

1ALLEGATO A

- Codice amministrazione digitale, quali sono i principi generali e a chi si rivolge
- Progetto di scansione della posta cartacea in arrivo ad uno sportello dell'Ente: come organizzare il nuovo servizio
- Quali sono gli organi politici del Comune

The eIDAS regulation

• The eIDAS regulation aims at providing a common normative basis for secure electronic interactions between citizens, businesses and public administrations and at increasing the security and effectiveness of electronic services and e-business and e-commerce transactions in the European Union.

• Compared to electronic identification systems, the regulation envisages that each Member State can notify the electronic identification systems provided to citizens and companies for the purpose of mutual recognition. The eIDAS regulation was issued on 23 July 2014 and is fully effective from 1 July 2016.

- Documento informatico nella Pubblica Amministrazione: come deve essere formato, gestito e conservato
- Spid e identità digitale: strumenti per sicurezza e miglior accesso ai servizi
- Differenza tra spese in parte corrente e in conto capitale

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To verify the validity of qualified electronic signatures based on certificates issued by all parties authorised in Europe, the European Commission has made available an open source application that AgID makes available for online use.

- Cosa si intende per metadati associati ad un documento informatico o fascicolo informatico
- Progetto per un sito internet per il settore Archivio del Comune di Verona: spunti di riflessione per lo sviluppo
- Pubblicità degli atti e dei provvedimenti vs tutela dati personali

Certified Email

- Certified email has the same legal value as a registered letter with acknowledgement of receipt. To certify transmission and receipt of a certified email message, the email manager sends a receipt that constitutes legal proof of the transmission of the message and of any attached documentation. Similarly, the manager sends the receipt of successful (or failed) submission with a time stamp to the sender. Each PA is obliged to set up a certified email address for each protocol register and communicate each address to the Agency.
- Gestione documentale: quali sono le fasi di 'vita' di un documento digitale
- Progetto di scansione documenti storici: come organizzerebbe il progetto?
- Differenza tra Deliberazioni e Determinazioni

SPID - Public Digital Identity System

SPID allows citizens to access the online services of Public Administrations with a single Digital Identity. SPID is the Public Digital Identity System that guarantees all citizens and businesses a single, secure and protected access to the digital services of the Public Administration. SPID identity is issued by Identity Providers, private entities accredited by AgID, which provide digital identities and manage user authentication in line with the rules issued by the Agency. You can request the SPID identity from the provider you prefer and that best suits your needs.

- Riflessioni sui formati dei files ai fini della conservazione dei documenti digitali
- Utilizzo di funzioni di workflow nella gestione documentale: esempi di applicazione
- La figura del segretario comunale: posizione e funzioni

Storage

Storage is the activity aimed at protecting and keeping archives of electronic documents and data over time. The storage system, guarantees authenticity, integrity, reliability, readability and availability of electronic documents. The Agency for Digital Italy defines the operating procedures for carrying out the storage activity, namely:

- nature and function of the system
- organisational models
- roles and functions of the parties involved
- description of the storage process
- professional profiles of the managers involved in the storage process.
- Protocollo informatico: principali caratteristiche



- Progetto di formazione- supporto agli utenti comunali per migliorare la conoscenza della gestione flussi documentali: passi principali per organizzare il servizio
- Documenti, strumenti e contenuti del ciclo della programmazione e della performance

AGID Responsibilities and functions

The Agency for Digital Italy has the task of guaranteeing achievement of the objectives of the Italian Digital Agenda in line with the European Digital Agenda and of accompanying the digital transformation of the Public Administration. AgID has the following responsibilities and functions:

- manage the IT coordination of central, regional and local administration;
- Coordinate the implementation of the Three-Year Plan for information technology in Public Administration;
- issue directives, technical rules, guidelines and design methodologies in the information technology field. The aim is to promote the homogeneity of languages, procedures and standards, as well as the interoperability between public administrations' IT systems both at national and at EU level;
- Conservazione documenti digitali, principali caratteristiche e problematiche
- Sicurezza delle informazioni : quali strumenti per aumentare il livello di sicurezza di un sistema di gestione documentale
- Il contratto di lavoro alle dipendenze pa: principi generali , assetto normativo

AGID Responsibilities and functions

AgID has the following responsibilities and functions:

- ensure homogeneity of public information systems and the integration of these systems at EU level;
- plan and coordinate strategic and/or cross-sectoral initiatives of national interest;
- disseminate information and communication technologies to foster innovation and economic, social and cultural growth;
- supervise the quality of services and the optimisation of IT spending, also in collaboration with CONSIP S.p.a and SOGEI S.p.a.;
- promote policies to improve valorisation of the national public information assets, including the definition of the open data strategy and the development and management of the national open data portal;