

**NOTICE for setting up of LISTS of EXPERTS  
2014-2020 (Interreg V-A) Italy - Croatia CBC Programme**

Regione del Veneto (*hereafter Veneto Region*), in the role of Managing Authority of the 2014-2020 (Interreg V-A) Italy – Croatia CBC Programme (*hereafter Programme*), for the purpose to assign self-employment contracts for the fulfillment of the tasks of the Joint Secretariat of the Programme (*hereafter JS*) and for further technical assistance activities that might be necessary for the implementation of the Programme, intends to set up (pursuant to art. 7, par. 6 of the Italian Legislative Decree No.165/2001 and according to the Regional Government Resolutions No. 1588 dated on 29<sup>th</sup> October 2019) Lists of Experts, whose competence is established and proven.

The Managing Authority shall draw up a List of Experts for each of the following profiles:

1. administrative profile;
2. communication profile;
3. financial profile;
4. legal profile;
5. technical profile.

The lists shall be used to designate experts, through comparative procedures, for the realization of specific activities relevant to the JS or more in general for the technical assistance, according to the need to cover the following positions:

- junior expert positions (e.g. administrative assistant, financial assistant, communication assistant, project manager);
- senior expert positions (e.g. administrative manager, financial manager, communication manager, legal expert);
- external project proposals assessors.

The lists shall be in force until the year 2023 and shall be updated if necessary.

If at any time the need or the usefulness of drawing up the Lists of Experts should cease, Veneto Region reserves the right not to proceed with the establishment of the lists.

## **1. Background**

The Programme has been approved by European Commission with the Implementing Decision C(2015) 9342 of the 15<sup>th</sup> December 2015, and further amendments (Decision C(2017) 3705 of the 31<sup>th</sup> May 2017, Decision C(2018) 1610 of the 12<sup>th</sup> March 2018 and Decision C(2019)277 of the 23<sup>rd</sup> January 2019).

The Programme area covers the following provinces/counties:

<b>Italy</b>	<b>Croatia</b>
ITF12 Teramo	HR031 Primorsko-goranska županija
ITF13 Pescara	HR032 Ličko-senjska županija
ITF14 Chieti	HR033 Zadarska županija
ITF22 Campobasso	HR034 Šibensko-kninska županija
ITF44 Brindisi	HR035 Splitsko-dalmatinska županija
ITF45 Lecce	HR036 Istarska županija
ITF46 Foggia	HR037 Dubrovačko-neretvanska županija
ITF47 Bari	HR04D Karlovačka županija
ITF48 Barletta-Andria-Trani	
ITH35 Venezia	
ITH36 Padova	
ITH37 Rovigo	
ITH41 Pordenone	
ITH42 Udine	
ITH43 Gorizia	
ITH44 Trieste	
ITH56 Ferrara	
ITH57 Ravenna	
ITH58 Forlì-Cesena	
ITH59 Rimini	
ITI31 Pesaro e Urbino	
ITI32 Ancona	
ITI33 Macerata	
ITI34 Ascoli Piceno	
ITI35 Fermo	

The Programme is co-financed by the European Union - ERDF. Further information can be found in the following link: [www.italy-croatia.eu](http://www.italy-croatia.eu).

Veneto Region has been appointed as Managing Authority (*hereafter MA*) of the Italy-Croatia CBC Programme and, in accordance with art. 23 of Regulation (EU) n. 1299/2013, it has also set up the JS of the Programme.

The JS assists the MA and the Monitoring Committee (*hereafter MC*) in carrying out their respective functions. The JS also provides information to potential beneficiaries about funding opportunities under cooperation programmes and assists beneficiaries in the implementation of operations.

In accordance with the Cooperation Programme, the JS is composed of professional and effective, well-trained and experienced staff, chosen through a selection at international level open to EU member States' citizens, covering the competences related to the Programme management and implementation.

The expenses related to the JS and technical assistance are financed with the funds allocated to Priority Axis 5 "Technical Assistance" of the Programme.

## 2. Professional profiles and requirements for the registration in the Lists of Experts

The Lists of Experts concern the following profiles:

1. Administrative profile as described in Annex 1,
2. Communication profile as described in Annex 2;
3. Financial profile as described in Annex 3;
4. Legal profile as described in Annex 4;
5. Technical profile as described in Annex 5.

