

SELEZIONE PUBBLICA PER SOLI ESAMI PER LA COPERTURA DI N. 22 POSTI A TEMPO INDETERMINATO NELL'AREA DEGLI ISTRUTTORI – PROFILO PROFESSIONALE / POSIZIONE DI LAVORO DI "ISTRUTTORE AMMINISTRATIVO" DI CUI : N. 3 POSTI AGLI APPARTENENTI ALLE CATEGORIE DI CUI ALL'ART. 1, COMMA 1 LETTERE A) B) E D) DELLA LEGGE 68/99) E N. 6 POSTI RISERVATI AI MILITARI DI CUI AGLI ARTT. 678, COMMA 9, E 1014, COMMA 1, DEL D.LGS. 66/2010

PROVA ORALE E CRITERI DI VALUTAZIONE

Estratto verbale n.11

CRITERI DI VALUTAZIONE PROVA ORALE

- A) conoscenza della normativa
- B) coerenza della esposizione rispetto alle domande proposte
- C) capacità di sintesi e chiarezza
- D) completezza espositiva

Questi giudizi si tradurranno poi in un voto finale della prova orale espresso in trentesimi.

Estratto dal verbale n. 12

La Commissione procede alla determinazione dei gruppi di domande della prova orale e al successivo svolgimento della prova stessa.

La Commissione prende atto di quanto deciso nel verbale n. 11: saranno predisposte combinazioni di domande composte da n. 2 quesiti specifici sulle materie previste dal bando di selezione, oltre un brano in lingua inglese che il candidato dovrà leggere e tradurre.

PROVA 1

- I REGOLAMENTI COMUNALI;
- PUBBLICA AMMINISTRAZIONE E INFORMATIZZAZIONE.

PROVA 2

- COSA SONO LE AUTOCERTIFICAZIONI;
- LE COMPETENZE PROPRIE DEL COMUNE.

PROVA 3

- LE FASI DEL PROCEDIMENTO;
- CHE COSA SI INTENDE PER DATA BREACH AI SENSI DEL RGDP 2016/679

PROVA 4

- LE COMPETENZE PROPRIE DEL COMUNE;

- LA DEFINIZIONE DI FIRMA DIGITALE.

PROVA 5

- LE COMPETENZE DELLA GIUNTA COMUNALE;
- LA TRASPARENZA AMMINISTRATIVA

PROVA 6

- COS'E' IL PARERE DI REGOLARITA' CONTABILE E ATTESTAZIONE DI COPERTURA FINANZIARIA;
- LA CONCLUSIONE DEL PROCEDIMENTO

PROVA 7

- LA MOTIVAZIONE DEL PROVVEDIMENTO AMMINISTRATIVO;
- LA PEC (POSTA ELETTRONICA CERTIFICATA) CHE COS'E E QUAL E' IL SUO VALORE GIURIDICO

PROVA 8

- IL DIRITTO DI ACCESSO AI DOCUMENTI AMMINISTRATIVI;
- QUALI SONO I PRINCIPI GENERALI CHE IL DIPENDENTE PUBBLICO DEVE OSSERVARE NELLO SVOLGIMENTO DEI PROPRI COMPITI SECONDO IL CODICE DI COMPORTAMENTO DEI DIPENDENTI PUBBLICI

PROVA 9

- COS'E' IL PIANO ESECUTIVO DI GESTIONE;
- I DATI PARTICOLARI (EX DATI SENSIBILI) AI SENSI DELLA VIGENTE NORMATIVA SULLA PRIVACY E IL LORO TRATTAMENTO

PROVA 10

- LA REVOCA DEL PROVVEDIMENTO AMMINISTRATIVO;
- CHI SVOLGE LE FUNZIONI DI VIGILANZA E DI MONITORAGGIO SULL'APPLICAZIONE DEL CODICE DI COMPORTAMENTO E QUALI SONO LE COMPETENZE

PROVA 11

- IL RITARDO NELLA CONCLUSIONE DEL PROCEDIMENTO AMMINISTRATIVO;
- LE FUNZIONI DEL GARANTE DELLA PRIVACY

PROVA 12

- LA RESPONSABILITA' DEI DIPENDENTI PUBBLICI;
- LA DEFINIZIONE DI FIRMA DIGITALE

PROVA 13

- IN QUALI ATTI DEVONO ESSERE ESPRESSI I PARERI DEI RESPONSABILI DEI SERVIZI;
- LA DIGITALIZZAZIONE NELLA PUBBLICA AMMINISTRAZIONE

PROVA 14

- IL PREAVVISO DI RIGETTO;
- CHI SONO I SOGGETTI AUTORIZZATI AL TRATTAMENTO DEI DATI IN BASE AL D.LGS. 196/2003 E NEL RGPD 267/679

PROVA 15

- GLI ELEMENTI ESSENZIALI DEL PROVVEDIMENTO DIRIGENZIALE;
- IL SILENZIO NELL'ATTIVITA' AMMINISTRATIVA.

