ISPRA
Istituto Superiore per la Protezione e la Ricerca Ambientale

Sistema Nazionale per la Protezione dell'Ambiente

Sara Beltrami
Born in [omissis] on [omissis]
Residing at [omissis]
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Subject: Appointment on a pro bono basis, with reimbursement only of documented expenses for participation, as an expert, in the Seminar on Best Practices, and related events, organized in the framework of the Horizon EU project SD-WISHEES, Grant Agreement No. 101095322, to be held in Taormina, Italy, on 1–3 October 2026

With reference to the above subject, you are invited to participate as an expert in the Seminar on Best Practices, and related events, organized in the framework of the Horizon EU project SD-WISHEES, Grant Agreement No. 101095322, to be held in Taormina, Italy, on 1–3 October 2026.

Upon request, you will be reimbursed for expenses incurred in carrying out this assignment—specifically travel, accommodation, and meal costs—within the limits established by regulations governing official travel in Italy for employees under the Education and Research Sector Collective Bargaining Agreement (CCNL) at levels I, II, and III. The maximum total reimbursement for this assignment is € 1000.00.

The expense claim, accompanied by original supporting documents and the reimbursement request form, must be sent to ISPRA – Via Brancati, 48 – 00144 Rome, Department for Environmental Monitoring and Protection and Biodiversity Conservation, for the attention of Stefano Mariani

The expense claim must indicate the following alphanumeric code: **2026/X0000018/CRA C04 Commitment No. 3397**, as well as personal details, Tax Code (Codice Fiscale, only for the Italian experts), and IBAN bank details for the account held in the name of the person requesting reimbursement.

Reimbursements will be made within 60 days of receipt of the documentation.

Regarding insurance coverage, you will be covered solely by the civil liability insurance applicable at ISPRA premises; this excludes any travel to or from ISPRA locations.

To proceed with the payment of the amount due, please return this letter signed to indicate acceptance of the assignment.

If the appointee is a public employee, by accepting this assignment, they declare under their own responsibility that they have provided prior notification to their employing administration and that the latter has identified no impediments to the performance of the assignment.

DESIGNATED PARTICIPANT	DEPARTMENT OF PERSONNEL AND GENERAL AFFAIRS
SARA BELTRAMI	THE DIRECTOR Pasquale Guidace

Copy to: AGP-BIL

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Il presente documento è conforme all'originale detenuto presso il Servizio per la pianificazione e gestione giuridica del personale.