

## Tracce prova orale concorso C “Assistente servizi amministrativi-contabili e di supporto”

**Area n. 1 - corrispondente a *Ordinamento e funzioni delle Camere di commercio (a titolo indicativo e non esaustivo: L. n. 580/1993; D.Lgs. n. 219/2016 e successive modifiche e integrazioni)***;

1. Le funzioni delle Camere di commercio nell’ambito dello sviluppo economico locale
2. La potestà statutaria e regolamentare delle Camere di commercio
3. Le forme associative tra le Camere di commercio
4. I requisiti per la nomina dei Consiglieri, cause ostative e incompatibilità
5. I provvedimenti delle Camere di commercio
6. L’attività consultiva delle Camere di commercio
7. Il personale delle Camere di commercio
8. La natura giuridica della Camera di commercio e le forme di autonomia a essa riconosciute dalla L. 580/93
9. Il Collegio dei revisori dei conti
10. Le fonti di finanziamento delle Camere di commercio
11. Il diritto annuale
12. I bilanci delle Camere di commercio
13. La dirigenza nelle Camere di commercio
14. Le competenze delle Camere di commercio in materia ambientale
15. Funzioni in materia di tutela del consumatore e regolazione del mercato
16. La metrologia legale
17. Compiti relativi all’orientamento al lavoro e alle professioni
18. Supporto all’internazionalizzazione
19. Attività della Camera di commercio in materia di digitalizzazione di impresa
20. Il registro informatico dei protesti
21. Gli Albi, Ruoli ed Elenchi tenuti dalla Camera di commercio
22. La funzione di rilevazione dei prezzi
23. La risoluzione alternativa delle controversie
24. La competenza sanzionatoria delle Camere di commercio
25. Albo Nazionale Gestori Ambientali
26. L’esercizio delle funzioni di indirizzo politico e di controllo nelle Camere di commercio
27. L’organo esecutivo delle Camere di commercio e principali funzioni
28. Ruolo e compiti del Presidente
29. L’Unione Italiana delle Camere di commercio
30. Le Unioni regionali delle Camere di commercio
31. Il Segretario Generale
32. Le Camere di commercio italiane all’estero
33. La riforma delle Camere di commercio e il riordino delle funzioni
34. La vigilanza sul sistema camerale
35. L’istituzione di nuove Camere di commercio mediante accorpamento
36. La tutela della denominazione delle Camere di commercio

**Area n. 2 - corrispondente a *Elementi di diritto amministrativo, con particolare riferimento alle norme in materia di procedimento amministrativo e di accesso ai documenti amministrativi (L. n. 241/1990 e s.m.i.); Cenni sulla normativa in materia di prevenzione della corruzione, di trasparenza e privacy (L. n. 190/2012 e D.Lgs. n. 33/2013 cd. "Codice della trasparenza"); Conoscenza a livello generale del Codice dell'Amministrazione Digitale (D.Lgs. n. 82/05 e s.m.i.); Elementi sull'ordinamento del lavoro alle dipendenze della pubblica amministrazione (D.Lgs. 165/2001 e s.m.i.);***

1. Le Fonti primarie e le fonti secondarie dell'ordinamento giuridico
2. Le fonti dell'Unione europea e la loro efficacia nell'ordinamento interno
3. Efficienza, Efficacia ed Economicità dell'azione amministrativa
4. Il principio di sussidiarietà
5. La motivazione del provvedimento amministrativo
6. Le autorizzazioni e le concessioni
7. L'attività consultiva della pubblica amministrazione: i pareri
8. L'invalidità del provvedimento amministrativo
9. I vizi dell'atto amministrativo e le conseguenze
10. Gli elementi e la struttura dell'atto amministrativo
11. L'efficacia dell'atto amministrativo
12. La discrezionalità amministrativa
13. Le forme di collaborazione tra pubbliche amministrazioni
14. La semplificazione dell'azione amministrativa
15. Il silenzio amministrativo
16. La segnalazione certificata di inizio attività (SCIA)
17. Le fasi del procedimento amministrativo e i soggetti competenti
18. Il termine del procedimento
19. Il mancato rispetto dei termini procedurali: profili di responsabilità
20. Il Responsabile del Procedimento
21. La partecipazione al procedimento
22. Le diverse tipologie di accordi
23. Il potere di autotutela amministrativa e gli atti di ritiro
24. Le società partecipate
25. Il principio della trasparenza nella pubblica amministrazione
26. I principali soggetti dell'anticorruzione e della trasparenza
27. Il Piano Nazionale e i Piani Triennali di Prevenzione della Corruzione e Trasparenza
28. L'accesso agli atti della pubblica amministrazione
29. Il concetto di dato personale e le diverse categorie
30. Il trattamento dei dati personali
31. I principi costituzionali in materia di privacy e la normativa vigente
32. Il documento informatico
33. La Posta elettronica Certificata
34. La digitalizzazione dell'azione amministrativa
35. Il rapporto di pubblico impiego
36. I principi costituzionali in merito al lavoro pubblico
37. Il codice di comportamento dei dipendenti pubblici

