

CURRICULUM VITAE

PERSONAL INFORMATION

Name **MUSTARELLI Chiara**
Date of birth 04.FEBRUARY.1969

WORK EXPERIENCE

• Dates (from – to) **10 October 2017 to today (full time engagement)**

Name and address of employer National Institute of Optics (CNR) – Largo E. Fermi n. 6, Florence

- Type of business or sector Research
- Occupation or position held Project management support: follow up the financial implementation of the grants, analysis of financial reports; maintain, manage and document all project reports and statements; prepare and maintain follow-up tables as tools for decision-making of staff and managers; assist and support project team members in completing projects. Drafting and negotiating of cooperation agreements especially in the field of applied Physics
- Main activities and responsibilities

Main appointments:

Member of the PNNR team appointed by the Director General of CNR by providing support to the scientific staff in the participation at PNNR (Recovery and Resilience Plan) and draw up of SWOT models and guidance documents.

Member of the “Rete dei referenti Audit del CNR” team appointed by the *Director General* of CNR by providing support to CNR internal audit unit in auditing procedures (Prot. AMMCNT-CNR n. 18999/2021);

Administrative and financial manager of the branch research office of CNR-INO in Trieste, appointment by CNR-INO Director Prot. CNR-INO nr. 7015/2020 and 1025/2021 (Decree nr. 140 dated 19/10/2020 and Decree nr. 14 dated 5/02/2021);

Member of the “Cabina di Regia Bando PON INFRASTRUTTURA” team appointed by the *D General* of CNR by providing operational support to the application of research infrastructures projects within the ESFRI roadmap (Prot. AMMCNT-CNR n.38383/2018);
CNR Project officer of the EraNET Cofund “QuantERA” and “QuantERA II” project, appointed by the President of CNR, GA nr. 731473 and nr. 101017773 – preparation of the transnational Italian Call for proposals 2017, 2019 and 2021. Collect, verify, and process all financial and legal documents required from internal beneficiaries; Liaise with internal and – when appropriate - transnational beneficiaries on all financial and IPR issues.

Member of the Technology Transfer team appointed by the Director of CNR-INO by providing support in the conclusion of cooperation agreements¹ (such as the signature, accession and entry into force) – Prot. CNR-INO n. 4575/2018;

Project Manager of the Competence Centre ARTES4.0 financed by the Italian Ministry of Economic Development and Managerial tutor of 3 funded projects within the initiati

Dates (from – to) **20.04.2010 to 9.10.2017 (full time engagement and part-time 75%)**

¹ Note that the term “agreement” includes convention, memorandum of understanding, exchange of notes

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| •Name and address of employer | Dipartimento di Scienze Fisiche e Tecnologie della Materia – CNR (the Italian National Research Council, CNR) – Piazzale A. Moro n. 7, 00185 Rome and CNR-INO (National Institute of Optics) |
| Type of business or sector | Research |
| Occupation or position held | <u>Financial Chief Officer</u> of the Dipartimento di Scienze Fisiche e Tecnologie della Materia (Prot. AMMCNT-CNR nr. 47701, July 20 2012 up to 4.02.2015) and Project management support. Permanent contract |
| Main activities and responsibilities | <p>Main appointments:</p> <p><u>Technical Coordinator</u> of the team on digitalization of the CNR, appointed by the <i>Director General</i> of CNR;</p> <p><u>Member of the team appointed by the <i>Director General</i></u> of CNR on the analysis of the processes and procedures within the CNR;</p> <p><u>Appointed LEAR</u> (Legal Entity Appointed Representative at the EU) of the Coirich consortium, a research organization composed by 4 public research institutions and 2 SMEs, D(2011) 1259609/72, March 22nd 2012;</p> <p>Finance:</p> <p>Responsible for financial planning and record-keeping, as well as financial reporting to the Director and to higher management staff;</p> <p>To assess financial transaction in conformity with the Financial Regulation;</p> <p>Coordinating the planning and budgeting processes of the department.</p> <p>Appointed reference person of the DSFTM CNR on the transparency regulation.</p> <p>To provide support in the administrative and financial aspects of grant agreements, model contracts and regulatory provisions and ensure a sound management and follow up of the projects during their lifecycle.</p> <p>Internal management and coordination:</p> <p>By representing the department in contacts with other units and departments of CNR as for research funded projects (Prot. AMMCNT-CNR n. 5685/2017);</p> <p>Project financial management:</p> <p>Responsible for the management of DSFTM research projects (Prot. AMMCNT-CNR n. 5685/2017);</p> <p>Member of the team appointed by the Director of DSFTM on project management up to January 30th 2017 (Prot. AMMCNT-CNR n. 15544 dated March 6th 2015);</p> <p>Financial Officer of the IPERION CH Coordination Office (up to 13.04.2015) – Technical and administrative Office that provides support to the partnership for the preparatory phase of the IPERION ESFR;</p> <p>Coordinating Manager of PON 2007-2013 projects (the research and competitiveness National Programme for structural funds) participated by the department, maintaining an overview of progress and financial expenditures of projects, providing the necessary assurance on the regularity of all transactions and coordinating activities with external organisations to ensure the success of the projects and their implementation.</p> |

