

INFORMAZIONI PERSONALI

NOME COGNOME

GIOVANNI DIONISIO

INDIRIZZO

TEL

EMAIL

gianni.dionisio@presid.infn.it

SEDE DI LAVORO

Servizio di Presidenza (Roma)

DATA DI NASCITA

ATTIVITA' SVOLTE

DATA

Novembre 2011 - Giugno 2019

POSIZIONE

Responsabilità Segreteria Particolare del Presidente

ATTIVITÀ

- Attività di supporto ai compiti del Presidente e cura della sua agenda
- Redazione documenti e cura della corrispondenza
- Verifica atti da sottoporre alla firma del Presidente
- Gestione db delle disposizioni presidenziali e dei bandi assegni di ricerca

DATA

Luglio 2019 - presente

POSIZIONE

Da definire

ATTIVITÀ

- Attività di supporto ai compiti del Presidente
- Redazione documenti e cura della corrispondenza
- Verifica atti da sottoporre alla firma del Presidente
- Gestione db delle disposizioni presidenziali e dei bandi assegni di ricerca

DATA

2019

ATTIVITÀ

Nomina Componente Gruppo di Lavoro attività Network Progetto GENERA (Gender Equality Network in European Research Area)

DATA

2018

ATTIVITÀ

Nomina Coordinatore Gruppo di Lavoro Redazione Disciplinare del Cerimoniale per l'INFN

DATA

2016

ATTIVITÀ

Attribuzione incarico collaborazione Progetto GENERA

Curriculum vitae di Giovanni Dionisio

DATA	2012
ATTIVITÀ	Nomina Addetto alle Emergenze per il Servizio di Presidenza
TITOLO DI STUDIO	
DATA	1991 (A.A. 1989-1990)
	Laurea (vecchio ordinamento) (106/110) Facoltà Scienze Politiche Università degli Studi di Roma "La Sapienza"
FORMAZIONE	
DATA	2019
	Corso di formazione "Produzione, gestione e conservazione dei documenti digitali e/o digitalizzati (II liv) - Durata 8h
DATA	2018
	Corso di formazione "Produzione, documento informatico (I liv.) - Durata 40h
DATA	2018
	Corso di Formazione "Scienza, genere e nuove generazioni" - Durata 8h
DATA	2017
	Master in Cerimoniale delle Pubbliche Amministrazioni, delle Aziende e degli Eventi - Durata 40h
DATA	2013
	Corso di formazione "Management e rendicontazione dei progetti finanziati dal 7° Programma Quadro - Durata 16h - Verifica finale
ALTRO	Rappresentante eletto del personale Tecnico- Amministrativo dell'Amm. Centrale dal 2007 al 2011



GIOVANNI
DIONISIO
12.01.2021
11:45:23 UTC

CURRICULUM VITAE

VERONICA COLAUTTI

Solutions-focused professional with current experience developing and executing policies for controllership and decision-making support. History of improving organizational efficiency. Versatile team leader with unique background in HR, auditing, together with legal qualifications and work experience. Multilingual with fluency in English, French, and Italian.

Core Competencies and Strengths

- Legal and Regulatory Compliance
- Contract Negotiation and Administration
- Team Building and Leadership
- HR Policy and Procedure Development
- Financial Management and Administration
- Auditing, Budget Execution and Monitoring

CAREER EXPERIENCE

EGO CONSORTIUM – EUROPEAN GRAVITATIONAL OBSERVATORY, Pisa, Italy

Deputy Director, 2/2021 – Present

- Directs all the administrative processes of the Consortium working closely with the EGO Council, the Administrative and Financial Advisory Committee, the Board of Auditor and the EGO Director, ensuring that EGO operates according to the law, internal rules and within the approved budget.
- Supports the EGO Director in day-to-day management and responsibility for dedicated tasks.
- Represents the EGO Director at various levels, including during periods of absence.
- Acts as a Juridical and International affairs responsible in drafting and negotiating documents, such as deeds and agreements, and providing advice and legal support on all matters related to the relationships of EGO to scientific collaborations (including Virgo and ET), research and Technology centers, consortia, as well as public Institutions and International Organizations.

INFN - ISTITUTO NAZIONALE DI FISICA NUCLEARE, ROMA, ITALY

Head of Legal support Service, 9/2019– 12/2020

Directed all aspects of:

- Legal support in drafting documents such as contracts, agreements and conventions related to INFN's activities;
- Legal support in national and regional calls, as well as in the drafting or revision of related documents and deeds;
- Management of activities concerning INFN participation in companies, consortia, foundations and associations, and drafting of the Annual Plan.

