WELCOME
TO THE CSIC

CSIC
Consejo Superior de Investigaciones Científicas

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Introduction

Human capital is the vital component making the CSIC (Spanish National Research Council) the largest public research organisation in Spain. People are unquestionably the main pillar on which the institution is built and the engine that drives it forward. All those who work or have worked at the CSIC contribute to our hallmark of research excellence, performing an essential task, both for the institution and for society, striving to shape our economy and guide public and private decision-making based on knowledge that guarantees more balanced, diversified and sustainable growth.

We would like to welcome you to the CSIC with this Handbook, and let you know that you are now one of our staff members and, thus, part of the institution's human capital. This is the "great house of science" in Spain, in whose institutes and laboratories thousands of people have been trained and have performed research. Over the years, our researchers have disseminated the CSIC's hallmark across many institutions and initiatives, both in Spain and abroad.

Here at the CSIC, not only will you be able to develop your professional projects in a competitive scientific environment, but you will also have the full support of the organisation to do so. From now on, count on the CSIC to support your achievements; your success will contribute to increasing our institution's prestige.

Since March 2021, the CSIC has figured among the institutions granted the 'HR Excellence in Research Award', through the implementation of the Human Resources Strategy for Research Staff (HRS4R), demonstrating its commitment to continued improvement of its human resources policies in accordance with the European Charter for Researchers and the Code of Conduct for the Recruitment of Research Staff (C&C). We aim to be an attractive destination for staff coming from anywhere and researchers working within any discipline; if we can achieve this, we can put the CSIC on the international map as one of the most attractive organisations for doing science in Europe.

In this Handbook, you will find general information about the CSIC, links to further information and useful information for practical issues that may arise in your daily work.

We welcome you once again to our house of science, which is now yours too, and we hope that this new stage in your personal and professional career will be enriching, productive and highly satisfying.

What is the CSIC?

The CSIC is the largest public research organisation in Spain and one of the most important in the European Research Area (ERA), as well as the main player in the Spanish Science, Technology and Innovation System (SECTI)[1]. Currently,[2] the CSIC is formed by over 13,200 people, distributed between the CSIC Corporate Organisation and the 121 research institutes and three national centres, distributed throughout Spain, as well as an institute in Rome. The CSIC's research activity falls into three core areas, Society, Life and Materia, which cover the vast majority of academic disciplines[3]. The CSIC is represented in the EU by the CSIC Delegation in Brussels.

Our Articles of Association establish that we are a State Agency for scientific research and technological development, attached to the MICINN (Spanish Ministry for Science and Innovation), therefore, we are a public body (governed by rules of public action insofar as we manage public personnel, funds and means).

The CSIC has its own corporate legal status, own assets and treasury, and both functional and managerial autonomy, full legal capacity and ability to act, with an unlimited duration. Our Articles of Association also establish that our mission is to promote, coordinate, develop and disseminate scientific and technological research, in order to contribute to the advancement of knowledge and to economic, social and cultural development, as well as to train personnel and advise public and private entities in these matters.

With respect to this mission, our activity is planned in the Strategic Plan (Multiannual Action Plan, which takes the form of Annual Action Plans), defining the scientific objectives set by the CSIC in accordance with internationally accepted indicators. The CSIC Strategy 2025 is based on the institutional challenge of internationally positioning the CSIC as one of the most attractive organisations for performing science in Europe.

[1] Source: MICINN

[2] The above data were updated on 1/2/2022

[3] See CSIC data in the Annual Report and CSIC in Figures

Institutional organisation

Due to the size and singularities of our institution, we have our own organisation that facilitates its operation and achievement of our goals. Although the CSIC is a state agency with its own corporate legal status, internally it is a territorially decentralised organisation throughout the Autonomous Regions of Spain and abroad. The CSIC encompasses the following types of structures:

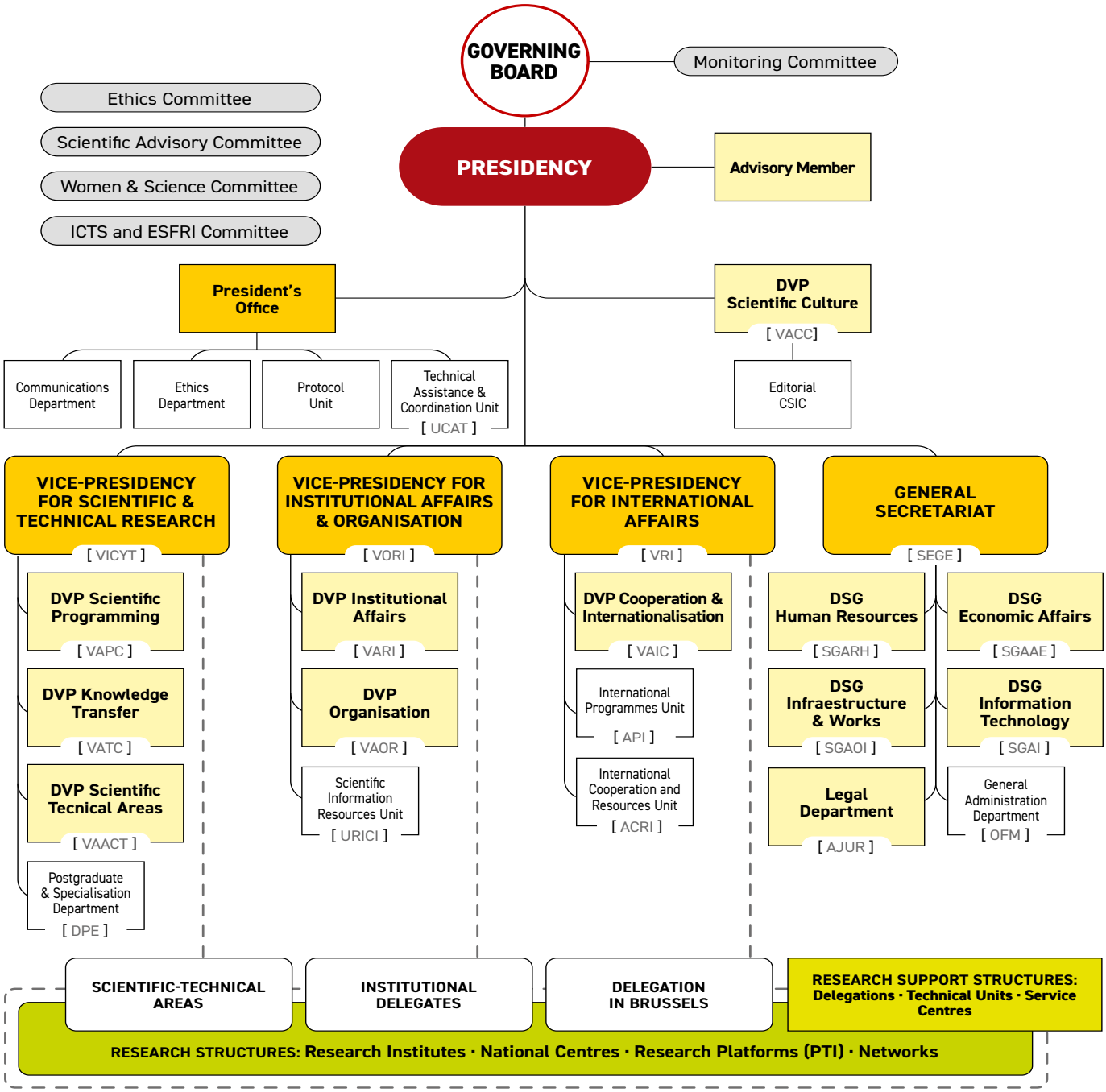
- **CSIC Corporate Organisation.** This comprises all the bodies and units responsible for defining, planning, directing and monitoring the CSIC's policies on organisation, resources and science:
  a) Governing bodies: Governing Board and Presidency.
  b) Executive body: Presidency.
  c) Governing bodies: Vice-Presidencies and Deputy Vice-Presidencies, General Secretariat and Deputy Secretary Generals and the President's Office.
  d) Institutional Delegates.
  e) Scientific-Technical Areas.
  f) Collegiate support and advisory bodies: Monitoring Committee, Scientific Advisory Committee, Ethics Committee, Women and Science Committee and a Committee for the Coordination and Rationalisation of Unique Scientific and Technical Infrastructures (ICTS) and participation in European Research Infrastructures (ESFRI).

