



AREA DI RICERCA SCIENTIFICA E TECNOLOGICA DI TRIESTE – AREA SCIENCE PARK

PUBLIC NOTIFICATION FOR THE ASSOCIATION OF OUTSIDE PERSONNEL WITH RESEARCH ACTIVITIES

Article 1 – Introduction

1. The Scientific and Technological Research Area of Trieste – Area Science Park (hereinafter “Area Science Park” or “Institution”) is a national public research institution supervised by the Ministry of Universities and Research.
2. Pursuant to article 2 of its [Articles of Association](#), Area Science Park encourages and promotes innovation, the development of scientific and technological research and the transfer of its results to the market, the development of the economic system based on scientific and technological research and on innovation, and supports the processes to create new innovative enterprises, taking account of the strategic goals established at national and European level and the guidelines of the supervising Ministry. In particular, Area Science Park promotes and carries out pure and applied scientific and technological research, the transfer of knowledge and technology, the disclosure of innovation to the productive fabric, training and promotion in the industrial field; it promotes the development of its scientific and technological portfolio; it creates projects to develop the competitiveness of enterprises and territories based on innovation; it experiments, improves and circulates its operating methods; it promotes the improvement of services and infrastructures; it defines, plans and manages scientific and technological platforms; it establishes international relations, especially in neighbouring European regions and with developing countries; it works with local, regional, national and international institutions, and with private parties.
3. In order to pursue its official purpose, Area Science Park, *inter alia*:
 - creates, promotes and coordinates, including within the scope of national, European Union and international programmes basic and applied scientific and technological research activities through its own facilities and in association with Universities, other public and private national and international parties, encouraging the international mobility of researchers in accordance with the principles set out in the European Charter for Researchers (article 3, paragraph 1, letter a) of the Articles of Association);
 - defines, organises and manages scientific platforms and technological platforms, including within the scope of forms of public-public and public-private cooperation in order to be made available to national and international research groups and to make technologically advanced laboratories, infrastructures and equipment accessible to the community (article 3, paragraph 1, letter m) of the Articles of Association).
4. For the same purpose and also in its own interests, Area Science Park may associate outside personnel with its research activities, without additional charges to the public finances, through the cost-free assignment of tasks for the development of specific projects or research activities that are consistent with the courses of action aimed at reinforcing the strategic areas of action of the Institution set out in the [Three-Year Activity Plan](#).

Article 2 – Purpose and objective of the notification

1. This notification is aimed at associating outside personnel with the research activities of Area Science Park in accordance with the provisions of the [Policy Document](#) adopted by decision of the Board of Directors of the Institution on 27 January 2023 no. 3, by assigning tasks of an exclusively scientific and/or technical nature, assigned in accordance with objective criteria that take account of the specific professional nature of the personnel themselves and that rule out incompatibility in both law and fact, or conflicts of interest, including potential conflicts of interest.
2. Therefore, this notification has the following purpose:
 - the identification of the parties who can become associated;
 - the indication of the thematic areas considered to be of interest to the Institution and the specific projects in relation to which Area Science Park reserves the right to evaluate the opportunity to associated outside personnel on the basis of their skills and experience;
 - the specification of how to submit the application and assign the task;
 - the reference to the rules governing the relationship between Area Science Park and the associated personnel.

Article 3 – Requirements of the parties seeking association

1. The following parties can be associated with the research activities of Area Science Park:
 - a) full University professors and researchers with legally recognised state-run and non-state-run university facilities;
 - b) graduate technical experts who carry out research in the Departments at legally recognised state-run and non-state-run university facilities;
 - c) researchers and technologists working with public research institutions;
 - d) researchers and technologists working with public and private scientific facilities, including international, also including scientific health care institutes.
2. The association of foreign personnel assumes that the university facilities, institutions and research institutes or the public or private scientific facilities affiliated with the personnel and Area Science Park have previously entered into a specific agreement (framework agreement) to cooperate on research activities.

