

PERSONAL INFORMATION

Floriana Nappini

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Sex Female | Nationality Italian

WORK EXPERIENCE

April 2018 – to date

Head of the Projects Office

Fondazione Eni Enrico Mattei -FEEM, Corso Magenta 63, Milano (Italy)

Administrative and management support in the programming, implementation and financial reporting of own-funded research Programmes. Design and management of EU-funded projects (both directly and indirectly) involving large partnerships. Building and managing projects and budgets. Monitoring project spending level (both internal and of other project partners). Coordinating project activities and providing management guidelines to project teams (i.e. staff members of the organisation and of the other partner organisations involved). Preparing Financial Reporting and coordinating partners' financial reporting in collaboration with admin departments. Drafting narrative reports and coordinating contributions from different partners. Managing project teams (internal to the organisations –e.g. colleagues with different functions, trainees etc.- and external –e.g. project coordinators of international partners); Elaborating and managing project communication strategies (both internal and external): elaborating and managing contents (e.g. newsletters, websites, publication etc.); coordinating partners communication officers; managing projects' external relations. Managing relations with project funders (regional, national and EU authorities, Managing authorities etc.). Monitoring the legislative and policy developments in the field of EU Policies and EU governance issues (e.g. Research and Innovation, Europe 2020, EU programming in relevant fields etc.). Main Funds and Programmes: Erasmus+ (different KAs); H2020; Interreg; PRIMA-Med; Urban Innovative Actions; World Bank; Private Foundations; Regional and National financing programmes; own-financed Research programmes.

June 2017 – April 2018

Grant Manager

ActionAid Italia, via Alserio 22, Milano (Italy)

Building and managing project budgets. Managing all administrative and financial management aspects of projects. Monitoring project spending levels (both internal and of other project partners). Providing financial management guidelines to project teams (i.e. staff members of the organisation and of the other partner organisations involved). Preparing financial reporting and coordinating partners' financial reporting in collaboration with admin departments. Design and management of EU-funded projects involving large partnerships. Drafting financial reports and coordinating reports from different partners. Managing relations with project funders (regional, national and EU authorities, Managing authorities etc.).

December 2009 – May 2016

Project Manager

Consorzio Sociale Light, via Fabio Filzi 41, Milano (Italy)

Design and management of EU-funded projects (both directly and indirectly) involving large partnerships. Building and managing project budgets. Monitoring project spending level (both internal and of other project partners). Coordinating project activities and providing management guidelines to project teams (i.e. staff members of the organisation and of the other partner organisations involved). Preparing Financial Reporting and coordinating partners' financial reporting in collaboration with admin departments. Drafting narrative reports and coordinating contributions from different partners. Managing project teams (internal to the organisations –e.g. colleagues with different functions, trainees etc.- and external –e.g. project coordinators of international partners); Elaborating and managing project communication strategies (both internal and external): elaborating and managing contents (e.g. newsletters, websites, publication etc.); coordinating partners communication officers; managing projects' external relations.

Managing relations with project funders (regional, national and EU authorities, Managing authorities etc.). Monitoring the legislative and policy developments in the field of EU Policies and EU governance issues (e.g. immigration, Europe 2020, EU programming in relevant fields etc.). Technical assistance to regional authorities in programming, implementation and financial reporting of EU-funded projects.

Main Funds and Programmes: European Fund for the Integration of Third Country Nationals; European Social Fund; Progress; Lifelong Learning Programme (currently Erasmus+); Culture Programme; Interreg.

May 2008 – December 2009

Project Manager

SAEF Srl, Via Cacciamali 16/i, Brescia (Italy)

Design and management of EU and regional-funded projects. Building and managing project budgets. Monitoring projects' spending levels. Supporting clients in preparing financial and content reporting.

Monitoring the legislative and policy developments in the field of EU Cohesion Policy and EU governance issues. Technical assistance to local authorities in ERDF programming.

Main Funds and Programmes: European Fund for the Integration of Third Country Nationals; ERDF Funds (submission and management of projects under different regional calls such as: Metadistretti, Sostes, Artemide, Support to tourism activities etc.).

February 2008

Trainer – External Consultant

SEU Servizio Europa (Umbria Region in-house company) – Perugia (Italy)

Trainer on Lobbying activities at EU level

March 2007 – January 2009

Project Manager – External Consultant

ECAS – European Citizen Action Service, Rue du Prince Royal, 83 Brussels (Belgium)

Design and management of EU-funded and non EU funded projects (including coordination of activities, content and financial reporting). Research and drafting documents on EU Cohesion policy, programmes and Structural Funds.

Trainer (areas: EU funding, projects' developments, partnerships, lobbying activities at EU level). Training was carried out in the context of projects concerning civil society development in the following countries: Moldova, Ukraine and Croatia.

January 2007 – April 2008

Project Manager

Mondo Palcogiovani ONLUS, Brescia (Italy)

Fundraising: drafting project proposals, including budgets of EU-funded projects. Assisting the director in preparing consultancy contracts and budgets. Implementing and coordinating projects; Following projects' financial developments and spending levels; coordinating financial reporting.

Monitoring and evaluation in itinere of projects and drafting relevant documents and reports. Managing relations with project funders.

Partner search and management of the organisation' international partnerships with public authorities and other organisations.

Trainer (areas: EU funding, projects' developments, partnerships)

Coordinating and supervising trainees

Main Funds and Programmes: Youth in Action; Europe for Citizens; IEE Programme; Culture Programme.