**Area n. 3 – Elementi di diritto commerciale, in particolare la disciplina dell'impresa e delle società  
(Libro Quinto, Titolo V, del Codice Civile)**

1. Autonomia patrimoniale e personalità giuridica nelle società di capitali
2. Autonomia patrimoniale e personalità giuridica nelle società di persone
3. Le società di persone
4. Le società di capitali
5. Le società lucrative e le società mutualistiche
6. Le società unipersonali
7. Le start up innovative
8. La funzione del Registro Imprese e del REA
9. Le vicende delle società: la trasformazione, la fusione, la scissione
10. Il piccolo imprenditore
11. L'imprenditore commerciale: nozione e caratteri
12. L'imprenditore artigiano
13. La gestione informatica del Registro delle Imprese
14. Il Conservatore del Registro delle Imprese
15. Il Giudice del Registro delle Imprese
16. La sezione ordinaria e la sezione speciale del Registro delle Imprese
17. La Comunicazione Unica
18. Il Repertorio Economico Amministrativo
19. L'Azienda
20. La disciplina dei segni distintivi dell'impresa (ditta – insegna – marchio)
21. Marchi e brevetti
22. La concorrenza
23. La società semplice
24. La società in nome collettivo
25. La società in accomandita semplice
26. La società per azioni
27. La società a responsabilità limitata
28. La società in accomandita per azioni
29. La società cooperativa
30. L'organo di controllo delle società di capitali
31. Lo scioglimento delle società
32. La distinzione tra azioni e obbligazioni nelle società per azioni
33. I diversi sistemi di amministrazione della società per azioni: sistema monistico e dualistico
34. Il bilancio di esercizio delle società di capitali
35. La costituzione della società per azioni
36. Gli organi della società per azioni

**Tracce Lingua inglese**

1. World temperatures are rising because of human activity, and climate change now threatens every aspect of human life.  
Left unchecked, humans and nature will experience catastrophic warming, with worsening droughts, greater sea level rise and mass extinction of species.  
We face a huge challenge, but there are potential solutions.
2. What Is Renewable Energy?

Renewable energy, often referred to as clean energy, comes from natural sources or processes that are constantly replenished. For example, sunlight or wind keep shining and blowing, even if their availability depends on time and weather.

3. The circular economy is a model of production and consumption, which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible. In this way, the life cycle of products is extended.
4. What is climate change?  
Climate is the average weather in a place over many years. Climate change is a shift in those average conditions.  
The rapid climate change we are now seeing is caused by humans using oil, gas and coal for their homes, factories and transport.
5. Biomass Energy  
Biomass is organic material that comes from plants and animals, and includes crops, waste wood, and trees. When biomass is burned, the chemical energy is released as heat and can generate electricity with a steam turbine.
6. What can individuals do?  
Major changes need to come from governments and businesses, but scientists say some small changes in our lives can limit our impact on the climate:
  - Take fewer flights
  - Live car-free or use an electric car
  - Buy energy efficient products, such as washing machines, when they need replacing
  - Switch from a gas heating system to an electric heat pump
  - Insulate your home.
7. Weather refers to atmospheric conditions that occur locally over short periods of time from minutes to hours or days. Familiar examples include rain, snow, clouds, winds, floods or thunderstorms.  
Climate, on the other hand, refers to the long-term regional or even global average of temperature, humidity and rainfall patterns over seasons, years or decades.
8. In practice, it implies reducing waste to a minimum. When a product reaches the end of its life, its materials are kept within the economy wherever possible. These can be productively used again and again, thereby creating further value.
9. Recycling helps to reduce energy usage, reduce the consumption of fresh raw materials, reduce air pollution and water pollution (from landfilling) by reducing the need for “conventional” waste disposal and also reduces greenhouse gas emissions.
10. Hydroelectric Power  
Hydropower is the largest renewable energy source for electricity in the United States, though wind energy is soon expected to take over the lead. Hydropower relies on water—typically fast-moving water in a large river or rapidly descending water from a high point—and converts the force of that water into electricity by spinning a generator’s turbine blades.
11. Definition of solar energy

Solar energy is the radiation from the Sun capable of producing heat, causing chemical reactions, or generating electricity. ... If suitably controlled, solar energy has the potential to satisfy all future energy needs.

