



**COURTESY TRANSLATION OF THE
PUBLIC SELECTION NOTICE**

Interreg IPA South Adriatic 2021-27

N. 3 positions for the Joint Secretariat (JS)

WARNING: THIS IS A COURTESY TRANSLATION,

I.E. ONLY THE ORIGINAL VERSION OF THE NOTICE IN ITALIAN LANGUAGE IS LEGALLY BINDING:

Bollettino Ufficiale della Regione Puglia n° 108 del 07/12/2023

PUBLIC NOTICE FOR THE ASSIGNMENT, WITHIN THE PROJECT STRUCTURE "MANAGING AUTHORITY OF THE ITALY/ALBANIA/MONTENEGRO 2014-2020 AND 2021-2027 PROGRAMME ", OF NO. 3 SELF-EMPLOYMENT ASSIGNMENTS, IN ACCORDANCE WITH ARTICLE 7, PARAGRAPH 6 OF LEGISLATIVE DECREE 30 MARCH 2001, NO.165 WITHIN THE JOINT SECRETARIAT (JS) OF THE INTERREG IPA ITALY ALBANIA MONTENEGRO (SOUTH ADRIATIC) 2021/2027 PROGRAMME.

Introduction

The Interreg IPA South Adriatic Programme (Italy-Albania-Montenegro), approved by the European Commission with decision C (2022) 6940 dated 26/09/2022 – CCI 2021TC16IPCB008 and by the Regional Council with Regional Decree No. 1436 dated 24/10/2022, for which the Puglia Region carries out the functions of Managing Authority, is a cross-border cooperation IPA programme aimed at strengthening cross-border cooperation for intelligent and sustainable development of the involved territories - for Italy, the entire territories of the Puglia and Molise Regions and the entire territories of the Republic of Albania and the Republic of Montenegro - with a view to the pre-accession of Albania and Montenegro to the European Union.

The Programme is co-financed by the ERDF and the Instrument for Pre-accession (IPA) and has a total budget of Euro 81,258,770.00.

Regulation (EU) No. 2021/1059, in paragraph 2 of Article 46, provides that "the managing authority establishes a Joint Secretariat, whose staff composition takes into account the programme partnership. The Joint Secretariat assists the managing authority and the monitoring committee in carrying out their respective functions. Moreover, the Joint Secretariat provides potential beneficiaries with information concerning the funding possibilities within the Interreg programmes and assists beneficiaries and partners in implementing the operations."

Therefore, the Project Structure "Managing Authority of the Interreg IPA Italy-Albania Montenegro 2014-2020 and 2021-2027 Programme", in order to fulfill the obligations envisaged for the Managing Authority concerning the 2021-2027 programming, due to the expiration on 31/12/2023 of the assignments of the staff currently part of the Joint Secretariat, needs to acquire 3 highly specialized professional profiles to be assigned to the Joint Secretariat.

Therefore, since it has been verified that it is impossible to provide solely using the human resources available within the regional administration through internal mobility notice No. N. 11/023/RC dated 18/09/2023, which remained unsuccessful, the Project Structure issues a Public Selection Notice, based on qualifications and interview, in accordance with Article 7, paragraph 6, of Legislative Decree 165/2001 and subsequent amendments and in compliance with Regional Regulation No. 11 dated 30 June 2009, applicable to the parts not incompatible with the subsequent national regulations, for the assignment of self-employment contracts related to the following no.3 professional profiles:

- **1 unit - Coordinator (Senior) of the Joint Secretariat;**
- **1 unit - Project Expert (Senior);**
- **1 unit - Financial Expert (Senior).**



The selection will be carried out through a reasoned comparison of the candidates' CVs and a subsequent technical and motivational interview to verify the candidates' possession of the necessary skills to carry out the activities envisaged for the aforementioned positions.

The compensation will be covered by the resources allocated to the Technical Assistance of the Programme.

The Puglia Region ensures equality and equal opportunities between men and women for access to employment and treatment in employment, in accordance with the provisions of Article 57 of Legislative Decree March 30, 2001, no. 165 and subsequent amendments.