PROVA 16

- I VIZI DELL'ATTO AMMINISTRATIVO;
- LA TUTELA DELLA PRIVACY

PROVA 17

- I REGOLAMENTI COMUNALI;
- CHI SVOLGE LE FUNZIONI DI VIGILANZA E DI MONITORAGGIO SULL'APPLICAZIONE DEL CODICE DI COMPORTAMENTO E QUALI SONO LE COMPETENZE

PROVA 18

- IL CONFLITTO DI INTERESSI;
- DECRETI E ORDINANZE DEL SINDACO;

PROVA 19

- COS'E L'IMPEGNO DI SPESA;
- IL CODICE DI COMPORTAMENTO

PROVA 20

- I PRINCIPI DELL'ATTIVITA' AMMINISTRATIVA SECONDO LA LEGGE 241/1990;
- IL CANDIDATO FORNISCA UNA DEFINIZIONE DI DATO PERSONALE NEL R.G.P.D. 679/2016

PROVA 21

- L'ACCESSO CIVICO;
- LE DIMISSIONI DEL SINDACO

PROVA 22

- I PARERI DEI RESPONSABILI DEI SERVIZI SULLE DELIBERE;
- IL PROCESSO DI INFORMATIZZAZIONE NELLA PUBBLICA AMMINISTRAZIONE

PROVA 23

- LA PROTEZIONE DEI DATI PERSONALI;

- LE COMPETENZE DELLA GIUNTA COMUNALE

PROVA 24

- LO STATUTO COMUNALE;
- MODALITA' DI CONTROLLO DELLE AUTOCERTIFICAZIONI;

PROVA 25

- LE DIMISSIONI DEL SINDACO;
- LA VIOLAZIONE DEL CODICE DI COMPORTAMENTO

PROVA 26

- LA PEC (POSTA ELETTRONICA CERTIFICATA);
- LA RESPONSABILITA' DEI DIRIGENTI DELL'ENTE LOCALE

PROVA 27

- LA MOZIONE DI SFIDUCIA AL SINDACO;
- ACCESSO CIVICO E ACCESSO GENERALIZZATO

PROVA 28

- IL CODICE DI COMPORTAMENTO
- L'ELEZIONE DEL SINDACO NEI COMUNI CON POPOLAZIONE SUPERIORE AI 15000 ABITANTI

PROVA 29

- ORGANI DI GOVERNO E DIRIGENTI: IL PRINCIPIO DELLA SEPARAZIONE DEI COMPITI;
- LA CONCLUSIONE DEL PROCEDIMENTO

PROVA 30

- LA PARTECIPAZIONE AL PROCEDIMENTO AMMINISTRATIVO;
- LA PEC (POSTA ELETTRONICA CERTIFICATA)

PROVA 31

- IL SEGRETARIO COMUNALE
- TITOLARE DEL TRATTAMENTO DEI DATI NEL D.LGS. 196/2003 E NEL RGPD 267/679: DEFINIZIONE E COMPETENZE

PROVA 32

- LE AUTOCERTIFICAZIONI: LE CONSEGUENZE IN CASO DI FALSA DICHIARAZIONE
- PRINCIPI ISPIRATORI DELLA CONDOTTA DEL PUBBLICO DIPENDENTE

PROVA 33

- LE ORDINANZE;
- FUNZIONI DELL'INFORMATIVA NELLA GESTIONE DEI DATI PERSONALI

PROVA 34

- QUALI DATI, STATI E QUALITA' PERSONALI POSSONO ESSERE AUTOCERTIFICATI
- IL DIRETTORE/LA DIRETTRICE GENERALE.

PROVA 35

- L'INFORMATIVA NEL TRATTAMENTO DEI DATI PERSONALI;
- DIFFERENZA DI RUOLO TRA IL SEGRETARIO COMUNALE E IL DIRETTORE GENERALE

PROVA 36

- IL DIRETTORE/LA DIRETTRICE GENERALE.
- IL CANDIDATO FORNISCA UNA DEFINIZIONE DI DATO PERSONALE NEL R.G.P.D. 2016/679

PROVA 37

- MODALITA DI ESERCIZIO DEL DIRITTO DI ACCESSO
- IN QUALI CASI IL DIPENDENTE SI ASTIENE DAL PARTECIPARE ALL'ADOZIONE DI DECISIONI O ATTIVITA' SECONDO QUANTO PREVISTO DAL CODICE DI COMPORTAMENTO?

PROVA 38

- IL CONTROLLO SULLE AUTOCERTIFICAZIONI E SULLE DICHIARAZIONI SOSTITUTIVE DI ATTO DI NOTORIETA';
- LA DEFINIZIONE DI DOCUMENTO ELETTRONICO

PROVA 39

- LA TUTELA DELLA PRIVACY
- CHE COS'E L'IDENTITA DIGITALE

PROVA 40

- ANNULLAMENTO E REVOCA DELL'ATTO AMMINISTRATIVO;
- CHI E' L'INTERESSATO AL TRATTAMENTO DEI DATI NEL R.G.P.D. 2016/679?

PROVA 41

- IL SILENZIO NELL'ATTIVITA AMMINISTRATIVA;
- QUALI SONO LE ATTRIBUZIONI E LE PREROGATIVE DELLA DIRIGENZA AI SENSI DELL'ART. 107 DEL D.LGS. 267/2000.

PROVA 42

- L'ELEZIONE DEL SINDACO NEI COMUNI CON POPOLAZIONE SUPERIORE AI 15000 ABITANTI;
- L'UTILIZZO DEI SOCIAL MEDIA CON ACCOUNT PRIVATO NEL CODICE DI COMPORTAMENTO NEL COMUNE DI MODENA

PROVA 43

- LA DIGITALIZZAZIONE NELLA PUBBLICA AMMINISTRAZIONE;
- LE COMPETENZE DELLA GIUNTA COMUNALE.

