

Director's Secretariat

Head: Caterina Monitillo.

Bari Site Coordinator: Stefano Carito.

Pisa Site Coordinator: Sara Corridori.

Other personnel: Alessandro Basanisi, Francesco Bonaccini, Manuela Cempini, Francesca Fioravanti, Maria Annunziata Liberti, Giuliana Morelli, Costanza Orsini, Ilaria Santoni.

The Director's Secretariat carries out the following activities:

- preparation of documents and measures, as indicated by the Institute's management;
- preparation of delegation documents (in coordination with the Administrative Secretariat);
- support and interaction activities with the CNR headquarters and other offices;
- support for the Management in preparing documentation and in the procedure for disciplinary proceedings.
- management of any other practice concerning obligations not falling within the specific competence of other offices, which involve documents signed by the Director;
- preparation of the documentation necessary for the election of the Institute Council and the handover and interface with the headquarters.
- preparation of AILA by type of staff, protocol and related transmission.