

EUROPEAN FORMAT
FOR THE CURRICULUM
VITAE

PERSONAL INFORMATION

Name **MARIA STELLA SERGI**

Address

Telephone

Fax

E-mail

Nationality

Date of birth

WORK EXPERIENCE

- Dates (from – to) **From 01/09/2026 - present**
- Name and address of employer Fondazione Regionale per la Ricerca Biomedica (FRRB) - Operational headquarters: Via Palazzo Lombardia 1, Milan
- Type of business or sector Private-law foundation under public control
- Type of employment Head of General Affairs Area
(Director General Decree no. 131 of 31/08/2026)
Deputy Director General appointed by Board resolution of 31/01/2026
- Main duties and responsibilities The Head of the General Affairs Area reports directly to the Director General.
Main activities:
Financial and economic management; Procurement management; Human resources management; Disciplinary and litigation management; Legal-administrative management; Training and Communication management; Management of agreements and reporting; Compliance activities management.
Deputy function for the General Directorate:
- Dates (from – to) **From 16/01/2026 to 31/08/2026**
- Name and address of employer Fondazione Regionale per la Ricerca Biomedica (FRRB) - Operational headquarters: Via Palazzo Lombardia 1, Milan
- Type of business or sector Private-law foundation under public control
- Type of employment Head of Compliance Function
Deputy Director General appointed by Board resolution of 31/01/2026. Appointed Head of Corruption Prevention and Transparency (RPCT) by Board resolution of 31/01/2026

• Main duties and responsibilities	Main duties: - The Compliance Function reports directly to the Director General and is responsible for updating the Job Description Manual, Functional Chart and Organisation Chart; updating Regulations and Procedures and presenting them during ISO 9001:2015 audits; managing corporate governance activities, including the Organisational Model, Privacy Regulation, transparency and anti-corruption obligations; monitoring relevant regional, national and European legislation for FRRB core activities; preventing non-compliance risks; defining compliance-risk measurement and assessment methods and suitable prevention procedures; verifying internal regulations and procedures against applicable legislation together with the Quality Management System Manager; ex-post verification of proposed adjustments; reporting to Governance Bodies; and verifying compliance of all FRRB acts with legislation, internal rules, the Code of Ethics and Articles of Association. Deputy Function duties: overseeing regulatory compliance of administrative action; providing technical-legal support to governing bodies for urgent/non-deferrable matters; coordinating functions to ensure proper progress of administrative procedures; managing relations with the Region only for mandatory, non-deferrable and non-strategic requirements.
• Dates (from – to)	From 16/07/2024 to 15/01/2026
• Name and address of employer	Agenzia di Tutela della Salute della Brianza (ATS BRIANZA) (from 16/01/2026 on unpaid leave for a fixed-term appointment at Fondazione Regionale per la Ricerca Biomedica) Operational headquarters: Viale Elvezia 2, 20900 Monza - Health Protection Agency
• Type of business or sector	Administrative Directorate - Administrative Department - Complex Unit Human Resources Management and Development
• Type of employment	Senior Professional Administrative Officer, full-time permanent position
• Main duties and responsibilities	- Legal management of employees' employment relationships; application of National Collective Labour Agreements for Healthcare Management, PTA Management and Healthcare Sector staff; - Activation and management of Technical Boards for second-level evaluation of Agency management staff; - Management of individual public employee contracts from hiring to resignation; - Application of legal contractual provisions concerning interruption, suspension or modification of employment relationships.

• Main duties and responsibilities	- mobility and secondment procedures; termination of employment; service records and career reconstruction; paid leave, unpaid leave, other leave, secondments and study rights; - Management and application of company smart working; - Authorisation phase: checking admissibility of requests to carry out outside activities under Art. 53 of Legislative Decree 165/2001; - Analysis of legislation governing employment in Public Administration; - Administrative-legal support to the Complex Unit: drafting administrative measures (resolutions and determinations), minutes, agreements, regulations and procedures. Quality contact person for the Human Resources Management and Development Unit.
• Dates (from – to)	From 01/12/2022 to 15/07/2024
• Name and address of employer	Agenzia di Tutela della Salute della Brianza (ATS BRIANZA)
• Type of business or sector	Administrative Directorate - Administrative Department - Complex Unit Budget, Financial Planning and Accounting
• Type of employment	Senior Professional Administrative Officer, full-time permanent position
• Main duties and responsibilities	- Contact person for customer sector (revenue/receivables cycle); - Coordination and monitoring of receipt reconciliation, sales invoicing, electronic invoicing, PagoPA issuance, reporting to requesting offices, customers in insolvency proceedings, allowance for doubtful accounts, deadlines, procedure updates, onboarding new staff and legal-administrative support; - Planning holidays and absences; - PAC contact person (Implementation Path for Certifiability of Financial Statements); MUA contact person (record of processing activities under EU Regulation 2016/679); contact person for out-of-court debt recovery, litigation within the Unit's remit and company PagoPA system; - Drafting Director General reports for forecast/final financial statements and quarterly certifications; monthly, quarterly and extraordinary cash verification; judicial accounts; - Drafting acts and measures; monitoring assignment of receivables; default interest; analysis of company receivables; administrative-legal support; Treasury contract management and relations with treasurer; - Appointed Contract Execution Manager (DEC) by Director General Decree no. 6 of 07/01/2022 for the aggregated open tender above EU threshold under Art. 60 of Legislative Decree 50/2016, conducted by ATS Milano Città Metropolitana as lead body, for treasury and banking services for the ATSS of Val Padana, Insubria, Bergamo, Brianza, Brescia, Montagna and Pavia; - DEC appointments under resolutions no. 372 and 373 of 31/05/2021 for Eusis Accounting contracts (lots 81 and 9), and resolution no. 74 of 25/10/2021 for tax and fiscal services, lot 2 - ATS Brianza.

