

Florence, Ref. n.

To the Head of Department of  
[.....]

**Subject:** Request for assignment to expert/s for conference/s

The undersigned [name surname], as supervisor or person in charge of the Project [specify project], Coordinator of the Master [.....], Coordinator of the PhD [.....],  
.....

requests

the conferment n. [...] of work assignment/s for the following conference/s needed to carry out the activity related to the project [.....], for the institutional purposes of the Master [.....], etc.....:

	<b>TITLE</b>	<b>DATE</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		

To the following high qualified candidate/s and expert/s in the field:

**DETAILS OF THE EXPERT** (mandatory fields)

<b>Surname, Name</b>			
<b>Place and date of birth</b>			
<b>Residence</b>			
<b>Domicile</b>			
<b>Ph. / Mobile</b>			
<b>E-mail<sup>1</sup></b>			
<b>Fiscal Code</b>		<b>VAT id. number</b>	

<b>Surname, Name</b>			
<b>Place and date of birth</b>			
<b>Residence</b>			
<b>Domicile</b>			

<sup>1</sup> E-mail address is a required field.

<b>Ph. / Mobile</b>			
<b>E-mail<sup>1</sup></b>			
<b>Fiscal Code</b>		<b>VAT id. number</b>	

Attached find the Curriculum Vitae of the experts/s

The gross amount of the payment due, inclusive of all charges paid by the perceiver, is of € ..... for each conference.

The amount due is based on the resolution of the University Board of Directors dated 28/09/2007 – *Compensation adjustments for the invited experts*, that established the maximum gross amount of € 300,00 payable for every single conference.

**Or**

The conference/s will be held free of charge.

The following expenses  will be refunded /  will not be refunded:

- Travel                    € \_\_\_\_\_
- Board                      € \_\_\_\_\_
- Accommodation € \_\_\_\_\_

The above mentioned amount, in addition to expenses, whether incurred, will be paid in one instalment at the end of the service provided upon submission of a regular record of the services supplied, with annexed declaration of the expert that the activity has been carried out as agreed.

The cost will be borne by the budget of the Department of [...], project [...], budgetary constraints n. [...] (if budgeted)

The undersigned declares that:

- the payment is appropriate to the service requested;
- the use of external experts is motivated by the identified candidate’s professional profile and the curricular features of the in relation to the topic addressed;
- the amounts are presumed and intended as maximum eligible costs according to the availability of the funds used;

Date \_\_\_\_\_

The Claimant

\_\_\_\_\_

***NOTE. The section below is to be completed by the administrative Office***

The Director,

- in consideration of the above reported request and what provided by circular n. 2/2008 of the Department of Public Administration, stating that “...*We should consider that merely occasional collaborations consisting of only one action or service, characterised by a “intuitu personae” relation allowing the goal achievement and implying, for their nature, an expense comparable to a reimbursement of expenses, such as the participation in conferences and seminars, the single teaching activity, the translation of publications and other projects, should not imply the use of comparative procedures for the selection of the collaborator..*”
- in consideration of the power of attorney conferred by the Department Council for conference work assignments by resolution n. .... of .....

## ASSIGNS

pursuant to art. 2222 and following articles of the Civil Code, the work in the manner described herein.

The service provided will be strictly limited to the assignment as described above, with the exclusion of any extension to tasks not expressly covered by the present agreement.

The service shall be performed as specified and according to the established program, with full autonomy in defining technical methods and tools.

The work has occasional nature and does not imply any clear or implicit agreement of continuity or renewal of the assignment.

Once the assignment is completed the appointee shall provide with his/her own means and with the greater organizational autonomy.

The *ex lege* termination of the present contract is provided in case of violation of the obligations derived from the Code of Conduct of Decree 62 of 16 April 2013.

**option 1)** The honorarium is established in relation to the work carried out and according to the economic conditions declared, in the amount believed appropriate of € ..... . ... .. gross of all charges for the beneficiary's account, as well as (*if agreed*), the reimbursement of the following documented expenses (\*), within the limits of the available budget:

travel    board    accommodation

**or option 2)** The service is supplied free of charge with the reimbursement of the following documented expenses (\*), within the limits of the available budget:  travel  board

accommodation

**or option 3)** The service is granted free of charge.

The total cost will be borne by the budget of the Department of [...], project [...], Coan n. [... / ...] and will be paid upon presentation of a regular record of the services provided, with annexed declaration where it is stated that the employment relationship was in accordance with the terms agreed, or the invoice in case that the present assignment falls within his/her habitual profession.

With regard to the eligible expenditure ceilings, reference is made in the current regulation of University on reimbursements and expenses.

With regard to the stamp duty on the record of the service provided for conferences or on the invoice issued by the professional totally or partially exempt from VAT, the right of recourse against University it is excluded.

For all matters not expressly provided for, reference is made to the Civil Code on self-employment (Book V, title III) and the current regulatory provisions issued by University.

Florence, date .....