PROVA 44

- IL REGOLAMENTO DEGLI UFFICI E DEI SERVIZI;
- CHE COS'E' L'IDENTITA' DIGITALE.

PROVA 45

- DECRETI ED ORDINANZE DEL SINDACO;
- LA TRASPARENZA AMMINISTRATIVA.

PROVA 46

- LA TRASPARENZA AMMINISTRATIVA;
- CODICE DI COMPORTAMENTO: REGALI, COMPENSI E ALTRE UTILITA' AL DIPENDENTE PUBBLICO

PROVA 47

- LA RESPONSABILITA' DEI DIRIGENTI DELL'ENTE LOCALE;
- QUALI SONO I DOCUMENTI CHE LA P.A. PUO' CHIEDERE AL CITTADINO NELLA FASE DI ISTRUTTORIA DI UN PROCEDIMENTO AMMINISTRATIVO?

PROVA 48

- I PRINCIPI DI ECONOMICITA', EFFICACIA E TRASPARENZA DELL'AZIONE AMMINISTRATIVA;
- CHI E' IL RESPONSABILE DEL TRATTAMENTO DEI DATI NEL D.LGS. 196/2003 E NEL R.G.P.D. 2016/679

PROVA 49

- LA DIFFERENZA TRA ORGANI DI GOVERNO E DEI DIRIGENTI: PRINCIPIO DELLA SEPARAZIONE DEI POTERI;
- FUNZIONE DELL'INFORMATIVA NELLA GESTIONE DEI DATI PERSONALI;

PROVA 50

- ACCESSO CIVICO E ACCESSO GENERALIZZATO;
- PARENTELA E AFFINITA': PERCHE' POSSONO ESSERE RILEVANTI PER IL DIPENDENTE PUBBLICO;

PROVA 51

- LA CONCLUSIONE DEL PROCEDIMENTO;
- COSA SONO I SERVIZI PUBBLICI LOCALI E QUALI SONO LE MODALITA' CON CUI POSSONO ESSERE GESTITI DAL COMUNE?

PROVA 52

- FUNZIONE DELL'INFORMATIVA NELLA GESTIONE DEI DATI PERSONALI;
- COMUNICAZIONE DEGLI INTERESSI FINANZIARI E CONFLITTO DI INTERESSE NEL CODICE DI COMPORTAMENTO DEL COMUNE DI MODENA.

PROVA 53

- IL PROCESSO DI INFORMATIZZAZIONE NELLA PUBBLICA AMMINISTRAZIONE;
- DIRETTORE/ DIRETTRICE GENERALE DEI DIRIGENTI

PROVA 54

- MODALITA' DI CONTROLLO DELLE AUTOCERTIFICAZIONI;
- DIVERSI TIPI DI ACCESSO AGLI ATTI.

PROVA 55

- LA VIOLAZIONE DEL CODICE DI COMPORTAMENTO;
- LA SEZIONE AMMINISTRAZIONE TRASPARENTE DEL SITO ISTITUZIONALE DEL COMUNE.

PROVA 56

- I PRINCIPALI REGOLAMENTI COMUNALI E LE LORO MODALITA' DI APPROVAZIONE;
- CHI SONO I CONTROINTERESSATI NEL DIRITTO DI ACCESSO E QUALI DIRITTI POSSONO VANTARE.

PROVA 57

- L'UTILIZZO DELLA PEC (POSTA ELETTRONICA CERTIFICATA) NELLA PUBBLICA AMMINISTRAZIONE;
- LE COMPETENZE PROPRIE DEL COMUNE.

PROVA 58

- COSA E' UN ENTE LOCALE E QUALI SONO I SUOI ELEMENTI COSTITUTIVI;
- LA DEFINIZIONE DI DOCUMENTO ELETTRONICO.

PROVA 59

- DIFFERENZA DI RUOLO TRA IL SEGRETARIO COMUNALE E IL DIRETTORE GENERALE;
- IN QUALI CASI IL DIPENDENTE SI ASTIENE DAL PARTECIPAZIONE ALL'ADOZIONE DI DECISIONI O ATTIVITA' SECONDO QUANTO PREVISTO DAL CODICE DI COMPORTAMENTO?

PROVA 60

- PARENTELA E AFFINITA'. PERCHE' POSSONO ESSERE RILEVANTI PER IL DIPENDENTE PUBBLICO;
- IL RITARDO NELLA CONCLUSIONE DEL PROCEDIMENTO AMMINISTRATIVO.

PROVA 61

- LA SEZIONE AMMINISTRAZIONE TRASPARENTE DEL SITO ISTITUZIONALE DEL COMUNE;
- LA MOZIONE DI SFIDUCIA DEL SINDACO.

PROVA 62

- L'ACCESSO AGLI ATTI E L'ACCESSO GENERALIZZATO;
- LE COMPETENZE DEL DIRIGENTE COMUNALE.

PROVA 63

- CHI SONO I CONTROINTERESSATI NEL DIRITTO DI ACCESSO E QUALI DIRITTI POSSONO VANTARE?
- ORDINANZE ORDINARIE E ORDINANZE CONTINGIBILI E URGENTI: COMPETENZE E AMBITI DI APPLICAZIONE.

