Economy, Entrepreneurship and Handicraft of the Republic of Croatia (MGPO) – June 30th 2019.

For each strand of work, the expert shall deliver to the Institution—by the deadline specified—a graphic work and a detailed report in the Croatian language and in at least one of the following two languages: Italian or English.

ARTICLE 2 – TERM OF CONTRACT AND REMUNERATION

The expert selected through the competitive procedure under this notice shall be appointed as a consultant with an expected starting date being March 19th 2019 and a term expiring by June 30th 2019.

The remuneration for the activities under article 1 amounts to EUR 17,500.00 net of any social security contributions owed by the Institution. VAT shall be added to such amount at the rate prescribed by the law, if applicable.

The remuneration shall be paid in two tranches: the first one, amounting to EUR 15,000.00, shall be paid upon delivery of the reports and graphic works as per clauses from 1) to 3); the second one, amounting to EUR 2,500.00, shall be paid upon delivery of the report and the graphic work as per clause 4) and the positive outcome of the review as per clause 5).

The remuneration is intended to include any travels expenses, room and board, as well as any other expenses incurred by the expert in the performance of his or her tasks.

The renewal of the appointment under this notice is not permitted. Any extension shall be exceptionally allowed exclusively to complete the tasks and owing to delays not ascribable to the expert, without affecting the amount of the remuneration above.

ARTICLE 3 – PERFORMANCE OF THE TASK

The activities under article 1 shall be personally performed by the expert, independently and without relationship of subordination, in coordination with the management of the Innovation and Complex Systems Service of Area Science Park and reporting to it with regard to the progress of the activities and the results achieved, based on the time frame specified in article 1 and agreed upon with said management.

ARTICLE 4 – ELIGIBILITY CRITERIA FOR THE COMPETITIVE PROCEDURE

The eligibility criteria for applicants in the competitive procedure under this notice are the following:

1. being an Italian citizen or a citizen of a member state of the European Union or a citizen of another country;
2. enjoying full rights of citizenship;
3. not having criminal convictions and not being the subject of individual orders concerning the application of preventive measures, civil decisions and administrative measures registered in the criminal record;
4. not being subject to criminal proceedings;
5. holding a master's degree/post-graduate degree or a degree obtained with the old university system or an equivalent academic qualification obtained abroad;
6. having documented experience in the analysis of national innovation systems, as well as the design and implementation of actions and activities for the development of innovation at enterprises, research bodies and public administration bodies, for a period of at least three years (also calculated non-consecutively);
7. being available to sign the contract by March 19th 2019 and perform the related tasks over the period going from March 19th 2019 to June 30th 2019;
8. being fluent in the Croatian language and at least in one of the following languages: Italian or English;
9. having good knowledge of the main Office applications.

ARTICLE 5 – EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

The following educational and professional qualifications of the applicants admitted to the procedure shall be subject to a competitive evaluation:

1. post-graduate specialisation qualifications, such as a master's degree and/or PhD in a discipline relevant for the subject of the appointment under this notice;
2. in-depth documented professional experience of the analysis of national innovation systems (over three years), in particular the formulation of operational models for the management of innovation systems;
3. in-depth documented professional experience of design and implementation of actions and activities for the development of innovation at enterprises, research bodies and public administration bodies (over three years), in particular the identification of the main institutional players and stakeholders of national innovation systems, as well as their interrelations, activities, responsibilities and goals.

ARTICLE 6 – SELECTION METHODS

The selection shall be made by an evaluation committee specially appointed for the purpose and shall be based on qualification criteria. In particular, the correspondence of the qualifications and skills of the applicants with the required professional skills of the position advertised shall be taken into consideration.

First, a list of applicants who submitted their application within the deadline shall be compiled. Then, the absence of causes of incompatibility between the members of the evaluation committee and the candidates will be verified.

Subsequently, the committee shall select the applications based on the admission requirements, to then evaluate the educational and professional qualifications of the applicants admitted.

Overall, the committee may assign up to 100 points in the evaluation of the educational and professional qualifications as specified by each applicant in their application and CV annexed to such application, according to the following criteria:

- article 5, clause 1): up to 20 points;
- article 5, clause 2): up to 40 points;
- article 5, clause 3): up to 40 points.

The committee shall provide the details of the criteria adopted in the evaluation of the educational and professional qualifications above as deemed necessary and useful, prior to reviewing the declarations pertaining to such qualifications and the CVs of the applicants.

For their evaluation, applicants may submit lists of references, contracts, abstracts of their relevant works and publications.

