ANNEX 3 - UNINA Institution Guidelines

1. INTRODUCTION

The purpose of these guidelines is to establish the operational procedures for the management of security and expense reimbursement related to collaborative assignments with the Department of Electrical Engineering and Information Technology (DIETI). It is imperative that all individuals involved in DIETI-related activities adhere to these guidelines.

2. SAFETY

The safety of all personnel employed within the facilities of DIETI is of paramount importance. In accordance with this commitment, the following provisions have been established:

- **Health and accident insurance**: Each employee or consultant is required to declare their coverage under health and accident insurance. This insurance may be provided by the employer or obtained on a personal basis. A copy of the insurance certificate must be provided and attached to the documentation.
- **Safety training**: All employees are required to undergo risk prevention training, tailored to the activities they will perform, prior to the commencement of their assignment. The following table provides a summary of the activities related to this subject. Here, it is possible to indicate who among the employers or UNINA deals with each.

ACTIVITIES	**UNINA** (put an X in this column for fulfilment by UNINA)	**[EMPLOYER]** (place an X in this column for fulfilment by the employer)	**NOTES** (report any details or clarifications on the characteristics of the obligations to be fulfilled)
Health Surveillance			
Information and Training			
PPE Delivery			
Accident and occupational disease management			

Finanziato dall'Unione europea
NextGenerationEU
Ministero dell'Università e della Ricerca
Italiadomani
PIANO NAZIONALE DI RIPRESA E RESILIENZA

Risk assessment			
Activity Surveillance			

Each specific activity performed will have to be assessed regarding risks and ad hoc security measures. The individual responsible for the activity in question must ensure that all security measures are duly observed.

3. REIMBURSEMENTS

The reimbursement of expenses during the execution of the assignment will follow the following protocol:

- **Official DIETI assignment**: In order to proceed with the request for reimbursement, it is necessary that the collaborator be officially assigned by DIETI. The assignment will be formalised through an official communication from the department.
- **Method of reimbursement**:
  - **Analytical**: Reimbursement will be based on the submission of proof of expenditure.
  - **Flat-rate**: Reimbursement will be made in the form of a lump sum, which covers expected expenses in a simplified manner.
  - Interested parties may choose their preferred mode between analytical and flat-rate, but it is important that the chosen mode is specified at the time of application.
- **Payment**: Payment of expenses will be made ex post, once all claims have been verified and approved.
- **Italian tax code**: In order to be eligible for reimbursement of expenses, it is essential that the collaborator or consultant possesses an Italian tax code. DIETI will not provide or manage the tax code; however, interested parties will have to obtain their own tax code independently, either by contacting the revenue agency or by using any support services offered by the university.

3. CONCLUSIONS

Compliance with these guidelines is essential in order to guarantee correct and transparent management of cooperation activities with DIETI, particularly in relation to the safety of workers and the proper management of economic resources. Every employee is required to follow these provisions and to cooperate with the offices in charge to ensure the success of the activities.