PROVA 64

- ORDINANZE ORDINARIE E ORDINANZE CONTINGIBILI E URGENTI: COMPETENZE E AMBITI DI APPLICAZIONE.
- CONSEGUENZE DELLA FASLICITA' DELLE AUTODICHIARAZIONI E AUTOCERTIFICAZIONI.

PROVA 65

- LA FIGURA DEL DPO NEL NUOVO CODICE DI PROTEZIONE DEI DATI PERSONALI;
- LE FASI DEL PROCEDIMENTO AMMINISTRATIVO.

PROVA 66

- CODICE DI COMPORTAMENTO E RESPONSABILITA' DISCIPLINARE;
- COS'E' IL PARERE DI REGOLARITA CONTABILE E ATTESTAZIONE DI COPERTURA FINANZIARIA.

PROVA 67

- CONSEGUENZE DELLA FALSITA' DELLE AUTODICHIARAZIONI E AUTOCERTIFICAZIONI;
- LA REVOCA DEL PROVVEDIMENTO AMMINISTRATIVO.

PROVA 68

- PUBBLICA AMMINISTRAZIONE E INFORMATIZZAZIONE;

- IL PREAVVISO DI RIGETTO.

PROVA 69

- AZIONI CONSEGUENTI AL RICEVIMENTO DI UNA RICHIESTA DI ACCESSO CIVICO;
- LA RESPONSABILITA' DEI PUBBLICI DIPENDENTI.

PROVA 70

- I DIVERSI TIPI DI ACCESSO AGLI ATTI;
- L'UTILIZZO DELLA PEC NELLA PUBBLICA AMMINISTRAZIONE.

PROVA 71

- DIRETTORE/DIRETTRICE GENERALE E DIRIGENTI;
- IL RESPONSABILE DEL TRATTAMENTO DEI DATI: FUNZIONI E COMPITI

PROVA 72

- I DATI PARTICOLARI (EX SENSIBILI) AI SENSI DELLA VIGENTE NORMATIVA SULLA PRIVACY E IL LORO TRATTAMENTO.
- I VIZI DELL'ATTO AMMINISTRATIVO

PROVA 73

- IL RESPONSABILE DEL TRATTAMENTO DEI DATI: FUNZIONI E COMPITI;
- COS'E L'IMPEGNO DI SPESA

PROVA 74

- LA TRASPARENZA: OBBLIGHI E FINALITA';
- IL SEGRETARIO COMUNALE

PROVA 75

- PRINCIPI ISPIRATORI DELLA CONDOTTA DEL PUBBLICO DIPENDENTE;
- LA PARTECIPAZIONE AL PROCEDIMENTO AMMINISTRATIVO

PROVA 76

- CHI SVOLGE FUNZIONI DI VIGILANZA E DI MONITORAGGIO SULL'APPLICAZIONE DEL CODICE DI COMPORTAMENTO E QUALI SONO LE COMPETENZE
- LO STATUTO COMUNALE

PROVA 77

- QUALI SONO I PRINCIPI GENERALI CHE IL PUBBLICO DIPENDENTE DEVE OSSERVARE NELLO SVOLGIMENTO DEI PROPRI COMPITI SECONDO IL CODICE DI COMPORTAMENTO DEI DIPENDENTI PUBBLICI NAZIONALE;
- LE AUTOCERTIFICAZIONI: LE CONSEGUENZE IN CASO DI FALSA DICHIARAZIONE.

PROVA 78

- DIFFERENZA FRA ACCESSO CIVICO E ACCESSO DOCUMENTALE;
- QUALI SONO I PRINCIPI GENERALI CHE IL PUBBLICO DIPENDENTE DEVE OSSERVARE NELLO SVOLGIMENTO DEI PROPRI COMPITI SECONDO IL CODICE DI COMPORTAMENTO DEI DIPENDENTI PUBBLICI NAZIONALE;

PROVA 79

- TITOLARE DEL TRATTAMENTO DEI DATI NEL D.LGS 196/2003 E NEL R.G.P.D. 2016/679: DEFINIZIONE E COMPETENZE;
- I PRINCIPI DELL'ATTIVITA' AMMINISTRATIVA SECONDO LA L. 241/90

PROVA 80

- CHI E' IL RESPONSABILE DEL TRATTAMENTO NEL D.LGS 196/2003 E NEL R.G.P.D. 2016/679;
- I REGOLAMENTI COMUNALI.

PROVA 81

- CHI SONO I SOGGETTI AUTORIZZATI AL TRATTAMENTO DEI DATI IN BASE AL D.LGS 196/2003 E NEL R.G.P.D. 2016/679;
- LA PARTECIPAZIONE AL PROCEDIMENTO AMMINISTRATIVO

PROVA 82

- COSA SONO I SERVIZI PUBBLICI LOCALI E QUALI SONO LE MODALITA' CON CUI POSSONO ESSERE GESTITI DAL COMUNE?
- QUALI DATI, STATI E QUALITA' PERSONALI POSSONO ESSERE AUTOCERTIFICATI

PROVA 83

- CHI E' L'INTERESSATO AL TRATTAMENTO DEI DATI NEL R.G.P.D. 2016/679?
- LA DIGITALIZZAZIONE NELLA PUBBLICA AMMINISTRAZIONE

PROVA 84

- IL CANDIDATO FORNISCA UNA DEFINIZIONE DI DATO PERSONALE NEL R.G.P.D. 2016/679;
- IL CODICE DI COMPORTAMENTO

PROVA 85

- QUALI DOCUMENTI LA P.A. PUO' CHIEDERE AL CITTADINO NELLA FASE DI ISTRUTTORIA DI UN PROCEDIMENTO AMMINISTRATIVO?
- CODICE DI COMPORTAMENTO E RESPONSABILITA' DISCIPLINARE

PROVA 86

- QUALI CONSEGUENZE PUO' COMPORTARE LA VIOLAZIONE DEGLI OBBLIGHI DETTATI DAL CODICE DI COMPORTAMENTO?
- DIFFERENZA TRA ACCESSO CIVICO E ACCESSO DOCUMENTALE.