Article 4 – Thematic areas and specific projects

1. Subject to the provisions of article 5 of this notification, each application for association must refer to the thematic areas considered of interest to the Institution and described in more detail in the [Three-Year Activity Plan](#) and/or the specific projects considered to be significant by the managers at Area Science Park, the Director of the Research and Innovation Division and the Directors of the Technological Innovation Research Institute, the Enterprise Generation Institute and the Entrepreneur Support System.
2. Parties seeking association with Area Science Park therefore have the right to propose carrying out other projects besides those described in paragraph 1 provided that they are consistent with the activities of the Institution expressed in the [Three-Year Activity Plan](#) and in agreement with the Director of the Facility or the Institution of Area Science Park where the interested party will apply to carry out his/her activity.

Article 5 – Submission of the application

1. The application for association with the research activities of Area Science Park will have to be addressed to the President of the Institution and drafted in Italian or English, using the form attached as annex 1 to this notification, in non-editable PDF format, duly filled out and signed using a valid electronic signature (digital); the same form can also be sent, filled out, printed, signed with a hand-written signature, scanned in non-editable PDF format and accompanied by a photocopy of a currently valid ID card.
2. Submission of the application is not subject to an expiry date and can be made at any time after this notification has been published, up until when the notification is revoked. The application can also be rectified, at the request of the Institution if there are any total or partial omissions in the required declarations or in the documentation to attach to the application.
3. The parties seeking association must declare the following in the application, under their own responsibility and aware of the consequences of making untruthful declarations in accordance with article 76 of Presidential Decree no. 445/2000:
 - a) name and surname;
 - b) date and place of birth;
 - c) tax code (if the party seeking association has one);
 - d) residence address;
 - e) the personal certified email (PEC) address or ordinary email address where he/she can receive any communications relating to the procedure described in this notification, undertaking to give notice in writing of any changes to said address, which occurs after the date of submission of the application;
 - f) his/her telephone number, undertaking to give notice in writing of any changes to said address, which occurs after the date of submission of the application;
 - g) that he/she meets the requirements pursuant to article 3, paragraph 1 of this notification, indicating the university facility, the institution or the public or private scientific facility he/she belongs to;
 - h) the details of the contractual agreement pursuant to article 3, paragraph 2 on the basis of which the application to associate with the research activities of Area Science Park is made;
 - i) the lack of incompatibility, both in law and in fact, of conflict-of-interest situations, including potential.
4. The following documents must be attached to the application described in this article:
 - a) a description of the thematic areas and/or the specific project in relation to which the interested party seeks to be associated with Area Science Park drawn up in Italian or in English, using the form set out in annex no. 2 to this notification, identifying the personnel in the Institution, if it is planned to carry out an activity in association with said personnel, and an illustration of the potential contribution that the interested party could make to pursue the official purposes of Area Science Park;
 - b) the list of the publications made in the three years prior to the date of submission of the application, drawn up in accordance with the form set out in annex no. 3 of this notification (only publications in journals indexed by ISI, WoS or Scopus will be considered, or textbooks or monographs with ISBN and chapters in text books or monographs with ISBN);
 - c) the CV indicating his/her education and professional career;
 - drawn up in Italian and/or English, and preferably in EU format;
 - confirmation of the activities carried out in the areas of interest of the Institution, showing the consistency with the thematic areas and/or the specific projects pursuant to article 4, paragraph 1 of this notification, in relation to which the interested party seeks to be associated, and proving