- **Research structures.** The CSIC undertakes its mission and its research staff perform their work within various structures, in particular basic and/or applied multidisciplinary scientific and technical research and its transfer and dissemination to society:
  g) Research institutes (own, mixed or associated).
  h) National Centres.
  i) Interdisciplinary Thematic Platforms (PTI).
  j) CSIC Scientific Networks (CSIC HUB).

- **Research support structures.** Their mission is to assist and provide the corresponding services to the various research structures and to each other:
  k) Institutional delegations.
  l) Specialised Technical Units.
  m) Service Integration Centres.

At the CSIC, as a public body of the General State Administration, we are subject to general and specific regulations that govern our organisation, action and operation. With regard to the CSIC's own regulations, in addition to the Articles of Association, the basic guideline is the Resolution on the delegation of powers, which sets out an organised distribution of the responsibilities of the different CSIC bodies and units to act on behalf of and represent the Agency and fulfil its commitments. This implies that when the heads of the different CSIC organisational structures

Organisational chart of CSIC



contract staff, manage personnel, administer expenses and payments or contract any other type of obligation, they act in the name and on behalf of the CSIC, in accordance with the competences that have been attributed or delegated to them, fully binding the institution. This is without prejudice to any personal liability there may be, where applicable, for mismanagement or non-compliance with regulations.

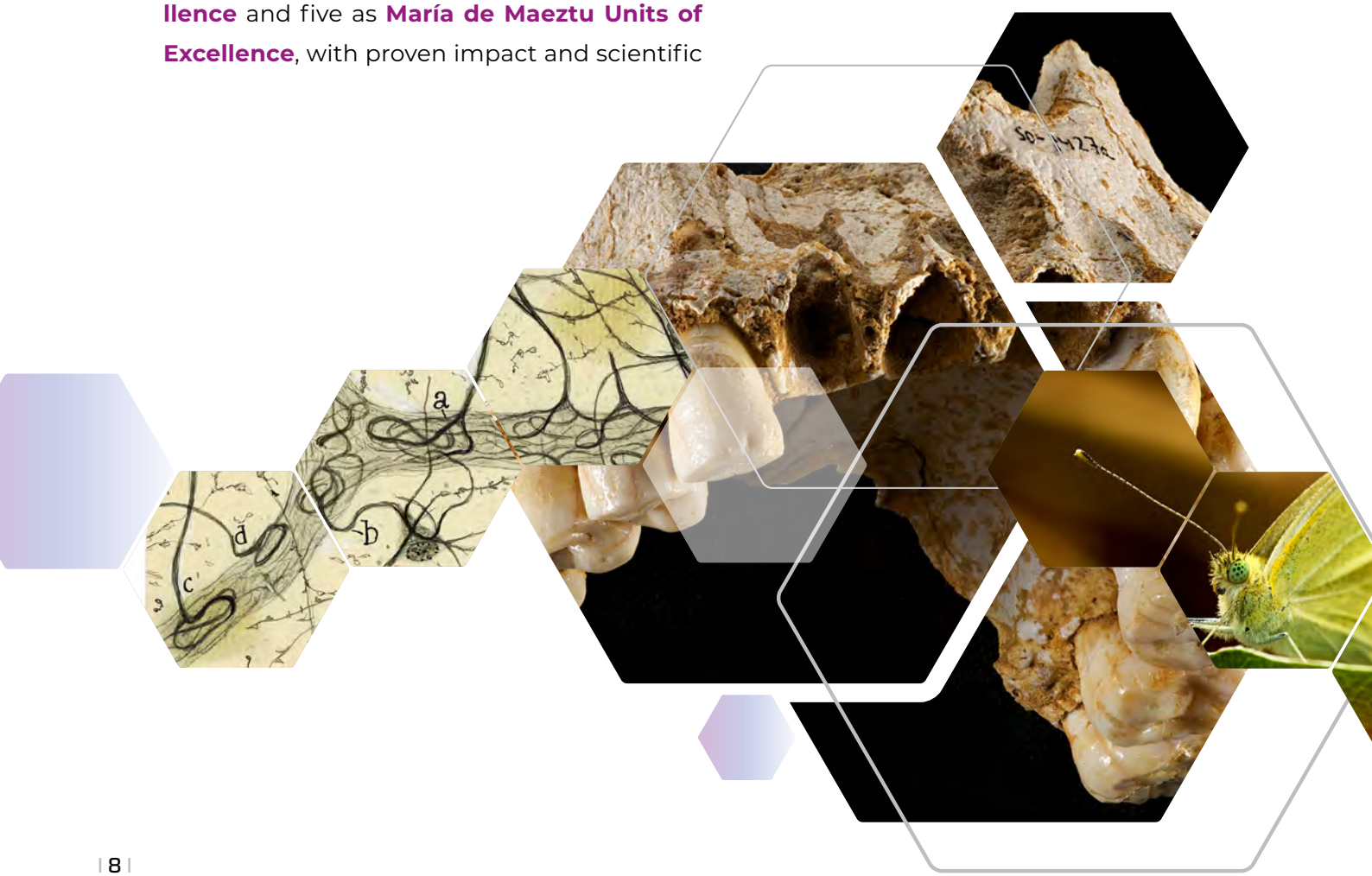
Research institutes and national centres

Our scientific and technical activity is mainly carried out in research institutes, which in some cases are integrated into national centres or service integration centres (where a single centre provides support and management services to several institutes).

The CSIC has 121 research institutes (69 own, 50 joint and two associated), three national centres, 10 service integration centres (seven own and three joint) and four specialised technical units[2].

Among these,[2] currently 11 institutes are accredited as **Severo Ochoa Centres of Excellence** and five as **María de Maeztu Units of Excellence**, with proven impact and scientific leadership at the international level, actively collaborating with their social and business environment. They have highly competitive, cutting-edge research programmes and are among the best in the world in their respective scientific areas.

On the other hand, the mission of institutional representation and coordination of the national research institutes and centres carried out by the Delegations in the different regions and before the European Union (EU) is pertinent, bearing in mind that the CSIC carries out its activities in a territorially decentralised way.



Research institutes

Research institutes are the core component of the CSIC, where scientific and technical research activities are performed. They comprise a set of infrastructures and material resources organised around a grouping of personnel dedicated to one or more related disciplines, and may be CSIC **institutes** (CSIC-owned), **mixed** (ownership shared with other institutions) or **associated** (with an independent legal status).

The organisational structure of the CSIC's own institutes is regulated in the Resolution of 29th November 2021 of the CSIC's Governing Board, which approves the Regulatory Regulations for Research Institutes and other organisational structures of the CSIC State Agency, and corresponds to the following diagram:

Managerial Body
Management
Vice-management
Institutional Board

Administrative Body
Administration

Advisory Bodies
Scientific Faculty
External Scientific Advisory Committee

As far as the internal research and support organisation of the institutes is concerned, they comprise:

Research Structure
Research groups
Departments, areas, thematic lines, programmes & others

Support Structure
General and administrative services units
Technical services units

In the case of **joint institutes**, their internal structure is defined in the agreement established for their creation or regulation and in the Institute's Internal Regulations. In addition, there is a Governing Committee, acting as the governing body for the coordination and decision-making of the different institutions, co-owners of the joint institute, to ensure the joint institute's activity is performed properly.

With regard to the **associated institutes**, as they have independent legal status, they are governed by their own rules of establishment and other applicable regulations.

National centres

National centres refer to our research and service structures that may be created when their activity is oriented towards providing interdisciplinary expert advice to the State. This may be either because it fits in with the national scientific and technological research strategy, and requires sizeable infrastructures to carry out such activity, or because previously independent research entities are integrated into the CSIC. They are reference and support centres for certain government policies, and in this capacity, they exercise the functions and "service obligations" established by sectoral regulations and by the Governing Board. These national centres may also be the CSIC's own centres or mixed centres in collaboration with third parties.