Key Contributions:

- Successfully negotiated with ESS-ERIC and CNR on content of the Trilateral in-kind contribution agreement, Amendment Agreement, Schedule NIK 6.15 Instrument T-Rex, Schedule NIK 6.17 Instrument Vespa and their Bilateral Agreements INFN-CNR.
- Successfully participated in negotiation of the Agreement between INFN and Cineca relating to the financial transfers established for the Tecnopolo project as well as the Administrative Concession deed between Regione Emilia Romagna and INFN/Cineca in order to make areas available on which to execute the project.

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INFN - ISTITUTO NAZIONALE DI FISICA NUCLEARE, ROMA, ITALY

Head of Recruitment and Salary payment, 3/2018– 8/2020

Directed all aspects of:

- Staff recruitment as well as the selection of collaborators, self-employees, research grants and fellowships;
- Contract preparation;
- Salary payment, including tax and social security;
- Staff expense budgets and reports processing.

Planning, coordinating, and overseeing job activities of fifteen Administrative Assistants.

Key Contributions:

- coordinated the activities, completed at the end of 2019, concerning the "*superamento del precariato*" procedures pursuant to art. 20, paragraph 1 of the Italian D. Lgs no. 75/2017 and consequent hiring of 169 staff units within the following professional profiles: researcher, technologist, technical and administrative staff;
- coordinated the activities concerning recruitment procedures for 73 staff units, as researchers and technologists, pursuant to Italian Ministerial Decree no. 163/2018 as well as recruitment of 99 staff units within the professional profiles of: "Dirigente di Ricerca", "Primo Ricercatore", "Dirigente Tecnologo", "Primo Tecnologo", as planned in the INFN Three-Year Plans;
- participated in 2020, in collaboration with the Commission appointed by the Institute, in the activities concerning further "*superamento del precariato*" procedures and consequent preparation of staff rankings within the following professional profiles: researcher, technologist, technical and administrative staff;
- creation of a workflow for the social security and fiscal management of occasional self-employed workers and professionals;
- creation of a workflow for the social security and fiscal management of the remuneration paid to non-employee members of INFN bodies.

INFN - ISTITUTO NAZIONALE DI FISICA NUCLEARE, ROMA, ITALY

Project Manager, 1/2016 – 2/2018

FROM JANUARY TO JUNE 2016: prepared a report on INFN instruments and procedures for the administrative and financial management of European projects.

FROM JULY 2016 TO MARCH 2018: Administrative and Financial Manager of the ARIA and ESS research projects.

Key Contributions:

- Successfully negotiated with ESS-ERIC and Elettra Sincrotrone Trieste on content of Trilateral in-kind contribution agreement and Amendment Agreements I and II, Schedule AIK 2.1 magnets for ESS Linac, Schedule AIK 17.2 power converters for magnets to the ESS Linac, Schedule AIK 17.7 Spoke RF Power Station and Schedule AIK 7.4 Beam diagnostics and their Bilateral Agreements INFN-Elettra Sincrotrone Trieste.

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- Participated in drafting of the Contract between INFN and Princeton University on the “Supply and Installation of a cryogenic distillation column for the isotope separation and the production of Argon-40, necessary to the DarkSide-20k experiment”.
- Participated in the negotiation of three Agreements between INFN and Regione Autonoma della Sardegna concerning Project Aria- Seruci I.

FROM SEPTEMBER 2016 TO MARCH 2018: completed costing of the Cyclotron of the Spes Facility, located in Legnaro (Padua), and completed drafting of both the Lease Contract and the Contract for supplying cyclotron beam between INFN and Best Theratronics Ltd.

EGO CONSORTIUM – EUROPEAN GRAVITATIONAL OBSERVATORY, Pisa, Italy

Head of Administration Department, 1/2013 – 12/2015

Successfully leveraged EGO tenure while directing all aspects of Finance and Procurement, HR and General Affairs, and International Affairs.

Collaborated closely with Director of Consortium to assist in financial planning, preparation of financial documents, and implementation of EGO Council management decisions. Reported to Consortium Bodies and Funding Agencies (CNRS-INFN) on annual budget management and control, use of financial resources, and execution of administrative procedures in compliance with Financial Regulations. Reported to EGO Council on HR policy implementation, union negotiations status, and international affairs. Attended and presented financial documents at Board of Auditors meetings. Interfaced with European Commission Project Officer regarding financial and legal aspects of EGO Consortium European Projects. Planning, coordinating, and overseeing job activities of five Administrative Assistants.