The contract will be awarded to the applicant who has obtained the highest overall score, in any case not lower than 70/100.

Should a single valid application be submitted, the Innovation and Complex Systems Service Manager may assign the contract through a direct award procedure, on condition that the applicant meets the admission criteria and the qualification requirements as per this notice.

Should the candidate who ranked first in the final list not accept the assignment or in the event of a failure whatsoever to award the contract to such candidate, the Institution may select another expert from the ranking list, at its sole discretion. The Institution reserves the right to carry out checks on the truthfulness of the statements contained in the applications for participation in the procedure, in the CVs and in any other documentation submitted.

ARTICLE 7 – APPLICATION AND DEADLINE FOR SUBMISSION

Applicants must submit their applications to *Servizio Innovazione e Sistemi Complessi dell'Area di Ricerca Scientifica e Tecnologica di Trieste - Area Science Park, Padriciano 99, 34149 Trieste*, by registered email with return receipt or by hand delivery or sent by equivalent IT means (personal certified email) to the address protocollo@pec.areasciencepark.it **at the latest by March 14th 2019**, otherwise the applications shall be excluded from the selection procedure.

Please be informed that the Registry Office (Ufficio Protocollo) is open from 8.30am to 12.30pm, Monday to Friday, and from 2.00pm to 4.30pm on Tuesdays and Thursdays.

Applications must contain the declarations as per the template annexed to this notice and include a professional CV of the applicants, which should highlight the educational and professional qualifications meeting the requirements of this notice, as well as any other element which applicants may deem interesting for their evaluation. A photocopy of a valid ID of the declarant must be enclosed to the aforementioned declarations.

Should the application be submitted by registered email with return receipt or be delivered by hand, the envelope must clearly bear the following wording in Italian: "Procedura comparativa per la selezione di n. 1 esperto nell'analisi di sistemi nazionali dell'innovazione con particolare riferimento al contesto croato nell'ambito del Progetto CNIS. **Avviso n. C1/2019"** *["Competitive procedure for the selection of no. 1 expert in the analysis of national innovation systems with particular reference to the Croatian context within the framework of the CNIS project. Notice no. C1/2019", translation provided only for intelligibility purposes].*

Should the application be submitted by personal certified email, the subject of the email message must likewise contain the following wording in Italian: "Procedura comparativa per la selezione di n. 1 esperto nell'analisi di sistemi nazionali dell'innovazione con particolare riferimento al contesto croato nell'ambito del Progetto CNIS. **Avviso n. C1/2019".**

With regard to the applications submitted by personal certified email, you are advised as follows.

Applications may be submitted by sending a personal certified email to the certified email address of the Institution. Applicants using personal certified emails must comply with the following instructions to obtain the official filing and the application assignment.

1. Applications and the relevant annexes sent to the Institution's certified email address can only be sent from the certified email address of the applicant, not from accounts of any third parties. Indeed, only in this case are applicants identified by the IT system with their access credentials for their personal certified email accounts, as specified in article 16-bis of Legislative Decree no. 185 of 2008, converted by Law no. 2 of 2009. Applications and annexes sent pursuant to the law above are equivalent to applications and annexes signed in their original copies before an employee in charge of the procedure;
2. Certified email notices can only be sent to the certified email address of the Institution, not to personal or professional email accounts. Only eligible notices sent to such address shall be officially filed, i.e. they shall be formally accepted by the Institution. The overall size of the relevant annexes sent to the official certified email address must not exceed 5MB to ensure smooth operation of the system and effective filing. Annexes to certified email notices must be in PDF format so that they cannot be altered. Scanning of the documents is not advisable, as it implies a larger size of the files;
3. The message containing the proof of delivery of the certified email notification to the Institution's server, also including the identification code of the message, is evidence that the notification has been received at the Registry Office (Ufficio Protocollo); the sender shall check that the message has been successfully delivered.

Only foreign citizens not domiciled in Italy and Italian citizens domiciled/living abroad may optionally send their applications and any relevant annexes—in a non-editable PDF format bearing a digital signature or a handwritten signature on the original—from ordinary email accounts to the certified email account of the Institution, to the address: protocollo@pec.areasciencepark.it, specifying in the subject: "Procedura comparativa per la selezione di n. 1 esperto nell'analisi di sistemi nazionali dell'innovazione con particolare riferimento al contesto croato nell'ambito del Progetto CNIS. **Avviso n. C1/2019"**. Evidence of the validity of the submission of the application is the delivery date of the email, which must be received at the Institution's certified email account **at the latest by March 14th 2019**, otherwise applications shall be excluded. Applicants using this submission method shall receive an e-mail confirming the receipt of the application. The maximum size of the applicant's email message, including annexes, should not exceed 5MB. If the application cannot be signed digitally, the winning candidate must validate their application by signing it manually before signing the actual contract.

