



## Curriculum Vitae

### Personal information

Surname / First name

MINEO Simona Maria Carmela

Address

Office Telephone

e-mail

Nationality

Date of birth

s.mineo@inapp.org

Italian

31<sup>st</sup> July 1975

Gender Female

### Work experience

Dates

1<sup>st</sup> April 2008 to present



Occupation or position held

Main activities and responsibilities

INAPP – National Institute for the Analysis of Public Policies  
(previously ISFOL - the Institute for the development of Vocational Education and Training)

#### Technical Researcher

##### Research Areas:

- Project Manager of PIAAC project for INAPP (from 1<sup>st</sup> March 2017 to present)
- Responsible for work package Data Preparation / Deposit of the European Social Survey (ESS) 8<sup>th</sup> Round Italy – 2017;
- Develop, design and plan of the OECD Survey: the Programme for the International Assessment of Adult Competencies (PIAAC) – 1<sup>st</sup> Round. As National Data Manager: plan, conduct and supervise the data management in the large-scale survey and develop the Italian National Database ; as IT Coordinator: responsible for operational IT issues; as Vice-National Sampling Manager: support to National Sampling Manager for all sampling-related activities of PIAAC, including sample design, selection, weighting, and nonresponse bias analysis. (2009-16);
- Research and technical assistance on non-regulated labour migration policies: studies and research on the fields about irregular working (2008-09);

##### Projects and Technical Working Groups:

- Member of the Working Group OECD-PIAAC Employer survey;
- Member of the Working Group for the elaboration and participation in transnational proposals within the European programme Horizon 2020 (H2020-YOUNG-SOCIETY-2014 - The young generation in an innovative, inclusive and sustainable Europe) to develop an IDSS (Intelligent Decision Support System).

Type of business or sector

National Public Research Institute

Dates

December 2007 to February 2009

Occupation or position held

Computer Engineer - Researcher



Istituto Superiore per la Prevenzione e la Sicurezza del lavoro (ISPESL)  
Rome, Italy

Main activities and responsibilities

- Design and implementation of the IT tools for the management of MaProWeb web based application for the reconstruction of the accident dynamics according to the specifications outlined by the observations and suggestions indicated by the Regions through a specific questionnaire.

Type of business or sector

National Public Research Institute

Dates

March 2006 to December 2007



T.E.A.M.S. S.r.l. (Tecnologie Ecologiche Ambientali e di Sicurezza) –Siracusa

Occupation or position held and main activities / responsibilities	<b>IT Manager</b>	<ul style="list-style-type: none"> <li>- Computer consultancy activities, design and development software for companies in the Siracusa industrial park.</li> <li>- Counseling and training activities in the field of safety and health at work in accordance with the main regulations (Legislative Decree 626/94, Legislative Decree 334/99) (Work Document Risk Assessment in the Working Environment; Emergency Plans Evaluation of the risks of noise exposure; Environmental surveys (powders, heavy metals, volatile organic compounds, polycyclic aromatic hydrocarbons, biological agents, microclimate, electromagnetic fields) with the use of Various detection methods and related instrumentation) for companies in the Siracusa industrial park (ERG RAFFINERIE MEDITERRANEE, ISAB ENERGY SERVICES, LIQUID AIR PRODUCTION AND GASIFICATION PLANT, IASSPA, CONSORZIO ASI, SASOL ITALY SpA etc ...).</li> </ul>
Type of business or sector	Private companies	
Dates	February – April 2006	University of Catania – Engineering department
		
Occupation or position held and main activities / responsibilities	<b>Researcher</b>	<ul style="list-style-type: none"> <li>- Computer consultant for the "preparation and management of an e-Learning system of digital design cases" with the goal of "Preliminary stage for the evaluation of new Pen-Based Multimedia Interaction Systems within the <b>Minerva I - Trace</b> project.</li> </ul>
Type of business or sector	University	
Dates	March – November 2002	University of Catania – Engineering department
		