January 2006 –March 2007

Project Coordinator – Independent Expert

Madariaga European Foundation, Rue Royale 87, Brussels (Belgium)

Implementing and monitoring the project activities of two EU co-funded projects (under the EU E-Learning Programme). Supporting the project team in implementing and monitoring all project activities. Coordinating the relations and ensuring effective communication with other partners in the consortium. Disseminating information on the projects and searching for best practices in the fields of the projects. Member of the project's steering committee

March 2004 – December 2006

Project Manager

ECAS – European Citizen Action Service, Rue de la Concorde 53, Brussels (Belgium)

Monitoring policy and legislative developments relative to EU Cohesion Policy and the Structural Funds to coordinate and implement lobbying activities in the context of EU Cohesion policy.

Research and drafting documents on EU Cohesion policy, programmes and Structural Funds.

Coordinating activities (also networking activities with other organisations in Brussels) on EU Cohesion Policy

Project design and implementation of activities. Regular reporting on the implementation of projects and management of partnerships. Following projects' financial developments and coordinating financial reporting.

Trainer (areas: EU funding, project design and developments, partnerships, cross-sectoral cooperation, advocacy activities)

Drafting reports, working documents, articles and guides for internal use and for the wider public. Organising international events.

Coordinating and supervising trainees.

October 2003 – February 2004

Trainee

European Commission – DG Regional Policy, Rue du Pere Deken, Brussels (Belgium)

Assisting and contributing to works on the Third Cohesion Report published in March 2004. Assisting the work of and taking part in the meetings of the Spatial and Urban Development Subcommittee

EDUCATION AND TRAINING

March 2014

Understanding Balance sheets

Prof. E. Casavola, Milan

Internal Training (3 full days training course)

October 2001 – September 2003

Accounting – basic level

Jobformer, Milan

12 hours training course

October 2001 – October 2003

MSc Local Economic Development

London School of Economics and Political Sciences (UK)

Local Economic Development, European Economic Development, Economic Development Management, Statistics

September 1997 – June 2001

BA (Hons) European Studies

University of North London (UK)

Microeconomics, Macroeconomics, Theories and Political Ideologies, French (advanced level including a year abroad), European Economies: Growth and Transformations, European Economies: Policies and Planning, Comparative European Government Systems, The Economics of European Integration, Perspectives on the EU, West European Integration: Theory and Framework, The European Union: Policies and Issues (monographic course on EU Regional Policy). Year Abroad - ERASMUS Project (October 1999 – June 2000) – University of Reunion (France) – Compulsory Courses: French (advanced level), Translation I (from English and French), Translation II (from French to English), European Monetary Union, Creole Culture.

PERSONAL SKILLS

Mother tongue(s)

Italian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	C1	C1	B2	B2	B2

2 June 2005 – Institut Fernand Cocq (I.F.C.) – Brussels
 - Certificate: French Language – Intermediate Level “Perfectionnement” - Mark: 86/100
 2 June 2005 – Institut Fernand Cocq (I.F.C.) – Brussels
 - Certificate: French Language – Intermediate Level - Mark: 87/100 – Great Distiction

Communication skills

- Excellent communication skills gained through my experience as project manager (managing activities in collaboration within teams e.g. colleagues, international partners etc.), as trainer and as speaker during conferences and seminars

Organisational / managerial skills

- Very good organisational and managerial skills gained thanks to my experience in managing complex projects (European, national and regional) where activities (submission, implementation, financial management and reporting) always have to be carried out within tight deadlines.
- All projects I have worked on involved very different partners (from private to public and scientific entities) from different countries and with very different roles (partners, clients, investors etc.). Thanks to this experience I have acquired significant skills in the management of complex partnerships and networks and, in general, of collaborative relations.

Job-related skills

- Specific and extensive skills in terms of EU Programmes and calls (e.g. understanding the wider policy context as well as the general and specific objectives of EU programmes, identification of priorities and of activities potentially eligible, knowledge concerning evaluation criteria of project proposals etc.).
- Good command of quality control processes (I was responsible for the Quality Control Procedure of my organisation in 2011)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient User	Proficient User	Independent User	Independent User	Independent User

Driving licence

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ADDITIONAL INFORMATION

Conferences

- Speaker during projects' events to present projects aims, themes, results etc.
- Speaker during thematic and institutional conferences such as:
 - Senscot & The Royal Bank of Scotland “Keep it Local Strength in Numbers” (Edinburgh 23 November 2016)
 - Polish Ministry of Economic Development - Peer Review Meeting “Access to Finance for social enterprises” (organised in the context of the SEN Network – Warsaw 20 May 2016)
 - Greek Ministry of Labour (conference “Social Entrepreneurship: A tool for addressing local development, youth unemployment and social needs” organised in the context of the 2014 European Union Presidency -Crete, June 2014);
 - Lombardy Region (ESFCoNet Meeting Milan 16 May 2013)
 - European Commission (ESF Technical Committee organised in Brussels -April 2013);
 - Polish Ministry of Regional Development (Peer Review Meeting “Public Social partnerships and socially responsible public procurement” Organised in the context of the “Active Europe Conference” – Krakow, 6 September 2011);
 - “Open days European Week of Regions and Cities” Brussels 10 October2006 and 9 October 2007);

Publications

- Author of “A practical guide to Partnership” (August 2006). Publication translated in Serbian, Albanian and Macedonian
- Co-author of the Chapter on “Structural Funds, Cohesion Fund and Pre-Accession Aid” of the 10th and 11th edition of “A Guide To European Union Funding for NGOs – Accessing Europe’s Largest Donor” (10th edition, May 2004 - 11th edition, May 2005 -14th edition May 2008)