PROVA 87

- QUALI DOCUMENTI LA PA PUO' CHIEDERE AL CITTADINO NELLA FASE DI ISTRUTTORIA DI UN PROCEDIMENTO AMMINISTRATIVO?
- LA MOTIVAZIONE DEL PROVVEDIMENTO AMMINISTRATIVO

PROVA 88

- QUALI SONO LE REGOLE DEFINITE DAL CODICE DI COMPORTAMENTO CHE IL DIPENDENTE DEVE OSSERVARE NEL CASO IN CUI ABBA RAPPORTI CON IL PUBBLICO
- LA MOZIONE DI SFIDUCIA NEI CONFRONTI DEL SINDACO

PROVA 89

- LA MOZIONE DI SFIDUCIA NEI CONFRONTI DEL SINDACO
- CHE COSA SI INTENDE PER DATA BREACH AI SENSI DEL R.G.P.D. 2016/679

PROVA 90

- CHE COSA SI INTENDE PER DATA BREACH AI SENSI DEL R.G.P.D. 2016/679
- GLI ELEMENTI ESSENZIALI DEL PROVVEDIMENTO DIRIGENZIALE

PROVA 91

- QUALI DIRITTI PUO ESERCITARE L'INTERESSATO AL TRATTAMENTO DEI DATI SECONDO QUANTO PREVISTO DAL RGDP 2016/679
- QUALI SONO GLI ATTI DI COMPETENZA DEI DIRIGENTI E QUALI SONO I PARERE CHE DEVONO ESSERE ESPRESSI NELLE DELIBERE DI GIUNTA E CONSIGLIO

PROVA 92

- QUALI SONO GLI ATTI DI COMPETENZA DEI DIRIGENTI E QUALI SONO I PARERE CHE DEVONO ESSERE ESPRESSI NELLE DELIBERE DI GIUNTA E CONSIGLIO
- IL RITARDO NELLA CONCLUSIONE DEL PROCEDIMENTO AMMINISTRATIVO

PROVA 93

- QUALI SONO I PRINCIPI GENERALI CHE DEVONO ESSERE APPLICATI AL TRATTAMENTO DEI DATI PERSONALI
- IL CONFLITTO DI INTERESSI

PROVA 94

- OBBLIGHI DI PUBBLICAZIONE DI DATI PREVISTA PER LA PUBBLICA AMMINISTRAZIONE;
- RUOLO E FUNZIONI DEL SEGRETARIO COMUNALE E DEL DIRETTORE/DIRETTRICE GENERALE

PROVA 95

- QUALI SONO LE DIVERSE TIPOLOGIA DI ACCESSO E COME SONO DISCIPLINATE;
- I PRINCIPALI REGOLAMENTI COMUNALI E LE LORO MODALITA' DI APPROVAZIONE.

PROVA 96

- LE DICHIARAZIONI SOSTITUTIVE AI SENSI DEL D.P.R. 445/2000
- IN QUALI ATTI DEVONO ESSERE ESPRESSI I PARERI DEI RESPONSABILI DEI SERVIZI

PROVA 97

- QUALI SONO LE ATTRIBUZIONI DELLA DIRIGENZA AI SENSI DELL'ART. 107 DEL D.LGS 267/2000;
- DECRETI E ORDINANZE DEL SINDACO

PROVA 98

- LA TRASPARENZA: OBBLIGHI E FINALITA'
- COS'E' L'IMPEGNO DI SPESA

PROVA 99

- COSA SI INTENDE AI SENSI DEL CODICE DI COMPORTAMENTO DEL COMUNE DI MODENA PER CONFLITTO DI INTERESSE;
- LA PARTECIPAZIONE AL PROCEDIMENTO AMMINISTRATIVO

PROVA 100

- CODICE DI COMPORTAMENTO: IL COMPORTAMENTO DEL DIPENDENTE DEL COMUNE DI MODENA IN SERVIZIO
- LE FUNZIONI DEL GARANTE DELLA PRIVACY

PROVA 101

- CODICE DI COMPORTAMENTO: REGALI, COMPENSI E ALTRE UTILITA' AL DIPENDENTE PUBBLICO;
- COS'E IL CAD E QUALI SONO LE SUE FINALITA'

PROVA 102

- RUOLO E FUNZIONI DEL SEGRETARIO COMUNALE E DEL DIRETTORE/DIRETTRICE GENERALE;
- COS'E IL CAD E QUALI SONO LE SUE FINALITA'

PROVA 103

- IL PIANO ESECUTIVO DI GESTIONE (PEG);
- QUALI SONO I PRINCIPI GENERALI CHE DEVONO ESSERE APPLICATI AL TRATTAMENTO DEI DATI PERSONALI