Article 1 – Object of the Assignments

The sought-after professional profiles are expected to provide technical support, in coordination with other members of the Joint Secretariat, in accordance with the specific activities outlined in the subsequent Article 2. This support is aimed at assisting the Managing Authority of the Programme and National Authorities in achieving the Programme's objectives. Additionally, it aims to implement improvement actions to optimize the activities undertaken by the Programme's beneficiaries and the aforementioned Authorities.

Furthermore, these assignments encompass providing qualified specialist assistance to the Managing Authority and National Authorities. This involves employing advanced methodologies to analyse the territorial impacts of the Programme and other cohesion policy tools within the Programme's territory. It also includes identifying specific functional innovation initiatives as a consequence of this analysis.

The selected experts will also be responsible for contributing to the development of enhancement projects concerning organisational structures and control systems implemented by partner States for the Programme's implementation.

Article 2 – Main Activities Subject to the Assignments

The assigned experts will carry out the following activities:

Professional Profile: Coordinator (Senior) of the Joint Secretariat.

The expert assuming the role of **Coordinator of the Joint Secretariat** must perform the activities as specified below:

- Coordinate the staff of the Joint Secretariat and carry out all tasks necessary for the effective provision of assistance to the Managing Authority and the Monitoring Committee in the exercise of their respective regulatory functions.
- Coordinate the staff of the Joint Secretariat in informing the beneficiaries about funding opportunities and assisting them in the implementation of operations.

Professional Profile: Project Expert (Senior).

The expert in the role of **Project Expert (Senior)** must perform the activities as specified below:

- Inform beneficiaries about funding opportunities through calls and informational events.
- Assist the Managing Authority and the Monitoring Committee in the exercise of their respective functions, regarding the monitoring of operations and outcomes.
- Assist beneficiaries in the implementation and closure of operations by monitoring reports, actions for beneficiary information and training, and all that is necessary for the proper management of operations.
- Contribute to the drafting of program manuals.

Professional Profile: Financial Expert (Senior).

The expert in the role of **Financial Expert (Senior)** must perform the activities as specified below:

- Inform beneficiaries about funding opportunities through calls and informational events, particularly providing information on financial management and eligibility of expenses.
- Assist the Managing Authority and the Monitoring Committee in the exercise of their respective functions, concerning the monitoring of operations, outcomes, and financial progress.
- Assist beneficiaries in the implementation and closure of operations by monitoring reports, actions for beneficiary information and training, and all that is necessary for the management of operations, especially for proper financial management.
- Contribute to the drafting of program manuals, particularly for financial management and eligibility of expenses.



The list of activities is purely indicative and not exhaustive. The individual professional may be required to carry out all other complementary and/or similar activities to those described so far, which may become necessary to ensure the achievement of the purposes outlined in this Notice.

Article 3 – Eligibility Requirements for the Selection

To be eligible for the selection referred to in this Notice, interested candidates must possess, at the time of submitting the application, under penalty of exclusion, the following general and specific requirements:

1. General requirements

- Citizenship of one of the European Union Member States, or Albania, or Montenegro with a residence/work permit in Italy at the time of accepting the assignment.
- Enjoyment of civil and political rights.
- No criminal convictions or being subject to preventive or security measures, civil decisions, or administrative measures recorded in the criminal record.
- Awareness of not being subject to criminal proceedings.
- Not being in any other situation of incapacity to contract with the public administration pursuant to the law and not having incurred any sanctions or precautionary measures that prevent contracting with the public administration.
- To ensure the necessary independence and impartiality required by the assignment, not having carried out, in the 15 months preceding the submission of the candidacy, commissioned professional activities from beneficiaries of the Interreg IPA CBC Italy/Albania/Montenegro 2014-2020 Programme and the Interreg IPA South Adriatic Programme (Italy-Albania-Montenegro) 2021-2027 concerning the development and drafting or the function of first-level controller of projects financed by the aforementioned two Programmes.

2. Specific requirements

• Coordinator (Senior) of the Joint Secretariat:

Educational Qualification: Master's degree or Bachelor's degree (old system) in Economics, Law, or equivalent.

Professional Experience and Skills:

- Native speaker or level C1 in Italian.
- Excellent spoken and written English language skills at level B2.
- Minimum of 10 years of work experience in assisting the management of a CTE-Interreg programme, with managerial functions, within a body provided for by Regulation CTE (EU) 2021/1059 (Managing Authority, Audit Authority and Auditors Group, Joint Secretariat, National Authorities of third countries).
- Proficiency in computer skills (Office, Open Office, Internet).

