

DOMANDA N. 1

Quali misure organizzative il candidato adotterebbe per la conservazione digitale?

Cosa si intende per segnatura di protocollo

I diritti non patrimoniali del pubblico dipendente

DOMANDA N. 2

Per selezione e scarto che cosa s'intende? E quale è la procedura da seguire?

Cosa si intende per domicilio digitale

Le tipologie di responsabilità del pubblico dipendente

DOMANDA N. 3

Cosa si intende per riordino dell'archivio?

Cosa si intende per work flow dei flussi documentali

I diritti patrimoniali del pubblico dipendente

DOMANDA N. 4

Quali sono gli interventi in archivio che devono essere preventivamente autorizzati dalle soprintendenze archivistiche e bibliografiche?

Cosa si intende per registro di emergenza?

Il Codice di comportamento dei dipendenti pubblici

*Francesco De*

*AB*

DOMANDA N. 5

Per responsabile della transizione al digitale che cosa si intende e quale attività svolge?

Indichi il candidato la differenza tra le registrazioni particolari e la marcatura temporale

I principali doveri del dipendente pubblico

DOMANDA N. 6

Che cosa si intende per registro giornaliero di protocollo e quale è la finalità? Indichi il candidato la differenza con il registro di protocollo

Che cosa si intende per fascicolo?

Le principali tipologie di assenza del dipendente di ente locale

*Luigi Ste*

*AD*

#### PROVA 1

Il/La candidato/a componga un testo a piacere di tre righe, di cui la prima riga scritta con tipo di carattere Arial e dimensione del carattere 16, la seconda riga con tipo di carattere Courier new e dimensione del carattere 12 nonchè evidenziata in grassetto, la terza riga con tipo di carattere Times New Roman e dimensione del carattere 14 nonchè sottolineata.

Il/La candidato/a successivamente salvi sul desktop il documento, nominando il file con il proprio cognome e proceda successivamente alla stampa

#### PROVA 2

Il/La candidato/a componga in excel una tabella relativa ad un ipotetico afflusso per mese dell'utenza di un Ufficio provinciale, calcolando infine la media mensile

Il/La candidato/a successivamente salvi sul desktop il documento, nominando il file con il proprio cognome e proceda successivamente alla stampa

#### PROVA 3

Il/La candidato/a predisponga in word il testo di una breve comunicazione da inviare ad un collaboratore con l'invito ad esaurire le ferie dell'anno precedente in stile Times New Roman e Corpo 12.

Il/La candidato/a successivamente salvi sul desktop il documento, nominando il file con il proprio cognome e proceda successivamente alla stampa

#### PROVA 4

Il/La candidato/a predisponga un elenco delle dotazioni strumentali dell'ufficio presenti al 1/1/2019 con dimensione del carattere 12, barrando (carattere barrato) quelle che nel corso dell'anno sono state dismesse.

Il/La candidato/a successivamente salvi sul desktop il documento, nominando il file con il proprio cognome e proceda successivamente alla stampa

Gavetti Leo AD

## PROVA 5

Il/La candidato/a riproduca la seguente tabella in excel calcolando il totale dei dipendenti:

Categoria	n. dipendenti
B1	5
B3	10
C	20
D	7
DIRIGENT I	1

Il/La candidato/a successivamente salvi sul desktop il documento, nominando il file con il proprio cognome e proceda successivamente alla stampa

## PROVA 6

Il/La candidato/a componga una tabella in word con l'orario settimanale di accesso al pubblico di un ufficio.

Il/La candidato/a successivamente salvi sul desktop il documento, nominando il file con il proprio cognome e proceda successivamente alla stampa

1

Gavetti Alex

AB





European  
Commission

Bram 5

Finance Panel

## Country factsheet: long-term unemployment in Italy

Between 2005 and 2014, the long-term unemployment rate<sup>(1)</sup> in Italy increased from 3.8% to 7.8%, after reaching its lowest at 3.1% in 2008. The 2014 long-term unemployment rate in Italy is 2.7 percentage points (ppt) higher than the EU average. During the same period (2005-2014), the very-long-term unemployment rate<sup>(2)</sup> increased to reach 5.0% in 2014, 1.9 ppt above the EU average.