*The Director/Supervisor*

*The assignee*

\* Expenses as well as honorarium are taxed pursuant to art. 25 D.P.R. n. 600 of 1973. See also resolution n.49/E of 11 July 2013 – taxation of expense reimbursements by the Italian Revenue Agency.

The undersigned, having read the conditions as set out above in the Director's proposal,

**declares**

to accept the assignment conferred with the present contract and

- not to be bound by a degree of consanguinity or affinity up to the fourth degree, with any Professor of the Department or with the Dean, the Director General or any member of the University Board of Directors pursuant to art. 18, paragraph 1 letter c) of Law 240/2010 and
- not to be the beneficiary of a scholarship or grant in the same period as the present contract (art. 8 current regulation of the University on scholarships and research grants (Decree of Rector 54/2013).

The undersigned pledges himself/herself to respect the obligations derived from the Code of Conduct of Civil Servants according to art. 2 paragraph 3 of Decree 62/2013 implemented in the Code of Conduct of the University of Florence (Decree of Rector 98 ref. number 16906 of 8 February 2016) and he/she is aware that violating the above mentioned obligations will entail the *ex lege* termination of the present contract.

Please find attached the form on "*Personal details and information for tax and social security purposes for independent work assignments or occasional employment*".

**The undersigned also acknowledges that, pursuant to art. 15 of Legislative Decree N. 33/13, data contained in his/her curriculum vitae et studiorum will be subject to publication on the web page of University, transparency Section.**

Date \_\_\_\_\_

The appointee<sup>2</sup>

\_\_\_\_\_

**Information pursuant to art. 13 of the Italian Legislative Decree No 196, 30 June 2003 on Privacy Code**

We wish to inform the user (natural or legal person who has for various reasons relation with University), that the Legislative Decree n. 196 of 30 June 2003 (Code on the protection of personal data) provides for the protection of persons and other subjects with regard to the processing of personal data.

According to the above-mentioned law data will be processed in compliance with the obligations of fairness, lawfulness, transparency and protection your privacy and your rights.

In compliance with Article 13 of the mentioned Legislative Decree, we hereby provide the following information:

1. personal data will be treated exclusively for institutional purposes of University, related to teaching and research, and correlated administrative purposes;
2. personal data defined as "sensitive data" or "legal data" in the above mentioned code, supplied at this time and in later occasions will be processed by University pursuant to what provided by law dispositions and regulations and in compliance with the purposes of relevant public interest pursued by University. We remind you that sensitive data are personal data "revealing racial and ethnic origin, religious and philosophical beliefs or beliefs of different nature, political opinions, adhesion to political parties, trade unions, religious, philosophical, political or trade union associations or organizations, as well as data revealing the state of health or sexual orientation". Judicial data are personal data disclosing proceedings or judicial provisions;
3. data supply is compulsory, as provided by the mentioned regulation; any refusal to provide such data would imply the impossibility of starting and/or completing any processing related to institutional activities of University, and the impossibility to provide all services needed to ensure your rights;
4. the processing of personal data will be carried out both with manual modes and with the use of electronic means, through archives (containing paper documents) and databases owned by the competent offices;

<sup>2</sup> If it is necessary, it is possible to send the contract to the appointee by mail and to receive his approval by mail

5. data may be communicated only to public institutions or public administrations entitled by law solely for institutional purposes and for the principle of relevance and solely for the duration of the respective data processing;
6. the owner of data processing:.....;
7. data controller: .....
8. you may turn to the data processing owner or data controller at any time, without formal obligations, to enforce your rights, as provided for in Article 7 of the Code (D. Lgs. n. 196/2003), which for your convenience it is below reproduced in full:

**Art.7**  
**(Right to access to personal data and other rights)**

1. Any person concerned has the right to obtain confirmation of the existence of personal data about themselves, even if not yet registered, and such data should be communicated in intelligible form.
2. Any person concerned has the right to obtain information about:
  - a) the origin of personal data;
  - b) the purposes and methods of processing;
  - c) the rationale underlying their processing in the event electronic instruments are used;
  - d) the identity of the owner, the manager and the designated representative according to article 5, paragraph 2;
  - e) the subjects or categories of subjects to whom personal data may be communicated or who can be notified about them in their quality of appointed representatives in the country, of managers or agents.
3. Any person concerned has the right to obtain:
  - a) the update, correction or, if interested, the integration of data;
  - b) the deletion, anonymization or blocking of data processed in violation of law, including data which are not required to be kept for the purposes for which the data were collected or subsequently processed;
  - c) the certification that the operations in letters a) and b) have been notified, including their contents, to those to whom data were communicated or disclosed, except where this proves impossible or involves the use of means manifestly disproportionate to the protected right.
4. Any person concerned has the right to oppose, in whole or in part:
  - a) for legitimate reasons, the processing of personal data, even if pertinent to the purpose of collection;
  - b) the processing of personal data for purposes of sending advertising materials or direct selling or for carrying out market research or commercial communication.

*The Director/The supervisor*

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