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

PUBLIC NOTICE ON THE SELECTION PROCEDURE FOR THE APPONTIMENT OF AN EXTERNAL MEMBER OF THE SCIENTIFIC AND TECHNICAL BOARD.

Area di Ricerca Scientifica e Tecnologica di Trieste – Area Science Park, a public research body, is announcing a selection procedure for the appointment of an external member of its Scientific and Technical Board.

Article 1 - Description

This procedure aims at collecting applications from qualified candidates as stated under article 20 clause 3 of the Charter of the organisation, published with the Presidential Decree no. 10, 27 October 2017 (in the Amministrazione Trasparente section at https://www.areasciencepark.it/amm-trasparente/disposizioni-generali/atti-generali/), for the position of external member of the Scientific and Technical Board.

The Scientific and Technical Board includes seven members, appointed by the Board of Directors of Area Science Park, i.e. two internal members and five external members. The two internal members are elected. Researchers and technical experts, either with long-term or short-term employment contracts at the time of the election, are entitled to vote. External members are selected with a public procedure and appointed within a roster of Italian and foreign leading entrepreneurs, managers, professionals, scientists and scholars (article 2, clauses 1, 2 and 3 of the Charter).

The Scientific and Technical Board has an advisory role on the organisation strategies. The Scientific and Technical Board drafts proposals and advice on the planning and strategic vision and on actions aimed at adding a European and international value to research and entrepreneurship on the basis of technology transfer and managing methods, international scientific and technical cooperation, cooperation with public and private organisations on research, technology transfer and support to technology and organisation innovation to business and productive industries, training on enterprise development and research and innovation management, promotion of networks of science and business excellence (article 21 clause 1 of the Charter). The Scientific and Technical Board shall: a) submit its scientific and technical advice to the Board of Directors on the draft three-year plan, its updates and the ten-year strategic vision report; b) submit its scientific and technical advice to the Board of Directors on the areas and industries that may be identified for scientific and technology research in line with institutional objectives and strategies of the organisation as well as on the identification of internal assessment criteria on research; c) play an advisory role upon request of the Board of Directors, which shall set the deadlines for the advice,

after such deadline the Board of Directors may take its decisions irrespective of such advice; d) identify any research evolution lines and the relevant impact on economic and industrial sectors; d) submit an annual report to the Board of Directors on its activities; f) play any other role as specified in any applicable regulations, the Charter and regulations (article 21 clause 2 of the Charter).

In line with the appointment, members are required to be at the headquarters of the organisation, in Trieste, Padriciano no. 99, on a non-regular basis, save as the opportunity to attend meeting in video-conference in line with the rules that shall be specified in the working regulations of the organisation.

Article 2 - Requirements and assessment of applications

Applicants may submit their applications provided they comply with the requirements on professional skills and experience resulting from scientific or managerial positions in at least two of the following professional areas:

1. Scientific or industrial research;
2. Management of technology or organisation or process innovation;
3. Protection of intellectual property rights;
4. Assessment and methods to add valued to scientific findings;
5. Technology transfer management;
6. Creation of international cooperation networks on research and innovation.

A committee of experts shall assess applications; this committee shall be appointed by the Board of Directors upon proposal of the Chairman who shall call its meetings and chair it. The committee includes the directors, the general manager and other internal or external expert members on the above areas and it shall assess eligibility of scientific or professional profiles as described in this notice.

Article 3 - Assignment, duration and fees for the appointment

At the end of the assessment of the committee of experts, applications shall be submitted to the Board of Directors, which shall appoint external members of the Scientific and Technical Committee also on the basis of the principle of gender equality.

The Board of Directors shall appoint candidates in the framework of coordinating and continuous collaboration contracts. The duration of the appointment is four years from the date of the resolution of the Board of Directors and it may only be renewed once.

The gross fee amounts to € 4,500.00, save as otherwise specified in any applicable future regulations, plus the amount that the organisation is required to pay for any social security contributions, IRAP tax and VAT.