		2005	2008	2014	2005-2014 change (ppt)
Long-term unemployment rate (in %)	Italy	3.8	3.1	7.8	4.0
	EU	4.1	2.6	5.1	1.0
Very long-term unemployment rate (in %)	Italy	2.4	1.9	5.0	2.6
	EU	2.4	1.5	3.1	0.7
Long-term unemployment share (in %)	Italy	49.8	45.7	61.4	11.6
	EU	45.9	37.2	49.5	3.6
Very long-term unemployment share (in %)	Italy	31.5	28	39.4	7.9
	EU	26.9	21.5	30.1	3.2

		2005	2008	2014	2005-2014 change (thousands)
No. of long-term unemployed people (in thousands)	Italy	903.4	752.5	1966.0	1.062.6
No. of very long-term unemployed people (in thousands)	Italy	560.4	458.0	1269.0	708.6

Source: Eurostat.

### Support provided to the long-term unemployed

Some of the support provided to the long-term unemployed in **Italy** includes:

- Drafting individual action plans, centred on vocational guidance, followed by referrals to training courses
- Employment incentives for long-term unemployed older than 50
- Vouchers for tailored job search support from public or private employment services

### New EU recommendation

The EU recommendation proposes 3 steps to improve the services for long term unemployed:

1. Registration of unemployed people with an employment service;
2. Individual in-depth assessment at the latest at 18 months of unemployment;
3. Job integration agreement at the latest at 18 months of unemployment.

A Job integration agreement can include, depending on the existing services in each Member State: mentoring, help with the job search, further education and training, as well as support for housing, transport, child and care services or rehabilitation. It should be delivered through a single point of contact to ensure the continuity and consistency of the support.

The recommendation also calls on Member States to review and adapt their policies with a view to further involve employers to bring back the long-term unemployed into the labour market, through a better cooperation with the social partners, well targeted financial incentives, and strengthened service provision.

1/ **The long-term unemployment rate** (LTU) is the share of unemployed persons since 12 months or more in the total number of active persons in the labour market. Active persons are those who are either employed or unemployed.

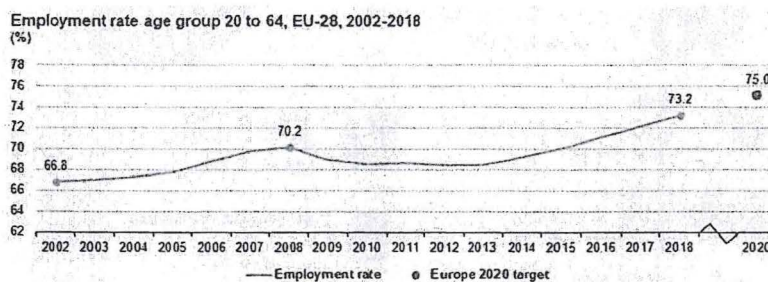
2/ **The very long-term unemployment rate** (VLTU) is the share of the unemployed persons since 24 months or more in the total number of active persons in the labour market.



# Europe 2020 indicators - employment

Statistics Explained

Data extracted in August 2019.  
Planned article update: September 2020.



eurostat

Employment rate age group 20 to 64, EU-28, 2002–2018 (%) Source: Eurostat online data code (t2020\_10)

This article is part of a set of statistical articles on the Europe 2020 strategy. It provides recent statistics on employment and other labour market -related issues in the European Union (EU) .

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## General overview

The Europe 2020 strategy is the EU's agenda for growth and jobs for the current decade. It emphasises smart, sustainable and inclusive growth as a way of strengthening the EU economy and making it resilient towards forthcoming challenges.

Employment is a key policy component of the Europe 2020 strategy. Decent employment for all is crucial for ensuring adequate living standards. On top of contributing to quality of life and social inclusion of individuals, it also improves the well-being of the society as a whole, which makes it one of the cornerstones of socioeconomic development.

Overall, the EU labour market has consistently shown positive dynamics, with substantial progress towards the Europe 2020 strategy employment rate target. At the same time, long-term changes in the demographic structure of the EU population and rapid technological change add to the need to reform labour markets. Taking into account the decline in the working-age population (aged 20 to 64) accompanied by a rising old-age dependency ratio, higher employment rates, especially for women, older workers and young people remain among the priorities of the Europe 2020 strategy.



## Youth employment

The EU supports Member States in reducing youth unemployment and increasing the youth employment rate in line with the wider EU target of achieving a 75% employment rate for the working-age population (20-64 years).

### Why is it important that the EU encourages youth employment?

More than 3.3 million young people (aged 15-24 years) are unemployed in 2019 in the EU.

In 2018, more than 5.5 million young people (aged 15-24 years) were neither in employment nor in education or training (NEETs) in the EU.