- the potential contribution that the interested party could provide to achieve the institutional purpose of the Institution;
- showing the following declaration at its foot: *“The information contained in this CV is given under the personal responsibility of the undersigned in accordance with articles 46 and 47 of Presidential Decree no. 445/2000, aware of the criminal liability provided for under article 76 of said Presidential Decree in the case of falsehoods in the documents or untruthful declarations”*;
 - dated and signed digitally or by hand (in which case it must be accompanied by a copy of a proof of identity which is currently valid);
- d) copy of a currently valid ID card where required with a hand-written signature on the application and the documentation attached to it.
5. The application pursuant to paragraph 1 of this article and the documentation pursuant to paragraph 4 of this article:
- a) must be sent by certified email (PEC), with the object specifying the following “Application for association by outside personnel” from a personal certified email (PEC) address or otherwise referring to the party seeking association (for example, the certified email (PEC) address of the university, the institution or the public or private scientific facility to which he/she belongs) to the certified email (PEC) of Area Science Park (protocollo@pec.areasciencepark.it) and not to the personal or service inboxes of the Institution’s personnel (registration will only be guaranteed for the valid communications that arrive at that address, certifying the acquisition of the document by Area Science Park). Only for foreign citizens who are not resident in Italy and Italian citizens who are domiciled/resident abroad, who do not have personal certified email (PEC) addresses, if they do not use another certified email (PEC) address that can refer to them (for example, the certified email (PEC) address of the university, the institution or the public or private scientific facility to which he/she belongs), the application may be sent from an ordinary email address to the certified email (PEC) of the Institution protocollo@pec.areasciencepark.it, with the object specifying the same phrase “Application for association by outside personnel”;
 - b) they must only be sent in non-editable PDF format;
 - c) they must not exceed a total size of 30 MB to ensure the system works properly.
6. If the application is sent by certified email (PEC), receipt by Area Science Park will be confirmed by a notice of delivery generated by the system and sent to the certified email (PEC) address from which the application was sent, with the sender being responsible for confirming that he/she has received it.
7. If the application is sent by ordinary email, receipt by Area Science Park will be confirmed by issuing a registration number generated by the system and sent to the email address from which the application was sent, with the sender being responsible for confirming that he/she has received it.
8. The Institution shall not accept any responsibility for the failure to receive the application due to unforeseeable circumstances, force majeure or data transmission issues which cannot be attributed to it, or for the failure to receive communications sent to the party seeking association due to the fact that the mailbox of the party seeking association is no longer active or is unable to receive messages, or where the party seeking association, when submitting the application, provided an inexact or incomplete address or subsequently did not communicate or provided late communication of any change to the address.
9. Area Science Park reserves the right to carry out checks, including sample checks, on the truthfulness of

the declarations and the information contained in the application and the attached documentation, both during the procedure and at its conclusion. Since the declarations contained in the application drawn up in accordance with the form set out in annex no. 1 to this notification, and the list of publications drawn up in accordance with the form pursuant to annex no. 3 to it and the information contained in the CV regarding the education and professional career are valid as self-declarations of certifications or self-declarations of notarised documents in accordance with Presidential Decree no. 445/2000, if the declarations are found to be untruthful, the sanctions set out under article 76 of said Presidential Decree shall apply and the party seeking association, or associated party, shall no longer have the right to the benefits connected with and deriving from the procedure described in this notification.

Article 6 – Assessment of the application and assignment of the task

1. The procedure to assign the task to outside personnel seeking association is set out and governed by article 4 of the [Policy document](#) adopted by the Institution.
2. The validity of the assignment of the task pursuant to this article is, in any case, subject to obtaining the authorisation issued on the basis of article 53 of Legislative Decree no. 165/2001 for a party seeking association who is an employee of the public authorities.
3. The assignment pursuant to this article may be cancelled, suspended, interrupted, extended or renewed at any time with an order by the President of Area Science Park subject to decision by the Board of Directors of the Institution, in consultation with the Director of the Facility or the Institution where the associated party carries out his/her activity, and, where present, the manager of the research project where the associated party is working.
4. Assignment of the task pursuant to this article does not constitute an obligation or preferential criteria for employment at Area Science Park.
5. The assignment described in this article does not involve the establishment of an employment agreement between the associated party and Area Science Park, since the purpose is the research activities to be carried out with the absence of any hierarchical, exclusive employment agreement, no obligation to keep certain working hours and on a completely independent basis with regard to the management of time and the activity itself.
6. Any associated party who, during the relationship with Area Science Park, changes profile or professional status or affiliated institution, shall lose the right to carry out the assignment, but may submit a new application if he/she meets the necessary requirements.

Article 7 – Remuneration

1. The associated party will not have the right to any remuneration.
2. The associated party, with respect to the activities carried out at Area Science Park, shall have the right to insurance cover for professional accidents and for third party liability insurance, with third parties including the personnel working at the Institution.
3. The associated party, if authorised to go on a trip for purposes connected to carrying out the project and research activities he/she is working on, will have the right to the sole reimbursement of expenses of the trip actually incurred and recorded, in accordance with the internal rules of the Institution and within its limits, and in accordance with the provisions established by any funding parties. These expenses may be



exclusively allocated to the research project that the outside associated personnel is working on, and in any case, on other financial resources besides the ordinary budgetary resources.