PROVA 104

- PRINCIPI ISPIRATORI DELLA CONDOTTA DEL PUBBLICO DIPENDENTE;
- IL SILENZIO ASSENSO E IL SILENZIO DINIEGO

PROVA 105

- IL SILENZIO ASSENSO E IL SILENZIO DINIEGO;
- LA SEZIONE AMMINISTRATIVA TRASPARENTE DEL SITO ISTITUZIONALE DEL COMUNE

PROVA 106

- IN QUALI CASI IL DIPENDENTE SI ASTIENE DAL PARTECIPARE ALL'ADOZIONE DI DECISIONI O ATTIVITA' SECONDO QUANTO PREVISTO DAL CODICE DI COMPORTAMENTO?
- LE COMPETENZE DELLA GIUNTA COMUNALE

PROVA 107

- TITOLARE, RESPONSABILE, INCARICATO, INTERESSATO AL TRATTAMENTO DEI DATI
- IL DIRITTO DI ACCESSO AI DOCUMENTI AMMINISTRATIVI

PROVA 108

- DATI PARTICOLARI (EX SENSIBILI) AI SENSI DELLA NORMATIVA PRIVACY;
- I VIZI DELL'ATTO AMMINISTRATIVO

PROVA 109

- RAPPORTO TRA DIRITTO DI ACCESSO E RISERVATEZZA;
- LA DEFINIZIONE DI FIRMA DIGITALE

PROVA 110

- TITOLARE, RESPONSABILE, INCARICATO, INTERESSATO AL TRATTAMENTO DEI DATI
- I PRINCIPI DI ECONOMICITA', EFFICACIA E TRASPARENZA DELL'AZIONE AMMINISTRATIVA

PROVA 111

- LE FUNZIONI DEL GARANTE PRIVACY
- I PARERI DEI RESPONSABILI DEI SERVIZI SULLE DELIBERE

PROVA 112

- LA DEFINIZIONE DI DOCUMENTO ELETTRONICO;
- ORGANI DI GOVERNO E DIRIGENTI: IL PRINCIPIO DELLA SEPARAZIONE DEI COMPITI

PROVA 113

- LA DEFINIZIONE DI FIRMA DIGITALE;
- I PRINCIPI DELL'ATTIVITA' AMMINISTRATIVA SECONDO LA LEGGE 241/1990

PROVA 114

- COS'E' IL CAD E QUALI SONO LE SUE FINALITA';
- LE ORDINANZE

PROVA 115

- LA PEC (POSTA ELETTRONICA CERTIFICATA) CHE COS'E' E QUAL'E' IL SUO VALORE GIURIDICO
- ANNULLAMENTO E REVOCA DEL'ATTO AMMINISTRATIVO

PROVA 116

- CHE COS'E' L'IDENTITA DIGITALE
- L'ELEZIONE DEL SINDACO NEI COMUNI CON POPOLAZIONE SUPERIORE AI 15.000 ABITANTI

PROVA 117

- DIFFERENZA TRA ACCESSO DOCUMENTALE, ACCESSO CIVICO SEMPLICE E GENERALIZZATO
- I PRINCIPI DI ECONOMICITA', EFFICACIA E TRASPARENZA DELL'AZIONE AMMINISTRATIVA

PROVA 118

- L'ORGANIZZAZIONE DEGLI UFFICI E DEI SERVIZI AI SENSI DEL DLGS 267/2000.
- I PRINCIPI DELL'ATTIVITA' AMMINISTRATIVA SECONDO LA LEGGE 241/1990

PROVA 119

- L'UTILIZZO DEI SOCIAL MEDIA CON ACCOUNT PRIVATO NEL CODICE DI COMPORTAMENTO DEL COMUNE DI MODENA
- GLI ELEMENTI ESSENZIALI DEL PROVVEDIMENTO DIRIGENZIALE

PROVA 120

- COMUNICAZIONE DEGLI INTERESSI FINANZIARI E CONFLITTO DI INTERESSE NEL CODICE DI COMPORTAMENTO DEL COMUNE DI MODENA
- IL SILENZIO NELL'ATTIVITA' AMMINISTRATIVA

PROVA 121

- COSA SONO LE AUTOCERTIFICAZIONI;
- LA FIGURA DEL DPO (PROTECTOR DATA OFFICER) NEL NUOVO CODICE DI PROTEZIONE DATI PERSONALI

PROVA 122

- I COMPITI DEL DPO (PROTECTOR DATA OFFICER) IN BASE AL NUOVO CODICE DI PROTEZIONE DEI DATI PERSONALI;
- LA PROTEZIONE DEI DATI PERSONALI

PROVA 123

- COSA SONO LE AUTOCERTIFICAZIONI;
- L'ACCESSO CIVICO

PROVA 124

- I COMPITI DEL DPO (PROTECTOR DATA OFFICER) IN BASE AL NUOVO CODICE DI PROTEZIONE DEI DATI PERSONALI;
- QUALI DATI, STATI E QUALITA' PERSONALI POSSONO ESSERE AUTOCERTIFICATI

PROVA 125

- QUALI DIRITTI PUO' ESERCITARE L'INTERESSATO AL TRATTAMENTO DEI DATI SECONDO QUANTO PREVISTO DAL RGDP 2016/679
- QUALI SONO LE ATTRIBUZIONI DELLA DIRIGENZA AI SENSI DELL'ART. 107 DEL D.LGS 267/2000

PROVA 126

- OBBLIGHI DI PUBBLICAZIONE DI DATI PREVISTA PER LA PUBBLICA AMMINISTRAZIONE
- I PRINCIPI DI ECONOMICITA', EFFICACIA E TRASPARENZA DELL'AZIONE AMMINISTRATIVA

PROVA 127

- COS'E' UN ENTE LOCALE E QUALI SONO I SUOI ELEMENTI COSTITUTIVI
- AZIONI CONSEGUENTI AL RICEVIMENTO DI UNA RICHIESTA DI ACCESSO CIVICO

PROVA 128

- LA TRASPARENZA: OBBLIGHI E FINALITA'
- QUALI CONSEGUENZE PUO' COMPORTARE LA VIOLAZIONE DEGLI OBBLIGHI DETTATI DAL CODICE DI COMPORTAMENTO?