Although it has decreased – from 24% in 2013 to less than 15% in 2019 – the youth unemployment rate is still very high in the EU (with peaks of more than 30% in several countries) and more than double the overall unemployment rate (less than 7%) and masks big differences between countries.

Helping young people enter and stay in the labour market helps promote economic growth and better living conditions.

Young people face specific challenges in the transition from school to work. Being new to the labour market they are less likely to find a job, or are often employed on temporary and part-time contracts.

Young people are more easily dismissed if the economic cycle is weak.

The levels of youth unemployment and inactivity are largely influenced by the economy, but they may also be caused by structural challenges.

Structural challenges include unsatisfactory outcomes in education and training, segmentation of labour markets affecting young people, and at times the low capacity of public employment services to provide tailored services to young people, particularly to the most vulnerable.

### Key actions

The Youth Guarantee is a commitment by all Member States to ensure that all young people under the age of 25 years receive a good-quality offer of employment, continued education, an apprenticeship or a traineeship within a period of four months of becoming unemployed or leaving formal education. It is based on the Council Recommendation adopted in April 2013 following a proposal from the Commission.

In its 2016 Communication Investing in Europe's Youth the Commission proposed a renewed effort to support young people through:

Better opportunities to access employment

Better opportunities through education and training

Better opportunities for solidarity, learning mobility and participation

The European Solidarity Corps, which is aimed at creating opportunities for young people to volunteer or work in solidarity related-projects that benefit communities and people around Europe.

A Quality Framework for Traineeships that proposes guidelines for traineeships outside formal education to provide high quality learning content and fair working conditions.

A European Framework for Quality and Effective Apprenticeships setting out common criteria to promote the quality and effectiveness of apprenticeships.

### Financing

To help fight youth unemployment and to kick-start the Youth Guarantee, additional resources were provided for Member States with the highest levels of youth unemployment (above 25%).

This came in the form of the Youth Employment Initiative, with EUR 6.4 billion in funds for the most affected Member States. Thanks to its positive impact, it was then increased to 8.8 billion in 2017.

The Youth Employment Initiative, together with significant dedicated investments by the European Social Fund are the key EU financial resources to support youth employment on the ground for the 2014-2020 programming period.

☐ An official EU website

How do you know?



## EUROPEAN SOCIAL FUND

*Stigman*
*Bram 1*

### WHAT IS THE ESF?

The ESF is Europe's main instrument for supporting jobs, helping people get better jobs and ensuring fairer job opportunities for all EU citizens. It works by investing in Europe's human capital – its workers, its young people and all those seeking a job. ESF financing of EUR 10 billion a year is improving job prospects for millions of Europeans, in particular those who find it difficult to get work.

The European Union is committed to creating more and better jobs and a socially inclusive society. These goals are at the core of the Europe 2020 ([https://ec.europa.eu/info/business-economy-euro-0/economic-and-fiscal-policy-coordination/eu-economic-governance-monitoring-prevention-correction/european-semester/framework/europe-2020-strategy\\_en](https://ec.europa.eu/info/business-economy-euro-0/economic-and-fiscal-policy-coordination/eu-economic-governance-monitoring-prevention-correction/european-semester/framework/europe-2020-strategy_en)) strategy for generating smart, sustainable and inclusive growth in the EU. The current economic crisis is making this an even more demanding challenge. The ESF is playing an important role in meeting Europe's goals, and in mitigating the consequences of the economic crisis – especially the rise in unemployment and poverty levels.

### Setting priorities

The European Commission and EU countries in partnership set the ESF's priorities and how it spends its resources. One priority is to boost the adaptability of workers (<http://ec.europa.eu/esf/main.jsp?catId=535&langId=en>) with new skills, and enterprises with new ways of working. Other priorities focus on improving access to employment (<http://ec.europa.eu/esf/main.jsp?catId=533&langId=en>): by helping young people make the



## 1. Introduction

The EU-2020 employment strategy aims to achieve a 75% employment rate for the population aged 20-64. The 'Europe 2020' growth strategy is in part a response to the threat to economic growth and the welfare state over the coming decades due to the ageing population and the decreasing share of the working-age among the population as a whole. While several Member States have already reached the employment target and have even recorded employment rates above 80%, such as Sweden, Germany and the Czech Republic, other countries, such as Greece, Italy, Croatia, Spain, Belgium and France, are still struggling to reach the target.