Article 8 – Duration of the assignment and location

1. Subject to the provisions of article 6, paragraph 6 of this notification, each assignment for the associated party is generally granted for a year, and in any case for no longer than the duration of the project or the research activities to which it refers.
2. Outside associated personnel will carry out their activities at the offices of Area Science Park to which the Facility or Institution where he/she is working is affiliated.

Article 9 – Participation in the research activities

1. The associated party shall take part in the research activities of Area Science Park in accordance with the strategic guidelines and the [Three-Year Activity Plan](#) of the Institution, and in accordance with internal policies.
2. Subject to the provisions of article 6, paragraph 5 of this notification, the associated party will work with Area Science Park with diligence, within the scope of the affiliated Facility or Institution, without an employment agreement or specific hours, coordinating with the Manager in charge of said Facility or Institution, and with the manager in charge of the research project in question, where present, with the aim of achieving the goals to which the research activity is aimed pursuant to paragraph 1 of this article.
3. The associated party shall draw up a brief report every year containing the following:
 - the list of scientific publications submitted and/or published with the affiliation of Area Science Park and relating to the research activities described in paragraph 1 of this article;
 - the list of other types of publication (including but not limited to contributions in book volumes, convention reports and books) with the affiliation of Area Science Park and relating to the research activities described in paragraph 1 of this article;
 - the list of any patent applications filed, relating to the research activities described in paragraph 1 of this article;
 - the indication of the links to the above-mentioned products if they can be found gratuitously online;
 - the documentation in electronic format relating to said products if they cannot be found or found gratuitously online.
4. The report pursuant to paragraph 3 of this article should be addressed to the Director in charge of the Facility or the Institution pursuant to paragraph 2 and to the President of the Institution. If the research activities last for less than a year, this report shall be drawn up at the end of the assignment.
5. The associated party may be delegated the authority to represent the Institution nationally or internationally.

Article 10 – Rights and obligations of the associated party

1. The associated party, within the scope of what was agreed with the Director of the Facility or the Institution with which he/she is working, shall have access to the use of the services, instruments and equipment of Area Science Park for the purpose of the pertinent research activities, and the common use facilities and services (restaurant, bar, conference rooms, etc.).

2. During his/her relationship with Area Science Park, the associated party will have to:
 - a) comply with prevailing laws and internal policies of Area Science Park, including the Institution's Code of Conduct;
 - b) take care of the assets of Area Science Park that he/she uses;
 - c) maintain professional secrecy and use the information available for reasons linked to the assignment exclusively for the purposes connected to the assignment, ensuring an adequate level of confidentiality.

Article 11 – Publications of the associated party

1. If the research activity subject to the assignment gives rise to publications, communications or presentations of any nature, the associated party will check with the Director of the Facility or the Institution with which he/she works or with the project manager, if present, to ensure that this is carried out in accordance with any authorisations and/or licenses that govern the specific research, and in accordance with any confidentiality requirements, and explicitly indicates that he/she has carried out these activities within the scope of his/her relationship with Area Science Park, reporting the affiliation with the applicable Facility or Institution.

Article 12 – Rules and regulations on the intellectual property

1. Within the scope of adopting the internal policies of Area Science Park regarding intellectual property, regarding the rights deriving from inventions, industrial patents and intellectual property, Area Science Park is the owner of all tangible and intangible results that arise from the performance of the activity in which the associated party participates, subject to the provisions pursuant to Legislative Decree no. 30/2005 *et seq.* containing the "Code of industrial property pursuant to article 15 of law no. 273 of 12 December 2002" and in particular, the provisions of articles 64 (Inventions of employees) and 65 (Inventions of university researchers and public research institutions) and the provisions contained in the internal rules of University facilities, Institutions and Research Institutes affiliated with the associated party.

Article 13 – Forfeiture of the appointment

1. Any breach of the provisions contained in the "[Policy Document for the association of outside personnel](#)" by the associated party shall be ascertained in accordance with the procedures provided for employees; the ascertainment of a breach of said provisions will mean immediate forfeiture of the appointment and make it impossible to associate with Area Science Park ever again.