If applicants have sent their applications by certified email, the Institution is entitled to use such certified email in the course of the procedure and send any notice to the certified email account of the applicant.

The signature in the application is not subject to authentication. A non-authenticated photocopy of a valid ID of the applicant must be attached to the application. Should the applicant send his or her application using their certified email account, he or she is not required to sign the document and attach a copy of their ID.

Applications received after the deadline shall not be taken into account.

For this purpose, only applications delivered by hand at the Registry Office (Ufficio Protocollo) of the Institution or delivered by registered mail with return receipt **at the latest by March 14th 2019** shall be considered valid; the stamp and the date of the Registry Office shall serve as proof.

In the application, under their own responsibility, the candidate shall provide a declaration on the following:

- personal details, place and date of birth, address of residency, telephone number, email address, Italian taxpayer code and VAT number if applicable;
- being an Italian citizen or a citizen of a member state of the European Union or a citizen of another country;
- enjoying full rights of citizenship;
- not having criminal convictions and not being the subject of individual orders concerning the application of preventive measures, civil decisions and administrative measures registered in the criminal record;
- not being subject to criminal proceedings;
- holding a master's degree/post-graduate degree or a degree obtained with the old university system or an equivalent academic qualification obtained abroad;
- having documented experience in the analysis of national innovation systems, as well as the design and implementation of actions and activities for the development of innovation at enterprises, research bodies and public administration bodies, for a period of at least three years (also calculated non-consecutively);
- being available to sign the contract by March 19th 2019 and perform the related tasks over the period going from March 19th 2019 to June 30th 2019;
- being fluent in the Croatian language and at least in one of the following languages: Italian or English;
- having good knowledge of the main Office applications;
- having read this notice and accepting its conditions in full.

ARTICLE 8 – COMMITTEE AND RANKING LIST

The committee shall consist of three members plus a secretary and be appointed by the Innovation and Complex Systems Service Manager. The committee shall formulate a ranking list based on the decreasing order of the points assigned to candidates based on the sum of the evaluation of the educational and professional qualifications as per article 5.

The Innovation and Complex Systems Service Manager shall adopt the documents containing the ranking list produced by the committee by a specific measure. Such measure shall be made public by publication on the website of the Institution and in the computerised Board of the same.

Such ranking list may be used to assign further similar tasks in the future, should the need arise.

All the information, the amendments and the integrations relating to this notice shall be published on the same web page of the Institution and in the computerised Board of the same.

ARTICLE 9 – SIGNATURE OF THE CONTRACT

No later than March 19th 2019 the winning candidate shall be invited in writing to sign the contract with the Institution relating to the performance of the tasks as per article 1 of this Notice.

ARTICLE 10 – PROCESSING OF PERSONAL DATA

Pursuant to article 13 of the Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR) and in relation to the personal data provided by candidates in the selection procedure or in any case acquired by Area Science Park, please be informed of the following:

1. Identity and contacts of the data controller – the personal data controller is Area di Ricerca Scientifica e Tecnologica di Trieste – Area Science Park, with registered headquarters in Trieste, Padriciano, 99. Applicants, in their capacity as data subjects, may contact the data controller by writing to the address above or sending an email to the following email addresses: urp@areasciencepark.it – certified email: protocollo@pec.areasciencepark.it.
2. Contacts of the Data Protection Officer – Area Science Park has appointed a Data Protection Officer pursuant to article 37 of the GDPR, who can be contacted by writing to the following email address: rpd@areasciencepark.it.
3. Purpose and legal basis of personal data processing – the data shall be processed in order to establish, manage and terminate the relationship with the expert. Such operations shall include but is not limited to: fulfilment of the obligations arising out of the applicable legislation or the individual contract, payment of the fees, planning of the tasks, individual or collective exercise and enjoyment of the rights and benefits connected with the assignment or the termination of the same.

   In addition to personal data, fiscal data and other common data, the processing shall also cover—within the limits in which it shall be necessary to comply with the obligations established by law, EU regulations and legislation—sensitive and/or judicial data of the expert identified analytically in Schedules A, B and C of the Regulation for the processing of sensitive and judicial data of the Institution, adopted with Presidential Decision no. 4 of 14 July 2006 and published in Gazzetta ufficiale della Repubblica italiana, General Series, of 4

August 2006, no. 180, and shall take place in fulfilment of the obligations and tasks provided for by the regulatory sources on the basis of which the processing is carried out.