A description of the activities required for each profile can be found in the paragraph "General activities" as described in aforementioned Annexes.

In order to be registered in the Lists of Experts, the applicants shall respect the following general eligibility criteria:

- a) have the citizenship of one of the European Union Member States;
- b) have a valid and recognized University degree of at least four years in the disciplines relevant for each specific profile (please see Annexes 1, 2, 3, 4, 5);
- c) have a level of knowledge of the English language appropriate to the required profile (please see Annexes 1, 2, 3, 4, 5);
- d) enjoy his/her full rights as a citizen;
- e) have not been convicted of any criminal offence and have no criminal proceeding pending against him/her;
- f) have fulfilled any obligations imposed by the applicable laws concerning military/civil service (if applicable);
- g) have VAT code number or commit to open it before of the signature of the contract;
- h) have professional experience conforming to the eligibility criteria for the registration in each List, as indicated in Annexes 1, 2, 3, 4, 5.

The periods of possible overlapping between more than one position are counted only once.

The experts shall be available to travel mainly in Programme area.

No-Italian study qualifications shall be subject to verification by the competent authorities, pursuant to current Italian legislation. If the applicant does not have a certification of recognition of foreign study qualifications, he/she is admitted to the lists, provided that he/she presents that certification within the deadline which shall be given by Veneto Region.

Professional requirements must be held on the date of submission of the application.

The applicants may submit more than one application for the registration in more than one List of Experts.

### 3. Submission of the application for the registration in the Lists of Experts

The application for the registration in the Lists of Experts shall include:

- a duly filled and signed application form, specific for the interested profile (see Annexes 1.1, 2.1, 3.1, 4.1 and 5.1 templates).
- a duly signed and dated Curriculum Vitae (CV) in Europass format, with specific references to: exact duration of each professional experience reported (start date, end date); indication of the employers; typology of contract (full time, part time etc.). In case of absence of exact dates the professional experience shall not be considered;
- any other relevant documents useful for the assessment (i.e. certificate of knowledge of English language above the level required).

In case of hand-written signature of the application form and CV it is necessary to attach a copy of a valid identification document (e.g. Passport / ID card).

The signature on the application (Annexes 1.1, 2.1, 3.1, 4.1 and 5.1 templates) is equivalent to the full acceptance of the provisions contained in this notice. Application without the CV attachment shall not be accepted; unsigned CV shall not be assessed.

All documents must be filled in English and submitted electronically either by certified e-mail (PEC) or by e-mail to the following e-mail address:

[italia.croazia@pec.regione.veneto.it](mailto:italia.croazia@pec.regione.veneto.it)

not later than **23<sup>rd</sup> December 2019, 12:00 (at noon, CET)**

The documents submitted electronically shall be only in PDF format and shall be named as follows:

*Surname and name* – application

*Surname and name* – cv

*Surname and name* – any other documents considered relevant.

*Surname and name* - identification document (in case of hand-written signature)

The applications can only be submitted as described above. No other means of transmission and no other formats shall be accepted.

The e-mail subject shall be: “Application for Lists of Experts – *Applicant’s surname and name*” while the text of the e-mail shall say “to MA of the 2014-2020 Italy-Croatia CBC Programme”.

If the application is sent from a certified e-mail address, the sender shall receive a receipt confirmation message which says the exact time of receipt.

If the application is sent by a simple e-mail address, the sender shall receive as soon as possible a receipt confirmation message.

In any case the applications received after the above deadline, or through different procedures from what indicated, even if the reasons do not depend on the applicant, shall not be admitted.

Veneto Region does not assume any responsibility for any failure to receive communications due to:

- an inaccurate address supplied by the applicant;
- failure or delay in communicating changes in the address indicated in the application by the applicant;
- for possible errors or delays by telematics services, by third parties, by chance or due to *force majeure*.

#### **4. Setting up of Lists of Experts**

The received applications shall be assessed against eligibility requirements by a Committee composed by representatives of the Italian and Croatian National Authorities and Programme bodies (hereafter *Committee*).