• Project Expert (Senior):

Educational Qualification: Master's degree or Bachelor's degree (old system) in Economics, Law, Statistics, Mathematics, Physics, Management Engineering, or equivalent.

Professional Experience and Skills:

- Native speaker or level C1 in Italian.
- Excellent spoken and written English language skills at level B2.
- Minimum of 7 years of work experience in assisting the management of a CTE-Interreg programme, with evaluation and monitoring functions, within a body provided for by Regulation CTE (EU) 2021/1059 (Managing Authority, Audit Authority and Auditors Group, Joint Secretariat, National Authorities of third countries).
- Proficiency in computer skills (Office, Open Office, Internet).

• Financial Expert (Senior):

Educational Qualification: Master's degree or Bachelor's degree (old system) in Economics, Law, or equivalent.



Professional Experience and Skills:

- Native speaker or level C1 in Italian.
- Excellent spoken and written English language skills at level B2.
- Minimum of 7 years of work experience in assisting the management of a CTE-Interreg programme, with financial monitoring functions, management checks, or similar, within a body provided for by Regulation CTE (EU) 2021/1059 (Managing Authority, Audit Authority and Auditors Group, Joint Secretariat, National Authorities of third countries).
- Proficiency in computer skills (Office, Open Office, Internet).

For those who have obtained their academic qualifications abroad, possession of an equivalent/equated recognized academic qualification, in accordance with international agreements and current provisions, is required at the time of submitting the participation applications for the procedure outlined in this Notice.

The aforementioned requirements must be declared in the participation application, exclusively drafted using the template attached to this Notice (Annex 1), and must be possessed at the time of submitting the participation application, persist until the possible assignment of the position and contract signing, as well as remain valid for the entire duration of the assignment.

It is clarified that at any stage of the selection process, candidates may be required to provide documentation proving what was declared in the participation application (Annex 1) to this Public Notice and in the attached Curriculum Vitae.

The Puglia Region may, at any time, with reasoned decisions, exclude candidates from the selection process due to the lack of prescribed requirements.

Article 4 – Method and Deadline for Submitting Applications

In order to participate in the selection process outlined in this Notice, the candidate must submit the following documentation (application dossier):

- The participation application for the selection, drafted on plain paper using the attached template to this Notice (Annex 1), dated and signed in autograph form, in accordance with Article 38 and Articles 46 and 47 of Presidential Decree 28 December 2000, No. 445, in case of submitting the application in paper format or simple email, exclusively in cases expressly provided for by this Notice, or with a digital signature, in accordance with Article 65, paragraph 1, letter a) of Legislative Decree 7 March 2005, No. 82, in case of sending the application via PEC (Certified Electronic Mail).
- The Curriculum Vitae (CV) in Europass format, with specific reference to the exact day, month, and year of the start and end of each individual work experience, dated and signed with an autograph signature, in accordance with Article 38 and Articles 46 and 47 of Presidential Decree 28 December 2000, No. 445, in case of submitting the application in paper format or simple email, exclusively in cases expressly provided for by this Notice, or with a digital signature, in accordance with Article 65, paragraph 1, letter a) of Legislative Decree 7 March 2005, No. 82, in case of sending the application via PEC. (Please include a declaration of awareness regarding the legal consequences in the event of false statements as per current Italian legislation, D.P.R. 445/2000¹, along with the privacy clause - ex Legislative Decree 196/2003 - and authorization for the processing of personal data²). The CV must specify the exact dates of professional experience, employers, the description of the position and functions, highlighting the professional assignments starting from the fifteenth month preceding the date of application, even if terminated, carried out within the framework of the Interreg IPA CBC Italy/Albania/Montenegro 2014-2020 Programme and the Interreg IPA South Adriatic

¹ I declare – under my responsibility based on Italian law D.P.R. 445/2000, and aware of the legal consequences in case of false declarations – that what I have written corresponds to reality.

² I authorize the processing of my personal data in accordance with Article 13 of Legislative Decree no. 196 of 30.06.2003, as amended by Legislative Decree no. 101 of August 10, 2018, and Article 13 of the GDPR – EU Regulation 2016/679, for the purpose of personnel research and selection

Programme (Italy-Albania-Montenegro) 2021-2027, as well as any knowledge of the languages and respective public administrative practices of Albania and Montenegro.