Article 14 – Personal data processing

1. In accordance with article 13 of Regulation (EU) 2016/679 – General Data Protection Regulation (hereinafter also referred to as "GDPR") and in relation to the personal data of the party seeking association or associated party, Area Science Park provides the information provided below.
 - a) Identity and contact data of the data controller – The Scientific and Technological Research Area of Trieste – Area Science Park, based in Trieste, Padriciano, 99. The party seeking association or associated party to which the personal data being processed refer, in his/her position as the data subject, may consult the data controller by writing to the address set out above, or sending an

email to the following email addresses: urp@areasciencepark.it - certified e-mail address (PEC) protocollo@pec.areasciencepark.it.

- b) Contact details of the Data Protection Officer – A Data Protection Officer has been appointed at Area Science Park pursuant to Article 37 of the GDPR and can be contacted at the following e-mail address: rpd@areasciencepark.it.
- c) Origin of the personal data and categories of data processed – The personal data processed by Area Science Park for the purposes expressed in this information notice are provided by the data subject when submitting the application in response to this notification or otherwise acquired by Area Science Park during the procedure to assign the task or in the performance of the relationship with any associated parties. These data can be related to the following categories:
- common personal data such as name and surname, place and date of birth, the tax identification code, address of residence, personal certified email address or ordinary email address, any other information relating to education and past and current work experience reported in the application and the attached documentation;
 - data belonging to specific categories pursuant to article 9 of the GDPR such as health-related data;
 - data relating to criminal convictions or criminal offences pursuant to article 10 of the GDPR.
- d) Purpose and legal basis of the data processing – The processing of the personal data of the data subject is aimed at:
- the performance of the procedure described in this notification or procedures related or connected to it;
 - the possible establishment, management and termination of the relationship between Area Science Park and the associated party and the fulfilment of the legal obligations related to the performance of this, deriving from national and European legislation;
 - the dissemination of news, data and information relating to the activities of Area Science Park through the press or promotional materials, and through other publications, websites or specific portals, television, radio, social media or other means of communication;
 - exercise or defence of a right of the Institution in legal settings, the management of disputes and the protection of company assets (including through CCTV systems), including the need to check the function and security of the information systems, the presence of any abuse or risks relating to the leakage of any reserved or confidential information.

The legal basis for processing the personal data of the data subject can be found in the following articles:

- art. 6, par. 1, letter c), of the GDPR (fulfilment of a statutory obligation to which the Controller is subject);
- art. 6, par. 1, letter e) of the GDPR (performance of a task carried out in the public interest or connected to the exercise of public powers vested in the Controller);
- art. 6, par. 1, letter f) of the GDPR (pursual of a legitimate interest of the Controller).

Any processing of special categories of personal data and personal data relating to criminal convictions and offences will be carried out in accordance with articles 9 and 10 of the GDPR and in accordance with the rights and freedoms of the data subject.

- e) Recipients and categories of recipients of personal data – The personal data of the data subject will be known by Area Science Park personnel and the members of the bodies of the Institution, including the control bodies, involved in the procedure described in this notification, and in any relating or connected procedures, and in the establishment, management and termination of any party who becomes associated.

With specific regard to the common data, without prejudice to communications made to meet legal obligations or orders by the authorities, they may be communicated to parties who have the right of access, and to parties involved in various ways in the institutional activities of Area Science Park, such as project partners, financing entities, entities of control or inspectors, providers of goods and services, insurance companies chosen for the specific cover of risks, credit and/or financial institutions, facilities designated to organise conventions, meetings and courses that process the personal data in the capacity of data processors, joint controllers or independent controllers of the processing. A detailed, constantly updated list of the parties to whom the personal data may be communicated is available at the Institution's offices.

With specific regard to special data and legal data, they may be communicated, within the scope of pursuing the purposes indicated at letter d) of this information notice, only where so provided by the law or regulations or general administrative acts pursuant to article 2-sexies, paragraph 1 of Legislative Decree no. 196/2003 as amended. This is subject, in any case, to communication of data requested in accordance with the law by the Public Security Authorities, the Legal Authorities, the Healthcare Authorities or any other public parties for purposes of defence, security of the state and assessment of criminal offences, and communication to the Legal Authorities in accordance with legal obligations or where there are alleged offences.