The applications shall be considered eligible:

- if submitted according to the provisions of the aforementioned point 3;
- if responding to the eligibility requirements above indicated in point 2 and reported in the annexes to this notice.

Eligible applicants shall be included in the relevant List of Expert.  
The Experts not included in the lists shall receive communication by e-mail.

The Lists of Experts listed, related for each profile, as approved by the Committee, shall be published on the Programme and the Veneto Region websites. Experts shall be listed in alphabetical order.

The lists formed according to this notice shall be in force until the closure of the Programme, scheduled for 2023. If necessary, the Lists of Experts shall be updated.

## 5. Comparative procedure for the assignment of the contract

The Lists of Experts, once set up, shall be consulted for the comparative procedures that, in accordance with the art. 7 par. 6 of Legislative Decree No.165/2001, shall be performed for the assignment of self-employment contracts which are deemed necessary to ensure the management of the Programme. In particular, the activities to be realized shall be related to the tasks of the JS and more generally for the technical assistance of the Programme.

The comparative procedures shall be performed among those experts registered in the relevant List of Experts, considering the tasks to be entrusted and the required level of experience.

As general rule only the experts with professional experience of at least 5 years in the subject identified for the relevant profile shall be considered for senior positions, along with what indicated in the eligibility criteria set out in the annexes to this notice.

For the position of project proposal assessor, only the experts with professional experience of at least 5 years in one or more of the themes targeted by the Specific Objectives<sup>1</sup> of the Programme shall be considered.

The consultation of the lists is subject to the principle of proportionality and adequacy: it is necessary to consider as essential condition for the assignment of the activities, the possession of professional experience proportionate and adequate to the dimension and complexity of the requested tasks; in any case the availability declared by the expert in the application to assume assignments that require lower professional experience is reserved.

The comparative procedure shall be carried out in two steps:

- a) evaluation of qualifications and professional experience on the basis of the CV; all listed experts for the requested profile shall be considered;
- b) interview, held in English language; only experts identified by the Committee, as a result of the first step, shall be invited.

The assessment of qualifications of eligible applicants, shall mainly concern the education path, the professional and managerial experience and knowledge, the language skills.

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### <sup>1</sup> SPECIFIC OBJECTIVES

- SO 1.1.: Enhance the framework conditions for innovation in the relevant sectors of the blue economy within the cooperation area
- SO 2.1: Improve the climate change monitoring and planning of adaptation measures tackling specific effects, in the cooperation area
- SO 2.2: Increase the safety of the Programme area from natural and man-made disaster
- SO 3.1: Make natural and cultural heritage a leverage for sustainable and more balanced territorial development
- SO 3.2: Contribute to protect and restore biodiversity
- SO 3.3: Improve the environmental quality conditions of the sea and coastal areas by use of sustainable and innovative technologies and approaches
- SO 4.1: Improve the quality, safety and environmental sustainability of marine and coastal transport services and nodes by promoting multimodality in the Programme area

The interview shall focus on specific professional experience and knowledge, such as: good understanding of the EU institutional framework, sound knowledge of EU regulations and management systems, of ESI funds, with special reference to ETC rules and to Italy - Croatia CBC Programme, specific competence in the subject identified for the profile.

The Committee shall assess both the CV and any other relevant documentation submitted with the application, taking into account the requirements as indicated in the par. “Evaluation criteria for comparative procedures” for each profile as reported in the Annexes 1, 2, 3, 4, 5 of this notice.

The composition of the Committee shall be published on the websites of the Programme and Veneto Region after the deadline for the submission of applications.

Veneto Region is not bound to consider the experts registered in the lists, nor is there a duty to invite all registered experts for attending the interview.

## 6. Conditions of incompatibility

The condition of incompatibility is relevant at the time of the assignment. It is allowed, therefore, to submit the application indicating the reason of potential incompatibility and declaring, at the same time, the availability to remove this condition before the assignment.

