



Europass
Curriculum Vitae



1. Personal information

First name/ Surname **DARIO QUINTAVALLE**
(Cav. Dott. Dario Quintavalle, M.A.)

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Nationality Italian

Place and Date of birth Rome, 7 April 1966

Gender and Status Male, Single, Childless

Permanent Employer Ministry of Justice – Department of Court Administration – Directorate General for Court Staffing and Professional Training
[Ministero della Giustizia – Dipartimento dell’Organizzazione Giudiziaria, Direzione Generale del Personale e della Formazione – Via Arenula, 70 – Roma]

Position Senior Executive Officer (Head of Division – Paygrade 2)
[Dirigente di seconda fascia]

Job Title Court Administrator
[Dirigente amministrativo di uffici giudiziari]

2. Work experience

2.14 - Dates 07 September 2006 → present

Occupation or position held **Court Manager at Surveillance Court of Rome**
[Dirigente del Tribunale di Sorveglianza di Roma]

Main activities and responsibilities As a Court Manager, my position involves administrative, managerial, and public relations work, with the responsibility for planning, organizing, staffing, coordinating, directing, and evaluating the administrative functions of a Jurisdictional Office of the Italian Republic (be it of the Judicial or the Prosecutorial branch), in strict coordination with a President of a Court or a Chief Prosecutor. As chief of human resources I have the responsibility of supervise and training a work force of around 100 people including state employees (court’s clerks), judiciary police, and contract (and volunteer) personnel performing supervisory, technical, casework, security, and clerical functions. I have disciplinary power over all civil servants depending from the Ministry of Justice, for all misdemeanours, in the name of the Ministry. I’m as well responsible of occupational safety and health administration (Law 626); I’m the chief negotiator with Trade Unions for all local matters. My administrative duties involve the responsibility of ensuring: the use of appropriate and up-to-date technology and logistics; the maintenance of accurate court records; the timely scheduling and preparation of court hearings; the preparation, distribution and filing of court documents such as notices of decision, court orders and verdicts; the military security of the court buildings. As financial and fiscal agent I’m in charge: of e-procurement of capital goods and services; of the payment of justice expenses (reimbursement of witnesses, judicial police, experts, forensics, wiretappings) of which I’m responsible directly to the National Court of Auditors (fonctionnaire déléguée), and of the collection of justice fees. My public relations work include: ensuring the provision of courteous and professional assistance to all who use the court; representing my Office in maintaining effective working relationships with other Jurisdictional offices, the Bar, law enforcement agencies, representatives of the media, prison officers and social service agencies, local authorities such as the Mayor and the Government’s Provincial Representative (Prefetto); receiving foreign delegations. As local representative of the Ministry of Justice: my offices are also administrative branches of the MoJ on the territory, and as such, I have the duty to enforce orders of the Central Administration, and to provide citizens the issuing of public certifications. My position requires that I regulate and discipline the activity of my offices with Executive Orders, which are given by law Regulatory Power and can only be challenged in an Administrative Court.

Name and address of employer **Ministry of Justice of Italy - Tribunale di Sorveglianza di Roma**
Via Triboniano, 5 - 00193 Rome (Italy)

Type of business or sector Public Administration; Justice; Court Management; Human Resources Management

