

Allegato 1A

BOX1

1 Il Portale acquisti in rete della Pubblica Amministrazione

BOX1

2 Il DURC: cos'è, quando si richiede, casi di richiesta per aziende estere

BOX1

3 Il ruolo e le funzioni del Responsabile unico del procedimento (RUP) nei contratti pubblici

BOX1

4 ANAC: ruolo e competenze

BOX1

5 Il soccorso istruttorio

gs FP AS

Allegato 1B

BOX2

1 Responsabilità del datore di lavoro sul lavoratore che dovrà utilizzare un carrello elevatore o manovrare un carro ponte

BOX2

2 Regole patente carrello elevatore su strada. Rinnovi periodici

BOX2

3 Best practice sulla messa in sicurezza dell'ambiente di manovra prima di operare col carrello elevatore o un carro ponte

BOX2

4 DPI e sistemi di sicurezza

BOX2

5 DVR (Documento di Valutazione dei Rischi)

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Allegato 1C

BOX3

1

- La gestione di un magazzino: obiettivi principali che devono essere considerati durante la gestione.
- Descrivere "applicazioni software" e "sistemi operativi" fornendo esempi di ciascuno."

BOX3

2

- Esaminare la gestione di un magazzino e spiegare i significati dei termini anglosassoni "stockout", "picking", "cross-docking" e "reorder point".
- Il concetto di "open source". Fornire esempi."

BOX3

3

- Approfondire la gestione di un magazzino con particolare attenzione alla gestione delle scorte.
- Illustrare un esempio d'uso di un foglio elettronico.

BOX3

4

- La gestione di un magazzino e il concetto di "scorte on-fly".
- Firma digitale. Differenze tra la firma digitale e la PEC (Posta Elettronica Certificata).

BOX3

5

- Nell'ambito della gestione del magazzino, parlare dei concetti di "giacenza" e "rimanenza".
- Analizzare la distinzione tra hardware e software. Identificare le principali componenti hardware di un PC.

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Allegato 1D

1

Where the Web was born

Tim Berners-Lee, a British scientist, invented the World Wide Web (WWW) in 1989, while working at CERN. The Web was originally conceived and developed to meet the demand for automated information-sharing between scientists in universities and institutes around the world.

CERN is not an isolated laboratory, but rather the focal point for an extensive community that includes more than 17 000 scientists from over 100 countries. Although they typically spend some time on the CERN site, the scientists usually work at universities and national laboratories in their home countries. Reliable communication tools are therefore essential.

2

Your EU rights

As an EU national working in the European Union, you enjoy certain rights under EU law. For example:

- you don't need a permit to work in any EU country, either for an employer or as a self-employed person
- if you meet certain conditions, you can live in the country where you work
- in your workplace abroad, you also enjoy the same rights as nationals of that country (pay, health & safety, social security and tax advantages and reinstatement if you are wrongfully dismissed).

Social security & tax

Rights and rules on tax and benefits stem from the national law of the EU country where you work. This applies to sickness, maternity/paternity, pensions, unemployment and child allowance.

Nevertheless, there are EU-wide rules and principles that apply to certain aspects of benefits and tax. So before you take up your new job, check what your entitlements are.

3

How the Web began

Tim Berners-Lee wrote the first proposal for the World Wide Web in March 1989 and his second proposal in May 1990. Together with Belgian systems engineer Robert Cailliau, this was formalised as a management proposal in November 1990. This outlined the principal concepts and it defined important terms behind the Web. The document described a "hypertext project" called "WorldWideWeb" in which a "web" of "hypertext documents" could be viewed by "browsers". By the end of 1990, Tim Berners-Lee had the first Web server and browser up and running at CERN, demonstrating his ideas. He developed the code for his Web server on a NeXT computer. To prevent it being accidentally switched off, the computer had a hand-written label in red ink: "This machine is a server. DO NOT POWER IT DOWN!!"

4

Open Day and virtual tours

Each year, to celebrate Europe Day, the EU institutions open their doors to the public in early May in Brussels and Strasbourg. Local EU offices in Europe and across the world organise a variety of activities and events for all ages. The EU's Open Day offers a unique opportunity for you to discover how the European institutions affect your life. You can step inside the buildings and take part in special activities, such as public debates and guided tours.

And if you can't visit in person, you could always take a 'virtual tour'. Several institutions offer virtual access to their buildings, so you can discover how the EU works from the comfort of your own home.

Click on each city section to open a full list of the possible venues, along with a link for more detailed information.

5

EU budget and spending

The EU budget is funded by a percentage of each member country's gross national income, as well as other sources. EU countries decide the size of this budget, and how it is financed.

'Own resources' (such as duties, levies, VAT and national contributions) account for approximately 98% of the EU's budget. The remaining 2% of budget revenue comes from other sources of income.

The long-term budget sets out the EU's long-term spending priorities and spending limits. It finances areas such as employment promotion, regional development, education, research and the environment. It is decided jointly by the European Commission, Council and Parliament. The European Commission is responsible for spending this budget.

f.s. LP AB