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| • Dates (from – to) | 1 Feb 2008 to 19.04.2010 |
| • Name and address of employer | National Institute of Optics – CNR (the Italian National Research Council, CNR) – Largo E. Fermi n. 6, Florence |
| • Type of business or sector | Research |
| • Occupation or position held | Technician, Level VI; Permanent Contract (as of 15 December 2010) |
| • Main activities and responsibilities | Provide support regarding management and financial issues to the scientific coordinator and assistance to project partners to ensure projects run smoothly, their objectives are achieved and obligations to the EU or to regional and national administrative offices are fulfilled. Monitoring of projects, including assessing technical and financial plans, progress and expenditure reports, payments, amendments, award of grants, supply and service contracts. Logs, manages and analyses information on the progress of the project, using specific databases. |

Provides access to R&D co-funded programmes. In charge of the International and European INO Project Office.

Project management:

- In charge of the European and International Project Office of CNR-INO;
- Project Manager of the Qibec Project GA 284584;
- Financial Officer of the PRIN Project “Interferometria quantistica” project nr. PRIN2009_125 cofinanced by the Italian Ministry of Education, University and Research (MIUR) within the funding source Research projects of national interest.

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held

4 Feb 2003 to 31 Jan 2008

National Institute of Optics (CNR) – Largo E. Fermi n. 6, Florence

Research

Collaboration contract

Project support officer: Management and financial support to the scientific coordinator of regional, national and EC funded projects for the art diagnostic research group: Professional contract (from 04.Feb.03 to 30.July.03) and collaborative and coordination contract (from 01.Sept.03 to 31.Jan.08)

- Main activities and responsibilities

Provide support regarding management and financial issues to the scientific coordinator and assistance to project partners to ensure projects run smoothly, their objectives are achieved and obligations to the EU or to regional and national administrative offices are fulfilled. Monitoring of projects, including assessing technical and financial plans, progress and expenditure reports, payments, amendments, award of grants, works, supply and service contracts. Logs, manages and analyses information on the progress of the project, using specific databases. Provides access to R&D co-funded programmes.

Revision of scientific papers, the leaflet and website of the art diagnostic group.

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
- Occupation or position held
 - Main activities and responsibilities

20 June 2002 to 28 November 2002

Leonardo da Vinci Technologies Group, Colle di Val d'Elsa, Siena

SrL

Executive Assistant; Permanent Contract

Manages relationships with international entities. Manages and organizes the personnel at the Budapest work site of the company.

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
- Occupation or position held
 - Main activities and responsibilities

01 September 2000 to 19 June 2002

Consorzio CEO – Center of Excellence for Optronics (Centro di Eccellenza Optronica) – Largo E. Fermi n. 6, Firenze

Mixed Public -Private Consortium: University of Florence, CNR -IFAC, INOA, El.En. SpA

Project Assistant; fixed-term contract

Provides management and financial support to the scientific coordinator and assistance to project partners. Monitoring of projects, including assessing technical and financial plans, progress and expenditure reports, payments, amendments, award of grants, works, supply and service contracts. Logs, manages and analyses information on the progress of the project, using specific databases.