• Dates (from – to)	16/12/2020 to 30/11/2022
• Name and address of employer	Agenzia di Tutela della Salute della Brianza (ATS BRIANZA)
• Type of business or sector	Administrative Directorate - Administrative Department - Complex Economic and Financial Operating Unit
• Type of employment	Professional Administrative Officer, full-time permanent position
• Main duties and responsibilities	- Contact person for customer sector (revenue cycle), out-of-court company debt recovery and company PagoPA system; litigation management within the Unit's remit; - Drafting Director General reports for forecast/final financial statements and quarterly certifications; monthly cash verification; judicial accounts; drafting acts and measures; monitoring assignment of receivables and financial flows; administrative-legal support; - Appointed DEC by Director General Decree no. 6 of 07/01/2022 for the aggregated open tender above EU threshold under Art. 60 of Legislative Decree 50/2016 for treasury and banking services for the ATSS of Val Padana, Insubria, Bergamo, Brianza, Brescia, Montagna and Pavia; - DEC appointments under resolutions no. 372 and 373 of 31/05/2021 for Eusis Accounting contracts (lots 81 and 9), and resolution no. 74 of 25/10/2021 for tax and fiscal services, lot 2 - ATS Brianza.
• Dates (from – to)	16/10/2020 to 15/12/2020
• Name and address of employer	ASST Fatebenefratelli Sacco Piazza Principessa Clotilde 3 - Milan
• Type of business or sector	Administrative Directorate - Complex Operating Unit Territorial Administrative Directorate
• Type of employment	Professional Administrative Officer, full-time permanent position, staff of the Territorial Administrative Directorate
• Main duties and responsibilities	The Territorial Administrative Directorate reports hierarchically and functionally to the Company Administrative Director and is responsible for all administrative processes assigned at facility and company level. Activities: coordination of service activities; preparation of resolutions and agreements; monitoring contracts and orders; monitoring expenditure budget; relations with ASST Services regarding responsibility for territorial activities.

- Dates (from – to) 01/01/2016 to 15/10/2020 - ASST MONZA
- Name and address of employer Via Pergolesi 33, Monza - Territorial Services Directorate
- Type of business or sector Reporting to the Director of the Complex Unit Territorial Services Directorate
- Type of employment Administrative Assistant, full-time permanent position, staff of the Territorial Services Directorate for the Desio and Monza areas
- Main duties and responsibilities
 - Sole coordinating contact person for SUW (Single Welfare Desk) for the Territorial Hub (Desio and Monza);
 - Planning and Management Control contact person for the Territorial Hub: Responsibility Centre objectives, budget objectives, ASST contract objectives, staff RAR, regional-interest and General Directorate objectives and related requirements; contact person for payment of supplier invoices and expenditure monitoring; preparation of annual Judicial Accounts;
 - Territorial contact person for Document Archives and for the QUI WELFARE project with the Municipality of Desio;
 - Administrative support to the Territorial Services Directorate Secretariat and for Company Civil Service activities with the General and Legal Affairs Unit.
- Dates (from – to) **16/05/2009 to 31/12/2015**
- Name and address of employer

ASL Monza e Brianza
Viale Elvezia 2, Monza
Desio Social and Health District
- Type of employment Administrative Assistant, full-time permanent position, staff of the District Directorate
- Main duties and responsibilities
 - Administrative support to the District Director: monitoring company objectives assigned to the District; monitoring administrative processes of the Civil Disability Office and the Office for Choice and Revocation of General Practitioners and Family Paediatricians contracted with the Regional Health Service;
 - Monitoring expenditure for Minor and Supplementary Prosthetic Care; District contact person in supplier-invoice payment; support to the District Public Relations Office;
 - Contact person for the district working group "activation of the Single Welfare Desk"; drafting administrative acts, including resolutions and agreements; support to Primary Care and Family Counselling Area managers for cross-service projects; relations with Local Authorities; liaison with staff and management of ASL Monza e Brianza for territorial planning.