These fees include the social security share that the member is required to pay. In case of business trips, as authorised, expenses shall be reimbursed.

Article 4 - Application, documents and deadline

Applicants must submit the following documents:

- Application, duty-exempt, signed by the applicant in line with the form in annex 1;
- CV, in EU format, dated and signed;
- A description report on scientific or professional requirements, with evidence of experience in the professional areas listed in article 2 of this notice, specifying the duration of any relevant scientific or managerial positions in such areas;
- Statement on non-impediments, conflict of interests, ineligibility and no-authorisation for the appointment, in line with the form in annex 2.

The application, with any required documents, may be:

a) delivered directly or sent by registered mail with receipt of return or by courier, it must be signed in its original copy, it must be sealed in an envelope with the phrase: "Application for the selection procedure on the appointment of an external member of the Scientific and Technical Board of Area Science Park"/ "Domanda di partecipazione alla procedura di selezione per il conferimento dell'incarico di componente esterno del Consiglio tecnico-scientifico di Area Science Park" to the following address:

   Area di Ricerca Scientifica e Tecnologica di Trieste - Area Science Park
   Direzione Generale
   Padriciano, 99 – 34149 – TRIESTE - Italy.

   Applications may be delivered directly at Uffico Protocollo, Area Science Park, Padriciano 99, Palazzina C1.

   The office is open from 8:30 to 12:30, Monday to Friday, and from 14:00 to 16:30 on Tuesday and Thursday.

   Applications must be **filed at Ufficio Protocollo by 12:00 am of Monday, 28th May 2018;** failing that, applications shall be excluded from the selection procedure.

   Applications delivered directly at Ufficio Protocollo or sent by registered mail with receipt of return or by courier are deemed received if they are received by the above deadline; to this end, the evidence is the stamp and the date of the Post Office.

Applications not received by the above deadline shall be excluded, also in case they are sent by registered mail or by courier in due time;

b) sent by equivalent IT means (personal certified e-mail) to: **protocollo@pec.areasciencepark.it**,

Applicants using personal certified e-mails must comply with the following instructions to obtain the official filing and the application assignment.

1. Applications and the relevant annexes sent to the organisation certified e-mail address can only be sent from the certified e-mail address of the applicant, not from accounts of any third parties. In this case, applicants only are identified by the IT system with their access credentials for their personal certified e-mail accounts, as specified in article 65, clause 1, point c-bis), of the Code on Digital Administration (Legislative Decree no. 82/2005) and article 61 of the Ministerial Decree of 22 February 2013. Applications and annexes sent as described above are equivalent to applications and annexes signed in their original copies before an employee in charge of the procedure.

2. The subject must specify: "Application for the selection procedure on the appointment of an external member of the Scientific and Technical Board of Area Science Park"/"Domanda di partecipazione alla procedura di selezione per il conferimento dell'incarico di componente esterno del Consiglio tecnico-scientifico di Area Science Park"

3. Certified e-mail notices can only be sent to the certified e-mail address of the organisation, not to personal or professional e-mail accounts. Eligible notices sent to this address shall be officially filed, i.e. they shall be officially accepted by the organisation.

4. The size of the notification and the relevant annexes sent to the official certified e-mail address must not exceed 5MB to ensure smooth operation of the system and effective filing. Annexes to certified e-mail notices must be in PDF format so that they cannot be altered.

5. The message on delivery of certified e-mail notifications to the organisation servers, also including the identification code of the message, is evidence that the notification has been received at the Ufficio Protocollo; the sender shall check that the message has been sent successfully.

Therefore, applications from non certified e-mail accounts or from certified e-mail accounts of any third parties, save as for foreign citizens not domiciled in Italy and Italian citizens domiciled/living abroad; the provisions specified in point c) apply to this category of applicants. Evidence that the application has been submitted is the message of delivery that must be received at the sender certified e-mail account by 12:00 (CET) on **28th May 2018**;

otherwise, applications shall be excluded. The maximum size of the notification, including annexes, should not exceed 5MB.