Translation and revision of English-language publications and scientific reports.

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held

1996 to December 2000

Free-lance

Courtroom

Stenotypist for the courts of Rome, Prato and Terni and for the Magistrate's Court of Prato; Consultancy Contract for Freelance.

- Main activities and responsibilities

Transcription of court acts deemed valuable by the courts and consultant for the Public prosecutors as stenotypist in procedural interviews or ats.
- Dates (from – to)

01 May 1995 to 29 Feb 1996
- Name and address of employer

Oligamma SnC, Viale Sardegna n. 15, 08100 Nuoro
- Type of business or sector

Courtroom
- Occupation or position held

Stenotypist for reports in the penal court of Nuoro; Work-Training Contract
- Main activities and responsibilities

Transcription of procedural acts
- Dates (from – to)

01 Jan 1994 to 06 Feb 1995
- Name and address of employer

Istituto Pitagora Srl di Sassari
- Type of business or sector

Courtroom
- Occupation or position held

Stenotypist for the courts of Sassari and Tempio Pausania, for the Court of Youth of Sassari and for the Magistrate's Court of Sassari; Work-Training Contract
- Main activities and responsibilities

Transcription of procedural acts
- Dates (from – to)

1992-1993
- Name and address of employer

Free-lance
- Type of business or sector

Courtroom
- Occupation or position held

Stenotypist for the courts of the Magistrate's Court of Rome.
- Main activities and responsibilities

Transcription of procedural acts and advisor to the Public prosecutor for the transcriptions of phone tapings

EDUCATION AND TRAINING

- Dates (from – to)

2004/5-2008/09
- Name and type of organisation providing education and training

University for Foreigners of Siena. Degree in Linguistic and Cultural Mediation
- Principal subjects/occupational skills covered

Curriculum: translation in the field of entrepreneurial tourism (Class L-12).
- Title of qualification awarded

Solid cultural base in three European languages (English, Spanish and French); General preparation in the fields of Economics, Law and Literature.
- Level in national classification

Bachelor degree (3 years) in Linguistic Mediation and Culture, curriculum in translation; Thesis topic "Il ruolo della comunicazione nell'era della ricerca: il caso Università per Stranieri di Siena (The role of communication in the field of research. A case study: the University for Foreigners of Siena" (A.A. 2008/09) 9.12.2009
- Level in national classification

Mark 103/110
- Dates (from – to)

1987/88 to 1990/91
- Name and type of organisation providing education and training

School for Interpreters and Translators - Via Cassia 32/34 – Rome
- Principal subjects/occupational skills covered

College Education
- Title of qualification awarded

Solid cultural and linguistic knowledge in two European languages (English and Spanish); Technical and literary translations in English and Spanish; simultaneous translation; General preparation in the fields of Economics, Law and Literature.
- Title of qualification awarded

Interpreter and Translator – Foreign Language Correspondent – 2 years bachelor degree

- Dates (from – to) **1982/83 to 1986/87**
- Name and type of organisation providing education and training High School in the Scientific field “Galileo Galilei” in Terni
- Principal subjects/occupational High School Leaving Examination
- Title of qualification awarded High School Diploma

**PERSONAL SKILLS
AND COMPETENCES**

MOTHER TONGUE **ITALIAN**

| Understanding | | | | Speaking | | | | Writing | |
|---------------|---------|---------|---------|--------------------|---------|-------------------|---------|---------|---------|
| Listening | | Reading | | Spoken interaction | | Spoken production | | | |
| C1 | English | C1 | English | C1 | English | C1 | English | C1 | English |
| B2 | Spanish | B2 | Spanish | B2 | Spanish | B2 | Spanish | B2 | Spanish |
| A2 | French | A2 | French | A2 | French | A2 | French | A2 | French |

**ORGANIZATIONAL SKILLS
AND COMPETENCES**

Precision and respect of schedules in realizing assigned complex tasks;
 Management of human resources, coordinating collaborators, supporting and motivating colleagues;
 Problem solving attitude developed in the project management experience;
 Knowledge of European Commission rules, procedures and organization;
 Acquaintance with scientific research issues, researchers and technologists attitude and with specific problems common to scientific research projects;
 Knowledge of process analysis methodology and experience in process rationalization;
 Knowledge and experience of digitalization of administrative processes;
 Experience in applying risk analysis to projects and programs.