In the context of the rapidly ageing population and in view of current and future labour shortages, it has become increasingly important to activate specific sub-groups of the economically inactive population (those neither employed nor unemployed) to ensure a sufficient labour supply, secure the financial stability of social security systems and to promote social inclusion and a more inclusive labour market.

### Box 1: Definition of 'inactive'

According to the International Labour Organisation (ILO) definition, a person is economically inactive if he or she is not part of the labour force, meaning that the person is neither employed nor unemployed. Specifically, it refers to persons who are not working and are not seeking work (over the last 4 weeks) or available for work (within 2 weeks). In Europe, data on the inactive population is based on the European Labour Force Survey (EU-LFS). The inactive population is a very broad category and can include, for example, students, pensioners and homemakers, provided they are not in employment or registered as unemployed. This thematic paper applies the ILO definition of the working-age population (aged 15-64) while acknowledging its limitations and recognising, particularly from a policy perspective, the potential challenges in disaggregating the inactive population from other groups such as the long-term unemployed or underemployed.

The economically inactive have a varying degree of attachment to the labour market meaning that they also have a varying potential for activation. European Labour Force (EU-LFS) survey data on the 'willingness to work' as well as national research confirm that a significant share of the inactive population wants to work and is potentially available for work. Most individuals with an illness or disability have significant capacity to engage in productive work. Women may have exited the labour market to care for a child or other relative but would like to re-enter paid employment if opportunities were available. With the right incentives and individual support, older workers may prefer work to early retirement.

As the inactive population is not a traditional target group for Public Employment Services (PES), the European PES Network is interested in gaining new insights and to learn about good practices and expertise to activate the inactive population willing to work. A Thematic Review Workshop (TRW) on 14 and 15 January 2020 in Riga brought together PES representatives from Belgium (VDAB), Croatia, Czech Republic, Germany, Greece, Estonia, Iceland, Italy, Latvia, Lithuania, Poland, Portugal and Spain to exchange experiences on the 'Activation of the Inactive'. The TRW took place under the Work Programme of the European Network of Public Employment Services and was hosted by the Latvian PES and co-hosted by the Flemish PES (VDAB).

This thematic paper is based on an input paper drafted in preparation for the event. It draws upon information provided in the questionnaire circulated among participating PES and inputs and contributions at the workshop including key findings and conclusions.



## Finding a job

### How to find a job

To help you to find a job in Italy, you can register as unemployed with a job centre (CPI) in any part of Italy. In addition to performing administrative tasks, CPIs also provide guidance and advisory services, short training courses and matching skills and jobs.

To find your nearest CPI, you can search in the 'Cerca lo sportello' [branch locator] section on the portal of the National Agency for Active Employment Policies (ANPAL) [www.anpal.gov.it](http://www.anpal.gov.it). Job offers covering the whole of Italy are also published on the portal, as well as news and information about the world of work and careers. In order to apply for jobs, you need to register and upload your CV.

The EURES service is in operation at each CPI and provides information on vacancies in the European Economic Area and guidance and advice on living and working conditions in different European countries.

You can also contact private job agencies; approximately 4 000 of these are currently authorised by the Ministry of Employment and Social Policy and appear in the job agencies' register.

In addition to dedicated newsletters and magazines, many daily and weekly newspapers also publish regional and national classified job advertisements.

There are also different tools that you can use to research companies in order to send a spontaneous application such as, for example, the Pagine Gialle, Guida Monaci, and Kompass.

The internet also provides a wealth of resources, such as company websites, Chambers of Commerce websites, specialist private portals and the growing phenomenon of social media use (Facebook, LinkedIn, Twitter, etc.).

Currently in Italy, not all employment opportunities are conveyed via official/institutional research and selection channels; some are in fact linked to personal networks and existing contacts from work or school.

It is possible (from 1 July 2015 when restrictions will no longer apply to Croatian citizens) for all European Union citizens to undertake self-employed and employed work without needing to obtain authorisation to work – with the sole exception of activities reserved for Italian citizens – following the principle of equal treatment with Italian citizens.

### How to apply for a job

You can apply for a particular job or send in a spontaneous application, i.e. one that is addressed to companies that might be interested in your profile.

In the first case, the application procedures are usually indicated in the text of the offer or the classified section, and there is often a 'Lavora con noi' [work for us] section on company websites with details of how to send a spontaneous application online. Generally speaking, you should always have an updated CV tailored to the position for which you are applying, along with a covering letter that should be sent via email or fax.