If applicants have sent their applications by certified e-mail, the organisation is entitled to use such certified e-mail in the course of the procedure and send any notice to the certified e-mail account of the applicant;

c) Foreign citizens not domiciled in Italy and Italian citizens domiciled/living abroad only can send their applications and any relevant annexes from ordinary e-mail accounts to the certified e-mail account of the organisation, to: protocollo@pec.areasciencepark.it, with the subject: "Application for the selection procedure on the appointment of an external member of the Scientific and Technical Board of Area Science Park"/ "Domanda di partecipazione alla procedura di selezione per il conferimento dell'incarico di componente esterno del Consiglio tecnico-scientifico di Area Science Park", in PDF format, digitally signed or signed in the original copy. Evidence that the application has been submitted is the message of delivery that must be received at the organisation certified e-mail account by 12:00 (CET) of the date **28th May 2018;** otherwise, applications shall be excluded. These applicants shall receive a confirmation e-mail on delivery. The maximum size of the notice, including annexes, should not exceed 5MB. If the application cannot be signed digitally, applicants must validate their applications by signing it manually before signing the actual contract.

In their applications, applicants must specify, under their responsibility, and preferably using the form in annex 1, their personal data, date and place of birth, taxpayer number, address and domicile for the purpose of the selection as well as the telephone number;

Applicants must also sign and attach the following documents:

- CV, in EU format, dated and signed;
- A description report on scientific or professional requirements, with evidence of experience in the professional areas listed in article 2 of this notice, specifying the duration of any relevant scientific or managerial positions in such areas;
- Statement on non-impediments, conflict of interests, ineligibility and no-authorisation for the appointment, in line with the form in annex 2.

Signature in the application may not be certified. A non-certified photocopy of the ID must be attached to the application. Signature with the ID of the applicant is not required if the applicant sent it by certified e-mail.

Article 5 - Outcome of the selection procedure

At the end of the selection procedure, the Board of Directors, upon proposal of the Chairman, shall make the appointment. The appointment shall be notified to all applicants and it shall also be published in the Area Science Park Web site, https://www.areasciencepark.it/lavora-in-area/.

Any information, changes or integration to this notice shall be published in this Web site. Any information on the Scientific and Technological Board shall be published in the "Amministrazione trasparente" section of the Area Science Park Web site in line with any applicable regulations.

Article 6 - Personal Data Processing

Under article 13 of the Privacy Code (Legislative Decree no. 196 of 30 June 2003, applicants are hereby informed that any personal data they have provided for the purpose of this selection procedure or that are received by the Area Science Park shall only be processed for the purpose of this selection procedure under the responsibility of responsible officers, i.e. directors and members of the committee of experts of Area di Ricerca Scientifica e Tecnologica di Trieste - Area Science Park, Padriciano no. 99, 34149 Trieste, Italy, in line with any working practices, including IT practices, as deemed necessary to pursue the above purposes, also in case of data transfer to third parties. Data must be provided to assess eligibility and professional requirements of applicants; failing that, assessment may not be performed. Applicants have access to their rights under article 7 of the above Code (Legislative Decree no. 196/2003), i.e. the right to access their personal data, require any change, the updating and elimination, if incomplete, inaccurate or collected against the law, and to deny processing for legitimate reasons, sending any relevant request to Area di Ricerca Scientifica e Tecnologica di Trieste – Area Science Park, Direzione Generale, Padriciano n. 99, 34149 Trieste, Italy.

Article 7 – Responsible Officer

Under article 5 of Act no. 241 of 7 August 1990, the Responsible Officer for the procedure described in this notice is the General Manager, Mr. Stefano Casaleggi (e-mail segreteria.direzione@areasciencepark.it).