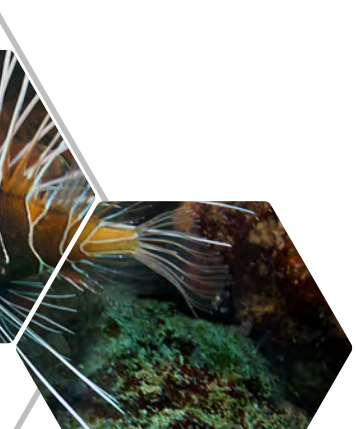
There are currently three[2] such centres, created after the integration into the CSIC of the IEO-CSIC (Spanish Institute of Oceanography), the IGME-CSIC (Spanish Geological Survey Institute) and the INIA-CSIC (National Institute of Agricultural and Food Research and Technology).

Scientific areas and strategic initiatives

Research at CSIC is carried out in three core areas of knowledge: Life, Materia and Society, which in turn address several interdisciplinary research programmes and strategic lines.

A foresight process led to this distribution, as well as some of the strategic initiatives. Between 2019 and 2020 more than 1,200 researchers from 115 CSIC institutes and other institutions participated in defining the main scientific challenges to be faced in the first half of the 21st century. This analysis culminated in the publication of the White Papers on Scientific Challenges 2030, This book collection presents the CSIC's reflections on 14 strategic themes, established according to their scientific and social impact and which we hope will be a source of inspiration for your present and future lines of research. They are available in open access from Editorial CSIC.

Likewise, research staff can participate in the different strategic initiatives run by the CSIC to foster excellent, multidisciplinary and innovative research and to promote the exploitation of results. Two such initiatives are the Interdisciplinary Thematic Platforms (PTI) and the Thematic Networks (CSIC HUB).

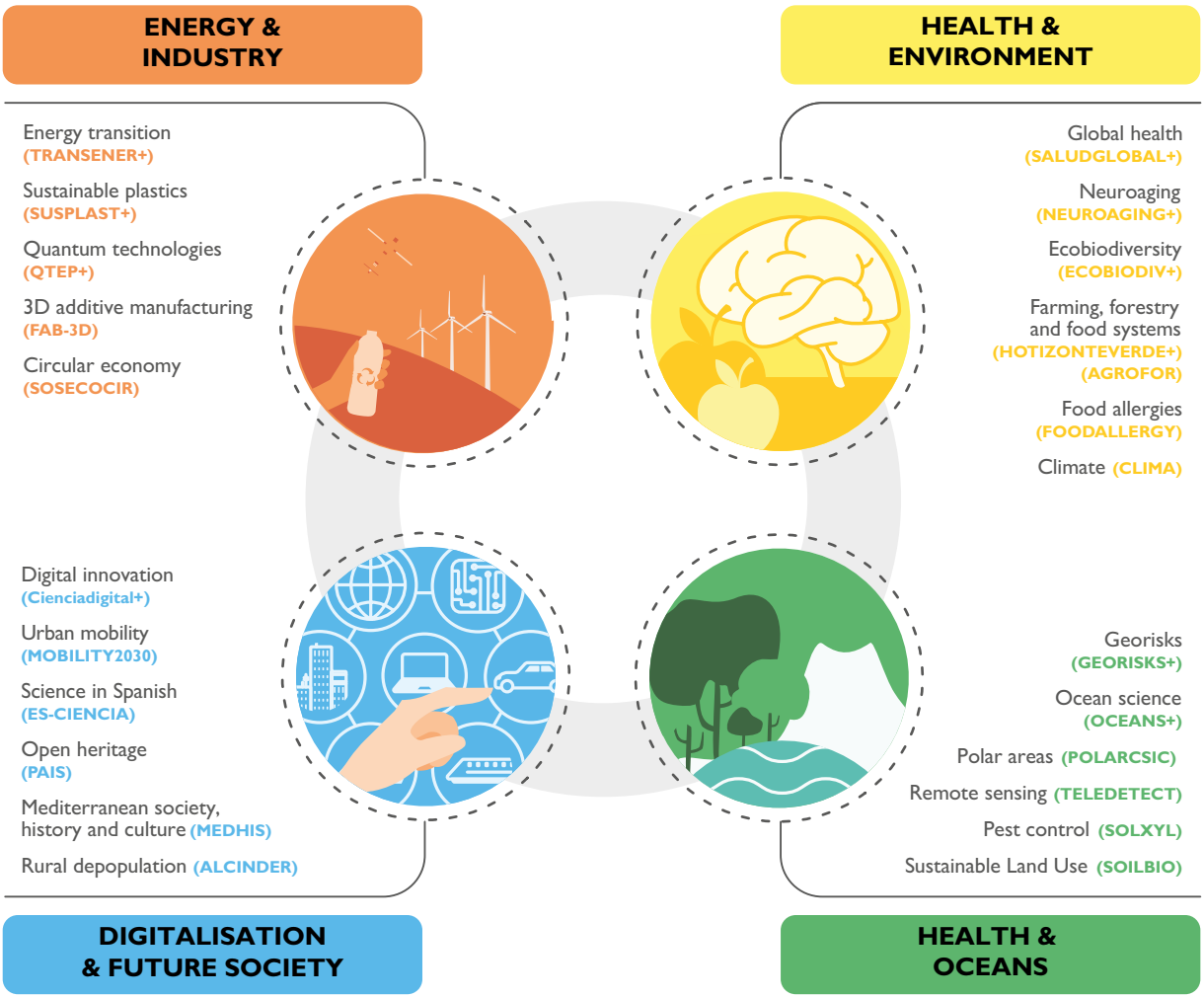


Interdisciplinary Thematic Platforms (PTI)

The Interdisciplinary Thematic Platforms (PTIs) are instruments for flexible and temporary interdisciplinary scientific collaborations. These research platforms unite research groups from two or more CSIC institutes or national centres who, without losing their status or affiliation, coordinate and collaborate with each other to undertake interdisciplinary research aimed at solving high-impact challenges requiring significant research advances. The PTIs are open to the participation of companies, public administration, other institutions and social agents.

Since the creation of this interdisciplinary collaboration initiative in 2018, several PTIs have been consolidated. Moreover, a new structure, the extended Interdisciplinary Thematic Platforms (PTI+), has been defined, fostering a participatory process in achieving developments targeting companies with commercialisation prospects.

