Elenco 1 - Procedimento amministrativo - CAD
1. I principi fondamentali della L. 241/90
2. Il responsabile del procedimento
3. La comunicazione di avvio del procedimento
4. Il diritto di accesso agli atti
5. La conferenza dei servizi
6. Definizione e fasi del procedimento amministrativo
7. L'autocertificazione
8. Gli elementi essenziali dell'atto amministrativo
9. La motivazione del provvedimento amministrativo
10. I termini di conclusione del procedimento amministrativo
11. L'istruttoria del procedimento amministrativo

12. La fase dell'iniziativa del procedimento amministrativo
13. Cos'è la notificazione
14. Cos'è un'istanza
15. Cosa s'intende per procedimento d'ufficio
16. Cosa s'intende per proroga di un atto amministrativo
17. La Deliberazione e la Determinazione
18. La partecipazione al procedimento amministrativo
19. Il preavviso di rigetto
20. Cosa si intende per silenzio assenso?
21. Cosa disciplinano le norme contenute nel DPR 445/2000?
22. La revoca del provvedimento amministrativo
23. La PEC

24. La firma digitale
25. Gli accordi fra pubbliche amministrazioni
26. La digitalizzazione dell'azione amministrativa
27. La trasparenza amministrativa
28. Cosa s'intende per ordine del giorno
29. Il Difensore civico

<u>Elenco 2 - TUEL – Pubblico impiego</u>
(1) Gli organi di governo del Comune e le loro funzioni e competenze
(2) Le funzioni del Sindaco
(3) Le competenze dei Dirigenti
(4) La gestione delle entrate
(5) Il Segretario comunale
(6) La Giunta comunale, composizione e competenze
(7) Le funzioni del Consiglio Comunale e i diritti dei Consiglieri
(8) Le forme di gestione dei servizi pubblici locali
(9) Le funzioni fondamentali del Comune
(10) Lo Statuto comunale
(11) I regolamenti comunali

(12)	Gli atti del Sindaco
(13)	II PEG
(14)	Il Bilancio degli Enti locali
(15)	Le fasi della spesa
(16)	I compiti del Comune per i servizi di competenza statale
(17)	Cos'è la liquidazione
(18)	Le Commissioni consiliari
(19)	Cosa s'intende per "mandato amministrativo"
(20)	Il Presidente del Consiglio Comunale
(21)	Il ballottaggio nelle elezioni comunali
(22)	Il servizio di tesoreria
(23)	Il voto contrario ad una proposta del Sindaco e la mozione di sfiducia

(24)	Funzioni del codice di comportamen	to dei dipendenti pub	oblici ai sensi del I	DPR 62/2013
(25)	La responsabilità disciplinare del dip	endente comunale		
(26)	Gli obblighi di astensione del dipend	ente in materia di co	nflitto d'interessi	
(27)	L'URP			
(28)	Gli incarichi extraistituzionali			
(29)	L'accesso ai pubblici impieghi			

- 1. I like reading so much. It's my favorite hobby. In my opinion, there is no better companion than a good book.
- 2. "Rainbow-washing" is when a company shows public support for the LGBT community during Pride Month, but privately they do not support the community.
- 3. Animals that eat other animals are called carnivores. They get their energy from the animals they eat. Carnivores are animals like tigers, sharks and bears.
- 4. "I am really grateful for all the support and the love I have received from my fans during this tour", said the singer during the last show.
- 5. Adriano Celentano is an Italian singer, songwriter and musician. He has released many record albums which have enjoyed huge success.
- 6. The Basilica of Sant'Ambrogio is a church in the center of Milan. Initially, the basilica was outside Milan, but then the city grew up around it.
- 7. The popstar appears on the new TV spot, singing a whole song based on the famous 'did somebody say Just Eat?' jingle.
- 8. "Were you sleeping yesterday when I called?" "No, we weren't sleeping. We were studying."
- 9. Experts say that teenagers need about 9 hours of sleep every night and that a lack of sleep can cause depression and obesity.
- 10. "Steal from the rich and give to the poor" is the famous motto of Robin Hood. He was basically a thief, considered a hero.
- 11. "Excuse me, I am looking for Charlotte. Is she here?" "No, do not search her in here. She is already gone, her working day is over."
- 12. Surfing is a water sport. The surfers use their surfboard to catch a high wave and ride it. Surfing is popular in Australia, US and Northern Europe.

- 13. By adopting, you will change an animal's life by giving a second chance. When you adopt, you save a loving animal.
- 14. My parents divorced one year ago. Actually I am happy about that, since they were constantly fighting, even for the littlest things.
- 15. Barbara and Benjamin have been in an on-and-off relationship for five years, until she got pregnant and they decided to get married.
- 16. After such a great week, everybody was a little sad when it was time to take the ferryboat and leave the wonderful island of Sardinia.
- 17. This park is a great place to ride a bike, relax or read a book, especially appreciated by the many students who live near this area.
- 18. On-and-off relationships work for some people, but more often, this pattern causes a lot of emotional stress and anxiety.
- 19. It's too cold to go to the beach today, so we can go to the shopping centre and buy what we need for the dinner with our friends.
- 20. My brother has been living in Milan for six months. He's studying law and wants to become a successful lawyer.
- 21. I like reading books about psychology and philosophy. They are a source of inspiration about how I can be a better person.
- 22. I am really sorry that I missed your party, but a family emergency came up and I did not have a choice!
- 23. I have a bad headache today, I think I will call the doctor and try to book an appointment for this afternoon.
- 24. Laura forgot to turn off the lights on the first floor last night, his father will be very angry tomorrow morning!

- 25. Even though the business is not successful, they have not fired anyone so far. I hope none of us will be fired.
- 26. A wise man once said: there is only one way to succeed, which is be able to live your life in your own way.
- 27. John F. Kennedy, the 35th president of the United States, was assassinated on Friday November 22, 1963 in Dallas.
- 28. Sophie went to Spain for two weeks with her best friends Claire and Eve to celebrate the end of the school year.
- 29. I am really tired today and I do not want to go out. The temperature is high and there is too much traffic in the city.
- 30. You haven't told us anything about your new boyfriend yet. How is he? What kind of work does he do?
- 31. When the police arrived at the house, the thieves were already gone, while Julia was in shock, sitting on the sofa.
- 32. I don't consider myself a religious person, but I do believe in something or somone bigger than us. It can't be only fate!
- 33. All my American cousins have Italian names: Mattia, who is 22 years old; Valerio, who is 19 years old; Alessio, who is 11 years old.
- 34. We stopped in the middle of the road because the cows were crossing. It was fun to see them pass by our side.
- 35. Can you hold these shopping bags while I look for my keys? I am sure they must be here.
- 36. Do not believe that everything you read on the Internet is true. You should always check where the news comes from.
- 37. Jane usually takes the bus at 8:30 in the morning, but yesterday she lost it and she had to wait for the next one at 8:40.

- 38. After the show, Madonna went to the Place de la République and performed an acoustic free performance in honor of the Paris victims.
- 39. The legal dispute between actors Depp and Heard has been livestreamed, resulting in several memes on social media.