The following causes of incompatibility are listed:

- employees of Public Administrations, unless authorization from the relevant Administration, for a duration compatible with the assignment of INTERREG Italy-Croatia, according to the law;
- experts carrying out tasks, consultancy or assistance activities in favor of any beneficiaries concerning projects financed by the Programme or if an actual incompatibility in the management of the tasks or activities is detected.
- experts in one of the situations as described in the “Code of Conduct for Employees of the Veneto Region” (approved by Government Resolution No. 38 dated 28<sup>th</sup> January 2014), art. 6 “Communication of financial interests and conflict of interest”, art. 7 “Obligations of abstention” and art. 14 “Contracts and other negotiation documents”.

According to the art. 2, par. 2 of the aforementioned Code of Conduct, the obligations contained therein are extended, if compatible, to all collaborators (with any type of contract or assignment). Therefore the appointed experts shall be required to observe, as far as compatible with the type of contract, the provisions contained in the Code of Conduct.

The Code can be found on the institutional website of the Veneto Region, “Amministrazione trasparente - *transparent administration*” section / “Disposizioni generali - *general provisions*” / “Atti generali - *general acts*”.

## 7. Contract

At the end of the comparative procedure, a “self-employment contract”, pursuant to article 2222 and following of the Italian Civil Code shall be signed with the selected expert. The duration of the contract shall depend on the activities entrusted, with maximum expiration date until October 2023 (deadline compatible with the reporting of expenses for the conclusion of the current programming period). The contract shall not be renewable or extendable.

An extension of the original assignment shall be exceptionally permitted only for purpose of completing the activities and for delays not attributable to the contracted expert, without any modification of the fee agreed in the contract.

The contract shall be regulated by Italian law in force and shall be written in Italian language; an English translation shall be annexed upon request.

The amount of the remuneration is determined by factors such as: quantity and complexity of the requested service, as well as the necessary skills and experience.

Based on these factors, the following parameters have been identified for determining the remuneration:

a) In case of needs of external experts for JS tasks and other technical assistance activities:

- For junior positions (such as, e.g. administrative assistant, financial assistant, communication assistant, project manager): € 192,00 / day (all-inclusive amount, net of VAT if due);
- For senior positions (such as, e.g. administrative manager, financial manager, communication manager, legal expert): € 222,00 / day (all-inclusive amount, net of VAT if due).

One work-day is considered a full time day.

These amounts can be accumulated up to a maximum of 18 days per month in case the entrusted activity requires a constant commitment for a specific phase or for all the duration of the contract, based on the agreed activity plan.

The contracted expert shall provide periodic activity reports, including the description of the activity performed and the timesheet of the days worked in the reference period.

It is possible to propose, to highly experienced experts, assignments of activities corresponding to lower level tasks and relative remuneration, based on the needs of the administration and the availability declared by the experts in the applications.

b) In case of needs of external experts for assessment of project proposals, the following remuneration has been considered for each proposal evaluated:

- For standard project: € 450,00 (all-inclusive amount, net of VAT if due), including any accessory activities required;
- For strategic project: € 670,00 (all-inclusive amount, net of VAT if due), including any accessory activities required.

The travel expenses for missions performed in the interest of the Programme, which are authorized in advance by Veneto Region, shall be reimbursed separately.

The performed activity shall be paid, upon presentation of an appropriate invoice, on the basis of a report certifying the objectives achievement according to the contract and the activity plan.

The cost of the contract shall be covered by the resources allocated for the technical assistance of the Programme, co-financed by ERDF and by the involved Member States.

The contract shall include specific provisions by which the selected expert is committed to avoid situations of conflict of interests and to apply impartiality principles in day-to-day activities and in communications with beneficiaries and stakeholders.

The data, the elements and any other information provided in the application form shall be used exclusively by the Administration for the purpose of attending in this procedure, ensuring the security and privacy of the data, even if treated with automatic and/or manual systems, pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

For more details see the document “Information on personal data processing” attached to this notice.

## **8. Publicity and further information**

This notice shall be published on the websites of the Italy-Croatia CBC Programme, Interact Programme, Veneto Region and other indicated by the Programme National Authorities.

This vacancy notice shall be also published in Veneto Region Official Bulletin.

For further information on this procedure, please contact:

Veneto Region

Organizational Unit MA of the 2014-2020 Italy-Croatia CBC Programme

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