The legal basis of the processing of personal data is found in the rules governing the establishment, management and termination of employment relationships of any kind, either dependent or self-employed, even unpaid or part-time or temporary, and other forms of employment that do not involve the establishment of a subordinate employment relationship, as well as in article 9 of Legislative Decree 381/1999 and in article 3 of Legislative Decree 218/2016, which assign statutory autonomy to Area Science Park and govern the content of its Statute, which in article 3, paragraph 2, letter l) authorises the Institution to carry out all useful actions for the attainment of its institutional aims.

4. Recipients and categories of recipients of personal data – The personal data being processed may be transferred to the following subjects: pension, social security and healthcare institutions legally entrusted by the State; insurance companies selected for specific risk coverages; credit and/or financial institutions for the payment of salaries and fees; Institution bodies, including supervisory ones; bodies providing services in relation to the organisation of conferences, meetings, courses; holders of the right of access and subjects involved in various capacities in the institutional activities of Area Science Park. With specific regard to sensitive and judicial data, it may be disclosed to the subjects and for the purposes identified by the aforementioned Regulation for the processing of sensitive and judicial data of the Institution. Personal data may be transferred to third countries or national and international organisations based abroad, however on condition that an appropriate level of protection of individuals is guaranteed. The data may also be disseminated by publication on the Board of the Institution and on the website of Area Science Park. Only with the express consent of the consultant can photographs and video footage showing him or her be disseminated through the press or promotional material on the activities of Area Science Park, as well as through other publications, websites and dedicated portals, television, radio, social media and other media.

5. Period of personal data retention – The data processed shall be retained for the period necessary under the current legislation on archives, applicable to public bodies, with the exception of any authorisation for disposal.

6. Rights of the data subject – In relation to his or her personal data, applicants may exercise the following rights:
   a. right of access to personal data;
   b. right to rectification of the data or restriction of processing;
   c. right to object to the processing;
   d. right to data portability (right applicable exclusively to data in an electronic format), as per article 20 of the GDPR;
   e. right to lodge a complaint with a supervisory authority.

Please note that to exercise the rights referred to in letters a) to d) applicants may send an email to the following address: rpd@areasciencepark.it. Area Science Park is required to provide a response within one month from the request. That period may be extended to three months, taking into account the complexity of the subject matter.

7. Compulsory or optional nature of data submission and consequences of a failure to provide personal data – The submission of your personal data is mandatory to participate in the competitive procedure and for the signing of the related contract when applicable; therefore a failure to provide such data may preclude the aforementioned activities.

ARTICLE 11 – PERSON RESPONSIBLE FOR THE PROCEDURE

The person responsible for the competitive procedure under this notice is the Innovation and Complex Systems Service Manager, Mr Stephen John Taylor. Any information can be requested to Mr Alessandro Deltreppo, mail: alessandro.deltreppo@areasciencepark.it, tel. +390403755272.

ARTICLE 12 – ANTI-CORRUPTION RULES

According to the Law of 6 November 2012, no. 190 ("Provisions for the prevention and repression of corruption and illegality in public administration") the employees who have exercised authoritative or negotiating powers on behalf of public administration bodies over the past three years of service cannot perform—for three years following the termination of their employment contract with a public body—any professional or work-related activity at the private parties beneficiaries of the public administration activities carried out through the powers such employees have exercised. Any contracts signed and any assignments conferred in violation of this provision shall be void. Private parties signing such contracts or conferring such assignments shall be barred from entering into contracts with public administration bodies for the subsequent three years, being additionally obliged to return any compensation received and certified relating to such acts. Based on the provisions above, the person to whom the position of consultant shall be assigned shall be required to provide a specific declaration on the matter.

ARTICLE 13 – FINAL PROVISIONS

In any case, Area di Ricerca Scientifica e Tecnologica di Trieste - Area Science Park reserves the right to cancel or revoke this procedure in whole or in part, extend the terms thereof, or not to proceed with the assignment of the consultancy, also in relation to the procurement of financial resources necessary for such purpose. Any claim on the part of applicants in this regard shall be rejected.

For anything not expressly provided for in this Public Notice, reference is made to the laws and regulations in force.

Any dispute arising out of or in connection with this procedure shall be subject to the exclusive jurisdiction of the Court of Trieste.

Trieste, February 27th 2019

Stefano Casaleggi

Managing Director