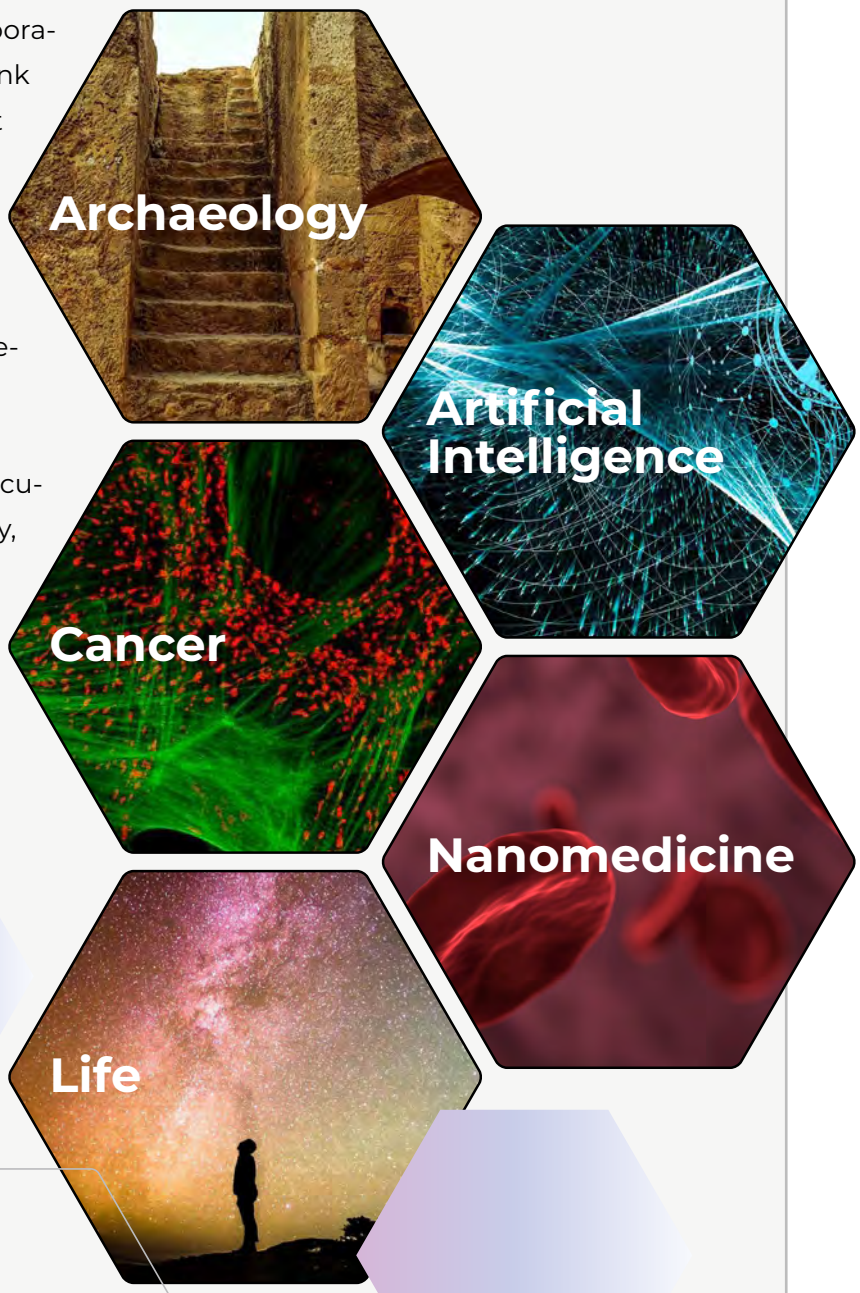
At present[2] the CSIC has 24 PTIs and PTI+ whose mission falls within four research programmes:



Scientific collaboration networks (CSIC HUB)

CSIC HUB are scientific-technical collaboration networks that seek to establish a link between research staff from different institutes and national centres around priority topics, which are sustainable in the medium and long term, to foster information and knowledge sharing, as well as joint activities, including research staff exchanges.

This pilot initiative, launched in 2021, currently has five networks[2]: Archaeology, Cancer, Artificial Intelligence, Nanomedicine and Life.



Research support infrastructures

Further to the standard research infrastructures that form part of our institutes, the CSIC manages (either directly or through entities with their own legal status in which it participates) scientific infrastructures of a singular and unique nature in Spain, which form part of the Map of Unique Scientific and Technical Infrastructures (ICTS). Estas infraestructuras son:

- The CAHA (Calar Alto Astronomical Observatory)
- Polar Bases and Oceanographic Vessels (including the Fleet managed by IEO-CSIC),
- The ICAR (Bluefin Tuna Farming Infrastructure)
- The RBD (Doñana Biological Reserve-Station)
- The SBCNM (Integrated Microelectronics Clean Room)
- NANBIOSIS (Integrated Infrastructure for the Production and Characterisation of Nanomaterials, Biomaterials and Systems in Biomedicine)
- The CNA (National Accelerator Centre)
- The LMR (Manuel Rico Nuclear Magnetic Resonance Laboratory)
- The CISA (Animal Health Research Centre's High Biological Safety Laboratory)

We also actively participate in different scientific facilities included in the ESFRI Roadmap, which is the strategic forum formed by the EU Member States and the European Commission for the coordination of scientific facilities and research infrastructures.

The CSIC has a Committee for the Coordination and Rationalisation of Unique Scientific and Technical Infrastructures (ICTS) and our parti-

cipation in European Research Infrastructures (ESFRI). This committee drew up a Strategic Plan for Large Research Infrastructures of the CSIC, which seeks to prioritise, boost and coordinate the CSIC's participation in large-scale research infrastructures (LRIs), establishing three strategic objectives for the institution:

- 1) To implement a strategy for participation in LRIs that promote leadership
- 2) To encourage participation in LRIs
- 3) To organise external and internal relations and communication

The CSIC also manages (either directly or through entities with their own legal status in which it participates) an extensive catalogue of cultural assets and infrastructures relevant to the international scientific community, some of which are housed in buildings of special interest, such as:

- The MNCN (National Museum of Natural Sciences)
- The RJB (Royal Botanical Garden)
- The IGME museum (Geological & Mining Museum)
- The EEA (Casa del Chapiz-School of Arabic Studies)
- The IMF (Milà i Fontanals Institution)
- The MBG (Galicia Biological Mission)
- The FEH-EEZA (La Hoya Experimental Farm)
- Madrid Students' Residence (Residencia de Estudiantes de Madrid)
- Barcelona Residence for Researchers (Residencia de Investigadores de Barcelona)
- Seville Residence for Researchers and Library (Residencia de Investigadores y Biblioteca de Sevilla)

Scientific activity at the CSIC

Our scientific activity is mainly carried out through the execution of **scientific-technical projects,** which can be articulated through three instruments: subsidised research, contracted research and collaborative research pursuant to agreements. Furthermore, throughout the duration of these projects, several transversal aspects of scientific activity must be taken into account, such as dissemination and communication, protection and exploitation of results and ethical aspects.

The regulations, processes, stakeholders and information necessary for the correct application, execution and justification of projects can be found in the project and scientific activity management manual.

Throughout this process, research staff will receive the necessary support in the management of their scientific activity, both from the institutes and from CSIC Corporate Organisation.

At the institutional level, the Directorate/Management should be your first point of contact, to help guide you in the use of the institute's infrastructure and in the administrative and economic aspects of your research activity. The CSIC Corporate Organisation, as a second point of contact, will also provide you with support from different departments in accordance with the power of attorney in force.

Subsidised R&D&I projects

The main way to obtain the resources that enable us to carry out the aforementioned research projects is through competitive calls for proposals, both from public funding agencies and private entities outside the CSIC. Through these processes, the proposals with the greatest scientific and technical merit are selected and grants are awarded to finance their execution.

Depending on the type of call you apply for, the CSIC Corporate Organisation will provide you with the following support:

Regional or autonomically funded projects

These are the responsibility of the Directorates of the institutes and national centres and are supported by the CSIC Institutional Delegations. This type of aid includes calls for regional R&D&I plans, European INTERREG calls and others of a regional nature.

State Plan projects and other nationally funded projects

The Deputy Vice-Presidency (DVP) for Scientific Programming, part of the Vice-Presidency (VP) for Scientific-Technical Research provides you with support for enquiries about State Plan projects or other national grants.

solicitudayudas.nacionales@csic.es

The International Programmes Unit of the VP for International Affairs provides support on grants from the AEI (State Research Agency) for internationalisation (International Joint Programming, Europe Excellence, etc.).

solicitudayudas.internacionales@csic.es

European and international projects and grants

The International Programmes Unit (VP for International Affairs) also provides support to help you with issues ranging from proposal preparation to questions that may arise during grant agreement signature and subsequent implementation, or related to calls for proposals from the EU and foreign funding agencies and international bodies or organisations.

solicitudayudas.internacionales@csic.es

The Legal Support Unit of the DVP for Knowledge Transfer (VP- for Scientific-Technical Research) is in charge of preparing, reviewing and negotiating legal documents related to EU calls for proposals.

ualegal@csic.es

Self-financed projects and grants

Special Intramural Research Projects (managed by DVP for Scientific Programming and VP for Scientific-Technical Research).

solicitudayudas.nacionales@csic.es

Own or joint calls for internationalisation grants (I-link, I-coop and others), managed by the International Cooperation and Resources Unit (VP for International Affairs).