- Copy of a valid identification document (e.g., Passport/Identity Card), in case of submitting the application in paper format or simple email, exclusively in cases expressly provided for by this Notice. In the event that the application and Curriculum Vitae are digitally signed, a copy of the identification document is not necessary.

The signature on the participation application (Annex 1) is equivalent to the complete acceptance of the provisions contained in this Public Notice and its related attachments. The Curriculum Vitae without a signature will not be evaluated.

To avoid exclusion from the selection procedure, the application dossier must be sent via certified email - PEC from an email address owned by the candidate, to the following certified email address: adginterreg.it.al.me@pec.rupar.puglia.it.

ATTENTION: Exclusively for Albanian and Montenegrin candidates or candidates from countries that do not have Certified Electronic Mail, the submission of the application is allowed:

- ✓ In paper format: In this case, the application dossier, in a sealed envelope, must be sent (handed in person, via registered mail, or courier) to the following address: **Regione Puglia - Managing Authority Interreg IPA CBC ITALIA ALBANIA MONTENEGRO Programme - c/o Department of Economic Development - Corso S. Sonnino, 177 - 70121 Bari (Italy).**
- ✓ Via simple email to the following email address: adginterreg.it.al.me@pec.rupar.puglia.it.

Documents sent electronically should only be in PDF format and should be named as follows:

- *Surname and name* – application for participation;
- *Surname and name* – identity document (note: in case of handwritten signature);
- *Surname and name* – CV.

In the subject field of the PEC/simple email or on the envelope containing the application dossier, it must be clearly indicated: "INTERREG IPA PROGRAM ITALY ALBANIA MONTENEGRO (SOUTH ADRIATIC) 2021/2027 – Public Notice for n. 3 positions for the Joint Secretariat – Profile “.....” Surname and name of the candidate and their address".

Applications for multiple profiles are allowed. Therefore, both in the case of electronic submission and in the case of sending by mail, candidates wishing to apply for multiple profiles must submit complete documentation, including attachments, and in the specified manner, for each of the profiles they are applying for.

The Puglia Region assumes no responsibility for the non-receipt of applications, inability to read files sent via PEC and simple email, non-receipt of subsequent communications due to: incorrect address provided by the candidate; failure or delay in communicating changes to the address indicated in the application by the candidate; any errors or delays by telematic services, by third parties, causality or force majeure.

In accordance with Article 5, paragraph 2 of Regional Regulation No. 11 of June 30, 2009, applications must be submitted within and no later than 15 consecutive calendar days from the publication of this Notice in the Official Gazette of the Puglia Region.

If the deadline falls on a holiday (Sunday or other annual holidays), the deadline is extended to the next working day.

In the event of sending the application dossier in paper format, a stamp from the Puglia Region upon receipt will attest to the arrival date.

In any case, applications received beyond the aforementioned deadline or through procedures other than those indicated, even for reasons not dependent on the candidate, will not be admitted.

The Puglia Region reserves the right to cancel or revoke this procedure, at its sole discretion, or not to proceed with the assignment of one or more positions provided for in it, without any consequent obligation or claims against it.

Any official communication related to this procedure will be published on the institutional website of the Puglia Region, in the section "Transparent Administration/Job Notices", subsection "Public Selection Notices", specifically under the ongoing selection. It is the candidate's responsibility to verify any updates.

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Art. 5 – Examination of Applications and Evaluation Procedure

The candidate selection process will proceed as follows:

Received applications will be preliminarily assessed by the Managing Authority, supported by two Project Structure officials, to verify compliance with the general and specific requirements listed in Article 3 and the absence of exclusion reasons stated in the previous Article 4.

Candidates who have not passed this initial selection phase may submit requests for review or observations within 5 consecutive natural days from the publication of the admission list for evaluation. Applications that have passed this initial selection phase will be evaluated by an Evaluation Committee.

This committee will examine the documentation submitted by the candidates and assess the self-declared qualifications to verify possession and relevance of the cultural and professional requirements stated in this Notice, concerning each profile of the admitted candidates. Candidates who have passed this phase of the selection procedure will be subjected to a technical motivational interview by the Committee, as specified in Article 7.