Note	A "Tribunale di Sorveglianza" (Surveillance Court) supervises the enforcements of verdicts. It is roughly equivalent to a Parole and Probation Board in the US or to the Tribunal de l'application des peines in France.
2.13 - Dates	May → June 2010
Occupation or position held	Short Term International Expert in Judicial Organisation
Main activities and responsibilities	To organize and conduct a series of seminars on "Managing techniques of the Court Registrar" for Algerian Court clerks
Name and address of employer	Ministère de la Justice d'Algérie, with : UAP - " Unité d'Appui au Projet de Réforme de la Justice en Algérie " project (EUROPEAID/119950/C/SV/DZ, MEDA II programme) ; Ivan Paneff, Chef d'Equipe – 11, rue du 11 décembre 1960, El Biar, Alger (Algeria) and Louis Berger group SAS France - 55 bis quai de Grenelle 75015 PARIS
Type of business or sector	Professional Training; Short-term Private Consultancy in EU - funded Projects; Civil Service, Justice, Court Management.
2.12 - Dates	January → present (part-time)
Occupation or position held	Senior Expert in EU-TAIEX Programs
Main activities and responsibilities	I'm a registered TAIEX expert. As such I held two seminars in Kiev, under the auspices of the State Court Administration of Ukraine and the European Commission. The first was a "Workshop on Local and administrative courts management" (JHA 40497), the second was a "Workshop on Methods of collection and processing of statistic data in the courts of Ukraine. EU Standards." (JHA 41511)
Name and address of employer	European Commission - DG Enlargement, D.4 Institution Building - CHAR 3/168 Rue de la Loi 170 1040 Brussels - Phone: +32 2 298 10 59
Type of business or sector	Public Administration; Justice; Court Management; Human Resources Management
Note	TAIEX is the "Technical Assistance and Information Exchange" program of the European Union
2.11 - Dates	13 October 2008 → present (part-time)
Occupation or position held	Senior Expert in Court Management "Accountability and Effectiveness of the Ukrainian Judiciary Functioning, Civil Service Component Project (UJFP)" <i>Edi Fracassini, Team leader -7/14 Akademika Bogomoltsa Bul. office 101 – Kiev, Ukraine 01024</i>
Main activities and responsibilities	UJFP is a major judicial reform project funded by the European Commission, TACIS program (<i>EuropeAid/125611/C/SER/UA</i>), and implemented by WYG International-led Consortium. WYG International is a socio-economic consulting firm implementing projects funded by international donors across the world. The project is based in Kyiv, Ukraine. The specific objective of my assignment was to help identify the critical areas in which procedures for the management of the Ukrainian Courts are most needed, and help define the specific procedures that are most important, with due regard to EU standards, in a handbook.
Name and address of employer	WYG INTERNATIONAL LTD 38, Avenue Roger Vandendriessche, B-1150 Brussels (Belgium)
Type of business or sector	Short-term Private Consultancy in EU - funded Projects; Civil Service, Justice, Court Management.
2.10 - Dates	September 2008 → December 2009
Occupation or position held	Mentor of Senior Executives Trainees
Main activities and responsibilities	In the framework of the 4 th Italian Senior Civil Service Fast Stream Programme [Quarto Corso Concorso di Formazione Dirigenziale] held at SSPA, I was asked to take part in an experimental formal mentoring programme. I was paired with some SSPA trainees destined to move up into Senior Civil Service, for a series of career-coaching interactions involving informal transmission of knowledge, experience, and psycho-social support. The mentoring relationship was carried out partly face-to-face on site, and partly with a dedicated e-learning platform.
Name and address of employer	Italian National School of Government (SSPA) [Scuola Superiore di Pubblica Amministrazione (SSPA) – Presidenza del Consiglio dei Ministri] Via dei Robilant, 11 - 00194 Rome, Italy Project supervisor: Prof. Marco Depolo, Pro Dean at University of Bologna.
Type of business or sector	Public Administration; Professional and Motivational Training
2.9 - Dates	08 March 2007 → 14 January 2008