internacional@csic.es

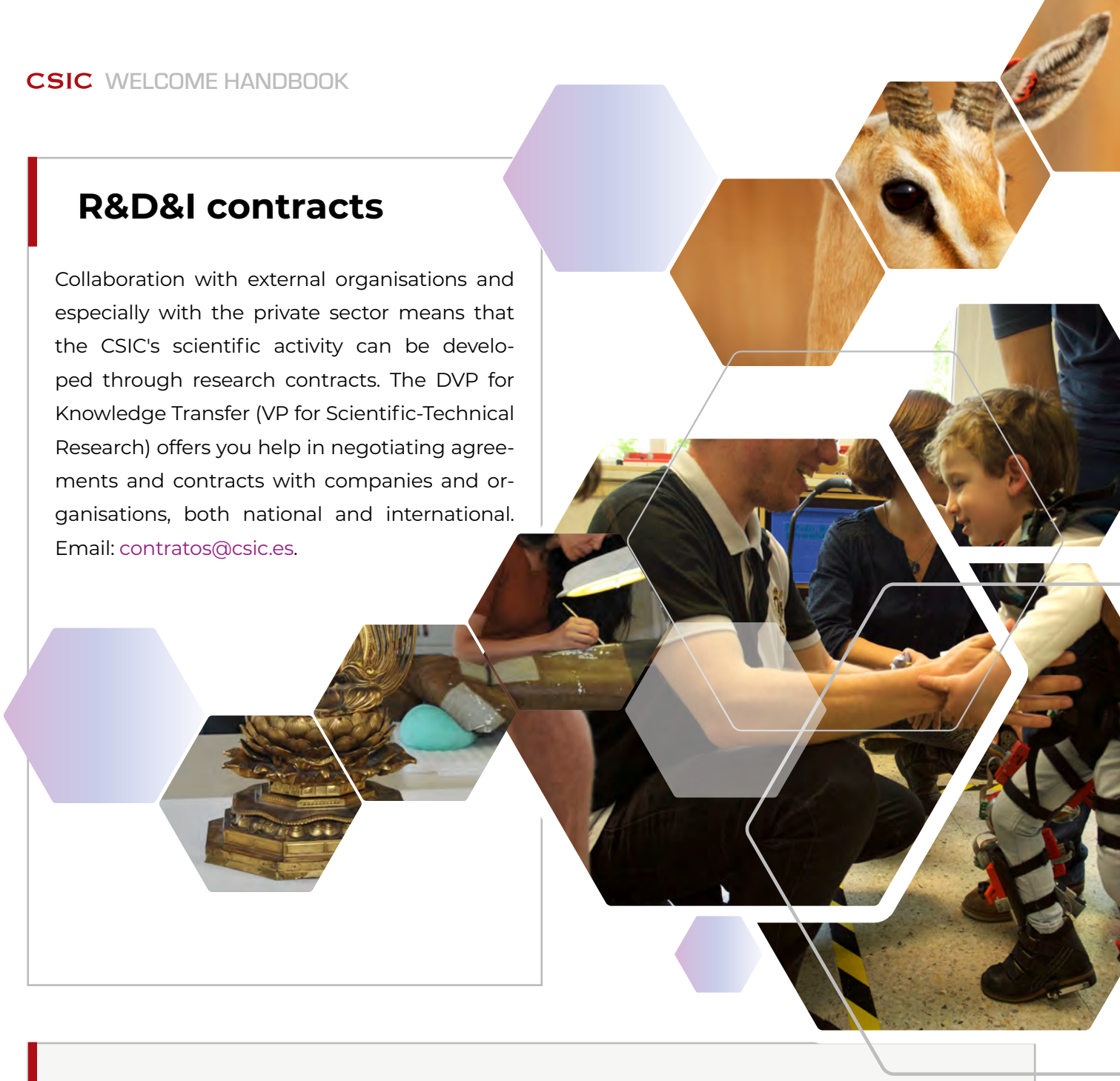
Economic reporting

The Economic Project Management Unit of the DSG for Economic Affairs (General Secretariat) advises and establishes the necessary internal procedures for the correct execution and economic reporting of subsidised projects, including the audit phase.

justificacion-ayudasnacionales@csic.es and justificacion-ayudasinternacionales@csic.es

R&D&I contracts

Collaboration with external organisations and especially with the private sector means that the CSIC's scientific activity can be developed through research contracts. The DVP for Knowledge Transfer (VP for Scientific-Technical Research) offers you help in negotiating agreements and contracts with companies and organisations, both national and international. Email: contratos@csic.es.

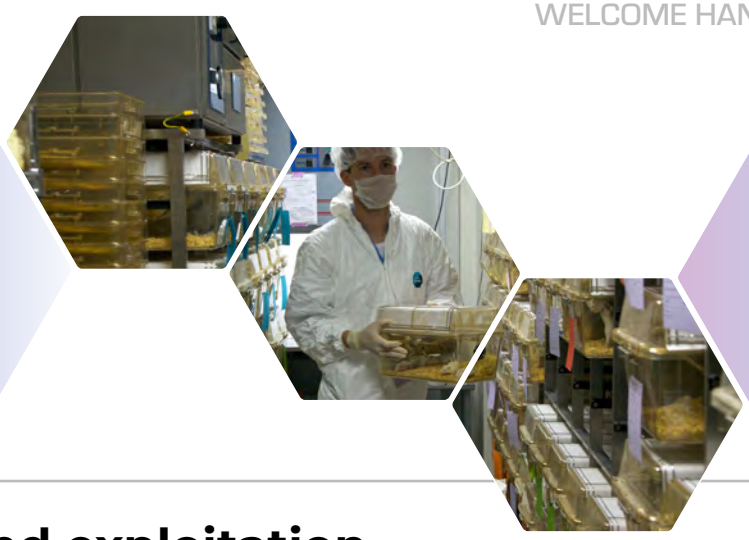


National and international agreements

At the request of the institutes' or national centres' research staff, their management bodies or the CSIC Corporate Organisation itself, it is common for collaborations to be set up with other entities (generally public) to establish frameworks for institutional understanding, share resources or to develop a project or a joint line of research. This involves both parties pooling a series of resources, which are generally specified and committed in an administrative agreement (Law 40/2015) or by a Joint Action Plan.

For agreements with national entities, please contact the corresponding unit (Area de Convenios) of the DVP for Institutional Affairs, by email to arco.vori@csic.es, with copy to vari@csic.es, and the directorate and management of the institute or national centre.

For agreements with foreign entities, you should contact the International Cooperation and Resources Unit (VP for International Affairs) at convenios.internacional@csic.es, with copy to the directorate and management of the institute or national centre.



Protection and exploitation of research results

One of our goals is for scientific knowledge and technological advances and achievements to reach all socio-economic sectors, both nationally and internationally, with the aim of having real percussions on social, economic and cultural well-being for society as a whole.

Knowledge transfer and innovation activities are carried out through the DVP for Knowledge Transfer (VP for Scientific-Technical Research), which is organised around the areas of Industrial Property and Entrepreneurship Support; Commercial Strategy and Internationalisation; Support Office for the development of COVID-19 therapies and vaccines; Legal Support Unit and Economic Management Unit.

The services offered are:

- **Protection of research results** to facilitate their transfer.
  Email: patentes@csic.es
- **Promotion and commercialisation of research results** for market exploitation.
  Email: comercializacion@csic.es
- **Support for the creation of technology-based companies (TBCs)** as an instrument for the development of new products and services and their transfer to the market.
  Email: info.ebt@csic.es

Research results of potential commercial interest generated at the CSIC should be communicated to the DVP for Knowledge Transfer, as soon as possible. Likewise, research results and rights previously generated and belonging to other institutions, which are to be used or developed at the CSIC, should also be communicated to the abovementioned DVP (patentes@csic.es).

The distribution of profits from the exploitation of research results (royalties) to CSIC staff is governed by the guidelines established in Royal Decree 55/2002 of 18 January 2002, and in they CSIC Governing Board agreement of July 2002.

