

Serie 2- argomenti previsti dal bando n. 6 domande:

- 1) cosa si intende per interoperabilità tra sistemi informatici
- 2) cosa sono i metadati di un documento informatico
- 3) cosa si intende per “formazione” di un documento informatico
- 4) cosa è una banca dati cloud
- 5) Come è identificato in modo univoco e persistente un documento informatico nella PA.
- 6) Che differenza c'è tra la gestione e la conservazione dei documenti informatici

Serie 2- prova d'inglese n. 6 domande:

N.6 paragrafi tratti da: “*Programme for the Environment and Climate, Action (LIFE), Call for proposals, Circular Economy and Quality of Life*” - Standard Action - Projects (SAP) LIFE-2022-SAP-ENV, Version 1.0, 12 May 2022.

a. Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects. Pag. 33

b. The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years. Pag. 33

c. Applicants must have the **know-how, qualifications and resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature). Pag. 34

d. Applicants will also be refused if it turns out that⁷⁴:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information

they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest). Pag.35

e. An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated (for each topic) against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores. Pag. 35

f. **Grant preparation** will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments

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to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

Serie 2 - informatica di base n. 6 domande:

1. Come si applica la funzione filtro standard su una colonna excel
2. Cosa è una tabella "pivot" in excel
3. Come si esegue la somma di una riga o una colonna in excel
4. A cosa serve la conversione "testo in colonne" in Dati
5. Come si importa una tabella da un file PDF in un foglio excel
6. A cosa serve la funzionalità "proteggi foglio" in Revisione.

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