Occupation or position held and main activities / responsibilities	<b>Researcher</b>	<ul style="list-style-type: none"> <li>- Computer consultant for the design and development of "SMS machine " for municipality of Catania (March- May).</li> <li>- Computer consultant for the design and development of "CATI" software for the RICCO (Rilevazione Continua dell'occupazione nel Comune di Catania) (March- November)</li> <li>- IT Expert for "Designing, Managing, and Upgrading Quality and Customer Satisfaction Systems" within the "Campus One" Project (March- October)</li> </ul>
Type of business or sector	University	
Dates	March – November 2002	University of Catania – Engineering department
		
Occupation or position held and main activities / responsibilities	<b>Researcher</b>	<ul style="list-style-type: none"> <li>- Computer consultant for the design and development of "SMS machine " for municipality of Catania.</li> </ul>
Type of business or sector	University	
Dates	<b>TEACHING IN THE EDUCATIONAL SYSTEM</b>	
Occupation or position held	January - March 2008	
Name and address of employer	<b>Teacher of Technology</b>	
	Secondary Cycle Public Education:	
	Istituto Comprensivo "W. A. Mozart" – Rome	
Type of business or sector	Public High Schools under MIUR competency	

<b>Dates</b>	April – July 2003																														
<b>Occupation or position held</b>	<b>University Teacher Assistant</b>																														
<b>Main activities</b>	Teacher of "Basi di dati" and "Fondamenti di Informatica "																														
	University of Catania – Engineering Department																														
<b>Type of business or sector</b>	University																														
<b>Dates</b>	December 2002 – November 2006																														
<b>Occupation or position held</b>	<b>Teacher of Informatics</b>																														
<b>Name and address of employer</b>	MIUR (Ministry of Education, University and Research) in several Secondary Education Public Schools and Institutes																														
<b>Type of business or sector</b>	Public High Schools under MIUR competency																														
<b>Education</b>																															
<b>Dates</b>	Academic Year 2003/2006																														
<b>Title of qualification</b>	<b>Ph. D. in "IT and telecommunication Engineering"</b>																														
<b>EQF Level</b>	8																														
<b>Organisation</b>	University of Catania - Engineering Department																														
<b>Principal subjects</b>	E-Learning, Ontologies, Semantic Web, Artificial Intelligence, Digital Annotation, Human Computer Interaction.																														
<b>Dates</b>	1993-2002																														
<b>Title of qualification</b>	<b>Master Degree in Informatic Engineering</b>																														
<b>EQF Level</b>	7																														
<b>Principal subjects</b>	E-Learning, Ontologies, Semantic Web, Artificial Intelligence, Digital Annotation, Human Computer Interaction																														
<b>Organisation</b>	University of Catania - Engineering Department																														
<b>Classification Level</b>	Master Degree in Informatic Engineering - final vote: <b>109/110</b>																														
<b>Education and Training</b>																															
<b>Dates</b>	November 2009																														
<b>Title of qualification</b>	<b>"Master and MCSA certification for Microsoft Windows 2003 e 2008"</b>																														
<b>Organisation</b>	EIDOS – Roma																														
<b>Principal subjects</b>	MOC – 2273, MOC - 2276, MOC 2277, MOC – 2272, MOC – 2824, MOC – 6416																														
<b>Dates</b>	July 2002																														
<b>Title of qualification</b>	<b>Licence to practise as Engineer</b>																														
<b>Organisation</b>	University of Catania																														
<b>Personal skills</b>																															
<b>Mother tongue</b>	<b>ITALIAN</b>																														
<b>Other language(s)</b>																															
<b>Self-assessment</b>																															
<b>European level (*)</b>																															
<b>English</b>	<table border="1"> <thead> <tr> <th colspan="2">UNDERSTANDING</th> <th colspan="2">SPEAKING</th> <th colspan="2">WRITING</th> </tr> <tr> <th>Listening</th> <th>Reading</th> <th>Spoken interaction</th> <th>Spoken production</th> <th>B1</th> <th>B2</th> </tr> </thead> <tbody> <tr> <td>B2</td> <td>Proficient User</td> <td>B2</td> <td>Proficient User</td> <td>B1</td> <td>Proficient User</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>B1</td> <td>Proficient User</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>B2</td> <td>Proficient User</td> </tr> </tbody> </table>	UNDERSTANDING		SPEAKING		WRITING		Listening	Reading	Spoken interaction	Spoken production	B1	B2	B2	Proficient User	B2	Proficient User	B1	Proficient User					B1	Proficient User					B2	Proficient User
UNDERSTANDING		SPEAKING		WRITING																											
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B2	Proficient User	B2	Proficient User	B1	Proficient User																										
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				B2	Proficient User																										