12. Global warming refers only to the Earth's rising surface temperature, while climate change includes warming and the "side effects" of warming—like melting glaciers, heavier rainstorms, or more frequent drought. Said another way, global warming is one symptom of the much larger problem of human-caused climate change.
13. Recycling helps to reduce energy usage, reduce the consumption of fresh raw materials, reduce air pollution and water pollution (from landfilling) by reducing the need for "conventional" waste disposal and also reduces greenhouse gas emissions.
14. Friday for Future is a movement that began in August 2018, after 15 year old Greta Thunberg sat in front of the Swedish parliament every schoolday for three weeks, to protest against the lack of action on the climate crisis. She posted what she was doing on Instagram and Twitter and it soon went viral.
15. Sardinia is characterized by being a simple and cooperative land, in which real economy is prevalent. The processes of the traditional industry are cultivated with care, in the face of a structured vocation for the tourism, agroindustry, craftsmanship and advanced services activities.
16. Tourism in Sardinia is a relatively new phenomenon. Until recently, apart from the highly exclusive north eastern coast of the Costa Smeralda, there was little choice but to stay in modest hotels or private houses, especially away from the principal towns and a handful of seaside resorts. Today, the quality of Sardinian tourist accommodation has reached the same high standards as can be found in the rest of Italy.
17. The island is small, so invites exploration, which could include a combination of beach locations and its beautiful and diversified countryside, with impressive mountain ranges, views stretching as far as the horizon, and wide plains covered in wild flowers in the Spring. There really is something for every taste, on this ancient and enchanting island.
18. Sardinia is one of the European areas with the greatest geological heritage; in fact, it has a subsoil still very rich in minerals. This fact is at the base of the extractive industry, in particular of stone (whose roots go back to the obsidian age and evolve in many other typologies), marble in the Orosei district and granite in the Gallura district. Furthermore, a well-developed cork is active district in the northeast of the island. Its companies are proud of their ancient native cultivations.
19. The coastal areas are not the only parts of the island driving growth in tourism in Sardinia, there are also many areas once used exclusively for farmland that offer fabulous holiday accommodation, such as Fonni and Oliena. The variety of solutions for finding a dream holiday location in Sardinia is extensive, ranging from a traditional hotel, to relaxing and basic rural retreats, bed and breakfasts and farmhouses.
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The Island economy is divided in sectors:
  - tertiary sector (trade, tourism, logistics)
  - industrial sector (mining, manufacturing, energy production, etc.)
  - constructions
  - agriculture
22. The Chamber of Commerce, Industry, Agriculture and Artisanry (CCIAA) are Italian organizations that promote business activities. Companies are required to register in the chamber of the province they belong to, as well as filing their annual financial accounts to Registro delle Imprese. The chambers are also involved in direct investment in companies, such as Bologna Chamber of Commerce is the major shareholder of Aeroporto Guglielmo Marconi di Bologna, the operator of Bologna Airport.
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24. The agro-food sector, including fisheries and aquaculture (particularly sea urchins, tuna, mussels, fish roe and tasty local fish), plays a key role in the production system. It also represents a fundamental resource for its intrinsic quality levels, which are not reproducible in other contexts, for its sustainability coupled with traditional methods, and for the reputation of its products on an international scale.
25. Phenomenon of 1 euro houses in Sardinia
  - they are all abandoned houses, which need restructuring, that can be often times costly
  - the owners sell them because they don't want to pay neither the restructuring nor the taxes
  - buying a house in Italy doesn't give you the right to live nor work there, unless you're a citizen of the European Union
  - you can get a good deal, but you must invest to renew the house
26. ITA - Italian Trade Agency is the Governmental agency that supports the business development of our companies abroad and promotes the attraction of foreign investment in Italy. With a motivated and modern organization and a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses.
27. Romana is a small and splendid town in the Sardinian hinterland (but still half an hour from the sea) which is 40 kilometers from Alghero and 35 from Sassari. It is located 267 meters above sea level and is set in a large valley, near the Temo river and the Inghiltidolzu cave. Like so many villages and towns scattered throughout the peninsula, Romana also participated in the initiative of "1 euro houses", to bring people back to the village and to let many properties live that risk being abandoned.

28. The formula of the calls with which Italian municipalities sell houses for 1 euro is more or less the same at all latitudes. The administration makes a screening of the abandoned houses and contacts the owners, offering them the sale at a symbolic price rather than incurring the expenses for the renovation of the same. The buyer, then, must guarantee the safety works within a set period of time.
29. The town of Romana is also famous for the numerous excellent water sources that surround it, as well as for the spectacular quality of the food. But you will not be alienated from the world, the fiber for the connection arrives safely in the village. The opportunity is too great not to go to the municipality's website to get an idea. Who knows if this is not the right time to make such an investment.
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