Occupation or position held	Court Manager at Office of the Prosecutor General - Rome [Dirigente della Procura Generale presso la Corte d'Appello di Roma]
Main activities and responsibilities	See above - The post was held together with the Tribunale di Sorveglianza di Roma
Name and address of employer	Ministry of Justice of Italy - Procura Generale presso la Corte d'Appello di Roma Piazza Adriana, 5, 00193 Roma (Italy)
Type of business or sector	Public Administration; Justice; Court Management; Human Resources Management
2.8 - Dates	01 August 2003 → 06 September 2006
Occupation or position held	Court Manager at Office of the Public Prosecutor - Frosinone [Dirigente della Procura della Repubblica di Frosinone]
Main activities and responsibilities	See above. In the while, had a sabbatic year to attend the GCSP ITC 19 Course (see point 3.5 Education) from 2004 to 2005.
Name and address of employer	Ministry of Justice of Italy - Office of the Public Prosecutor of Frosinone Via Fedele Calvosa snc, 03100 Frosinone (Italy)
Type of business or sector	Public Administration; Justice; Court Management; Human Resources Management
2.7 - Dates	15 April 2002 → 31 July 2003
Occupation or position held	Court Manager at Court of Appeals of Trieste [Dirigente della Corte d'Appello di Trieste].
Main activities and responsibilities	See above. Plus, given the regional importance of the Office, I had the tasks of superintending the yearly organization of the public access exams for Barristers and Solicitors, and of preparing the opening ceremony of the Judicial Year, as well. Occasionally, I was also in charge of selecting and hiring people directly for temporary jobs.
Name and address of employer	Ministry of Justice of Italy - Court of Appeals of Trieste (Corte d'Appello di Trieste) Foro Ulpiano , 1; I - 34133 Trieste (Italy)
Type of business or sector	Public Administration; Justice; Court Management; Human Resources Management
2.6 - Dates	1 November 2001 → 7 April 2002
Occupation or position held	Self employed teacher of Italian language – website developer
Name and address of employer	Self-employment – Riga, Latvia
Type of business or sector	Education; graphic design
2.5 - Dates	05 March 2001 → 31 August 2001
Occupation or position held	Seconded National Expert [END] at the European Commission
Main activities and responsibilities	In the framework of my practical training at National School for Public Administration I was sent to Brussels with END status to work at the EU Commission, Directorate General for Transport and Energy (DG TREN) Maritime Policy and International Maritime Relations Unit. (TREN-G1) – Jacques Michaux, Head of Unit. I worked on the "China " and "Cyprus" dossiers, and was involved in the organization the first meeting of the Sub-Group on Maritime Policy, Ports and Short Sea Shipping, of the Euro-Mediterranean Transport Forum (EuroMed) that took place in Brussels, 19 July 2001, with the participation of 11 Mediterranean Partners and 5 Member States. My tasks involved studying the provisions of the draft Maritime Agreement between EU and China, and participating to the European Council meetings (of the Maritime Transport group) where the above draft was discussed with the representatives of the Member States. I also followed on the proposals of the Member States and the modifications made to the original text. I also took part in many meetings with RELEX and other relevant Commission officials, regarding the maritime provisions of the future EU – Algeria Association Agreement.
Name and address of employer	European Commission, Directorate - General for Transport and Energy, Maritime Policy and External Relations Unit (TREN G1). Jacques Michaux, Head of Unit - De Mot straat 28, 3/14, B-1040 Brussel (Belgium)
Type of business or sector	International Relations - Maritime Transports - International Expertise
2.4 - Dates	January 1997 → February 1999
Occupation or position held	Law Apprenticeship
Name and address of employer	Studio Legale Associato Lo Sardo (Law firm) Via Sabotino, 22 , 00193 Rome (Italy)
Type of business or sector	Law firm

2.3 - Dates	1995 → 1996
Occupation or position held	Real Estate broker
Name and address of employer	Patium Co. Ltd 125, Ladbroke Grove, W10 London (United Kingdom)
Type of business or sector	Marketing - Real Estate
2.2 - Dates	February 1994 → December 1994
Occupation or position held	Assistant photographer
Name and address of employer	Rasmussen & Jensen Photostudio, Østerbrogade 18 Copenhagen (Denmark)
Type of business or sector	Photography, Marketing
2.1 - Dates	1 September 1992 → 30 December 1993
Occupation or position held	Navy Officer, rank Ensign (NATO code OF – 1)
Main activities and responsibilities	In the framework of my mandatory military service, after training at the Navy Academy (see Education), I was posted to Coast Guard National HQ, in Rome, serving as Staff Officer in the NATO Control Point Situation Room during the embargo against former Yugoslavia. I was Liaison Officer for Foreign Navies Delegations and member of the Italian delegation, representative of the Italian Coast Guard, to the International Conference of St. Malo on Safety of Life at Sea. In June 1993 I got promoted from Midshipman to the rank of Second Lieutenant / Ensign (NATO code OF- 1) .
Name and address of employer	Italian Navy – Coast Guard National Headquarters [Marina Militare Italiana – Comando Generale del Corpo delle Capitanerie di Porto - Guardia Costiera] Viale dell'Arte, 16, 00144 Rome (Italy)
Type of business or sector	Military – Law enforcement – Maritime security and safety
Note	In 2009 I got promoted to the rank of Lieutenant j.g. (NATO code OF- 1 senior grade) of the reserve role

