

Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"

NON SECTA
ROR

QUESTIONS

ENVELOPE 1

1. Which are the priorities financed by the Programme, according section 2 of the Programme document. Which are the budget and sources of financing, according the Programme document?
2. According to the art. 107 of the Treaty on the Functioning of the European Union (TFEU), which aid measures are considered as State Aid?
3. Describe one or more situations you had the possibility to show your innovation capability.
4. Test 1 (Word Processing)
 - a. Open the "Example-text-1.docx" file
 - b. Create a new blank document in MS Office® - Word
 - c. Copy the content of the 1st paragraph from "Example-text-1.docx" into the newly created document.
 - d. Set the line spacing of the paragraph to 1.5 pt
 - e. Set the character font to Arial for the whole text
 - f. Insert a line break at the end of the sentence "Territorial Cooperation Programme"
 - g. Select the words "European Territorial Cooperation Programme" and set them in Italics
 - h. Select the words "Interreg Greece-Italy Programme" and set them in bold
 - i. Set the font size of the whole paragraph to 14 pt
 - j. Set the alignment of the whole paragraph to Centre



Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC)"

*Non scelto
Rov*

QUESTIONS

ENVELOPE 2

1. Which are the main tasks of the Project officer in regard to the management of the projects, according to the Public vacancy notice (annex 1)?
2. According to the article 107 of the Treaty on the Functioning of the European Union (TFEU), which state aid are compatible with internal market?
3. With reference to your professional career, usually you prefer to convince others people on your ideas/proposals or to share them? Give an example. Furthermore, tell us about the highlights of your work experience and your motivations for applying to this position.
4. Test 6 (Excel spreadsheet)
 - a. Create a new blank workbook in MS Office® - Excel
 - b. In cell B2 insert value 38 and identify which kind of number format is assigned to the cell
 - c. In cell B3 insert value 38 and set the number format of the cell to Number, with 3 decimal places
 - d. In cell B4 insert value 42 set the number format of the cell to text
 - e. In cell B5 insert the current date as dd/mm/yyyy and set the cell format to date (short)
 - f. Change the format of the date in cell into B5 into any other type of date format
 - g. In cell B6 insert the value 18:15 and set the number format to time
 - h. change the time format of cell B6 into AM/PM
 - i. Fill cell B7 with the value 0,25 and set the number format to percent with one decimal place
 - j. Fill cell B8 with value 15,2 and set the number format to Accounting with euro currency and two decimal places
 - k. Set the font type of all the above cells to bold

*Non scelto
Rov*

**Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"**

QUESTIONS

ENVELOPE 3

1. Which are the tasks of the Lead partner?
2. According to the article 107 of the Treaty on the Functioning of the European Union (TFEU), which state aid may be considered to be compatible with the internal market?
3. If an unexpected event occurred during your daily work, how do you react to face the situation? Describe shortly a concrete situation you handled recently.
4. Test 14 (PowerPoint presentation)
 - a. Create a new blank presentation in MS Office® - PowerPoint
 - b. The first slide should contain the title "INTERREG GREECE-ITALY 2021-2027"
 - c. Set the title with the following format: Bold, underlined and with a font of your choice
 - d. In the first slide, below the title, insert the picture named "Interreg-Logo-Greece-Italy.png" found inside the Windows Image folder
 - e. Enlarge the image to a suitable size
 - f. Create three more slides structured with the title INTERREG GREECE-ITALY 21-27 on top
 - g. Open the "Example-text-1.docx" file
 - h. Fill the created slides so that each slide contains one paragraph of the "Example-text-1.docx" file
 - i. Start a slideshow of the presentation
 - j. Export the created presentation as a PDF file



**Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"**

QUESTIONS

ENVELOPE 4

1. Please describe the main functions of the monitoring committee, according to the ETC Regulation (EU) 2021/1059.
2. According to the article 108 of Treaty on the Functioning of the European Union (TFEU), which EU body monitors and applies penalties in case the aid granted by a State or through State resources is not compatible with the internal market.
3. Please, describe what you mostly appreciate about the work in team. Furthermore, tell us about the highlights of your work experience and your motivations for applying to this position.
4. Test 2 (Word processing)
 - a. Open the "Example-text-1.docx" file
 - b. Create a new blank document in MS Office® - Word
 - c. Copy the content of the 1st paragraph from "Example-text-1.docx" into the newly created document.
 - d. Put a line break after the words "pilot actions to create"
 - e. Insert a colon sign (":") after the words "pilot actions to create"
 - f. In the following sentence, delete the word "and" before the word "services"
 - g. Put a line break after the words "new policy", "products" and "services"
 - h. Set only the words "new policy", "products" and "services" as a bulleted list
 - i. Insert the picture named "Interreg-Logo-Greece-Italy.png" found inside the Windows Image folder, at the end of the document
 - j. Align the logo at the center of the document

NON SCIUTA
Non

Non
OK
OK
OK

Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC)"

*NON SCELTA
Raw*

QUESTIONS

ENVELOPE 5

1. Please explain us the process of verification of expenditures, according the financial rules and regulations.
2. Is there a possibility to consider a state aid as compatible with the internal market in derogation to the art. 107 of Treaty on the Functioning of the European Union (TFEU)?
3. You have identified a problem in a process already started: which strategy do you adopt to face it? Furthermore, tell us about the highlights of your work experience and your motivations for applying to this position.
4. Test 3 (Word processing)
 - a. Open the "Example-text-1.docx" file
 - b. Create a new blank document in MS Office® - Word
 - c. Copy the content of the 2st paragraph from "Example-text-1.docx" into the newly created document.
 - d. Modify the Margins of the document: set the left margin to 4 cm and the right margin to 3 cm
 - e. Set the alignment of the whole paragraph to Justified
 - f. Insert the words "INTERREG GREECE-ITALY" as header sentence of the document
 - g. Set the header sentence to bold and align it to the center
 - h. Insert the current page number in the bottom-right corner of the document
 - i. Change the font type of the page numbering to Arial and the Font size 10 pt
 - j. Save the document as a PDF file named "Word document test"

*Raw All
All*

Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"

QUESTIONS

ENVELOPE 6

1. What is the Audit Authority and its main role?
2. Please describe the main Commission Regulations laying down provisions on state aid.
3. Can you tell us about a project for which you broke away from the usual patterns and processes? Furthermore, tell us about the highlights of your work experience and your motivations for applying to this position.
4. Test 7 (Excel spreadsheet)
 - a. Create a new blank workbook in MS Office® - Excel
 - b. In cell B2 insert value Payment and in cell C2 insert value Tax
 - c. Set the font style of B2 and C3 in bold
 - d. Set the background color of of B2 and C3 cells to light gray
 - e. Within column B, starting from row 3, fill the following values, one per row:
 - f. 43,5 - 10 - 14 - 58 - 192 - 72 - 108 - 60 - 23 - 20,5
 - g. Set the number format of the cells from B3 to B12 and from C3 to C12 to Currency in euro, with two decimal places
 - h. In cell C3 compute the tax value with a formula, as 22% of the B3 value
 - i. Extend the formula to compute all the remaining tax values
 - j. Enclose all the filled cells with borders
 - k. Enclose the outer cell borders with thick lines

Raw
des
Cell
[Signature]

**Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"**

QUESTIONS

ENVELOPE 7

1. What is a Macroregional Strategy. Is the Greece Italy 2021-2027 programme connected to any of them? Which one?
2. Please describe the scope of the Regulation (EU) 651/2014 "General block exemption Regulation".
3. Based on your professional background and experience, which is the added value and contributions you think you may bring by being member of the Joint Secretariat ? Which is your availability in terms of time?
4. Test 8 (Excel spreadsheet)
 - a. Create a new blank workbook in MS Office® - Excel
 - b. In cell B2 insert value "BALANCE"
 - c. Set the 2nd row height to 30
 - d. Set B2 font style in bold and center the vertical alignment to the center
 - e. Merge and center B2,C2 and D2 cells
 - f. In cell B3, C3 and D3 insert values Month, Income, Expenses
 - g. Fill the Month column with the following values, one per row: January – February – April
 - h. Fill the Income column with the following values: 3540,5 – 2750,3 – 3200
 - i. Fill the Expenses column with the following values: 2850 – 3200,4 – 2945,6
 - j. Set format of all the cells containing numbers to Currency in euro, with one decimal place
 - k. Insert a new row after the 5th one
 - l. Fill the new row with the following corresponding values: March – 3120,5 – 1870
 - m. In cells C9 and D9 define a way to compute the average of the Incomes and Expenses values, respectively

