

Curriculum Vitae

PERSONAL DATA

NAME/SURNAME: Chiara Panaroni

ADDRESS: Via Stefano Tomani Amiani,29 - 61032 Fano (PU)- Italy

E-MAIL ADDRESS: chiarapanaroni@gmail.com

MOBILE PHONE.: on request

DATE OF BIRTH: 29/03/1973

NATIONALITY: Italian

AREAS OF EXPERTISE: Project/Program management, Staff management , Project planning , Project reporting, Financial resources management, Public/International relations, Administration/Contracts management, project Monitoring and Evaluation, project design.

SUMMARY/PROFESSIONAL PROFILE

- *Relevant experience (15 years) in the coordination, technical and financial management of European cooperation projects, international and development cooperation projects, in Italy and abroad (short missions in Kosovo, many European countries and Brazil. Long mission in Mozambique);*
- *Proven experience of coordination of organizations, working groups and public relations management within international organizations and European contexts, ability of conducting groups to reach a common goal;*
- *Consolidated ability to work, manage, monitor activities and working groups in multicultural environments and contexts of emerging countries;*
- *Very good competences in communication, writing and reporting;*
- *Proven ability to train personnel in the management of European projects and in planning activities;*
- *Excellent adaptability to disadvantaged contexts and to difficult living and work conditions. Work and travel in European countries and extra-European contexts;*
- *Excellent knowledge of the following languages: English, Portuguese, Spanish (written, read, spoken) and good knowledge of French (read, written and spoken);*
- *Proficiency in computer use, word processors, spreadsheets and presentation programs (Word, Excel, Power Point, Outlook);*
- *Proven specific search capabilities on the Internet with respect to European and international funding opportunities for public and private entities in different fields for organizations and agencies and on specific issues;*
- *Good experience in project design.*

PROFESSIONAL EXPERIENCE

19/11/2015-to date: **Italy. Marche Region –Ancona** Technical assistance for the implementation planning of the EMFF program, in particular: preparation of the documentation related to the activities of the Supervisory Committee (proposals for the definition of the selection criteria, regional criteria of resource allocation, national provision on costs,etc.),manuals content definition for the management and control system, preparation of tender/calls schemes, definition of the requirements for the information system, management of the relations with the Intermediate bodies of the Regions as well as with the Managing Authorities of other Marche Region programs financed by European Structural & Investment Funds.

16/04/2014-to date:

Italy. *INGV-National Institute of Geophysics and Volcanology* - Section of Bologna. Project manager. Support to the management of European Research projects (FP7 and H2020). Technical assistance on administrative/financial aspects, reporting activities to funding entities, management of the relations with European partners, organization of international meetings at national and international level.

29/08/2013-28/08/2014:

Italy. *SVIM Sviluppo Marche spa - Ancona* Project manager in the field of internationalization of enterprises and related European policies. Technical assistance on specific activities (monitoring of the progress of project activities assigned by comparing objectives and results, highlighting integrative actions and expected impacts), organization and participation to workshops, public meetings, exhibitions on Innovation, mentoring visits. Support to an assessment research on elderly needs on the territory. Progress reporting on the activities related to European projects in the field of SMEs support to solutions in the Ambient Assisted Living technologies. Support to communication and diffusion activities.

4/07/2011-4/07/2014:

Italy/Brasil. *Sviluppumbria spa – Perugia- Italy.* Project Technical Consultant for the planning and monitoring of “Brasil Proximo” project (www.brasilproximo.com), Multiregional Project (Decentralized Cooperation) funded by the Italian Ministry of Foreign Affairs and the Brazilian government. Main Responsibilities: Annual Planning of activities and elaboration of operational Plans, administrative and financial reporting, participation in monitoring and evaluation missions in Brazil (twice a year for three years) and coordination with other components of the program, presentation of technical financial changes to the Ministry of Foreign Affairs, elaboration of technical reports. Support to communication and diffusion activities through the website of the project.

01/08/2012-24/05/2013:

Italy. *SVIM Sviluppo Marche spa - Ancona- Italy.* Project manager for MAREMED project (www.maremed.eu) funded under EU MED Programme. Administrative and financial management of Marche Region project in the fisheries sector. Main responsibilities: coordination and management of project activities, support to the organization of events, elaboration of technical and financial reports, presentation of technical variations to the Funding Entity, management of contacts with partners and services' suppliers.

10/05/2010-30/09/2011:

Italy. *SVIM Sviluppo Marche spa - Ancona- Italy.* Project manager for DevelopMED project (www.developmed.eu), funded under EU MED Programme. Support to the Technical and financial management of DevelopMED project (www.developmed.eu) funded by the EU MED Programme, with the participation

of French, Spanish, Maltese, Greek and Montenegro partners for the integrated development of small-medium size ports in the Med Area.

Main responsibilities: administrative, technical and financial management and reporting, organization of international events, communication and diffusion activities, presentation of technical variations to the Funding Entities, management of contacts with partners and services' suppliers.

16/04/2007-8/07/2009:

Italy. *Inteatro Association-Polverigi (AN)- Italy.* Project manager. Technical, administrative and financial responsibility for the management of ongoing projects(funded by European Union, Italian Ministry of Culture, cultural foundations, etc), organization of *workshops* and participation to seminars, *networking* activities. Research of new funding opportunities(at Regional, National, European, International level). Presentation of new project proposals. Training of internal staff on financial reporting schemes and management.