TECHNICAL SKILLS
AND COMPETENCES

Teaching assignment by CNR on management procedures on RRP projects: 2 days teaching. Subject: Illustration of the functioning of the HUB&Spoke structure of the RRP financial models such as National Centres, Innovation Ecosystems and Extended Partnerships; illustration of the aforementioned structure in GEPRO and definition of the economic plan structure.

Certified Project Manager issued by the Istituto Italiano di Project Management (ISIPM) in January 11th , 2021 nr.. 14029;

Professional consultancy service for Paolo Annunziato (advisor to the UAE Minister of Economy of Dubai) on the following subject: a) support to the renewal of the collaboration agreement between EU and UAE in the field of research and development; b) support to the drafting of an analysis on IPR management in the UAE (from 4.05.2018 al 3.06.2018);

Master in Structural funds: issued by CEIDA - Scuola Superiore di Amministrazione Pubblica e degli Enti Locali, December 2011 (Prot. CNR-INO 10795/2011); Certified translator for English and Spanish language at the Civil and Penal Court of Rome as of 2000;

Nominated as English Language expert by the Selection board for the competition for Financial Officer in Public Research Entity (Directorial Decree INOA n. 269 of 9 July 2004.) Appointed Quality Control Manager for the Consorzio CEO – Center of Excellence for Optronics. The Consortium implemented its quality system according to UNI EN ISO 9001-00 regulations.

Expert Certification MOUS: MOUS is the standard, recognized all over the world, that attests to the utilization of the Microsoft Office Applications. The certificate was granted by Microsoft after passing an exam.

European Computer Driving Licence (ECDL) n. IT 378656, issued on 14.Dec.2002 by the President of the *Associazione Italiana per l'Informatica ed il Calcolo Automatico* (AICA) (Italian Association for Computer Science and Automatic).