Key Contributions:

- Developed and implemented policies to improve overall efficiency of administrative management.
- Prepared legal documents, primarily statutes, required for submission of EGO Consortium’s application to become European Research Infrastructure Consortium (ERIC).
- Successfully negotiated with Unions on content of new labor contract.
- Concluded important calls for tender pertaining to supply, services, and works related to Consortium’s apparatus upgrade (Advanced Virgo).
- Partnered with the Director of Consortium in planning and implementing new staff organization and training management plan.
- Participated in the INFN working group for defining the contents of the management manual and IT protocol.
- Developed persuasive communication skills with capacity for easily engaging stakeholders across multiple levels and cultures.
- Demonstrated organizational management talent in providing recommendations to senior leaders including strategic communication.

EGO CONSORTIUM, Pisa, Italy

Supervisor of Personnel Service, 1/2007 – 12/2012

Orchestrated staff recruitment and selection, managed salary payments, negotiated employee relationships with unions, and prepared contracts and forms of support for European and non-European

citizens. Formulated staff expense budgets and processed regular statistics pertaining to staff gender, nationality, contract types, and costs. Directly supervised two Administrative Assistants. Prepared periodic reports in English to present at EGO Council meetings.

Key Contributions:

- Concurrently completed working stay at CERN, contributing to efforts in transforming legal status of EGO Consortium into European Research Infrastructure Consortium (ERIC), to include definition of financial control, HR, and procurement processes.
- Implemented internal procedures, in agreement with competent local Institutions, for recruitment of non-European citizens.
- Led and coached team members to ensure on-time, on-budget delivery of activities; tracked status and impact of management deliverables.

EGO CONSORTIUM, Pisa, Italy

Supervisor of European Projects Service, 1/2004 – 12/2012

Held concurrent responsibility for coordinating administrative management, accounting, reporting, and audit activities of Consortium projects conducted officially in English. Supervised one Administrative Assistant.

Key Contributions:

- Passed inspections carried out by European Commission Auditors during official audit visits.
- Developed procedures for project internal financial control, frameworks, and best practices to support project phases and adhere to defined deadlines.
- Coached and educated resources on project administrative management methodology and tools while tracking status and impact of management deliverables.

EGO CONSORTIUM, Pisa, Italy

Administrative Assistant for Finance Service, 1/2004 – 12/2006

Provided financial management, administered annual budget, monitored financial commitments and payments, and processed periodic financial reports in English and Italian.

ERNST & YOUNG FINANCIAL BUSINESS ADVISORS, S.P.A., Rome, Italy

Consultant for Italian Public Administrations, 3/2002 – 12/2003

Delivered technical assistance on management, accounting, reporting, and audit activities associated with European programs and projects of Ministry of the Interior, Presidency of the Council of Ministers, Department of Public Function, and Ministry of Infrastructures and Transports. Defined, developed, and prepared technical-financial reports and internal procedure manuals.

EUROPEAN COMMISSION, DIRECTORATE GENERAL REGIONAL POLICY, UNIT G7, Brussels, Belgium

Trainee, 10/2001 – 2/2002

Participated in coordinating Structural Funds Audit activities by drafting legal protocols between European Union and Member States regarding adoption of management and control systems. Assisted

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in conducting Audit Team activities by analyzing project expense documentation and preparing audit certificates.

EURO INFO CENTRE, Florence, Italy

Collaborator, 5/2001 – 9/2001

Offered consulting, teaching, and assistance to local administrations regarding European financial support. Wrote feasibility study on new professional training center within Municipality of Florence.

EDUCATION AND CREDENTIALS

University Master in Auditing and Internal Control, 2006 – UNIVERSITY OF PISA
Project: "Management Control in Development Projects"

Bachelor of Arts (BA), Law, 2000 – UNIVERSITY OF PISA
Thesis: "The Local Government and Community Structural Funds"

Additional Professional Development
Executive Master, Human Resources (HR) Management and Development, 2011

FORMATO EUROPEO
PER IL CURRICULUM
VITAE



INFORMAZIONI PERSONALI

Nome

FLAVIA AMATO

Indirizzo

Telefono

Fax

E-mail

flavia.amato@enea.it

Nazionalità

Italiana

Data di nascita

ESPERIENZA LAVORATIVA

• Dal /2018 –

In servizio a tempo indeterminato presso ENEA.

In precedenza ha prestato servizio presso MIUR (Ministero Istruzione, Università e Ricerca) e Regione Lazio

• Nome e indirizzo del datore di lavoro

ENEA, Lungotevere GA Thaon De Revel 76, 00196 Roma

• Tipo di azienda o settore

Ente pubblico di ricerca

• Tipo di impiego

Tecnologo III livello Enti di Ricerca

• Principali mansioni e responsabilità

In servizio presso la Direzione Innovazione e Sviluppo, Servizio di Mappatura e sviluppo progetti funding (ISV-FUND).

