

Name: Daniele Calasso

Date of birth: 19 October 1981

Work Experience

- **March 2021 – ongoing – Fondazione ENI Enrico Mattei (FEEM), Milan – Italy**
Head of General Accounting and Management Control
 - **September 2019 – February 2021 – Ospedale San Raffaele (OSR), Milan, Italy**
Senior Grants Administrator - Research Management Office
Private and Public Funding management. Administrative and Financial expertise EU funded project (H2020, Marie Curie, IMI, ERASMUS+). Building and managing projects and budgets. Monitoring project-spending level. Coordinating project activities and providing management guidelines to project teams (i.e. staff members of the organisation and of the other partner organisations involved). Preparing Financial Reporting and coordinating partners' financial reporting. Reviewing contracts, consortium agreements and other documents, initiating contract amendments. Monitoring grants compliance, in coordination with OSR Finance, Internal Audit and Compliance; ensuring that all budget applications comply with OSR rules/policies and funding body guidelines; providing support training and guidance to grant holders in their management of grant.
 - **November 2018 – September 2019 – Fondazione ENI Enrico Mattei (FEEM), Milan - Italy**
Fund Raising Specialist and accounting coordinator
Fund Raising Administrative and management support in the programming, implementation and financial reporting of own-funded research Programmes. Management and accounting of EU-funded projects (H2020, Marie Curie, Erasmus +) involving large partnerships. Building and managing projects and budgets. Monitoring project spending level. Coordinating project activities and providing management guidelines to project teams (i.e. staff members of the organisation and of the other partner organisations involved). Preparing Financial Reporting and coordinating partners' financial reporting in collaboration with admin departments. Managing project teams, elaborating and managing project communication strategies. Managing relations with project funders (regional, national and EU authorities, Managing authorities etc.). Monitoring the legislative and policy developments in the field of EU Policies and EU governance issues (e.g. Horizon Europe, H2020, EU programming in relevant fields etc.).
 - **December 2008 – November 2018 – Istituto Europeo di Oncologia, Milan, Italy**
Senior Grants Officer
Private and Public Funding management. Administrative and Financial expertise in grants management of European Commission (FP6, FP7, H2020), national and international private and public funding agencies. Administrative support for research activities, acting as liaison between researchers and funding agencies, to assist researchers in the preparation of applications, developing proposal narratives and budgets, completing the application forms and interpreting the regulations of the granting agencies, assuring compliance with the sponsors policies and requirements. Negotiation of the terms and conditions of awards of successful proposals and support for the administration of research grants, including funding allocation, monitoring research expenditures and financial statements. Managing of research contracts with private and public agencies, setting up and management of international multicentric research projects.

Other professional Experiences:
 - **October 2007 – November 2008 – Sharing Life Onlus, Italy, Milan.** Fund Raising and Administration.
 - **October 2006–April 2007- Gruppo SOGES, Brussels,** Italian consultancy company, active in bidding for development cooperation projects funded by major international donors and in managing large projects at EU and international level.
 - **From July 2006 – to October 2006– United Nations High Commissioner for Refugees (UNHCR), Press Office,** Italy, Rome. Press officer, in charge of the daily press review release, document and press releases production, support the UNHCR Press Officer during press conferences and dissemination events. In charge of web site update and of drafting internal reports and schedules for staff meetings.
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Education and training:

- 10 October 2005 - 10 July 2006 - **Master in International Affairs – curriculum International Organisation**, ISPI, Institute for International Political Studies, Milano.
Studies in: International Economic, Political Economics, Macroeconomic, International Organization (European Affairs, European Law, UN, UN Agencies, UN Funds & Programmes, Project Cycle Management, Development & Emergency studies, Fund Raising, International Law, Communication, International Economic, Election Monitoring). Final dissertation in Emergencies studies, “Humanitarian security and humanitarian space in 21st century” supervisor Gianni Rufini.
- December 2003 – July 2005 – Laurea **Specialistica in Politiche e Relazioni Internazionali (M.A.)** Political Science Department of “Università di Pisa”. Final dissertation on Political and Economical Geography, title “**Il finanziamento delle Nazioni Unite**” (**The UN budget system**), supervisor Prof. Alessandro Volpi. Mark 110/110
- October 2000 – December 2003 - Laurea **I Livello in Scienza Politiche e Relazioni Internazionali (B.A.)**, Political Science Department of “Università di Pisa”. Final dissertation on History of International Relation. Title: “Gli aspetti militari della Guerra in Algeria (1954 – 1962)” (Military aspect in Algerian war, 1954 – 1962), supervisor Prof.ssa Anna Vittoria Bertuccelli Migliorini. Mark 108/110.

Language skills:

	Reading skills	Writing skills	Verbal skills
English	C2 Proficiency	C2 Proficiency	C2 Proficiency
French	C2 Proficiency	C1 Proficiency	C2 Proficiency
German	A1 Basic	A1 Basic	A1 Basic
Spanish	B1	A1 Basic	A2 Basic

Informatic Skills:

- SAP, Windows/Mac OS, Word, PowerPoint, Excel advanced, DB management.
- Good practical knowledge of Adobe Photoshop, for the postproduction of digital Reflex Photo

Skills and Competences:

- Comfortable working within a professional and multicultural environment.
- Able to think strategically and to act operationally.
- Leader and team-player, good team spirit.
- Communication and presentation skills, both verbal and written.
- Great competences in administration and management of work and personal tasks. Facility to manage personal time, also in stressful situation, excellent organisational skills.
- Ability to work independently in a fast and busy environment.
- Enthusiasm, flexibility and idealism.
- Proactive, contributing strongly to others enrichment, team and consensus builder.
- Good understanding of the Policy making activities of EU institutions.
- Good IT skills.

Other/hobbies

Photography, Cycling, Ski.

Former Soccer referee, FIGC, Sezione “Renato Gianni” di Pisa

Milan, 15th March 2021

Daniele Calasso

I hereby confirm that the information provided in this document are true.

I grant permission to use the data according with law 196/2003, for the present submission.