For the assessment of qualifications and the interview, the Committee will have 100 points available, distributed as follows:

1. Qualifications: Score up to a maximum of 40 points.
2. Interview: Score up to a maximum of 60 points. The Evaluation Committee, appointed under Article 6, paragraph 5 of Regional Regulation No. 11/2009, will be composed as stipulated in Article 6, paragraph 4 of Regional Regulation No. 11/2009. The Evaluation Committee may also convene in an online mode."**

Article 6 – Assessment of Qualifications

The assessment of the qualifications held and professional experience and competence in the actual performance of activities related to each profile referred to in Article 3 of the Notice will be based on the declarations made in Attachment 1 and the presented Curriculum Vitae.

The assessment of qualifications and professional experiences and competencies, which will be attributed a maximum score of 40 points, will be divided as follows:

Education and Training	Max Score
Additional qualifications relevant to the required profile: <ul style="list-style-type: none"> - 2 points for a Ph.D. - 2 points for each specialization degree or Master's issued by a University 	4
Registration in a professional association at the time of application: <ul style="list-style-type: none"> - Over 5 years: 4 points - Over 3 years up to 5 years: 2 points - Up to 3 years: 1 point 	4
PROFESSIONAL EXPERIENCE	
Experience gained in specific activities related to the profile for which one is applying: <ul style="list-style-type: none"> - Over 10 years: 15 points - Over 8 years up to 10 years: 10 points - Over 6 years up to 8 years: 8 points - Over 4 years up to 6 years: 6 points - Over 2 years up to 4 years: 4 points - Over 0 years up to 2 years: 2 points - No experience: 0 points: 	15

<p>Experience gained through direct assignments from the Public Administration, consistent with the activities related to the profile for which one is applying:</p> <ul style="list-style-type: none"> - Over 5 years: 12 points - Over 3 years up to 5 years: 10 points - Over 1 year up to 3 years: 7 points - Up to 1 year: 4 points - No experience: 0 points 	12
<p>Experience gained through direct assignments from the Public Administration, consistent with the activities related to the profile for which one is applying:</p> <ul style="list-style-type: none"> - Over 5 years: 12 points - Over 3 years up to 5 years: 10 points - Over 1 year up to 3 years: 7 points - Up to 1 year: 4 points - No experience: 0 points 	5
TOTAL MAX.	40 points

The assessment of qualifications is based on the submitted documentation. Qualifications not apparent or not declared in the application and Curriculum Vitae, or those indicated incompletely or in a manner differing from the Model (Attachment 1), will not be evaluated.

Article 7 – Admission to the Interview and its Procedure

Following the assessment of qualifications, the Commission will compile, for each profile subject to selection, a list of candidates admitted to the technical and motivational interview, along with the respective scores. Candidates admitted to the interview are those who, in the assessment referred to in Article 6 of this Notice, have scored at least 24 points.

Within 5 consecutive natural days from the publication of the list related to the evaluation of qualifications and/or experience, interested individuals can submit requests for review or observations.

Requests for review or observations regarding elements not explicitly indicated in the application or in the Curriculum Vitae will not be considered.

Once these deadlines have passed, or following the examination of received requests and any potential revision of the list with adjusted scores, the Commission will determine the location, date, and procedures for conducting the interview with a notice of at least 7 consecutive natural days.

The technical and motivational interview, with a maximum score of 60 points, aims to assess technical knowledge, professionalism, and past experiences relevant to the duties of the role to be assigned, as well as the candidate's attitudes and motivations. The interview will focus on the following thematic areas related to the specific professional profiles required:

- EU institutions and policies, particularly the cohesion policy, with specific reference to European Territorial Cooperation and the pre-accession assistance instrument IPA III;
- EU financial regulations and implementation (especially ERDF, CTE, and IPA III);
- Knowledge of financial regulations and budgets in IPA partner countries;
- National and European legislation on state aid and public procurement;
- Financial management and control systems of CTE and IPA programs;
- Problem-solving abilities;
- Ability to work in a team;
- Work experience in an international and multicultural environment;
- Proficiency in English;
- Proficiency in Italian and/or Albanian and/or Montenegrin languages.