Presso il servizio svolge attività di monitoraggio e promozione delle opportunità di partecipazione a progetti di ricerca e innovazione tecnologica a livello nazionale, con particolare focus sulle Regioni dell'Italia centrale.

Precedentemente assegnata alla Direzione Relazioni, Unità Relazioni internazionali, con funzioni di promozione e supporto alla partecipazione ai programmi europei ed internazionali di interesse ENEA

Ha partecipato a diverse Commissioni di valutazione per l'attribuzione di borse di studio nell'ambito dell'ENEA International Fellowship Programme e di altre selezioni per il reclutamento di personale a tempo determinato e indeterminato e nell'ambito di progetti EFDA Goal Oriented Training Programme.

ISTRUZIONE E FORMAZIONE

• Date (da – a)

13/04/2010

• Nome e tipo di istituto di istruzione o formazione

Luiss Guido Carli

• Principali materie / abilità professionali oggetto dello studio

Facoltà Scienze politiche V. O. , Indirizzo Internazionale e comunitario

• Qualifica conseguita	Laurea con Lode
COMPETENZE LINGUISTICHE	
MADRELINGUA	Italiano
ALTRE LINGUE	
	INGLESE E FRANCESE
• Capacità di lettura	ECCELLENTE
• Capacità di scrittura	ECCELLENTE
• Capacità di espressione orale	ECCELLENTE
	SPAGNOLO
• Capacità di lettura	BUONO
Capacità di scrittura	BUONO
Capacità di espressione orale	BUONO
COMPETENZE INFORMATICHE	Conoscenza ed utilizzo degli applicativi del Pacchetto Office in ambiente Windows e dei principali sistemi informativi automatizzati, documentate da ECDL
PUBBLICAZIONI	<p>Anno: 2010 Titolo: ACCESSO DELLE PMI AI PROGETTI EUROPEI: ALCUNE INDICAZIONI PER L'USO Autore/Co-aut.: CO-AUTORE Editore: ENEA Rivista o collana: ENERGIA, AMBIENTE E INNOVAZIONE</p> <p>Anno: 2007 Titolo: LO SPAZIO EUROPEO DELLA RICERCA: VERSO UNA QUINTA LIBERTÀ? Autore/Co-aut.: AUTORE Editore: SOCIETÀ ITALIANA PER IL PROGRESSO DELLE SCIENZE Rivista o collana: MENSILE DI INFORMAZIONE DELLA SOCIETÀ ITALIANA PER IL PROGRESSO DELLE SCIENZE, NN. 444-445, AGOSTO-SETTEMBRE 2007, PP. 6-8</p> <p>Anno: 2007 Titolo: LE PMI E IL VII PROGRAMMA QUADRO DI RST Autore/Co-aut.: AUTORE Editore: PROVINCIA DI ROMA Rivista o collana: COLLANA "I QUADERNI DELLA PROVINCIA DI ROMA", QUADERNO N. 1, GIUGNO 2007, PP.47-49</p> <p>Anno: 2007 Titolo: LE OPPORTUNITÀ DEI PROGRAMMI 2007-2013 Autore/Co-aut.: AUTORE Editore: ENEA Rivista o collana: ENERGIA, AMBIENTE E INNOVAZIONE, N. 6, NOVEMBRE-DICEMBRE 2007</p>

Anno: 2001

Titolo: UNO SGUARDO A UN SECOLO E MEZZO DI EMIGRAZIONE ITALIANA

Autore/Co-aut.: CO-AUTORE

Editore: DONZELLI ED. ROMA

Rivista o collana: IN P. BEVILACQUA, A. DE CLEMENTI, E. FRANZINA (A CURA DI), STORIA DELL'EMIGRAZIONE ITALIANA, DONZELLI EDITORE, ROMA, PP. 85-153

Anno: 2001

Titolo: UN SISTEMA DI INDICATORI DI INTEGRAZIONE: PRIMO TENTATIVO DI COSTRUZIONE, (*)

Autore/Co-aut.: CO-AUTORE

Editore: ED. IL MULINO, BOLOGNA

Rivista o collana: IN G. ZINCONE (A CURA DI), SECONDO RAPPORTO SULL'INTEGRAZIONE DEGLI IMMIGRATI IN ITALIA, IL MULINO, BOLOGNA, PP. 45-60

Ai sensi della legge 675/96 autorizzo il trattamento dei miei dati personali. Il sottoscritto è a conoscenza che, ai sensi dell'art. 76, del d.p.r. del 28 dicembre 2000, n. 445, le dichiarazioni mendaci, la falsità negli atti e l'uso di atti falsi sono puniti ai sensi del codice penale e delle leggi speciali

Roma, 08/10/21