



**PUBLIC NOTICE FOR THE COLLECTION OF EXPRESSIONS OF INTEREST AIMED AT THE CREATION OF A
SHORT LIST OF EXPERTS WITH APPROPRIATE PROFESSIONALISM IN SUPPORT OF DEPARTMENTAL
STRUCTURES FOR WRITING PROJECTS OR PROJECT TASKS UNDER THE HORIZON EUROPE
PROGRAMME**

THE DIRECTOR GENERAL

- In accordance with the legislative decree n. 50/2016 (implementation of EU directives on the award of concession contracts, on public procurement and procurement procedures of the supplying bodies in the special sectors, reorganization of the regulations in force on public contracts for works, services and supplies);
- In accordance with the Statute of the University of Verona, issued with Rector's Decree no. 4965 of 24 June 2020;
- In accordance with the Regulations for Administration, Finance and Accounting issued with Rector's Decree no. 1315 of 9 August 2017, in particular Title V - Negotiating autonomy, Chapter II Conduct of contractual activity, art. 52 - Ordinary procedures for choosing the contractor;

ANNOUNCES

that the University of Verona intends to establish a list of experts for possible assignments to economic operators, in possession of adequate professionalism and proven specialization, to draw on to support actions for the presentation of research project proposals and innovation and in particular to define specific project activities (Short List). The establishment of the list, referred to in this Notice, does not intend to implement any selective, competitive or para-competitive procedure and does not provide for rankings, attribution of points and/or other classifications of merit. The establishment of this Short List is of cognitive and non-binding nature and is configured as a market survey. The inclusion in the list does not therefore imply any right or expectation to establish a relationship with the University of Verona: this Administration is in no way bound to proceed with the assignment of collaborations.

ART. 1 - PURPOSE OF THE SELECTION

The establishment of the list is aimed at identifying design experts, individuals or companies, to be assigned the task of supporting researchers of the University Departments in their activities of presenting project proposals for access to funding for research and innovation.

The areas of interest for which the activity of support service is requested can be, without being exhaustive, defined as follows:

- ✓ Life and Health Science macro areas - Departments of: Medicine, Neuroscience, Biomedicine and Movement, Surgery, Dentistry, Paediatrics and Gynaecology, Diagnostics and Public Health,
- ✓ Legal and Economic Science macro areas - Departments of: Economics, Business Administration and Law,
- ✓ Natural Sciences and Engineering macro areas - Departments of: Biotechnology and Computer Science,
- ✓ Social Sciences and Humanities macro areas - Departments of: Cultures and Civilizations, Foreign Languages and Literatures, Human Sciences

Tasks include:

- ✓ analysing calls,
- ✓ structuring the project proposal
- ✓ drafting specific project activities, such as the analysis of social, economic, environmental impact and related legal and financial implications
- ✓ definition of Key Performance Indicators (KPI) for measuring project objectives
- ✓ analysing ethical implications
- ✓ defining exploitation activities, including economic analysis, business model and business plan
- ✓ defining communication activities
- ✓ defining project management activities



ART. 2 - ELIGIBILITY REQUIREMENTS

Economic operators in possession of the following requirements can apply to register in the list of external experts:

- a) Requirements of a general nature: no reason for exclusion provided by art. 80 of Legislative Decree 50/2016 certified by a substitutive declaration pursuant to Presidential Decree 445/2000;
- b) Requirements of professional suitability (Article 83, paragraph 1, letter a) of Legislative Decree 50/2016): registration with the Chamber of Commerce of Italy for activities including the one which is the subject of the services indicated or in another equivalent register, as well as cooperative company or consortium, included in the public registers as required by law;
- c) Technical and professional capacity requirements (Article 83, paragraph 1, letter c) of Legislative Decree 50/2016): at least 5 years of documented professional experience upon presentation of research and innovation project proposals.