(\*) Common European Framework of Reference for Languages

Communication skills	Efficacious communication within international working groups in multicultural and multilingual situations; Detail-oriented and well-organized in order to achieve common and shared results and outputs; Providing solutions some very specific and complex sampling scenario.										
Organizational / Managerial skills	Cooperation, team work, know-how sharing and decisions negotiation; Projects management (priorities, goals and complex processes); Organization, motivation, able to digest large volumes of information.										
Job related skills	Developing analyses, studies and researches in the fields of study and working Planning and management of projects at national and international level.										
Digital Competence	<p style="text-align: center;"><b>SELF-ASSESSMENT</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><i>Information processing</i></th> <th><i>Communication</i></th> <th><i>Content creation</i></th> <th><i>Safety</i></th> <th><i>Problem solving</i></th> </tr> </thead> <tbody> <tr> <td>Proficient</td> <td>Proficient</td> <td>Proficient</td> <td>Independent</td> <td>Proficient</td> </tr> </tbody> </table> <p>Programming languages software: VBA, Pascal, C++, SQL, VBScript, PHP, ASP  Software development: VIM editor, CVS server, Microsoft (MS Visual Studio, MS Office VBA), Dreamweaver.  Editor web: 1st Page 2000, style sheet script Client-Side (VB Script) and Server-Side (PHP, ASP), Web Server (Apache and IIS)  RDBMS: MS Access 97/2000, MySQL, PostgreSQL, Microsoft SQL Server 7.0 and 2000.  Data WareHouse management.  Operating Systems: good management of Microsoft Windows (9x, ME, NT, 2000, XP, 7, 10) and basic management unix-like systems.  Networks: Lan IEEE 802.3 (Ethernet), 802.4 (Token Bus), 802.5 (Token Ring), 802.11 (Reti Wireless), 802.15 (Bluetooth).  Others: Neural networks, Fuzzy Logic, Genetic Algorithms, Ontologies.</p>	<i>Information processing</i>	<i>Communication</i>	<i>Content creation</i>	<i>Safety</i>	<i>Problem solving</i>	Proficient	Proficient	Proficient	Independent	Proficient
<i>Information processing</i>	<i>Communication</i>	<i>Content creation</i>	<i>Safety</i>	<i>Problem solving</i>							
Proficient	Proficient	Proficient	Independent	Proficient							

## Annex | Publications

I authorize the treatment and storage of my personal data by means of the Italian privacy protection Law (Law n. 196, June 30<sup>th</sup>, 2003).  
I do hereby declare that all the details mentioned here are true to my best knowledge.