The identification data and contact data of any associated party (telephone number and email address) will be published on the official website of the Institution and may be communicated to users, suppliers, external professionals or other third parties with whom Area Science Park works in various capacities, who will process the personal data in their capacity as processors, joint controllers or independent controllers for the data processing.

Any photographs or video recordings that feature the associated party may be disclosed to the press or through promotional material of the activities of Area Science Park and through other publications, websites or dedicated portals, television, radio, social media and other means of communication only with the express consent of the associated party. On the other hand, processing of the photographs used in the organisation chart which can be consulted on the Area Science Park Intranet is provided exclusively for encouraging internal communication within the Institution.

- f) Transfer of the data to non-EU countries If Area Science Park should transfer the personal data of the data subjects to countries outside the EU, it will transfer them in a way that provides appropriate guarantees in accordance with articles 45, 46, 47 or 49 of the GDPR.
- g) Data storage period – The data subject to processing will be stored for the period needed in accordance with prevailing laws on filing systems, applicable to public entities, subject to the authorisation to discard them.
- h) Rights of Data Subjects – With reference to his/her personal data, the data subject has the following rights:

- access in accordance with the provisions of article 15 of the GDPR;
- rectification in accordance with the provisions of article 16 of the GDPR;
- cancellation (known as “right to be forgotten”) in accordance with the provisions of article 17 of the GDPR;
- restriction of processing in accordance with the provisions of article 18 of the GDPR;
- personal data portability, in accordance with the provisions of article 20 of the GDPR if the processing is based on the performance of a contract or on consent by the data subject and is carried out through ICT instruments.

In order to exercise these rights, the data subject can send an email to the following address: urp@areasciencepark.it. Area Science Park is required to provide a response within one month of the request, which can be extended to up to three months in the event of particularly complex requests.

The data subject may object at any time to the processing of the data in accordance with article 21 of the GDPR for legitimate reasons connected with his/her specific situation.

In the case described above, if necessary, the Data Controller will let the third parties to whom the personal data were communicated know of any exercise of rights by the data subject, except for specific cases (for example where this proves impossible or involves the use of means that are clearly disproportionate to the rights being protected).

- i) Lodging a complaint with the supervisory authority – In accordance with article 77 of the GDPR, data subjects have the right to make a complaint to the Supervisory Authority (Data Protection Supervisory Authorities) if they believe that the processing that concerns them breaches the provisions of the GDPR.
- j) Mandatory or optional nature of data provision and consequences of any failure to provide data – The provision of the data is optional, but necessary to take part in the procedure described in this notification and for any establishment, management and termination of the relationship with Area Science Park if the task is assigned; failure to provide the data will mean this activity cannot go ahead.
- k) Absence of an automated decision-making process – In order to process the personal data of the data subject, Area Science Park has not adopted any automated decision-making processes in accordance with article 22 of the GDPR.

Article 15 – Procedure manager and terms

1. In accordance with article 5 of Law no. 241 of 7 August 1990, the Manager of any assignment procedure established following receipt of the application for association by outside personnel shall be the Director of the Facility or the Institution where the party seeking association seeks to carry out the research activities.
2. Information may be requested by writing to the following email address: urp@areasciencepark.it.
3. The deadline for concluding the procedure is 90 (ninety) days from submission of the application.

Article 16 – Final provisions

1. This notification and annex nos. 1, 2 and 3 which form an integral part are published on the official website of Area Science Park and the online register of the Institution.



2. Area Science Park reserves the right to amend, rectify, suspend or revoke in whole or in part this notification, giving simple communication on its official website and/or by not implementing the procedure resulting from the submission of any applications for association, without this giving the interested parties any rights or the right to make any demands.
3. The sending of applications for association by interested parties constitutes an act of implicit and unconditional acceptance, without any reservations whatsoever, of all the provisions contained in this notification and in the "[Policy Document for the association of outside personnel](#)" of Area Science Park.
4. Please refer to prevailing laws in the area and statutory regulations and internal rules of the Institution for any other matters not expressly provided for in this notification.

Trieste, 15th June 2023

The President
Prof. Caterina Petrillo