3/05/2004-30/04/2006:

Mozambique. *Doctors Without Borders (MSF) –Maputo.* Technical Assistance to NAIMA+ NGO network (www.naima.org.mz). Main responsibilities:

1. Support international NGOs in developing a common vision and strategy for their role in the health sector and HIV/AIDS in particular;
2. Support the Network in its institutional development and in the strengthening and recognition of the role of NGOs at the level of the Government of Mozambique and its line ministries;
3. Reinforce links and cooperation with other NGO networks and civil society organizations towards a more effective coordination in HIV/AIDS and health;
4. Represent NAIMA+ network in the Health sector and HIV/AIDS meetings with Partners (bilateral and multi-lateral development agencies, UN agencies) and Government institutions;
5. Technical assistance in coordinating NGOs' input on specific issues in the process of consultation with the Ministry of Health (MoH), with the National Aids Council (NAC) and other partners on cooperation-related issues (finalization of the NGO Code of Conduct, setting up of formal MoH-NGO coordination mechanisms, etc.)
6. Follow up MoH-NGO contracting in liaison with MoH, NAC, Donors and other relevant partners;
7. Develop a system for documenting NGO experiences, build up and maintain NAIMA+ members info data base;
8. Creation and management of an electronic documentation centre of the Network on best practices, surveys, researches produced by different partners;
9. Support the Network in developing a monitoring and evaluation system for the activities developed by the NAIMA+ Secretariat and for NGOs commitment and participation to the life of the Network itself;
10. Ensure general liaison and information-sharing with partner agencies like Ministry of Health, CNCS, bilateral and multilateral agencies;
11. Ensure correct and responsible management of the funds, administration and equipment of the project.

1/01/2003-31/10/2003:

Italia. *C.E.S.T.A.S. Italian NGO(Centre for Health Education and Applied Health technologies)– Bologna.* Project manager - Responsibility for technical and financial management of projects in Latin America (Peru, Bolivia, Ecuador, Argentina,

Guatemala), selection and management of expatriate staff and consultants, management of relations with Funding Institutions, with suppliers, with local Authorities and the local counterparts of the projects. Preparation of technical reports and support the reporting to the Funding entities, (Ministry of Foreign Affairs and EU), development of operational plans and financial management. Development of new project proposals.

1/10/2001-31/08/2002:

Mozambique. *Embassy of Italy in Mozambique - Local Technical Unit of Cooperation (UTL) - Maputo.* United Nations fellowship Programme holder.

Responsibility for managing the programs in Social, Education, Culture sector, including programs of Bilateral Cooperation, Multilateral and in the identification and formulation of new proposals. Participation in monitoring and evaluation missions of projects; Programme management of post-graduate scholarships for Mozambican citizens; Organization of missions for experts of the Ministry of Foreign Affairs in collaboration with UNICRI, UNICEF and Local Ministries in Mozambique; Monitoring and evaluation of projects promoted by Italian NGOs; Participation in coordination meetings, missions and seminars with the World Food Programme, UNFPA, UNICEF, on multilateral programs implemented by international agencies and funded by the Italian government.

1/06/ 2000-31/07/2001:

Italia. *C.E.S.T.A.S. Italian NGO(Centre for Health Education and Applied Health technologies)– Bologna.* Project manager. Responsibility for technical and financial management of projects (post-emergency projects in Kosovo and Albania, health projects in Namibia, Malawi, Mozambique), funded by the Ministry of Foreign Affairs and the EU. Selection and management of expatriate staff and consultants, management of relations with Public Funding, with suppliers, with the local authorities and with the local counterparts of the project. Preparation of technical reports and support the reporting to the Funding Entities, elaboration of plans of operations and financial management. Development of new project proposals.

ACADEMIC/PROFESSIONAL QUALIFICATIONS

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| 30 Sept -1 Oct 2015 | " The legal and financial aspects HORIZON 2020: from proposal to signature of Grant Agreement, Audit and Controls in FP7 " - Roma APRE (Agency for the Promotion of European Research) |
| 29 Jan.-2 Febr 2013: | " Master degree in Europrojects design + Europe2020 strategy "- EuropaCube srl – Innovation Business School, Bologna. Project design on direct and indirect funds |
| Nov. 2006-Jul 2007: | " Master degree in cultural and commercial cooperation with Mediterranean countries "- University of Macerata-Faculty of Political Sciences (Italy) |
| March-Jul 2003: | " Techniques in Project Management "– Foundation for the development of technical Training "Aldini Valeriani"- Bologna. |

Nov.1999- Mag. 2000: **“Europrofessional”**- *Profingest Management School-Bologna (Italy)*. Specialization post lauream - V European level.

Oct. 1992 – Oct. 1998: **“Degree in Political Sciences “(Laurea Magistrale) - University of Bologna-Faculty of Political Sciences-** (Italy)

LANGUAGES

- Mother tongue: Italian
- Other languages: English, Portuguese, Spanish, French

LANGUAGES	UNDERSTANDING/READING competences	WRITING competences	SPEAKING competences
ENGLISH	excellent	excellent	excellent
PORTUGUESE	excellent	excellent	excellent
SPANISH	very good	good	good
FRENCH	good	good	good

TECHNICAL/COMPUTER SKILLS

- Very good command of office suite (word processor, spread sheets, presentation software, e-mail software);
- Very good knowledge of search engines for funding opportunities both at European and international level for both public institutions and private organizations.

REFERENCES

Upon request