Companies, cooperatives, associations, consortia, etc., established in accordance with current legislation can also request registration in the list of external experts by attaching the following documents to the application for registration:

- a) detailed description of the Entity/Company, dated, initialled on each page, signed by the legal representative and accompanied by a specific declaration pursuant to articles 46 and 47 of Presidential Decree 445/2000, which certifies the information, in which documented experience of suitable designs for the required functions indicated;
- b) registration with the Chamber of Commerce of Italy or other equivalent register, in accordance with the current legislation of the country of origin for activities inherent to that which is the subject of this procedure;

photocopy of the personal identity document of the legal representative.

ART. 3 - APPLICATION

The application, signed with a hand or digital signature, accompanied by the required documents and a photocopy of the personal identity document of the signatory (if presented with handwritten signature), must be sent via PEC with the indication of "Short List of design experts" and addressed to the Protocol Office (ufficio.protocollo@pec.univr.it). Applications must be received within the peremptory deadline of 1.00 pm, Italian time, of the forty-fifth day following the date of electronic publication of this notice in the Official University Register on the web page at the link <http://www.univr.it/it/albo-ufficiale>.

The data acquired by the University will be processed, including by electronic means, exclusively for the purposes related to the procedure in question, or to complete obligations under the law.

ART. 4 - FORMATION AND USE OF THE LIST

The candidates who meet the requirements will be inserted in the list in alphabetical order. The Short List will be valid even in the presence of a single application.

The University of Verona reserves the right to request proof of the declared requirements by producing adequate documentation. The verification of the requirements may take place at any time and in any case the economic operator is required to promptly inform the University of any changes that have occurred.

Inclusion on the list does not imply any right to obtain a professional appointment from the University of Verona. The list will be used to proceed, as needed, to complete the individual assignment procedures pursuant to art. 36 of Legislative Decree 50/20216 and according to the University regulations.

ART. 5 - VALIDITY OF THE LIST OF EXTERNAL EXPERTS

Unless revoked, the list will be valid for two years, starting from the date of publication and the curricula will remain available to the University for the activities indicated in the Notice. The list of experts will be posted on the Register for forty-five days and will be published permanently on the University website.

During this period, each member in the list may submit a new curriculum, updated in the light of new and additional requirements that may have matured. Likewise, the University may proceed with cancellations if the requirements are no longer met. By decree of the Director General, the Short List will be updated every six months, based on any new applications received and presented during the year, without the publication of a further public notice, according to the methods and conditions already provided for in this public notice.



ART. 6 - METHOD OF ASSIGNMENT

Using subsequent acts the tasks will be entrusted to the candidates enrolled in the list, whose professional experience and skills evaluated to be most relevant to the specific needs required at the time, and, in any case, judged based on curricula and previous experience and/or activities obtained specifically in the required field of activity.

The assignments will be conferred in compliance with principles of rotation, non-discrimination, equal treatment, proportionality, transparency and based on provisions of Legislative Decree no. 50/2016.

The assigning of potential project proposals will take place according to conditions whereby the performance burden, foreseen and recognized for activity planning, will be paid by this administration only in case of project financing. Any and all compensation following activities carried out for the concrete and regular implementation of project activities will be fully financed by the allocated funds and, therefore, does not involve any commitment of expenditure for the University administration as implementing body.

The remuneration requested must comply with the financial constraints provided for in the reporting rules of the financing scheme and may not exceed the 5% threshold of the project's total budget. The contractual conditions will be indicated in a specific assignment specification signed by the expert and agreed with the Department of the researcher, complying with University legislation requirements.

Participation as a partner in the project is also admitted as a form of compensation, with the definition of specific activities in the project, and the relative allocation of the budget necessary to carry out the aforementioned activities during the project.

For the purposes of awarding the assignment, a specific self-certification must also be submitted certifying the performance of non-competitive and compatible activities with the activities covered by the contract and which do not affect the timeliness and exact implementation. No assignments will be conferred on subjects who find themselves in situations of conflict of interest, even of a legal nature, with the University.

ART. 7 - ADVERTISING

This notice will be advertised by publication for forty-five consecutive days: in the Official University Register; on the institutional website of the University in the appropriate section "Procurement" and permanently on the link "Transparency".

The Director General
Dott. Federico Gallo