Rome, 27<sup>th</sup> June 2017

Simona Maria Carmela Mineo

## Annex: Publications

### ARTICLES and PUBLICATIONS in both ITALIAN and ENGLISH languages

- Mineo S., Amendola M. (2017), "Il Programma PIAAC-OCSE: una strategia per la valutazione delle competenze". Rivista "OPEN". N° 29/2017, pp.11-26. Edizioni EDUP. ISBN: 978-88-8421-309-9.
- Roma F., Bastianelli M., Mineo S., Giancola O. (2017), "Skills, non-cognitive dimensions and job-complexity: A new framework for analysis form the "PIAAC Italy Survey", Empirical research paper for the International Conference on PIAAC and PIAAC-Longitudinal - Mannheim.
- Mineo, S., Sanna R., Melchiorri A. (2016), "Risks and opportunities of Italian digitalisation: e-skills for e-growth", Eurofound Foundation Seminar Series 2016. "The impact of digitalisation on work", Dublin, Berlin, 26-27 May, 13-14 October 2016. Isfol OA: <http://isfoloa.isfol.it/xmlui/handle/123456789/1479>
- Bastianelli M., Mineo S. (2016) "Il Secondo Round dell'indagine OCSE-PIAAC: le competenze per vivere e lavorare oggi". Roma, Isfol, 2016 (Isfol Research Paper, 34). ISBN: 978-88-543-0121-4, ISSN: 2281-499X.
- Amendola M., Di Francesco G., Mineo S., Roma F., (2016) "Secondo rapporto internazionale Indagine OCSE-PIAAC", Technical Report. Isfol OA: <<http://isfoloa.isfol.it/xmlui/handle/123456789/1298>>
- Di Francesco G., Amendola M., Mineo S. (2016), "I low skilled in Italia. Evidenze dall'indagine PIAAC sulle competenze degli adulti" Osservatorio ISFOL, VI, n. 1-2, pp. 53-67. ISBN: 978-88-498-4817-5 [http://isfoloa.isfol.it/jspui/bitstream/123456789/1262/1/Oss\\_1-2\\_2016\\_DiFrancesco\\_Amendola\\_Mineo.pdf](http://isfoloa.isfol.it/jspui/bitstream/123456789/1262/1/Oss_1-2_2016_DiFrancesco_Amendola_Mineo.pdf)
- Di Francesco G., Roma F., Giancola O., Mineo S., Bastianelli M., Fraccaroli F., (2015), "The relationship between competencies and non-cognitive dimensions. The experience of the PIAAC Italia" survey", Osservatorio ISFOL, n. 3/2015.
- Mineo, S., Bastianelli, M., Amendola, M., Roma, F. (2013). "Le competenze degli italiani secondo l'indagine PIAAC". Osservatorio ISFOL, III, n. 3-4, 2013, pp. 65-101. ISBN: 978-88-498-4226-5.
- Di Francesco G., Amendola M., Bastianelli M., Bellusci F., Di Castro G., Gallina V., Mineo S., Piperno I., Roma F. "PIAAC-OCSE Rapporto Nazionale sulle Competenze degli Adulti". Roma, Isfol, 2013 (Temi Et ricerche ; 5). ISBN: 978-88-543-0202-0, ISSN: 2038-7067. Contributi Mineo: Cap. 2, Cap. 3, Par. 4.1, 4.5, 4.7, Cap. 8.
- Di Francesco G., Amendola M., Bastianelli M., Di Castro G., Gallina V., Mineo S., Piperno I., Roma F. "Il framework teorico del programma PIAAC. Metodologia e strumenti per la valutazione delle competenze degli adulti." Roma, Isfol, 2013. ISBN 978-88-543-0218-1. Contributi Mineo: par. 3.2.1.
- Di Francesco G., Amendola M., Bastianelli M., Di Castro G., Mineo S., Piperno I., Roma F. "Le competenze per vivere e lavorare oggi – Principali evidenze dall'Indagine PIAAC". Roma, Isfol, 2013 (Isfol Research Paper, 9). ISBN: 978-88-543-0226-6, ISSN: 2281-499X. Contributi Mineo: schede 1, 5, 6, 7, 12.
- Di Francesco G., Amendola M., Bastianelli M., Mineo S., Roma F. (2012), ISFOL, "Rapporto dell'indagine pilota PIAAC-OCSE: Programma internazionale sulle competenze degli adulti". Roma, ISFOL, (Occasional Paper, 9). ISSN: 2279-7459. Contributi Mineo: Cap 1, parr. 2.1, 2.4, 2.5, 3.3 e 3.4.
- Di Francesco, G., Mineo, S. (2012). "Focus: l'indagine ISFOL-OCSE PIAAC". Rapporto ISFOL 2012 Le competenze per l'occupazione e la crescita, pp. 90-99. ISBN: 978-88-903556-6-0. [www.isfol.it](http://www.isfol.it)
- Roma, F., Bastianelli, M., Mineo, S. (2012). "Invecchiamento e competenze. Il potenziale analitico dell'indagine OCSE-PIAAC". Osservatorio ISFOL, II, n. 2, pp. 165-176. ISBN: 978-88-6250-366-2 <http://www.isfol.it/pubblicazioni/osservatorio-isfol/numeri-pubblicati/allegati-anno-ii-n.2/roma>
- Bastianelli, M., Mineo, S., Roma, F. (2012). "Policy e valutazione delle competenze: l'indagine ISFOL - OCSE "PIAAC" Proc. AIV-Associazione Italiana di Valutazione - Congresso annuale 2012 "Politiche basate sull'evidenza (evidence based policy e valutazione). Dal mito alla realtà?".
- Amendola, M., Bastianelli, M., Di Castro, G., Mallardi, F., Mineo, S., Piperno, I., Roma, F. (2011) "Il Programme for the International Assessment of Adult Competencies (PIAAC) in Italia". Formazione e Cambiamento – webmagazine sulla formazione. FormezPA. N°68. [http://www.formez.it/sites/default/files/articolo\\_fabio\\_roma\\_et\\_alii1.pdf](http://www.formez.it/sites/default/files/articolo_fabio_roma_et_alii1.pdf)
- Amendola, M., Bastianelli, M., Di Castro, G., Mallardi, F., Mineo, S., Piperno, I., Roma, F. (2011). "Manuale dell'intervistatore Indagine ISFOL "Programma per la valutazione delle competenze degli adulti – PIAAC".
- Montanari, P., Silvetti, A., Di Noia, A., Mineo, S. (2008). "Manuale Utente MaProWeb: Applicativo web based per l'inserimento delle segnalazioni di malattie professionali raccolte dai servizi di prevenzione delle ASL". [http://www.ipsesl.it/statistiche/documenti/Manuale\\_MaproWeb.pdf](http://www.ipsesl.it/statistiche/documenti/Manuale_MaproWeb.pdf).
- Montanari, P., Di Noia, A., Mineo, S. (2008). "Manuale Utente del software per il sistema nazionale di sorveglianza degli infortuni mortali sul lavoro". <http://www.ipsesl.it/im/>
- Faro, A., Giordano, D., Mineo, S., Spampinato, C. (2006). "Adaptive Control Of Domestic Networks By The Computing With Words Approach". International Journal of Information Technology and Intelligent Computing (Int. J. IT&IC), Vol. 1, Number 2, November 2006. Pp. 329-341. ISSN 1895-8648.