Research integrity and ethics

The CSIC also has an Ethics Committee whose mission is to ponder on issues, draw up reports and make recommendations on the ethical and deontological principles relating to research activity. This collegiate body also carries out the ethical evaluation of any research activity carried out within the CSIC that involves the participation of human beings, the handling of their samples or data requiring protection, the use of animals, genetically modified organisms or biological agents that pose a risk to humans, animals, plants and/or the environment. There is also a Bioethics Subcommittee and a Conflicts Subcommittee, authorised to evaluate animal experimentation projects. The Research Ethics Department is the technical and legal support unit of the CSIC Ethics Committee.

All our scientific activity must be carried out in accordance with the guidelines set out in our Code of Good Scientific Practice, with the ultimate aim of ensuring the quality of CSIC research and preventing inappropriate conduct. The CSIC also has a Conflict of Interests Manual.

Dissemination and conservation of research results

The results of scientific activity must be made public in order to contribute to the advancement of science. The last stage of scientific work is the dissemination of research results to the scientific community, as well as their communication to society through media channels or scientific popularisation activities aimed at the general public. The following section deals with the communication and dissemination activities carried out by the CSIC.

It is important to note that authors must always include their affiliation to the CSIC in their published work. Two or more affiliations may only be included when the published scientific-technical work has been carried out within the framework of specific agreements, or another agreement signed between the institutions involved, which regulates the author's contribution and dedication to each institution.

CSIC research staff have the following resources at their disposal for the dissemination and conservation of their results:

- **Scientific information services to support the dissemination and conservation** of the CSIC's scientific production, providing access to a broad base of quality scientific information, which is a basic requirement for excellent science, through the Scientific Information Resources Unit.
- **Access to scientific information resources** through the CSIC's Network of Libraries and Archives, which organises, preserves and enhances the institution's rich bibliographic and archival heritage for the benefit of society as a whole.
- **DIGITAL.CSIC institutional repository**: organises, preserves and disseminates CSIC research results in open access. All CSIC research staff can self-archive their work in the repository and thus benefit from increased accessibility to their research results. The CSIC's open access mandate is part of the so-called "Green Route" mandate, as accepted author manuscripts or final editorial PDFs must be deposited in DIGITAL.CSIC.

The CSIC and society

The CSIC's Deputy Vice-Presidency (DVP) for Scientific Culture promotes, coordinates and disseminates outreach activities, citizen science and the promotion of scientific vocations, both in-house and at our institutes. It implements numerous outreach projects, lecture series, competitions and contests, travelling exhibitions, outreach books, educational projects and disseminates scientific culture activities throughout the CSIC.

The CSIC also has a Communications Department attached to the President's Office. In close collaboration with DVP for Scientific Culture as well as the Communication and Dissemination Units of the institutional delegations and institutes, this department is responsible for broadcasting the institution's activities through media channels, and posts on the website and institutional social networks.

Such communication can be done either actively - through various types of communications from the CSIC to the media and society through the tools available -, or receptively - by responding to requests from the media for interviews with research staff or for information about the organisation's activity. When carrying out any communication activity, you must follow the procedure outlined in the CSIC Communication Manual.

The CSIC offers advice and resources for the following activities:

- **Organise an outreach project or activity:** in addition to answering your queries, we have various resources at your disposal (teaching materials, CSIC merchandising, etc.). Email: divulga@csic.es.
- **Write a popular science book:** explain to society the advances in your research field. The

CSIC, in collaboration with the publishing house Los Libros de la Catarata, issues the collections '¿Qué sabemos de?' and 'Divulgación', which are distributed in bookshops throughout the country. Email: divulga@csic.es.

- **Collaborate with the CSIC blog** Ciencia para llevar: take advantage of this space in the free newspaper *20minutos.es* to tell the general public about your research. Email: cienciaparallevar@csic.es.
- **Join the CSIC Outreach and Communication Network:** find out about calls for outreach projects and get in touch with staff at CSIC institutes who are responsible for outreach. Subscribe to our blog by writing to redCC@csic.es.
- **Take part in our major outreach projects:**
  - Ciudad Ciencia: "Science City" will take your conference or workshop to towns and villages throughout Spain, far from large urban centres.
  - Ciencia en el Barrio: "Street Science" will take your outreach activities to the most vulnerable districts of big cities, such as Madrid or Seville.
  - Science and Technology Week at the CSIC.
- **Spread the word about your activities through the CSIC website and social networks:**
  - CSIC events calendar**:** conferences, congresses, exhibitions, etc. This provides information for other researchers or for the general public.
    Email: agenda@csic.es.
  - **Outreach activities: follow *CSIC divulga* on** YouTube, Twitter , Facebook and Instagram and keep us up to date with your news.
    Email: divulga@csic.es.
  - **Latest news:** Post and disseminate news on the CSIC website and on the CSIC's institutional networks Twitter, Facebook, Instagram and YouTube.
    Email: comunicacion@csic.es.

Professional careers at the CSIC

As set out in the Spanish LCTI (Law on Science, Technology and Innovation), LCTI (Law on Science, Technology and Innovation), a merit-based and socially recognised scientific and technical career is established, incorporating the criteria of maximum mobility and openness that prevail in the international scientific sphere. A well-defined research career, which is attractive both nationally and internationally and is based on the constitutional principles of equality, merit and ability, will promote the necessary generational turnover by motivating and retaining scientific talent.

Periodically, the FECYT (Spanish Foundation for Science and Technology) prepares a map of career options which provides a comprehensive diagram with the different funding sources for each stage of the research career.

The scientific, technical and management staff linked to the CSIC may be permanent public employees, interim public employees or contract employees. It is a priority for the CSIC to be an attractive organisation for professional development, especially for young people, and to attract and retain the best professional scientific, technical and managerial talent. Our CSIC Strategy 2025 identifies actions to continue progressing in the indicators for incorporation, stability and professional promotion through renewal based on inclusiveness and equality.

To provide useful information and facilitate joining and working at the CSIC, our website has a specific section on training and employment. In our Personnel Management Manual you will find all the information on HR management at the CSIC, including the process of hiring staff.

Vocational training and professional development

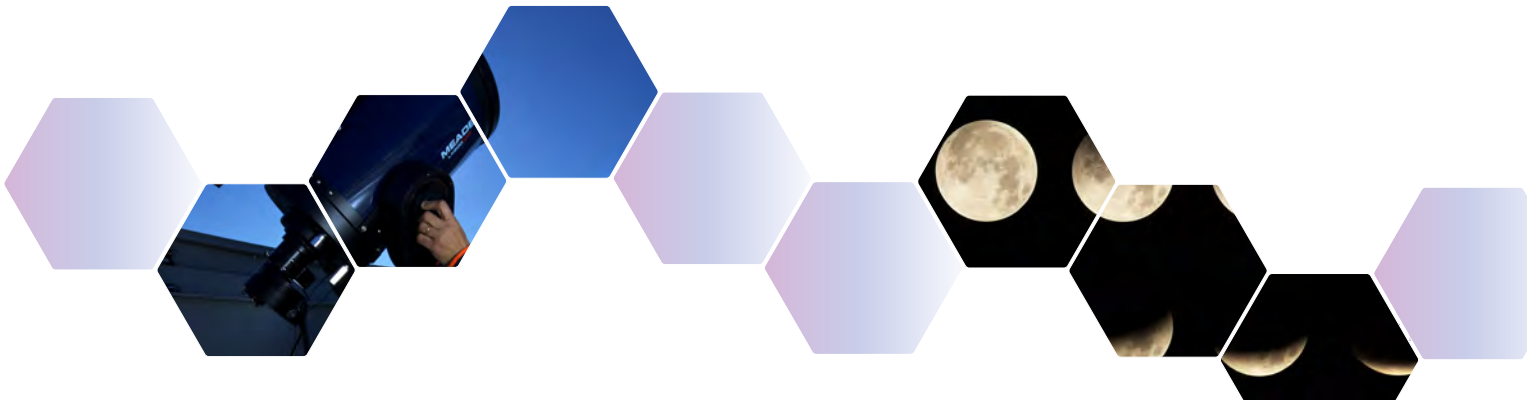
The vocational training and professional development of our staff are global challenges and objectives of the CSIC; to address them, the institution offers you a wide range of training tools.