3. Education and training

3.8 - Dates	24 march 2009 → 23 November 2009
Title of training	Workshop on Common Assessment Framework (CAF) applied to Justice [Laboratorio CAF Giustizia]
Principal subjects covered	Total Quality Management and self assessment/diagnosis tools.
Name and type of organisation providing education and training	Ministry of Justice and Prime Minister's Department for Public Administration and Innovation together with FORMEZ (public training agency) CAF is a joint European quality assessment system, especially designed for public-sector organizations. The workshop's aim was to introduce court managers to the principles of TQM (Total Quality Management). The participants had to implement concrete initiatives of self-assessment in their judiciary authorities using CAF diagnosis tools, in order to take improvement actions.
3.7 - Dates	January → April 2008
Title of training	ESCS "European Senior Civil Servant" pilot course - Attending certificate
Principal subjects / occupational skills covered	EU institutions and legal framework; European Member States political and legal framework; Managerial tools and behaviour (advanced); Ethics, statistics and economics;
Name and type of organisation providing education and training	Italian National School of Government (<i>Scuola Superiore di Pubblica Amministrazione</i>), Caserta, with ENA, Ecole National d'Administration, (France); Université Paris 1 Panthéon-Sorbonne (France); National School of Government (UK); London School of Economics (LSE), (UK); Krajowa Szkoła Administracji Publicznej (Poland); Bundesakademie für öffentliche Verwaltung im Bundesministerium des Innern - BAKöV (Germany) - (Schools of Government) Reggia di Caserta - Via Nazionale Appia, 2/A , 81100 Caserta (Italy)
Note	ESCS is an innovative model of trans-national training and networking for European senior civil servants The main objective is to provide shared knowledge, key skills and expertise among middle-rank civil servants of national Public Administrations, and to develop a common European senior civil servant profile so to increase and improve their collaboration and mobility within the EU. The course is taught in English on the basis of a curriculum of studies drafted by a partnership of European schools and institutes of public administration from 8 countries.
Level in national or international classification	The final certificate is validated and recognized by the partner schools and institutions.