Rev
AA
AA
19

**Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"**

QUESTIONS

ENVELOPE 8

1. Please describe the main characteristics and functioning of the IT platform in the Greece-Italy Programme (Monitoring Information System)
2. Please indicate the aid categories to which the Regulation (EU) 651/2014 (GBER - General Block Exemption Regulation) is applied.
3. Which do you think are the essential characteristics for a good team work?
4. Test 4 (Word processing)
 - a. Open the "Example-text-1.docx" file
 - b. Create a new blank document in MS Office® - Word
 - c. Copy the content of the 3st paragraph from "Example-text-1.docx" into the newly created document.
 - d. Add the title "Interreg Greece-Italy Programme" before the text
 - e. Set the title in bold, underlined, 15 pt size, and with only capital letters
 - f. Add a table with 3 columns and 2 rows after the text
 - g. In the first row type, for each column: "Total budget", "E.R.D.F.", "National Funds"
 - h. In the second row type, for each column: "106 million euro", "75%", "25%"
 - i. Set the text of each cell to be Centered
 - j. Set the width of all the table borders to 3 pt
 - k. Insert a page break between the paragraph and the table
 - l. Print the document as a PDF print

The image shows three handwritten signatures in blue ink. The top signature is the most legible, appearing to read 'Dew' followed by a stylized flourish. Below it are two more signatures, one of which is partially obscured by the other.

**Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027**
**Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"**

QUESTIONS

ENVELOPE 9

1. What are the eligible costs in Interreg Programmes (European Territorial Cooperation Regulation (EU) 2021/1059)?
2. Please indicate the aid categories to which the Regulation (EU) 651/2014 (GBER - General Block Exemption Regulation) is not applied.
3. Your working team is international: which should be, according your opinion, the essential characteristics for a successful team?
4. Test 5 (Word processing)
 - a. Open the "Example-text-1.docx" file
 - b. Create a new blank document in MS Office® - Word
 - c. Set the orientation of the document to "Landscape"
 - d. Copy the content of the 1st paragraph from "Example-text-1.docx" into the newly created document
 - e. Add the title "Interreg Priority Axes" on top of the page, before the paragraph
 - f. Set the title in bold, underlined, 15 pt size, and align only the title to the center
 - g. Insert a line break at the end of the paragraph
 - h. Insert the picture named "Infographic.jpg" found inside the Windows Image folder, at the end of the document
 - i. Set the scale of the picture to 25%, preserving the aspect ratio, and center the picture
 - j. Set the following sentence "A diagram of different colored squares illustrating the Priority Axes and Specific Objectives of the Interreg Programme" as Alternative Text for the Picture Accessibility.

The image shows three handwritten signatures in blue ink. The top signature is the most legible, appearing to read 'Ren'. Below it are two more signatures, one of which is partially obscured by the other.

Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"

NON SEUTA
Per

QUESTIONS

ENVELOPE 10

1. Please describe the simplified cost options in the 2021-2027 programming period, according to the Regulation (EU) 2021/1060.
2. According to the Regulation (EU) 651/2014 (GBER) and the Regulation (EU) 1315/2023 amending Regulation (EU) No 651/2014, please describe the criteria for the Aid for cooperation costs incurred by SMEs participating in European Territorial Cooperation projects to be considered as compatible with the internal market.
3. Your working team is international: which should be, according your opinion, the best approach for a correct resolution in case of opinion disagreement?
4. Test 9 (Excel spreadsheet)
 - a. Open the "example-balance.xls" Excel spreadsheet file
 - b. Set the 2nd row height to 30
 - c. Set B2 font style in bold and center the vertical alignment to the center
 - d. Merge and center B2,C2 and D2 cells
 - e. Set the merged B2 cell color to yellow
 - f. In cell E3, type "Net Balance"
 - g. Set width of the E column to the same width value of B, C, D columns
 - h. In cell B3, C3 D3 and E3 set the font style in bold and the horizontal alignment to center
 - i. In cell E4 use define a way to compute the net balance for January
 - j. Define a way to compute the net balance for all the months