We have an annual **Training Plan** drawn up by the **CSIC Training Office,** where you will find a wide variety of training activities. Its key objectives are to accomplish greater quality in the activities and services we provide, to help all our staff to improve their professional training and qualifications, and to facilitate their mobility and promotion. This Plan is drawn up on the basis of proposals from the CSIC Corporate Organisation and research institutes, as well as the results of the assessment of the previous Plan and the strategic needs that have arisen: Our Training Plan is approved jointly by the CSIC's Management and the Trade Union Organisations.

In addition, our Postgraduate and Specialisation Department contributes to defining and implementing the CSIC's policy on research staff training and teaching. Our aim is to build a highly qualified and resilient body of human capital in the field of R&D&I, capable of adapting easily to current and future challenges and addressing them with sustainable solutions. That is why we focus our efforts on attracting more young people to the research profession, with an inclusive approach and promoting a work-life balance. The CSIC runs a training programme that goes beyond scientific-technical skills, offering research staff the possibility of achieving comprehensive professional preparation to face the 21st century labour market. Annual training activities are organised by our Postgraduate and Specialisation Department.

Moreover, other departments of the CSIC Corporate Organisation organise training activities complementary to those already mentioned, such as those aimed at improving results in participation in EU R&D&I Framework Programme calls for proposals, with workshops on the preparation of ERC or MSCA proposals, or the organisation of the annual meeting of CSIC internationalisation technicians organised by the VP for International Affairs.

Finally, the CSIC institutes themselves organise a large number of courses, seminars and conferences for all their staff. You can obtain information about your particular centre from the Directorate or Management.



Equality at work

We are explicitly committed to the right to equal opportunities and non-discrimination on the grounds of sex or gender, and we promote the conditions for equality between people to be real and effective in our Institution. In fact, the CSIC was a pioneer in developing equality policies, when it set up the Women and Science Committee in 2002. This advisory body of the Presidency has the mission to study the possible causes hindering women's entry into a research career and their subsequent progression at the CSIC, and also to propose actions aimed at removing barriers for women researchers, all within the framework established by the European Research Area.

We have our own Equality Plan, drawn up by the CSIC's Delegate Committee for Equality, a joint body whose function is to find out, deal with and report on any of the issues and matters referred to in the Plan's main lines of action. This Plan is assessed annually in order to determine its degree of success and, if necessary, reformulate the objectives, indicators and measures set. The existence of this Equality Plan enables the CSIC to participate in the Horizon Europe Framework Programme (HE) and facilitates the incorporation of the gender dimension in research, which is a mandatory feature of European projects.

At the CSIC we have also developed other initiatives such as those related to improving the reconciliation of family and professional life, a protocol against sexual harassment, guidelines on non-sexist language and communication, the creation of a network of equality committees, among others. Since 2018, we have been holding calls for applications for the award of the Equality Distinction for centres and institutes implementing best practices in this area.

We defend and practice a zero-tolerance policy against sexual and gender-based harassment. In the event that any person detects behaviours and conduct that may be included within the **concept of sexual or gender-based harassment,** they may activate the Protocol for the prevention of, and intervention against, sexual harassment or discrimination at CSIC.

Social Action

Each year the CSIC and the Trade Union Organisations jointly approve the Social Action Plan, which aims to finance and promote social actions and programmes to improve the social welfare of CSIC public employees.

Generally, there are two application periods:

- During the first quarter of the year, for the following grants:
  - Healthcare treatment
  - People with disabilities
  - Staff appraisal and promotion
  - Collective public transport
- Throughout the first three quarters of the year, for the following grants:
  - Exceptional circumstances
  - Situation of gender-based violence

Occupational risk prevention

At the CSIC, we implement a policy of protecting workers' health by preventing the risks arising from their work through the Occupational Risk Prevention Unit, within the DSG for Human Resources, which coordinates our own risk prevention services throughout the country.

After you become a new staff member, or if you change your work post, the corresponding institute or national centre will inform you of its Risk Prevention Service. Thus, you can receive the pertinent information and training in relation to the general occupational risks of the institute or centre, and the specific risks of your position or work post, together with the protection and prevention measures applicable to these risks, and procedures to follow in the event of emergencies.

Initial training in the area is mainly channelled through the Moodle training platform by means of training packages and, during professional development, through classroom and virtual classroom training on the same platform.

In your initial introductory process, the institute or national centre will promote specific initial or periodic occupational-medical examinations focused on occupational risks. This will be done following the advice of the Health Surveillance unit, either directly or through an external prevention service.

If you are in a particularly delicate situation, such as pregnant or breastfeeding, you must inform the Risk Prevention Service in order to specifically guarantee the protection of your health.

The action protocol in the event of an accident (procedure 1.300) is available on the Intranet.

We remind you of the importance of complying with workers' obligations regarding risk prevention, as established in article 29 of the Law on Occupational Risk Prevention. In particular, you must observe protective measures and use equipment, as well as machinery, apparatus, tools and hazardous substances properly. You must immediately inform your supervisor or director or, where appropriate, the risk prevention service, of any situation that implies a risk to workers' health and safety.

As a result of the CSIC's commitment to protecting the health and safety of its staff, we have an action protocol for dealing with harassment at work, which you can activate if you detect behaviour that could lead to situations that could cause physical, psychological or mental harm in the workplace.

Institutional culture

The CSIC, faced with the need to define a clear and recognisable identity (institutional culture), has created an Institutional Culture Manual that helps to maintain certain standards in the organisation's appearance.

The fundamental element representing the CSIC is our logo, which is to be seen on institutional stationery, publications and digital media, together with the institutional colours and fonts. It is important that everyone who forms part of the CSIC is familiar with these elements and uses them correctly.

These resources also help to create and enhance a sense of unity and belonging among the institution's employees, regardless of their professional activity, job category or the geographical location where they work.

CSIC intranet

All CSIC staff have access to the Intranet. You can register after becoming a staff member and after your "First Entry", you will be given access to a lot of information and be able to use the different corporate ICT services and resources (applications, shared storage, Eduroam, etc.). For example, CSIC intranet will give you access to:

- **Personal information**: personal data, administrative data, scientific activity, login information, payroll information, holidays and leave, etc.
- **Institutional information**: organisation chart, CSIC staff directory, Official CSIC Bulletin (BO. CSIC), etc.
- **Administrative management, work documents and forms**: human resources, financial management, recruitment, data protection, etc.
- **Scientific management**: transfer, internationalisation, ethics, projects, etc. It also includes access to the **Catalogue of scientific and technical services**.
- **General services**:
  - **ICT Services/Requests**: access to download corporate software and to apply for an employee's certificate, which is necessary to sign documents electronically. The ICT resources available at the CSIC are in accordance with complexity of research challenges. There are many applications specifically related to scientific activity, some directly related to project management, along with various Human Resources and Economic Management applications.
  - Here, you will also have access to the **Information Security Policy, Organisation and Regulations**, with which all staff must comply.
  - **Occupational risk prevention**: organisation, procedures, information documents.
  - **Social Action** and **Training Plan**.
  - **Videoconference service (CONECTA).**

Likewise, from the **Corporate Applications** link on the Intranet you can access different applications such as:

- **conCIENCIA**, where you can consult the scientific output of CSIC research staff: publications (articles, books and book chapters), participation in congresses and conferences, events, teaching and direction of work carried out, materials produced and knowledge transfer.

- **Productivity Appraisal by Goal Attainment**
- **Groups and Services**, Here you can consult the different **research groups** and our **Catalogue of Scientific and Technical Services**, listing a wide range of techniques and tests offered by the institutes, and access to the **CSIC Catalogue of Services**.

You will find the forms to carry out different types of procedures at the institution by clicking on the link to administrative procedures.

Likewise, all CSIC employees have a personal email address with the domain "@csic.es". You must be registered on the CSIC Intranet in order to get this personal account. Once the account has been created and activated by the ICT services of your institute or national centre, you can access it from any email management programme by following the instructions you will find in the corresponding section of the intranet. You can also access it via correo Web. Normally, such e-mail accounts are cancelled three months after the date on which the person leaves the institution or another circumstance whereby the reason for its creation is terminated.