3.6 - Dates	2005 → 2006
Title of qualification awarded	Master's Degree in IT innovation applied to Public Management ["Master Universitario di I livello in Gestione dell'Innovazione Tecnologica nella Pubblica Amministrazione"]
Principal subjects / occupational skills covered	Project management. Information Technology. E-procurement. Graduation thesis in Science of Organisation about " <i>Building a new territorial Directorate General for the Ministry of Justice in the Rome region</i> ".
Name and type of organisation providing education and training	University of Bologna (Alma Mater Università di Bologna) SSPA - Sede di Bologna - Via Testoni, 6 - 40123 Bologna (Italy)
Level in national or international classification	Master of Arts ISCED (International Standard Classification of Education) level: 5 62 ECTS (European Credit Transfer and Accumulation System) credits
3.5 - Dates	October 2004 → June 2005
Title of training and of qualification awarded	19th International Training Course in Security Policy (ITC19) - Certificate in Security Policy
Principal subjects covered	The primary activity of the GCSP is to provide expert training in comprehensive peace and international security policy for high-ranking diplomats, military officers and senior civil servants.
Name and type of organisation providing education and training	Geneva Centre for Security Policy (GCSP) (International Research Institute) 7 bis, Avenue de la Paix, P.O. Box 1295, 1211 Geneva 1 Geneva (Switzerland)
Note	I was nominated by my government to represent the Ministry of Justice of Italy at the 19th ITC - an intensive 8 month course about the most important aspects of current international security policy – together with 30 participants from 25 countries of the Euro-Atlantic Partnership Council and NATO's Mediterranean Dialogue. I successfully finished my studies writing a Core Paper about the topic: " Is there a West? " At the end of the course I was evaluated as " <i>well suited for international assignments, either representing Italy in a diplomatic role or within an international organisation</i> " (see the Final Evaluation Letter)
3.4 - Dates	March 1999 → August 2001
Title of the training	2 nd Italian Senior Civil Service Fast Stream Programme [2° CCFD - Corso Concorso di Formazione Dirigenziale]
Principal subjects / occupational skills covered	History of Italian administration; UE rules and institutions; structure of the Italian society; analysis and elaboration of data; economics; budget and audit; IT in the public sector; legislative drafting (see a detailed Curriculum).
Name and type of organisation providing education and training	Italian National School of Government (SSPA) [Scuola Superiore di Pubblica Amministrazione (SSPA) – Presidenza del Consiglio dei Ministri] Via dei Robilant, 11 - 00194 Rome, Italy
Note	Through an extremely selective national competition I was granted a government scholarship to attend CCFD, an experimental 30-month full-time, fast stream comprehensive programme of studies in public management which enables graduates to reach the Senior Civil Service. SSPA is the Italian Government's training school for top-ranking civil servants, and a partner to the Ecole National d'Administration (ENA) of France, the UK National School of Government, and other similar institutions.
3.3 - Dates	1st September 1992 → 31 December 1992
Title of training and of qualification awarded	88 th Naval Officers Post-graduate Training Programme [88° Corso AUC/L CP] Navy Officer Commission
Principal subjects / occupational skills covered	Military education and training. Leadership, Warfare, Naval Law and History, Safety of Life at Sea, Classified Communications, Navigation, Sailing.
Name and type of organisation providing education and training	Italian Navy Academy [Marina Militare Italiana - Accademia Navale di Livorno] Viale Italia, 1; 57127 Leghorn (Livorno, Italy)
Note	In the framework of my mandatory military service, I was trained as an Officer Cadet, and was commissioned a Navy Officer, with entry rank of Midshipman ("Aspirante Guardiamarina" - NATO Code OF-D), speciality Harbour Master Officer, and the Naval Licence.
3.2 - Dates	1985 → 1992
Title of qualification awarded	Law Degree [Laurea in Giurisprudenza]

Name and type of organisation providing education and training | University of Rome I – La Sapienza, Rome (University - Law Faculty)
Piazzale Aldo Moro, 1, Rome (Italy)

Level in national or international classification | ISCED (International Standard Classification of Education) 5 -
"Laurea" is equivalent to 300 ECTS (European Credit Transfer and Accumulation System) credits.
Under the European University system designed after the Bologna process, it is equivalent to a full MA degree.

Note | Graduation thesis in Administrative Law with an experimental work on "The administrative organisation of the Prime Minister's Office". Full Marks.

3.1 - Dates | 1979 → 1984

Title of qualification awarded | Maturità classica (High school diploma)

Principal subjects covered | Literature, Philosophy, Latin, Ancient Greek, Mathematics and Physics, Fine Arts

Name and type of organisation providing education and training | Liceo Ginnasio "San Leone Magno" – Roma (*Classical Lyceum*)
Piazza S.ta Costanza 1 , Rome (Italy)

Level in national or international classification | ISCED (International Standard Classification of Education) 3 -
Equivalent to a British A-Level or a French Baccalauréat

4. Personal skills and competences

Mother tongue | Italian

Other languages

Self-assessment
European level ()*

English
French
Russian
**German

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Mastery	C2	Mastery	C2	Mastery	C2	Mastery	C2	Mastery
C2	Mastery	C2	Mastery	C2	Mastery	C2	Mastery	C2	Mastery
A2	Waystage	A2	Waystage	A1	Basic User	A1	Basic User	A1	Basic User
A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User

(*) *Common European Framework of Reference (CEF) level* - (**) *Goethe Institut Certified*

Social skills and competences | Ability to work cross-culturally and familiarity with modern working methods, negotiating tactics, strategic management and planning, decision-making, media handling, as well as drafting and briefing skills acquired through several training and working periods abroad in different countries such as UK, Denmark, Latvia, Switzerland, Belgium, Ukraine etc, both in the private and public sector.
Effective communication skills, acquired as responsible of several websites and of the PR department of the Italian Trade Union of Senior Executives (CIDA-UNADIS),
Willingness to travel extensively and ability to relocate when necessary in any foreign country.