The interviews will take place in Bari, at the headquarters of the Puglia Region – Department of Economic Development, at Corso Sonnino 177 – 70121, or through a telematic platform, in online or hybrid mode, on the date and time communicated through a specific notice on the institutional website of the Puglia Region, under the section "Transparent Administration/Competition Notices," subsection "Public Selection Notices."

Similar communication will be sent via email to the admitted candidates, to the address provided by each applicant in the application. A candidate who fails to appear for the interview on the scheduled day, without justified reasons, will be considered as having withdrawn and will be excluded from the aforementioned procedure. The interview is considered successful if the candidate achieves a score of at least 36.

Article 8 – Approval of Commission Operations and Final Rankings

Upon the conclusion of the selection procedures concerning the advertised profiles, the Commission will prepare separate merit rankings for each profile. These rankings are obtained by adding up, for each candidate, the scores from the evaluation of qualifications and the interview. In case of a tie, preference will be given to the candidate who achieved the highest score in the interview. If the tie persists, preference will be given to the younger candidate in age, according to Article 3, paragraph 7, of Law 127 of 1997.

Upon completion of the selection process, the examining Commission will forward the minutes and documents related to the selection procedure to the Responsible Officer for subsequent compliance. If no irregularities are found, the Managing Authority of the Programme will, through a specific decision, approve the minutes and merit rankings, formulating separate final rankings for profiles. These final rankings will be published on the institutional website of the Puglia Region, under the section "Transparent Administration/Competition Notices," subsection "Public Selection Notices."

The publication of this Notice, participation in the procedure, and the formation of rankings do not impose any obligation on the part of the Puglia Region to proceed with the contract signing. Similarly, participants in the procedure do not acquire any right to any provision from the Administration.

Article 9 – Acceptance of the Assignment

The winning candidate of the selection procedure will be required to explicitly confirm in writing their acceptance of the assignment within 10 calendar days from the date of receiving the request from the Managing Authority.

Upon contract signing, the candidate must complete the declaration of absence of incompatibility and/or conflict of interest, along with the declaration related to carrying out assignments/holding positions/professional activities, as per Model A (Annex 2) and Model B (Annex 3) attached to this Notice. Failure to comply will result in the non-signing of the contract.

However, the Managing Authority reserves the right to refrain from signing the contract if the conditions of this selection procedure are no longer deemed valid.

Should the deadline pass without the acceptance of the assignment, the next candidate in the ranking will be considered for the position.

Article 10 – Type, Signing, and Duration of the Contract

The Region will enter into freelance contracts, in accordance with Article 7, paragraph 6, of Legislative Decree 165/2001, with each of the experts within the timelines set by the Managing Authority. However, this does not impose any automatic obligation on the Region.

At the time of contract signing, drafted in Italian, the selected candidates must not be in situations of incompatibility or conflicts of interest, even potential ones, with the Regione Puglia.

The Region reserves the right to use the same rankings in case of assigning consultancy contracts related to the subjects of this Notice.



The contract will have a duration of 3 years from the date of signing. Any extension of the assignment may be exceptional and solely aimed at completing the project or due to delays not attributable to the collaborator, with the compensation agreed upon at the time of assigning the task remaining unchanged.

Article 11 – Contractual and Economic Treatment

The assignment under the contract must be carried out without any subordination, providing the appointed expert with complete autonomy regarding the definition and organization of the performance, including the methods, timing, and workplace.

However, as the Joint Secretariat is a supranational body and its members are required to directly support the Managing Authority and other Program Authorities, considering the workload involved, the appointed experts shall ensure appropriate presence at the Joint Secretariat's headquarters located at Corso Sonnino 177, Bari. This presence should align with the contract's activities and the delivery timeframes.

The gross annual compensation for the different collaborators is set as follows:

- **Coordinator (Senior) of the Joint Secretariat: €40,000.00 (forty thousand/00);**
- **Project Expert (Senior): €40,000.00 (forty thousand/00);**
- **Financial Expert (Senior): €40,000.00 (forty thousand/00).**

These amounts are subject to additional charges, where applicable, such as supplementary pension contributions and Value Added Tax.