Trieste, 12th April 2018

Stefano Casaleggi

Managing Director

ANNEX 1
APPLICATION FOR THE SELECTION PROCEDURE FOR THE APPONTIMENT OF AN EXTERNAL MEMBER OF THE SCIENTIFIC AND TECHNICAL BOARD
(form)

To Area di Ricerca
Scientifica e Tecnologica di Trieste – Area Science Park
Direzione Generale
Padriciano, 99
34149 TRIESTE - Italy
PEC protocollo@pec.areasciencepark.it

I, (name and surname).....

- Having received the notice as stated under article 13 of the Legislative Decree no. 196/2003 on the processing of personal data provided in this selection procedure from Area di Ricerca Scientifica e Tecnologica di Trieste – Area Science Park;
- Being aware of the criminal responsibility in case of untruthful information as stated under article 76 of the Presidential Decree no. 445 of 28 December 2000 and being aware that if, upon the review of the relevant administrative office, any data that I have provided should turn out to be untruthful, any benefit shall be forfeited as stated under article 75 of the Decree, as specified in articles 46 and 47 of the Presidential Decree no. 445/2000;

Hereby apply

to be admitted to the selection procedure on the appointment of an external member of the Scientific and Technical Board of Area Science Park.
To this end, I hereby provide the following data:

1) Place of birth …….. (district of……) on……;
2) Citizenship: ..... (1);
3) Registered in the election lists of the Municipality of …….. …….. (district of .....); or not registered in the election list for the following reasons: .... (2);
4) Education title: ..... obtained on ..... at……;
5) I am immediately available, if selected, for the appointment;
6) attachments:
   – CV, in EU format, dated and signed;

- A description report on scientific or professional requirements, with evidence of experience in the professional areas listed in article 2 of this notice, specifying the duration of any relevant scientific or managerial positions in such areas;
- Statement on non-impediments, conflict of interests, ineligibility and no-authorisation for the appointment, in line with the form in annex 2.

7) Domiciled in ……, at the following address ……;
8) I require any notice on the selection procedure to be sent to the following address:.....Ph....., or to the certified e-mail address ……;
9) I shall promptly notify the relevant administrative office with any changes in the address;
10) I acknowledge that, under the Legislative Decree no. 33/2013, the appointment in the selection procedure must be published in the "Amministrazione trasparente" section in the organisation Web site (CVs, fees, data on appointments or positions in private organisations financed by the public administration and or any professional activity).

Date Signed

Notes:
1. Specify the citizenship;
2. **This only applies to Italian citizens.**

NOTES
Data included in the application do not require any official validation of the signature. The applicant may sign the application manually and send it to the relevant administrative office together with a copy of the ID document without any other formalities. If the application is sent by certified e-mail of the applicant, this is not requested.

ANNEX 2
SELECTION PROCEDURE FOR THE APPONTIMENT OF AN EXTERNAL MEMBER OF THE SCIENTIFIC AND TECHNICAL BOARD. LEGAL BINDING STATEMENT OF CERTIFICATION/SWORN DECLARATION UNDER ARTICLE 47 OF THE PRESIDENTIAL DECREE NO. 445/2000.
(form)

(form)

To Area di Ricerca
Scientifica e Tecnologica di Trieste – Area Science Park
Direzione Generale
Padriciano, 99
34149 TRIESTE - Italy
PEC protocollo@pec.areasciencepark.it

I, …….. born in ……, on …….. domiciled in……, district ……., address ……,

Being aware of the criminal responsibility in case of untruthful information as stated under article 76 of the Presidential Decree no. 445 of 28 December 2000 and being aware that, upon the review of the relevant administration office, any data that I have provided should turn out to be untruthful, any benefit shall be forfeited as stated under article 75 of the Decree, as specified in articles 46 and 47 of the Presidential Decree no. 445/2000;

for the purpose of the selection procedure on the appointment of an external member of the Scientific and Technical Board of Area Science Park.