Organisational skills and competences | Organisational, planning, leadership and teamwork skills, acquired as chief of units of more than 100 people with complex missions.
Personal initiative and willingness to work hard; ability and desire to comprehend different topics at short notice; ability and desire to participate in interdisciplinary, cross-divisional working groups, as proven by several commendation letters attached (see point 7).

Computer skills and competences | Familiarity with IT. Computer literate. Advanced professional use of Office Suite (Microsoft Word, Excel, FrontPage, Outlook); Mozilla Firefox as main browser. Photoshop, Adobe Acrobat Writer. Profiles on different social networks such as Facebook, LinkedIn, YouTube. Use of security and cryptography programmes. Digital signature. Programmes of e-justice internally developed at Ministry of Justice - Italy. Self taught webmaster, I projected and run several websites and blogs. Such skills were acquired through several trainings at SSPA, and because of my job.

Artistic skills and competences	Very good writing skills, both in Italian and in English. I have a website (www.quintavalle.it), a blog (blog.quintavalle.it) and am a passionate poet and photographer.
Driving and boating licences	A1, B (motorbikes and cars) – Nautical Licence E (Yacht Skipper)
Sports	Mountain biking, Rafting, Running, Swimming, Sailing, Skiing, Judo (1 st kyū). Member of the Hash House Harriers world-wide running club. Tango dancer.
5. Honours and ranks	<p>Cross of Knight (5th Class) of the Order of Merit of the Italian Republic [“Cavaliere dell’Ordine al Merito della Repubblica Italiana”] awarded by the President of the Republic for special merits in the civil service (2007).</p> <p>Italian Navy Lieutenant j.g. (NATO code OF- 1 senior grade) of the reserve role.</p>
6. Community Service and Memberships	<p>National Secretary (2004- 2009) of the Italian State Executives Trade Union [Segretario Nazionale del Sindacato CIDA-UNADIS] and chief negotiator to the Ministry of Justice. Webmaster of www.unadis.it and responsible for press and communications sector.</p> <p>Member of the Alumni Association of SSPA - webmaster of www.allievisspa.net and responsible for communications sector.</p> <p>Member of the European Union Experts Association (Association of the ex temporary staff of the EU institutions).</p> <p>Member of GCSP (Geneva Centre for Security Policy) Alumni Network</p> <p>Voluntary Worker and Blood Donor</p>
7. Annexes: Letters of Reference	<p>2010: Letter of appreciation by Mrs. Olga Bulka, Deputy Head of the State Judicial Administration of Ukraine</p> <p>2009: Letter of Commendation by HE Giuseppe Falcone, President of the Tribunale di Sorveglianza di Roma;</p> <p>2008: Letter of Reference by Mrs. Edi Fracassini, Team Leader of the Ukrainian Judicial Functioning Project [UJFP] (Kiev);</p> <p>2008: Letter of Commendation by HE Salvatore Vecchione, General Prosecutor of Rome (english translation)</p> <p>2006: Proposal for the Cross of Knight of the Italian Republic by HE Margherita Gerunda, Public Prosecutor of Frosinone (english translation)</p> <p>2005: GCSP Final Evaluation Letter, by HE Ambassador Gérard Stroudmann, Director GCSP; Dr Julian Lindley-French, ITC19 Course Director; Dr Karl-Heinz Rambke, Course Co-Director.</p> <p>2001: Rapport de stage by M. Jacques Michaux, Head of Unit G1 at European Commission, DG TREN.</p> <p>Further recommendations - by Alfredo Ferrante, SEO at Italian Ministry of Labour (2009), and by Edgar Schiopu, Counsellor for European affairs and international relations at Romanian Ministry of Justice (2008) - can be read on my LinkedIn profile (http://www.linkedin.com/in/darioquintavalle)</p>