Payment of the compensation will be made in instalments on a bimonthly basis. This payment is contingent upon the appointed individual submitting a report on the activities performed during the bi-month, alongside an electronic invoice, to the Managing Authority. The compensation will be disbursed following a verification of the services rendered.

The assignment may involve travel within and outside the Program area. Missions within Italy and abroad for the appointed experts must be pre-authorized by the Managing Authority, in consultation with the Joint Secretariat Coordinator. All expenses incurred will be borne by the collaborator and reimbursed within the limits specified in the internal regulations of the Regione Puglia. These reimbursements, which will be detailed and requested within the aforementioned bi-monthly report, are separate from the aforementioned annual economic treatment.

Art.12 – Publicity

This Public Selection Notice is published in the Official Bulletin of the Regione Puglia, on the institutional website of the Regione Puglia, under the "Transparent Administration/Concours Notices" subsection "Public Selection Notices," on the official Program website, and in abstract on the institutional site of INTERACT and on the websites of the Program's Partner Countries.

Art. 13 – Ownership and Confidentiality

All products produced, including reports, documentation, and any other materials, are the exclusive property of the Regione Puglia.

In carrying out the assignment, the appointee shall be bound by an obligation of confidentiality regarding facts and information of which they have been informed or become aware of and shall strictly adhere to the "Code of Conduct for employees of the Regione Puglia," approved - pursuant to DPR no. 62/2013 - by Regional Executive Board Resolution no. 1423 of 4/7/2014, as far as applicable.

This clause is essential, and its violation may lead to the automatic termination of the appointment, pursuant to Article 1456 of the Civil Code.



Art. 14 – Termination and Withdrawal

The Administration, for justified reasons, reserves the right to unilaterally terminate the contract by providing prior notification via PEC or regular mail within 15 days.

Furthermore, it reserves the right to terminate the contract if it is found that the appointee no longer meets the requirements set forth in this notice or the current regulations.

In case of termination, the Authority will settle only the compensation for services already performed by the appointee based on the activities carried out and demonstrated up to that point.

Art. 15 – Personal Data Treatment

Pursuant to Legislative Decree no. 196/2003 and EU Regulation 2016/679, personal data provided by participants in the selection process will be used by the Regione Puglia for the purposes outlined in this comparative procedure. These data will also be processed subsequent to the selection for managing any potential contractual relationship with the Regione.

The data collected and processed may only be disclosed by the Regione Puglia to entities and authorities for whom knowledge of such data is necessary in relation to this selection process and to all bodies and authorities required to know such data by law.

The provision of such data is mandatory for the purpose of verifying compliance with the required criteria, failure to which may result in exclusion from the selection process.

In accordance with Article 13 of the aforementioned Regulation (EU) 2016/679:

- The Data Controller is Regione Puglia, Lungomare N. Sauro, 33, 70100 - Bari;
- The Data Protection Officer is Dr. Rossella Caccavo, Head of the Institutional and Legal Affairs Section;
- The purposes and methods of processing (mainly computerized and telematic) for which the collected data are intended relate to the assignment under this regulation;
- The data subject has rights under Articles 15-22 of EU Regulation 2016/679, including the right to request access to and rectification of personal data from the aforementioned Data Controller. For the exercise of these rights, the data subject can contact the DPO using the above contact details;
- The data will be processed exclusively by personnel and collaborators of the Department of Budget, General Affairs, and Infrastructure involved in the process or by subjects expressly appointed as data processors. Additionally, personal data may be communicated to other public and/or private entities only in accordance with a provision of law, regulation, or specific memoranda of understanding approved by the Privacy Guarantor;
- The data retention period is directly related to the duration of the assignment and the fulfillment of all subsequent legal obligations. Upon termination of the assignment, data will be stored in compliance with administrative document retention rules;
- The data subject, if they believe that the processing of their personal data is in violation of EU Regulation 2016/679, has the right to lodge a complaint with the Privacy Guarantor as provided for in Article 77 of the Regulation, or to seek appropriate judicial remedies (Article 79 of EU Regulation 2016/679).

Art. 16 – Legal References

Any aspects not expressly covered in this Public Selection Notice shall defer to the current Italian and regional legislation.