hereby state that:

a) I do not have any criminal conviction and I am not to be subject to legal provisions in the criminal record (exclusion causes also apply when the final judgement requires the application of the sanction upon request as stated under article 444 of the Italian Code of criminal procedure;
b) I have not been convicted, including with final judgement, for crimes described in Chapter 1, title 2 of the second book of the Italian Criminal Code;
c) I have not been convicted for accounting and administrative offences for tax damage;
e) I have not had any disciplinary sanction exceeding a reprimand as public servant;
f) I do not hold any elective public appointment or position in any political parties or trade unions;
g) I do not have any continuing cooperation or advisory relations with any of the organisations listed in point g);
h) I have not had or do not have any appointment or positions under point f) and I have not had any continuing cooperation or advisory relations under point g) for three years since the execution date of this statement;
i) I do not have any conflict of interests, including potential conflicts, under article 53, clause 14, of the Legislative Decree no. 165/2001, as amended;
l) I accept and comply with the rules of conduct under the Code of conduct for public servants (reference is included at the end of the page).

_____, on _____ SIGNED

NOTES
These statements do not require any official validation of the signature. The applicant may sign the statements manually and send them to the relevant administrative office together with a copy of the ID document without any other formalities. If the statements are sent by certified e-mail of the applicant, this is not requested.

PROVISONS FOR EMPLOYEES, MANAGERS AND ADVISORS

- ***CODE OF CONDUCT, adopted with resolution no. 109 of the Board of Directors, 18 of December 2013***
https://www.areasciencepark.it/trasparenza/disposizioni-generali/atti-generali/

- ***Articles 2 c. 3, 3 c. 2, 6 and 7 (e 13) OF THE PRESIDENTIAL DECREE NO. 62/2013***

Art. 2 c. 3:
3. Public administration organisations, as stated in article 1.2 of the Legislative Decree no. 165/2001, extend, as far as it is compatible, the rules of conduct under this Code to any staff member and advisor, irrespective of their type of contract or appointment or title, to legal representatives of organisations and appointments of direct cooperation and to any staff member of suppliers of goods and services, providing any work for the administration. To this end, public administration organisations shall add appropriate provisions on termination or forfeiture in case of non-compliance with the requirements of this Code into the appointment or cooperation or advisory or service agreements.

Art. 3 clause 2
2. Employees are requested to apply the principles of integrity, fairness, good faith, proportionality, objectivity, transparency, equity and reasonableness and they shall act independently and impartially, abstaining in case of any conflict of interests.

Art. 6
1. Not withstanding any transparency requirements under any applicable laws and regulations, employees, upon the assignment of their office, are required to inform their manager about any direct or indirect relations with private organisations, involving fees, that they had or have had over the past three years, specifying:
a) if they or their relatives or family members up to the second degree, the spouse or the co-habiting partner still have financial relations with such organisation.
b) if such relations occurred or still occur with individuals or organisations having an interest in their office business within the limits of their responsibility.
2. Employees shall abstain from taking any decision or implement any action in their roles in case of conflict of interests, including any potential conflict, any personal interests or interests of the spouse, relatives and family members up to the second degree. Such conflict of interests may concern any interest, including non-financial interests, such as the intent to support any political, trade union or manager pressures.

Art. 7
1. Employees shall abstain from adopting any decisions or actions that may involve any personal interests or any interests of relatives or family members up to the second degree, the spouse or co-habiting partner or any other individual they have regular relations with, or individuals or organizations with whom or with which they or their spouses have a legal action pending or a severe conflict or an outstanding credit or debt, or any individual or organisation of whom or of which they are guardian, trustee, administrator, procurator or agent, those of entities, associations including those not officially recognized, committees, companies or establishments of which he/she is administrator, manager or director. Employees shall abstain in all other cases in which there are serious grounds affecting their interests. The relevant manager shall decide on the abstention.

Art. 13 c. 3

3. Any manager, before taking office, shall notify any shareholding and any other financial interests that may cause a conflict of interests with his/her public office and he/she shall specify if they had any relative or family member up to the second degree, spouse or cohabiting partner with political, professional or financial role requiring them to have frequent relations with their office or who are involved in the decisions or activities of the office. Managers shall provide information on their financial situation as well as their income tax returns under any applicable regulations.