PROVA 129

- COMUNICAZIONE DEGLI INTERESSI FINANZIARI E CONFLITTO DI INTERESSE NEL CODICE DI COMPORTAMENTO DEL COMUNE DI MODENA
- LA TUTELA DELLA PRIVACY

PROVA 130

- CODICE DI COMPORTAMENTO: IL COMPORTAMENTO DEL DIPENDENTE DEL COMUNE DI MODENA IN SERVIZIO
- DIFFERENZA TRA ACCESSO DOCUMENTALE, ACCESSO CIVICO SEMPLICE E ACCESSO CIVICO GENERALIZZATO

PROVA 131

- I REGOLAMENTI COMUNALI;
- PUBBLICA AMMINISTRAZIONE E INFORMATIZZAZIONE

Di seguito si riportano le domande per la valutazione della idoneità della lingua inglese:

Freedom of movement gives citizens the right to move and reside freely within the Union. Individual freedoms such as respect for private life, freedom of thought, religion, assembly, expression and information are protected by the EU Charter of Fundamental Rights.

- **The EU supports Member States in their efforts to provide the best education and training for their citizens. It also promotes multilingualism in Europe, helping with the teaching and learning of languages.**

- **While Europeans may speak different languages and have different traditions, they share the same set of values, on which the EU was founded. These are respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights.**

- **If you are a citizen of one of the 27 countries that make up the EU, you are also a citizen of the EU. This gives you some important extra rights, such as the freedom to move, live, work and study in any EU country.**
- **As well as protecting the rights of its citizens and people living in the European Union, the EU also promotes human rights and fair elections worldwide, awarding people and organisations that fights for human rights and fundamental freedoms.**
- **Twenty-two EU Member States and four non-EU countries (Iceland, Liechtenstein, Norway and Switzerland) belong to what is known as the Schengen area. This means you don't have to show your passport when crossing the border between these countries.**
- **The EU is also taking action to ensure a rapid economic recovery from the pandemic. From 2021 to 2027, funding of 2 billion will support people, companies and regions across the EU. This total includes a special recovery fund of 807 billion, known as NextGenerationEU.**
- **The European Climate Pact brings people and organisations together to share information on climate action. We can all do our bit: from reducing food waste and recycling more, to taking the bike instead of the car.**
- **The EU works closely with its neighbours and with countries around the world. It is building new partnerships, in particular with Africa, and working with other countries and international organisations, such as the United Nations and the World Health Organization, to tackle common challenges.**

- **A school which aspires in responding to the emotional, cognitive, and social demands of children who need to move, act, speak, walk, see, listen, know, and learn in relation to themselves, their peers, the adult work, and the reality which surrounds them.**

- **Children who are absent for a long period of time or attend school on a frequently irregular basis without justification can be expelled from school by the competent “Commission of Pre-schools”.**

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- **For users who are not resident in the Municipality of Modena and for those who do not use digital services, it is possible to fill in the application by phone by contacting the operators at the following telephone numbers: 059.2032708.**

- **The chronological order and the method of submitting the application will not affect in any way the admission of the child to school.**

- **From 30 december, on the internet site of the educational services department of the municipality of modena, at www.comune.modena.it/istruzione, you can find the application form, rules and information related to the service, both in italian and english, and this document translated into French.**

- **Due to the ongoing Covid-19 pandemic, it is not possible to visit school facilities. To register for the virtual open days, which are usually held between 6 p.m. and 7.30 p.m., and to find out about any schedule changes, please visit <https://virtualopenday.comune.modena.it/>, which will be available from early January 2021.**

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- **You can travel across most of the EU without a passport and without border checks. You can shop in another country where goods are cheaper without restrictions or additional taxes, as long as what you buy is for your own use. The single currency, the euro, allows you to compare prices directly in all the countries that use it.**

- **More than two million young people have already used EU programmes to study or train in another European country. As a result, the EU schemes for educational exchanges and trans-**

border partnerships like Erasmus and Leonardo are bywords among students and other learners.

- Our society is fairer and more efficient when we do not discriminate against fellow human beings because of their nationality , gender, handicap, race or other factors. That is why EU law bans discrimination.

- For further information, it is possible to phone the Pre-school Admissions Office on Tuesday and Fridays morning from 9 am to 1 pm (tel. 059.2032708-2032771) or send an e-mail to the dedicated email address: scuole.infanzia@comune.modena.it.

- **CIVIC MUSEUMS** – The Archaeological Ethnological Civic Museum contains the earliest evidence of the presence of human beings in the Modena area. Alongside materials from Neolithic era, the Copper Age, evidence may be seen of Etruscan and of Roman Modena.