EDUCATION AND TRAINING

- Date **23/11/2015**
- Name and type of education/training institution Università degli Studi Guglielmo Marconi - Via Plinio 44, 00193 Rome
- Qualification awarded Second-level Master's Degree in Public Administration Sciences

EDUCATION AND TRAINING

- Date **05/11/2009**
- Name and type of education/training institution Court of Appeal of Reggio Calabria
- Main subjects Qualification to practise law
- Qualification awarded Lawyer

EDUCATION AND TRAINING

- Dates **09/05/2006 to 09/05/2008**
- Name and type of education/training institution Managò Law Firm - Corso Garibaldi 187, 89122 Reggio Calabria
- Main subjects Criminal law and criminal procedure
- Qualification awarded Trainee lawyer

EDUCATION AND TRAINING

- Dates **1996 to 2006**
- Name and type of education/training institution University of Messina
- Main subjects Civil Law, Criminal Law, Labour Law, Commercial Law, Criminal Procedure, Civil Procedure, Administrative Law, Public Finance, Political Economy
- Qualification awarded Degree in Law, pre-reform system

EDUCATION AND TRAINING

- Dates **1990 to 1995**
- Name and type of education/training institution Giovanni Familiari Classical High School, Melito Porto Salvo (RC)
- Main subjects Latin, Greek, Philosophy, Italian Literature
- Qualification awarded Classical High School Diploma

MOTHER TONGUE Italian

OTHER LANGUAGE English

- Reading skills Professional
- Writing skills Professional
- Spoken interaction Professional

OTHER LANGUAGE French

- Reading skills School level
- Writing skills School level
- Spoken interaction School level

SOCIAL SKILLS AND COMPETENCES

Excellent communication and interpersonal skills, including emotional awareness. Strong listening and intuitive abilities, problem-solving skills, ability to work in teams, organise and optimise resources. Over the years I have developed strong interpersonal skills in managing groups both professionally and personally. Ten years' experience as a leader-coach, coaching youth women's volleyball teams in Seregno.

ORGANISATIONAL SKILLS AND COMPETENCES

In my various positions in Public Administration, I have often acted as contact person for areas/services, which has enabled me to develop excellent organisational and leadership skills.

TECHNICAL SKILLS AND COMPETENCES

Excellent skills in the use and management of Windows operating systems and Microsoft Office applications (Word, Excel, PowerPoint).

COURSES

Participation in courses conferences and training events included in the company training plan and authorised external training. The following is a significant but non-exhaustive list of activities completed over the years.

Internal teaching:

ATS Brianza: Scientific Director of the course "Taxation in ATS - 2021 update", held on 8 and 9 June 2021, 7 hours.

Individual training:

LUISS Business School: Executive Programme in Compliance Management: Legislative Decree 231/01, Transparency and Anti-Corruption, Health and Safety, Environmental Protection and Anti-Money Laundering, 28 hours.

Valore PA: "Human resources management in organisational contexts: management tools to motivate staff", delivered by ALTIS Università Cattolica, 50 hours.

Opera Bari: Sireco System and Account Preparation: "Requirements and functions of accounting agents, cashiers and custodians. Electronic submission of Judicial Accounts", 4 hours.

External training:

ASST Lodi: "Essential elements of an administrative act: liability profiles and evidentiary value in possible proceedings", 27/06/2025, 2 hours.

Fondazione Santa Chiara: "The combination of Telemedicine and Artificial Intelligence for a leap in quality in appropriateness of care. New horizons of Healthcare Liability", 08/05/2025, 3 hours 10 minutes.

Pubbliformez: "Personnel policies through trade-union relations and management of funds for Management and Sector Areas", 28/03/2025, 4 hours.

Promo-PA: "Implementation of the Three-Year Corruption Prevention Plan", 01/11/2021 to 19/12/2021, 5 hours.

INTERNAL TRAINING ACTIVITIES

ATS Brianza: Advanced Accounting and Financial Statement Skills; 19/03/2025 and 03/04/2025, 7 hours.

ATS Brianza: The new National Collective Labour Agreement for Healthcare Management: focus on working hours and appointment system; 25/11/2024, 5 hours.

ATS Brianza: The art of teamwork: team-building elements; 15/05/2025 to 16/05/2025, 8 hours.

ATS Brianza: The Management National Collective Labour Agreement: one year later; 30/06/2025, 6 hours.

ATS Brianza: Administrative Procedure: Drafting Acts; 09/11/2021, 4 hours.

ATS Brianza: Learning to develop and work by projects; 22/11/2024 to 03/12/2024, 13 hours 30 minutes.

ATS Brianza: Order Routing Node (NSO): Order Management Methods; 18/01/2022, 2 hours.

ATS Brianza: Data Protection Course for MUA Contacts of ATS Brianza; 28/06/2023 to 30/06/2023, 6 hours.

ATS Brianza: VAT and other indirect taxes - non-institutional activities of ATS; 21/11/2023, 4 hours.

The undersigned Maria Stella Sergi, an Italian citizen, pursuant to and for the purposes of Articles 46 and 47 of Presidential Decree no. 445 of 28 December 2000, and aware of the consequences arising from false statements pursuant to Art. 76 of Presidential Decree no. 445/2000, declares under her own responsibility that the information contained in this curriculum vitae is true.

Processing of personal data is authorised pursuant to Articles 13 and 14 of EU Regulation 679/2016 (GDPR).

DRIVING LICENCE B