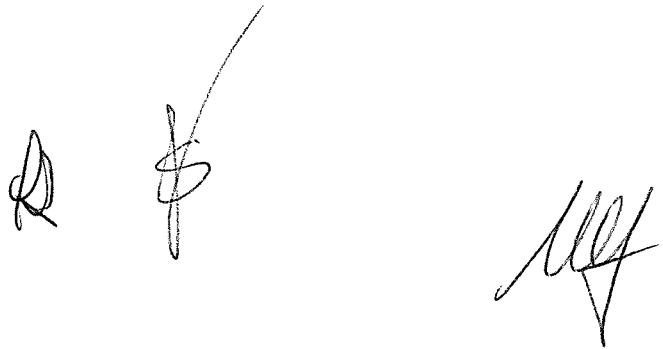


Allegato A

L'Assemblea dei Soci dell'Asp in Emilia Romagna e le sue funzioni

Il Consiglio di Amministrazione/Amministratore Unico dell'Asp in Emilia Romagna e le sue funzioni

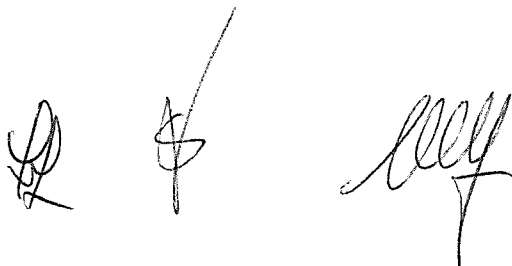
Ruolo del Direttore all'interno dell'Asp in Emilia Romagna

Three handwritten signatures in black ink, arranged horizontally. The first signature on the left is a stylized 'R'. The middle signature is a stylized 'S' with a long, sweeping line extending upwards and to the right. The third signature on the right is a stylized 'M' with a long, sweeping line extending upwards and to the right.

Le principali fasi e gli atti in esse contenuti nelle procedure di acquisto di una fornitura di mobili e arredi per un importo pari a € 3.500,00

Le principali fasi e gli atti in esse contenuti nelle procedure di acquisto di una fornitura di mobili e arredi per un importo pari a € 33.500,00

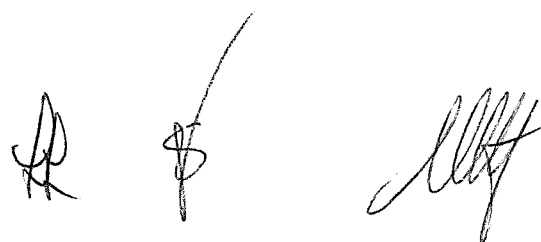
Le principali fasi e gli atti in esse contenuti nelle procedure di acquisto di una fornitura di mobili e arredi per un importo pari a € 103.500,00

Three handwritten signatures in black ink, arranged horizontally. The first signature is on the left, the second in the middle, and the third on the right. The second signature has a long diagonal line extending upwards and to the right.

Le caratteristiche del registro giornaliero del protocollo informatico

Scopi e contenuti del manuale di gestione del protocollo

Definizione di Posta Elettronica Certificata e il suo collegamento all'interno del protocollo informatico

Three handwritten signatures in black ink, arranged horizontally. The first signature is a stylized 'R' or 'P'. The second signature is a stylized 'S' or 'B'. The third signature is a more complex, cursive signature.

Principali obblighi del Pubblico Dipendente

Cosa è il Piano Triennale per la Prevenzione della Corruzione e per la Trasparenza

Il Codice di Comportamento nella Pubblica Amministrazione

A handwritten signature in black ink, consisting of stylized, overlapping loops and curves.A handwritten signature in black ink, featuring a prominent vertical stroke and a circular loop.A handwritten signature in black ink, with a series of fluid, connected strokes and a long, sweeping tail.

Allegato B

TESTO INGLESE N. 1

Tradurre il seguente testo, tratto dal sito dell'Anac, nella versione English

According to the anti-corruption law of 2012, A.N.AC. is tasked with the analyses of the causes of corruption and with the drafting of the anticorruption strategy, through regulatory and supervising functions.

Regarding these functions, the law assigns to A.N.AC. the power to monitor, request the exhibition of documents, and the adoption of acts or the removal of acts and behaviours in violation of the with law and transparency rules. In addition, A.N.AC. provides advice to the public administrations on the compliance of public employees with the code of conduct; establishes guidelines and standards for codes of conduct in specific administrative areas; reports annually to the Parliament on anticorruption activities, criminality in public entities and the effectiveness of the adopted strategy.

TESTO INGLESE N. 2

Tradurre il seguente testo, tratto dal sito dell'Anac, nella versione English

In the area of transparency (regulated by legislative decree n. 33/2013), the Authority can impose pecuniary sanctions for the violation of the obligation of data publication.

In addition, the Authority is tasked with the interpretation of the legal framework on "the ineligibility and incompatibility of positions in the public administration", as well as the supervision on the correct enforcement of the pertinent legislation .

The Code of Public Contracts (Legislative decree n. 50/2016, article 213) identifies () ANAC as the responsible entity for the supervision and regulation of public contracts, in order to ensure compliance with the principles of transparency, legitimacy and competition of the operators in the public procurement market and prevent corruption. Thus, the whole strategy for corruption prevention is concentrated in one single institution .

TESTO INGLESE N. 3

Tradurre il seguente testo, tratto dal sito dell'Anac, nella versione English

The Authority achieves its goals in the area of public procurement through regulation, advisory in order to prevent disputes -, and supervision function , along with inspection and sanctioning powers. These competences are completed by an important monitoring activity through the collection of data on tenders and on the companies operating in the sector: for this purpose, ANAC manages the Observatory for public contracts. These data are made public through the institutional website, in order to increase the transparency of the market. ANAC was the 1st classified in the 2018 European Commission Award "Better Governance through Procurement Digitalization" in the category of National Contract Registers.



Allegato C

Dato un file formato ods, contenente un elenco di dipendenti con data di assunzione e cessazione, conservando il foglio di origine, creare:

- 1) foglio denominato "cessati al 30_06" contenente i dipendenti cessati fino al 30/06 in ordine alfabetico, inserendo colonna per la numerazione dei dipendenti;
- 2) foglio denominato "presenti al 01_07" contenente i dipendenti presenti dal 01/07 in ordine alfabetico, inserendo colonna per numerazione dei dipendenti

Il tempo a disposizione del candidato sono 10 minuti

Il candidato 1 lavorerà sull'elenco1

Il candidato 2 lavorerà sull'elenco2

Il candidato 3 lavorerà sull'elenco3

Ogni candidato rinomina il file elaborato con le seguenti modalità:

Prova_cognome_nome