Per
Per

**Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"**

QUESTIONS

ENVELOPE 11

1. What are the main characteristics of the Partnership Agreement and the Subsidy Contract?
2. According to the Regulation (EU) 651/2014 (GBER) and the Commission Regulation (EU) 1315/2023 amending Regulation (EU) No 651/2014, are there any cases in which the aid for cooperation costs incurred by SMEs participating in ETC projects are considered as compatible with the internal market?
3. During the management of a project, one of the partners ask for your intervention in order to solve a problem which compromise the success of the project. Which may be the correct approach to manage this problem efficiently?
4. Test 10 (Excel spreadsheet)
 - a. Open the "example-balance.xls" Excel spreadsheet file
 - b. In cell B2 insert value "BALANCE"
 - c. Set the 2nd row height to 30
 - d. Set B2 font style in bold and center the vertical alignment to the center
 - e. Merge and center B2,C2 and D2 cells
 - f. In cell E3, type "Net Balance"
 - g. Set width of the E column to the same width value of B, C, D columns
 - h. In cell B3, C3 D3 and E3 set the font style in bold and the horizontal alignment to center
 - i. In cell E4 use define a way to compute the net balance for January
 - j. Define a way to compute the net balance for all the months



**Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"**

QUESTIONS

ENVELOPE 12

1. According the Regulation (EU) 2021/1059 on specific provisions for the European territorial cooperation goal (Interreg), how is the Monitoring Committee composed?
2. According to the Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to the de minimis aid, please indicate which are the conditions to be fulfilled by the de minimis aid.
3. Following the introduction of a new procedure, a colleague refuses to carry out the work, claiming that the previous one was better. How do you react?
4. Test 11 (Excel spreadsheet)
 - a. Open the "example-balance.xls" Excel spreadsheet file
 - b. Set the font style of B3, C3 and D3 to bold and centre their horizontal alignment
 - c. Delete the 1st and 2nd rows
 - d. In the 6th and 7th rows, fill the following values in the corresponding cells:
 - e. May – 2920,5 – 3050 ; June – 3100 – 2990,5;
 - f. In cell E1 insert the value "Gain" and set it to bold and centred
 - g. In column E, For each month, define a way to set the value "TRUE" if incomes are greater than expenses and "FALSE" if incomes are smaller than expenses
 - h. Define a way to filter out only the months in which the gain is greater than zero

Handwritten signatures in blue ink, including a large signature on the left and a smaller one on the right, with a third signature below the right one.

**Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"**

QUESTIONS

ENVELOPE 13

1. Please describe the main criteria for the selection of the Interreg projects according to the European Territorial Cooperation Regulation (EU) 2021/1059.
2. According to the Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to the de minimis aid, please indicate the total amount which should not be exceeded.
3. The position for which you have applied requires availability to travel. How do you react in case you are requested to travel with a very short notice?
4. Test 14 (PowerPoint presentation)
 - a. Create a new blank presentation in MS Office® - PowerPoint
 - b. The first slide should contain the title "INTERREG GREECE-ITALY 2021-2027"
 - c. Set the title with the following format: Bold, underlined and with a font of your choice
 - d. In the first slide, below the title, insert the picture named "Interreg-Logo-Greece-Italy.png" found inside the Windows Image folder
 - e. Enlarge the image to a suitable size
 - f. Create three more slides structured with the title INTERREG GREECE-ITALY 21-27 on top
 - g. Open the "Example-text-1.docx" file
 - h. Fill the created slides so that each slide contains one paragraph of the "Example-text-1.docx" file
 - i. Start a slideshow of the presentation
 - j. Export the created presentation as a PDF file



Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC)"

QUESTIONS

ENVELOPE 14

1. Please illustrate the content of the Interreg Programmes, according to the ETC Regulation (EU) 2021/1059.
2. According to the Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to the de minimis aid, please describe the related procedure for monitoring and reporting the de minimis aid.
3. You realize that some colleagues are late in delivering the requested outputs: describe the measures you would implement to guarantee the respect of the deadline.
4. Test 15 (PowerPoint presentation)
 - a. Create a new blank presentation in MS Office® - PowerPoint
 - b. The first slide should contain the title "INTERREG GREECE-ITALY 2021-2027"
 - c. Set the title with the following format: Bold, coloured in blue and with a font of your choice
 - d. Create two more slides structured with the title INTERREG GREECE-ITALY 21-27 on top and the logo "Interreg-Logo-Greece-Italy.png" found inside the Windows Image folder, placed in the upper right corner of each slide
 - e. Open the "Example-text-1.docx" file
 - f. Fill the first slide with the text from the "Example-text-1.docx" file, reporting each paragraph as a bulleted list
 - g. Fill the second slide with the picture named "Infographic.jpg" found inside the Windows Image folder
 - h. Adjust the size of the picture in order to suitably fit the slide layout
 - i. Apply a transition effect of your choice to each slide
 - j. Start a slideshow of the presentation



Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"

QUESTIONS

ENVELOPE 15

1. Which are the minimum partnership requirements within Interreg operations?
2. According to the Regulation (EU) 651/2014 (GBER), as regards aid granted to European Territorial Cooperation projects, how the Member State fulfills its obligations about transparency and publication?
3. During the management of a project, one of the partners ask for your intervention in order to solve a problem which compromise the success of the project. Which may be the correct approach to manage this problem efficiently?
4. Test 12 (Excel spreadsheet)
 - a. Open the "example-balance.xls" Excel spreadsheet file
 - b. Set the 2nd row height to 30
 - c. Set B2 font style in bold and center the vertical alignment to the centre
 - d. Merge and centre B2,C2 and D2 cells
 - e. Enclose all the filled cells with borders
 - f. In cell F2, type "Current Balance" and in cell F3 insert the value 2000
 - g. Check if the value inserted in cell F3 is expressed in the same number format as the other numbers in the sheet. If not, correct it.
 - h. Assuming that the value in cell F3 is the current balance at the end of 2023, define a way to compute the current balance after January 2024, and put the result in cell F4
 - i. Define a way to compute the current balance after each month and put the results in the corresponding rows
 - j. Verify that all numbers in the sheet are expressed in the same number format; if not, correct it

NON SLEVA
Row

Ren
dott. CO
M

**Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"**

*NON SUEZIA
Ren*

QUESTIONS

ENVELOPE 16

1. Please describe the responsibilities of Managing Authorities and partners with regard to transparency and communication, according to art. 36 of ETC Regulation (EU) 2021/1059.
2. According to the Regulation (EU) 651/2014 (GBER), in which case the aid is considered to have an incentive effect?
3. The position for which you have applied requires availability to travel. How do you react in case you are requested to travel with a very short notice?
4. Test 13 (Excel spreadsheet)
 - a. Create a new blank workbook in MS Office® - Excel
 - b. Open the file named "line-separated-values.txt" in the test folder and visualize its content
 - c. Define a way to transpose the numbers values listed in the "line-separated-values.txt" file into a column of the excel spreadsheet, with one number per row
 - d. Change the number format of the inserted values as number with one decimal place
 - e. fill cell D2 with the result of the sum of all the inserted numbers
 - f. Set the D2 cell in bold and coloured in green
 - g. fill cell D3 with the result of the average of all the inserted numbers
 - h. Set the D3 cell in bold and coloured in red
 - i. define a way to sort the imported values from the smallest to the greatest