- **CATHEDRAL** – Its construction began in 1099 and the Cathedral was consecrated by Pope Lucio III in 1184. It is one of the gratest masterpieces of the European Romanesque due both to Lanfranco's architectural structure and to Wiligelmo's sculptural work.

- **MODENA LAND OF MOTORS** – There has always been a deep feeling between Modena and motoring, the roots going back a long way. A land of motors where the passion for mechanical engineering has a long tradition and the legend of speed is an integral part of its culture.

- **The Bureau of European policies and International relations is in charge of all European funding programs of interest to the City of Modena: Structural Funds, European territorial cooperation Funds, Funds under direct centralized management.**

- **For the different departments of the City of Modena, The Bureau of European policies follows the entire project life cycle: monitoring informations about European funds and programmes, construction of the application file and budget, partners research, management and audit report of funded projects, results dissemination.**

- **Since 1999 the City of Modena carries out orientation, consulting and technical assistance activities for other public bodies in the field of European affairs: organization of European Offices, European funds, project management, initiatives to promote active European citizenship.**

- **“Technical assistance is realized in activation of personalized agreements according to local public bodies needs and which include issues such as the analysis of institution's objectives in relation to European issues and verification of the correspondence objectives and resources;”**

- **In 2008 The City of Modena established the Summer School Renzo Imbeni to honor the memory of 'On. Renzo Imbeni, Vice-President of the European Parliament from 1994 to 2004, born in Modena.**

- **The Italian network Civinet, which is part of the European initiative Civitas, has been created to allow Italian cities to share experiences and best practices for the development and realization of strategies, policies and actions in the field of sustainable mobility.**

- In particular, the network aims at promoting Civitas philosophy and values regarding sustainable mobility to cities, media, citizens and other interested stakeholders; promoting a dialogue with local authorities, ministries and the European Union on the subject of sustainable mobility.

- Energy-Cities is a network of European cities which aim to strengthen the role of local authorities in the field of energy and environmental protection, promoting the exchange of experiences and the development of joint projects in the field of sustainable energy sources, efficiency and energy saving.

- The network is actively committed in the promotion of informative campaigns about environmental sustainability and in the launch of pilot actions directed to make public administrations, companies, professionals and citizens aware of energy efficiency.

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- **The fees of contracted schools and the schools which have an agreement with the municipality can differ slightly from those applied to municipal and state schools. The fees of FISM (Italian Federation of Preschools) schools can vary from school to school.**

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- **Enrolment applications which arrive after the closing date of the call, but by 09 June 2022, will be entered into a new ranking list compiled according to the general admission criteria (after the deadline ranking list). For applications for admission to the service submitted beyond the aforementioned date the chronological order of presentation will be used.**

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- **A list of applicants will be compiled for each school, according to the score assigned, in a descending order (admission ranking list). In case of parity between two or more applicants, the older child will be given priority. In case of further parity, lots will be drawn.**

- **Aims and values of the European Union: Promoting peace and security and respecting fundamental rights and freedoms are just some of the European Union's aims and values. Founding agreements: Overview of the most important EU treaties (founding treaties, treaty amendments, Lisbon Treaty, Schengen Agreement, etc.)**

- **Human dignity is inviolable. It must be respected, protected and constitutes the real basis of fundamental rights. Freedom of movement gives citizens the right to move and reside freely within the European Union.**

- **The functioning of the EU is founded on representative democracy. A European citizen automatically enjoys political rights. Every adult EU citizen has the right to stand as a candidate and to vote in elections to the European Parliament. EU citizens have the right to stand as a candidate and to vote in their country of residence, or in their country of origin.**

- **Equality is about equal rights for all citizens before the law. The principle of equality between women and men underpins all European policies and is the basis for European integration. It applies in all areas. The principle of equal pay for equal work became part of the Treaty of Rome in 1957.**
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- **Ensuring effective control of the EU's external borders and further developing a comprehensive migration policy. Fighting terrorism and cross-border/online crime, increasing the EU's resilience against both natural and man-made disasters.**
- **Building a resilient economy by deepening the Economic and Monetary Union to ensure that Europe is better prepared for future shocks, completing the banking and capital markets union, strengthening the international role of the euro, investing in skills and education.**

- **Building a robust foreign policy based on an ambitious neighbourhood policy with 16 of its closest eastern and southern neighbours and a comprehensive partnership with Africa. Promoting global peace, stability, democracy and human rights. Ensuring a robust trade policy in line with multilateralism and the global rules-based international order.**

- **Transforming the EU into a modern, resource-efficient and competitive economy, while preserving Europe's natural environment, tackling climate change and making Europe carbon-neutral and resource-efficient by 2050. Embracing digital transformation by investing in businesses, research and innovation.**

- **Strengthening the EU's voice on the world stage by improving its standing as a champion of strong, open and fair trade, multilateralism and a rules-based global order. Boosting relations with neighbouring countries and partners as well as strengthening the EU's ability to manage crises based on civilian and military capabilities.**

- **Strengthening Europe's democratic processes by deepening relations with the European Parliament and national parliaments, protecting EU democracy from external interference, ensuring transparency and integrity throughout the legislative process, as well as engaging more widely with Europeans in shaping the EU's future.**

- **The Youth Portal is a central information source for all EU initiatives on learning, working and volunteering. You'll also find travel tips, information on school exchanges and other EU initiatives such as the EU Youth Dialogue and the European Solidarity Corps.**

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