

**Procedura di selezione n. 1 Communication Officer 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. Posizione vacante: n. 1 Communication Officer nell'ambito del
Segretariato Congiunto (SC)"**

QUESTIONS

ENVELOPE 1

1. Can you name some of the Main Objectives of the Communication Strategy?
2. What is a Macroregional Strategy. Is the Greece Italy 2021-2027 programme connected to any of them? Which one?
3. You have to set up a communication event to spread the output of an important step of the Program. Please describe your work organization.
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. 1 Communication Officer 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. Posizione vacante: n. 1 Communication Officer nell'ambito del
Segretariato Congiunto (SC)"**

QUESTIONS

ENVELOPE 2

1. According to art. 36 of Regulation 1059/2021 and art. 49 of Regulation 1060/2021 which are the main Responsibilities of managing authorities with regard to transparency and communication?
2. Please describe the main functions of the Monitoring Committee, according to the ETC Regulation (EU) 2021/1059.
3. Please describe the correct use of the social media for public institutions.
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



**Procedura di selezione n. 1 Communication Officer 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. Posizione vacante: n. 1 Communication Officer nell'ambito del
Segretariato Congiunto (SC)"**

QUESTIONS

ENVELOPE 3

1. According to art. 36 of ETC Regulation 1059/2021 what are the main responsibilities of the final beneficiaries with regard to transparency and communication?
2. Which are the main tasks of the Communication Officer in regard to the communication of the projects, according to the Public vacancy notice (annex 1)?
3. You have set up an important communication event. At the last minute, the main guest is not available anymore. How do you face the situation?
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

Rev EQ
[Signature]

Procedura di selezione n. 1 Communication Officer 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. Posizione vacante: n. 1 Communication Officer nell'ambito del Segretariato Congiunto (SC)"

QUESTIONS

ENVELOPE 4

1. Please describe the main functions of the Managing Authority, according to the ETC Regulation (EU) 2021/1059.
2. 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?
3. On the institutional social page of the Program an expert user on the subject makes heavy criticism on a project. Which communication strategy do you adopt?
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

The image shows four handwritten signatures in blue ink, arranged in two rows of two. The top row contains two distinct signatures, and the bottom row contains two more signatures, some appearing to be initials or shorter names.

Procedura di selezione n. 1 Communication Officer 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. Posizione vacante: n. 1 Communication Officer nell'ambito del Segretariato Congiunto (SC)"

QUESTIONS

ENVELOPE 5

1. According to article 49 of the Regulation (EU) 2021/1060, one of the responsibilities of the Managing Authority is to make available on the programme website the list of operations: what is the list of operations, which are the main requirements and data to be published?
2. Please illustrate the content of the Interreg Programmes, according to the ETC Regulation (EU) 2021/1059.
3. How would you prepare the lineup of the questions for an important interview about the Program?
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"

Ken QR
[Signature]

Procedura di selezione n. 1 Communication Officer 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. Posizione vacante: n. 1 Communication Officer nell'ambito del Segretariato Congiunto (SC)"

QUESTIONS

ENVELOPE 6

1. What is an operation of strategic importance and what are the additional obligations for the projects of strategic importance related to the communication?
2. 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?
3. The visual identity is not ready yet and there are some communications to be made. How do you manage the circumstance?
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

Rem CE
da

Procedura di selezione n. 1 Communication Officer 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. Posizione vacante: n. 1 Communication Officer nell'ambito del Segretariato Congiunto (SC)"

QUESTIONS

ENVELOPE 7

1. Which are the main objectives of an Interreg Programme Communication Strategy and in which part of the programme document is it included?
2. Please describe the responsibilities of Managing Authorities and partners with regard to transparency and communication, according to the article 36 of the ETC Regulation (EU) 2021/1059.
3. You have set up an important communication event. At the last minute, there is a problem with the venue which is not available anymore. How do you face the situation?
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. 1 Communication Officer 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. Posizione vacante: n. 1 Communication Officer nell'ambito del
Segretariato Congiunto (SC)"**

QUESTIONS

ENVELOPE 8

1. Which are the different type/strands of cooperation, according to the article 3 of the Regulation (EU) 1059/2021?
2. What information should the programme website contain?
3. You have to set up a communication event to spread the output of an important step of the Program. Please describe your work flow.
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

Ren @
A

Procedura di selezione n. 1 Communication Officer 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. Posizione vacante: n. 1 Communication Officer nell'ambito del
Segretariato Congiunto (SC)"

Now SELECTA
Balm

QUESTIONS

ENVELOPE 9

1. Please describe the main functions of the Monitoring Committee, according to the ETC Regulation (EU) 2021/1059.
2. The Programme Communication Plan and the Programme Communication Guide for beneficiaries are the main documents edited by the Programme Communication Officer. Which are the main objective and the main information given by these two documents?
3. Please tell us about your experience on website content management and press office management
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

Ren @
du @