*Ren
AA
AA
AA*

**Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027**
**Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"**

QUESTIONS

ENVELOPE 17

1. Which are the policy objectives and principles for the support of the funds, according to the Common Provisions Regulation (EU) 2021/1060?
2. According to the Regulation (EU) 651/2014 (GBER) and the Regulation (EU) 1315/2023 amending Regulation (EU) No 651/2014, please describe the criteria for the Aid for cooperation costs incurred by SMEs participating in European Territorial Cooperation projects to be considered as compatible with the internal market.
3. Your working team is international: which should be, according your opinion, the best approach for a correct resolution in case of opinion disagreement?
4. Test 2 (Word processing)
 - a. Open the "Example-text-1.docx" file
 - b. Create a new blank document in MS Office® - Word
 - c. Copy the content of the 1st paragraph from "Example-text-1.docx" into the newly created document.
 - d. Put a line break after the words "pilot actions to create"
 - e. Insert a colon sign (":") after the words "pilot actions to create"
 - f. In the following sentence, delete the word "and" before the word "services"
 - g. Put a line break after the words "new policy", "products" and "services"
 - h. Set only the words "new policy", "products" and "services" as a bulleted list
 - i. Insert the picture named "Interreg-Logo-Greece-Italy.png" found inside the Windows Image folder, at the end of the document
 - j. Align the logo at the center of the document



Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del
Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A
Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato
Congiunto (SC)"

QUESTIONS

ENVELOPE 18

1. Which are the core principles of public procurement at European and national level ? Please describe some of them.
2. According to the Regulation (EU) 651/2014 (GBER) and the Commission Regulation (EU) 1315/2023 amending Regulation (EU) No 651/2014, are there any cases in which the aid for cooperation costs incurred by SMEs participating in ETC projects are considered as compatible with the internal market?
3. Please, describe what you mostly appreciate about the work in team. Furthermore, tell us about the highlights of your work experience and your motivations for applying to this position.
4. Test 4 (Word processing)
- Open the "Example-text-1.docx" file
 - Create a new blank document in MS Office® - Word
 - Copy the content of the 3st paragraph from "Example-text-1.docx" into the newly created document.
 - Add the title "Interreg Greece-Italy Programme" before the text
 - Set the title in bold, underlined, 15 pt size, and with only capital letters
 - Add a table with 3 columns and 2 rows after the text
 - In the first row type, for each column: "Total budget", "E.R.D.F.", "National Funds"
 - In the second row type, for each column: "106 million euro", "75%", "25%"
 - Set the text of each cell to be Centered
 - Set the width of all the table borders to 3 pt
 - Insert a page break between the paragraph and the table
 - Print the document as a PDF print

NON SEUTA
Per

Per
Per
Per

Procedura di selezione n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC) del Programma Interreg VI-A Grecia-Italia 2021/2027
Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A Grecia-Italia 2021/2027. Posizioni vacanti: n. 3 Project Officers nell'ambito del Segretariato Congiunto (SC)"

QUESTIONS

ENVELOPE 19

1. Please describe the principles of sound financial management and performance, according to the Regulation (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union.
2. According to the article 107 of the Treaty on the Functioning of the European Union (TFEU), which state aid are compatible with internal market?
3. Please, describe what you mostly appreciate about the work in team. Furthermore, tell us about the highlights of your work experience and your motivations for applying to this position.
4. Test 8 (Excel spreadsheet)
 - a. Create a new blank workbook in MS Office® - Excel
 - b. In cell B2 insert value "BALANCE"
 - c. Set the 2nd row height to 30
 - d. Set B2 font style in bold and center the vertical alignment to the centre
 - e. Merge and centre B2,C2 and D2 cells
 - f. In cell B3, C3 and D3 insert values Month, Income, Expenses
 - g. Fill the Month column with the following values, one per row: January – February – April
 - h. Fill the Income column with the following values: 3540,5 – 2750,3 – 3200
 - i. Fill the Expenses column with the following values: 2850 – 3200,4 – 2945,6
 - j. Set format of all the cells containing numbers to Currency in euro, with one decimal place
 - k. Insert a new row after the 5th one
 - l. Fill the new row with the following corresponding values: March – 3120,5 – 1870
 - m. In cells C9 and D9 define a way to compute the average of the Incomes and Expenses values, respectively