Art. 17 – Procedure Manager

The procedure manager is Dr. Crescenzo Antonio Marino, Head of the Project Structure "Managing Authority of the Interreg IPA Italy-Albania-Montenegro 2014-2020 and 2021-2027 Programme" (for information: email: crescenzo.marino@regione.puglia.it; tel. +39 080.5406922).



Application Form Template

Application for participation in the public selection for the assignment at the Project Structure "Managing Authority of the Interreg IPA Italy/Albania/Montenegro 2014-2020 and 2021-2027 Program" within the Joint Secretariat (JS) of the Interreg IPA Italy Albania Montenegro (South Adriatic) 2021/2027– Profile

To the Managing Authority

Interreg IPA Italy Albania Montenegro 2014-2020 and 2021-2027 Program

Regione Puglia

Corso S. Sonnino, 177

70121 BARI (ITALY)

adginterreg.it.al.me@pec.rupar.puglia.it

The undersigned (full name) _____ tax code _____
born in (city, country) _____ on
(dd/mm/yyyy) _____ address _____ Postal
Code _____ City _____ Country _____ Tel
_____ E-mail _____ Certified email (PEC)

Requests

to be admitted to participate in the selection procedure for the profile of _____ within the Joint Secretariat (JS) of the Interreg IPA Italy Albania Montenegro (South Adriatic) 2021/2027.

For this purpose, aware of the penal sanctions provided for in Article 76 of Presidential Decree 445/2000, which may occur in case of false declarations or the use of false documents,

Declares

under their responsibility, pursuant to Articles 46 and 47 of the aforementioned Presidential Decree 445/2000, to possess the requirements required for admission to the selection, particularly:

• to be

Italian citizen and have the enjoyment of civil and political rights:

(only for candidates citizens of European Union Member States) citizen of _____

(only for candidates citizens of Albania or Montenegro) citizen of _____;

• (only for candidates citizens of Albania or Montenegro) to hold a valid residence/work permit or undertake to possess it at the time of accepting the assignment.

• (only for candidates citizens of European Union Member States or Albania or Montenegro) to have the enjoyment of civil and political rights in the home country;



- (only for candidates citizens of European Union Member States or Albania or Montenegro) to have knowledge of the Italian language at level C1 or be a "native speaker";
- not to have received criminal convictions or be the subject of preventive or security measures, or civil decisions or administrative provisions recorded in the judicial record;
- to be aware of not being subject to criminal proceedings;
- not to be in any other case of incapacity to contract with the public administration as per the law and not having been subject to any sanctions or precautionary measures preventing from contracting with the public administration;
- to ensure the necessary independence and impartiality required by the assignment, not to have performed, in the 15 months preceding the submission of the application, professional activities commissioned by beneficiaries of the Interreg IPA CBC Italy/Albania/Montenegro 2014-2020 and the Interreg IPA South Adriatic (Italy-Albania-Montenegro) 2021-2027 Programs involving the development, drafting, or first-level control of projects financed by these two Programs;
- to possess the specific requirements provided for in Article 3 of the Public Notice for the chosen profile, highlighted analytically in the Curriculum Vitae;
- (only for candidates citizens of Albania or Montenegro) to hold a valid and recognized degree in _____, obtained in the year _____ at the University of _____ (also specify the country);
- to have an excellent knowledge of the English language spoken and written at level B2;
- to be available for international travel;
- to be available to assume the assignment, within the terms and conditions specified in the Public Notice;
- to have read the Selection Notice and expressly accept all provisions contained therein;
- to expressly consent to the processing of personal data for the purposes related to this procedure and subsequent obligations, in compliance with Legislative Decree no. 196/2003 and subsequent amendments, and EU Regulation 2016/679;
- to be aware that, in case of assignment, their curriculum vitae will be published in the "Transparency Administration" section of the Regione Puglia institutional website, indicating the name, the assignment decree, the subject, and duration of the assignment, with the related compensation, pursuant to Legislative Decree no. 33/2013;
- to undertake to promptly communicate any subsequent changes in the requirements and/or the situations of fact and law attested and required by Regione Puglia;
- to undertake throughout the duration of the assignment not to take on conflicting assignments with the activities of Regione Puglia;
- to undertake to promptly report, within 10 days, the occurrence of one or more causes of incompatibility;
- to undertake to promptly communicate any changes in the possession of the declared requirements.

In witness whereof, (Date) _____

Signature