

	<p align="center"><b>Guidelines of the Secretary General on: incentive system, establishment of the fund, provisioning ratio and operational procedure</b></p>	<p align="right">Rev. 00 del 29/04/2025 PUBBLICO</p>
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**Guidelines of the Secretary General on:  
INCENTIVE SYSTEM, ESTABLISHMENT OF THE FUND, PROVISIONING  
RATIO AND OPERATIONAL PROCEDURE**

REV E DATA	DRAFTING	CHECK	APPROVAL	EDITING WITH RESPECT TO PREVIOUS VERSION
Rev. 00 del 29/04/2025	Servizio People Innovation for Research	A1	Segretario generale with Resolution no. 07/2025 of 29/04/2025	Newly adopetd.

The incentive, by nature, characteristics and purposes, is a separate institution from the productivity and self-financing bonuses provided for in Articles 68 and 69 of the Provincial Collective Labor Agreement for the staff of Foundations.

An incentive is intended as an economic acknowledgment aimed at encouraging and supporting exceptional and distinctive efforts demonstrated by an employee - through initiative, energy, time, and applied skills - in acquiring new technical, professional, and soft skills. These efforts should indicate potential professional growth, both in terms of role and responsibilities, as well as alignment with the Foundation's needs for organizational or process innovation.

Such a remarkable commitment - demonstrated through initiative, energy, time, and skills - may also relate to professional roles or activities involving exceptional organizational and operational intensity and complexity, or to tenure-track positions aimed at staff consolidation.

Therefore, the scope of incentives also extends to situations where, thanks to the internal organization of the Foundation's necessary skills and technical expertise, it is possible to: enhance the efficiency and effectiveness of contractor selection procedures; reduce both direct and indirect costs related to design, construction management, and health and safety coordination during project execution; and streamline expenditure processes by shortening payment times.

Finally, in keeping with the spirit and purpose of the incentive system, contributions of skills and knowledge made by Foundation staff toward organizational development - particularly through personal support services - should also be recognized.

In general, the commitment acknowledged by the incentive system should be understood within the framework of the reciprocity pact between the Foundation and its staff, aimed at fostering professional growth, development, organizational innovation, greater social impact, and sustainability.

## **REGULATORY CONTEXT**

The Provincial Collective Bargaining Labor Agreement for Foundation staff pursuant to Provincial Act No. 14 of August 2, 2005;

Work platform for a new reciprocity pact signed by FBK and trade unions on July 28, 2020;

Decentralized agreement on incentives to support professional growth, organizational development and tasks or activities characterized by a specific intensity and organizational and operational complexity signed by FBK and trade unions on October 10, 2022.

Company agreement for the regulation of the work organization model signed by FBK and Trade Union Organizations on June 14, 2023;

Resolution of the Board of Directors n.27/24 dated December 10, 2024: "Recognition of incentive remuneration within the framework of the procurement procedures and establishment of the related Fund";

Directives for the preparation of forecast budgets and financial plans by the agencies and instrumental bodies of the Trento Province (Provincial Council Resolution No. 2102, dated December 16, 2024);

Article 72 (Incentive Fees and Allowances) of the Provincial Collective Labor Agreement for Foundation Personnel, pursuant to Provincial Law No. 14 of August 2, 2005.

## **ESTABLISHMENT OF THE FUND AND PROVISIONING RATIO**

As a strategic opportunity and institution, distinct from productivity and self-financing bonuses, the Foundation's incentive system is supported by a dedicated fund.

This fund is replenished annually based on the overall performance of the Foundation, its economic sustainability, the strategic context (including major projects and missions), planning related to the procurement of goods and services, as well as the guidelines provided by provincial directives on personnel.

Based on the assumptions outlined above - assumptions supported by documented evidence - the percentage allocation for the provisioning ratio, which periodically contributes to the Fund for the incentive system, is determined by the Foundation's Board of Directors. This decision is made following or concurrent with the approval of the Foundation's financial statements, based on the proposal of the Secretary General, who ensures alignment with the Management and Coordination Committee.

The decision-making process behind the establishment of the Fund and the related provisioning ratio, along with the evidence supporting the assumptions on which this process is based, shall be transparent and well-documented. Additionally, it shall be promptly shared with the trade unions for a mandatory, though non-binding, opinion.

## **FUND MANAGEMENT**

Following the establishment of the Incentive Fund and taking into account the relative provisioning ratio and allocation constraints (including major projects and strategic missions, professional growth, organizational development and innovation, social impact and sustainability, efficiency in contractor selection procedures, design and construction management, and safety and health coordination), the Secretary General, after consulting with the Center Directors and Heads of relevant organizational (special purpose, research support, and administrative) divisions, shall allocate a portion of the available resources to the relevant cost centers, within the limits of the annual funding availability approved by the Board of Directors.

In determining the quotas to be assigned to each relevant cost center, and without prejudice to the provisions outlined in the procurement and construction management procedures, the Secretary General shall always consider the strategic value of the professional and personal commitments assessed on a case-by-case basis.

In this context, large projects and strategic initiatives may be allocated up to 50% of the maximum value recognized for the MBOs of Center Directors. Additionally, within the limits assigned to their respective cost centers, each Center Director or Head of organizational special purpose, research support, or administration division may allocate a maximum of 5,000 gross euros to recognize the distinctive contributions of their staff.

All contact persons (regardless of title) for major projects and strategic missions, as well as other staff receiving incentives under Article 1 of the Decentralized Agreement, are required to sign a reciprocity pact. This agreement, in accordance with Article 2 thereof, must provide clear evidence of the distinctive effort, demonstrate its specificity and measurability, and confirm its temporary and exceptional nature.