REPORTS AND PUBLICATIONS

- **Vasco Ronchi Colloquia: vision on Technology Transfer Firenze** University Press, Firenze (Italia), 2023 – F. S. Cataliotti, G. Adembri, C. Mustarelli, A. Fedele, G. Lombardo, R. Cicchi, M. Locatelli, L. Gizzi (2023) -DOI [10.36253/cdg-1473](https://doi.org/10.36253/cdg-1473) ;
- **Quantum Technologies Public Policy Report – Deliverable** Francesco S. Cataliotti, C. Mustarelli, Watse Castelein, Sylwia Koska, Justyna Milan-Pinat et altri (2023);
- **PROGRESS FINAL REPORT MACRONODO CNR-MACRONODO@ARTES4.0** Andrea Passarella, Chiara Mustarelli, Jacopo Catani, Ignazio Infantino, Giuseppe Amato, Francesca Rossi, Guido Toci (2023);
- **PE0000023 NQSTI - Presentazione del Bando NQSTI - QuantERA Call 2023** Chiara Mustarelli (2023)
- **PE0000023 NQSTI - Kick off meeting Spoke 3** Chiara Mustarelli, Claudia Firino (2023);
 - **EuPRAXIA Advanced Photon Sources - PNNR_EuAPS project** Technical Report M. Ferrario, Ferro, L. Gizzi, M. G. Iungo, L. Labate, C. Mustarelli, G. Petringa, A. R. Rossi (2023);
 - **Istruzioni operative per l'inserimento in PdGP di Finanziamento esterno, Progetto e Sotto**
- **Technical report** di aggiornamento sull'attuazione dei progetti nell'ambito degli avvisi D.D. n. 424 del 28.02.2018 e D.D. n. 2595 del 24.12.2019 (M. Rapallini. B. Cagnana, C. Mustarelli)
- **Nota tecnica su flussi finanziari e regole di rendicontazione progetti PNRR, Missione 4, Componente 2, Investimento 3.1, "Fondo per la realizzazione di un sistema integrato di infrastrutture di ricerca e innovazione** a cura di C.Mustarelli, D.Selisca, F. Usala (2022)
- **Nota tecnica su flussi finanziari progetti PNRR tipologia "Hub&Spoke" (CN, EI e PE), Missione 4, Componente 2, Investimento 3.1 e linee guida piattaforma AtWork** a cura di D. Fornaciari, C. Mustarelli, F. Usala (2022)
- **Technical Report "Artes4.0 Report MISE Test-before-invest"** Prot. CNR-INO n. 728 del 28/01/2022
- **Relazione su Piano Stralcio Ricerca e Innovazione 2015-2017 – "PNIR – Programma Nazionale Infrastrutture di Ricerca"** CNR-AMMCEN N. 84422 data 29/12/2020;
- **Relazione tecnica relativo al SAL2 del Centro di Competenza ARTES** CNR-INO N. 9374 data 10/12/2020;
- **Relazione tecnica per la costituzione dell'URT Interdipartimentale DSFTM-DISBA presso il Campus Biomedico di Roma** CNR-INO N. 6061 data 3/09/2020;
- **Report sulle attività al 31.12.2019** del progetto QuantERA ERA-NET Cofund in Quantum Technologies - Project no. 731473 - CNR-INO N. 971 data 5.02.2020
- QuantERA Project GA 731473
 - **Technical report Task 6.1 "Exploring the possibilities of additional joint funding activities and future developments in QT"** F. S. Cataliotti, D. Fornaciari, C. Mustarelli – Prot. CNR-INO n. 1227/2018.
- Qibec Project GA 284584 (FP7-ICT-2011-C):
 - D1.1" **Project Reporting Templates and Guidance"** Prot. CNR-INO nr. 7959, 10/09/2013.
 - D1.2 **"Periodic Activity and Management report"** - Prot. CNR-INO nr. 7960, 10/09/2013.
 - D6.2 **"Dissemination Strategy"** Prot. CNR-INO nr. 7961, 10/09/2013.
 - D6.3 **"International Conference"** Prot. CNR-INO n. 10836, 22.12.2015.
 - D.6.4 **"Second Reporting Period"** Prot. CNR-INO n. 10836, 22.12.2015.
 - **"Final Report"** Prot. CNR-INO n. 10836, 22.12.2015.
- **Information note to the Board of Directors of CNR "Relazione sullo stato di avanzamento della dematerializzazione delle procedure amministrative"** Prot. AMMCNT-CNR n. 10379, 16.02.2016;
- **Report "Mappatura dei processi e dei relativi procedimenti dell'Ente"** – Prot. AMMCNT-CNR n. 7376, 5.02.2016;
- **Information note to the Board of Directors of CNR "Mappatura dei processi e dei relativi procedimenti dell'Ente"** Prot. AMMCNT-CNR n. 10120, 16.02.2016.

ACKNOWLEDGEMENT

- Acknowledgment for assistance in preparing documents for ethical committee approval in the paper: M. Lombardo, G. Lombardo, "Non-invasive and real-time

- assessment of riboflavin consumption in standard and accelerated corneal cross-linking", J Cataract Refract Surg 45, 80-86 (2019)
- Acknowledgment for assistance in preparing documents for ethical committee approval in the paper B. Zappone, N. J. Patil, M. Lombardo, G. Lombardo, "Transient viscous response of the human cornea probed with the Surface Force Apparatus", PLoS ONE 13(5): e0197777 (2018) (I.F 2,776)";
 - Acknowledgment for assistance in preparing documents for ethical committee approval in the paper G. Lombardo, V. Villari, N. L. Micali, N. Leone, C. Labate, M.P. De Santo, M. Lombardo, "Non-invasive optical method for real-time assessment of intracorneal riboflavin concentration and efficacy of corneal cross-linking", J. Biophotonics 11, e201800028 (2018) (IF. 4.328). - J. Biophotonics 2/2018

I accept that my personal data - provided during this procedure – will be processed in accordance with Regulation (EC) No 2016/679 of the European Parliament.

Florence, 27.11.2023

Chiara Mustarelli