- Faro, A., Giordano, D., Leone, M. C., Mineo, S., Spampinato, C. (2005). Fire information, identification and localization by mobile robots: prototype and first experiments. Proc. ISMCR 2005, 15th International Symposium on Measurement and Control in Robotics , Brussels, Belgium, November 8-10, 2005.
- Faro, A., Giordano, D., Mineo, S., Spampinato, C. (2005). Speech Interactions to control Domestic Networks using Fuzzy Logic. IADAT Journal of Advanced Technology on Telecommunications and Computer Networks – IJAT-tcn, Vol. 1, Number 1, September 2005.
- Cavallaro, A. Faro, A., Giordano, D., Mineo, S. (2005). A brokerage system for context-based retrieval of learning objects. Proc. m-ICTE2005, 3rd International Conference on Multimedia and ICTs in Education, Caceres, Spain, June 7-10, 2005. Pp. 1000- 1004 (Vol.3).
- Giordano, D., Mineo, S. (2005). A graphical annotation platform for web-based e-learning. Proc. m-ICTE2005, 3rd International Conference on Multimedia and ICTs in Education, Caceres, Spain, June 7-10, 2005. Pp. 1255-1260 (Vol.3).
- Faro, A., Giordano, D., Mineo, S., Spampinato, C. (2004). Speech Interactions to control User Devices in Domestic Networks. Proc. IADAT-tcn 2004, International Conference on Telecommunications and Computer Networks. San Sebastian (SPAIN), December 1-3, 2004. Pp. 166-170.
- Faro, A., Giordano, D., Mineo, S. (2004). Reusable Learning Objects In A Distributed Content Management System For A Project-Based Pedagogy. IJLT-International Journal of Learning Technology, Vol. 1, No. 4, 2005. Pp. 443-457.
- Faro, A., Giordano, D., Mineo, S. (2004). A Fuzzy Processors Based Distributed System For Implementing Affective Human-Computer Interfaces. IEEE SMC 2004, International Conference on Systems, Man and Cybernetics. Volume 3, 10-13 Oct. 2004 Page(s):2693 - 2698 vol.3.
- Faro, A., Giordano, D., Mineo, S. (2003). Using learning objects in a project-based pedagogy: an application to teach information systems design. Proc. MICTE 2003, 2nd Int. Conf. on Multimedia ICT's in Education, Badajoz, Spain Pp.1999-2003 (Vol.3).