We also provide you with a shared storage system, for which it is essential to have a csic.es domain email account within the corporate institutional email service.

Other corporate services are also available, including the following:

- Groupwork and secure instant messaging tool (COMMUNICATE).
- The service for performig surveys.
- Indico is an online tool that helps you manage complex meetings (congresses, symposiums, workshops...) as well as meetings and presentations.
- The corporate GitHub repository.
- Subscription to mailing lists for general CSIC information, calls for applications and trade union organisations' newsletters.

Complaints and suggestions

Through the Complaints and Suggestions Mailbox , anyone can submit complaints, initiatives or suggestions they deem appropriate regarding the functioning of the administrative units of the centres and institutes belonging to the CSIC.

There is a centralised User Service Centre through which requests or incidents related to computer services can be submitted.

The CSIC also has a Supervisory body to help solve any problems that may arise

Data protection and transparency

Regarding the protection of personal data, the scientific staff and the persons in charge of research groups, as the case may be, are considered to be "controllers" of the personal data included (or to be included) in the corresponding research project.

The Data Protection Officer is responsible for advising the data controller and employees who process data on their obligations, as well as for supervising compliance with the provisions of current legislation on data protection. Any relevant data protection issue must be communicated by the data controller to delegadoprotecciondatos@csic.es so that he/she is aware and can perform his/her duties.

The person responsible for processing data must be acquainted with, and follow, the internal criteria and instructions contained in the "data protection" section of the CSIC intranet. Likewise, in the case of research projects (with the knowledge and coordination of the Directorate or Management of the corresponding CSIC Institute and following the Data Protection Delegate's indications, as far as appropriate), he/she is obliged to identify and communicate to the delegadoprotecciondatos@csic.es the Register of Processing Activities with the content required pursuant to article 30 of the General Data Protection Regulation.

Furthermore, the CSIC is an organisation included within the subjective scope of application of Law 19/2013 on transparency, access to public information and good governance. You can access the portal de transparencia CSIC.

Acronyms & abbreviations

Below is a list of acronyms and abbreviations commonly used at the CSIC, and their meaning in Spanish and English.

ACRONYM	SPANISH	ENGLISH
ACRI	Área de Cooperación y Recursos Internacionales	International Cooperation and Resources Unit
AEI	Agencia Estatal de Investigación	State Research Agency
AGE	Administración General del Estado	General State Administration
AJUR	Asesoría Jurídica	Legal Department
API	Área de Programas Internacionales	International Programmes Unit
BDC	Base de Datos Corporativa del CSIC	CSIC Corporate Database
BO.CSIC	Boletín Oficial del CSIC	CSIC Official Bulletin
CAU	Centro de Atención al Usuario	User Service Centre
C&C	Carta Europea del Investigador y del Código de Conducta para la Contratación del Personal Investigador	European Charter for Researchers and Code of Conduct for the Recruitment of Research Staff
CCAA	Comunidades Autónomas	Autonomous Regions of Spain
CDI	Comisión Delegada de Igualdad del CSIC	CSIC Delegate Committee for Equality
CE	Comisión Europea	**EC** - European Commission
CMyC	Comisión de Mujeres y Ciencia	Women and Science Committee
CN	Centros nacionales del CSIC	CSIC national centres
CSIC	Consejo Superior de Investigaciones Científicas	Spanish National Research Council
CSIC HUB	Redes de colaboración científico-técnica	Scientific-technical collaboration networks
DPE	Departamento de Postgrado y Especialización	Postgraduate and Specialisation Department
EBT	Empresa de Base Tecnológica	**TBC** - Technology-Based Company
ERA	Espacio Europeo de Investigación	European Research Area
ERC	Consejo Europeo de Investigación	European Research Council
ESFRI	Foro Estratégico Europeo de Infraestructuras de Investigación	European Strategy Forum on Research Infrastructures
FECYT	Fundación Española para la Ciencia y la Tecnología	Spanish Foundation for Science and Technology
FPI	Formación de Personal Investigador	Research Staff Training
FPU	Formación de Personal Universitario	University Staff Training
GII	Grandes Infraestructuras de Investigación	**LRIs** – Large-scale Research Infrastructures
HE	Horizonte Europa. Programa Marco de Investigación e Innovación de la Unión Europea (2021-2027)	Horizon Europe. European Union Research and Innovation Framework Programme (2021-2027)
HRS4R	Estrategia de Recursos Humanos para Investigadores	Human Resources Strategy for Researchers
ICTS	Infraestructuras Científicas y Técnicas Singulares	Unique Scientific and Technical Infrastructures
I+D+I	Investigación, Desarrollo e Innovación	**R&D&I** - Research, Development and Innovation
IEI	Infraestructuras Europeas de Investigación	**ERI** - European Research Infrastructures
IEO-CSIC	Instituto Español de Oceanografía	Spanish Institute of Oceanography
IGME-CSIC	Instituto Geológico y Minero de España	Spanish Geological Survey Institute
INIA-CSIC	Instituto Nacional de Investigación y Tecnología Agraria y Alimentaria	National Institute for Agricultural and Food Research and Technology
LCTI	Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación	Law 14/2011, of 1 June, on Science, Technology and Innovation
MICINN	Ministerio de Ciencia e Innovación	Spanish Ministry for Science and Innovation
MSCA	*Marie Skłodowska-Curie Actions*	*Marie Skłodowska-Curie Actions*
NANBIOSIS	Infraestructura integrada de producción y caracterización de Nanomateriales, Biomateriales y Sistemas en Biomedicina	Integrated Infrastructure for the Production and Characterisation of Nanomaterials, Biomaterials and Systems in Biomedicine

ACRONYM	SPANISH	ENGLISH
OFM	Oficialía Mayor	General Administration Department
ORGC	Organización Corporativa del CSIC	CSIC Corporate Organisation
PCO	Productividad por Cumplimiento de Objetivos	Productivity Appraisal by Goal Attainment
PIE	Proyectos Intramurales Especiales del CSIC	CSIC Special Intramural Research Projects
PGA	Protocolo General de Actuación	Joint Action Plan
PRL	Prevención de Riesgos Laborales	Occupational Risk Prevention
PTI	Plataformas Temáticas Interdisciplinares	Interdisciplinary Thematic Platforms
PTI+	Plataformas Temáticas Interdisciplinares extendidas	Extended Interdisciplinary Thematic Platforms
PRTR	Plan de Recuperación, Transformación y Resiliencia	Recovery, Transformation and Resilience Plan
RRHH	Recursos Humanos	**HR** - Human Resources
SACO	Sistema de almacenamiento compartido	Shared storage system
SECTI	Sistema Español de Ciencia, Tecnología e Innovación	Spanish Science, Technology and Innovation System
SEGE	Secretaría General del CSIC	General Secretariat of the CSIC
SGAAE	Secretaría General Adjunta de Actuación Económica	Deputy Secretary General for Economic Affairs
SGAI	Secretaría General Adjunta de Informática	Deputy Secretary General for Information Technology
SGAOI	Secretaría General Adjunta de Obras e Infraestructura	Deputy Secretary General for Infrastructure and Works
SGARH	Secretaría General Adjunta de Recursos Humanos	Deputy Secretary General for Human Resources
TIC	Tecnologías de la Información y las Comunicaciones	**ICT** - Information and Communications Technology
UAL	Unidad de Apoyo Legal	Legal Support Unit
UCAT	Unidad de Coordinación y Asistencia Técnica	Technical Assistance and Coordination Unit
UCALI	Unidad de Calidad e Innovación	Quality and Innovation Unit
UE	Unión Europea	**EU** - European Union
UGEP	Unidad de Gestión Económica de Proyectos	Project Economic Management Unit
URICI	Unidad de Recursos de Información Científica	Scientific Information Resources Unit
UTE	Unidades Técnicas Especializadas	Specialised Technical Units
VAACT	Vicepresidencia Adjunta de Áreas Científico-Técnicas	Deputy Vice-Presidency for Scientific and Technical Areas
VACC	Vicepresidencia Adjunta de Cultura Científica del CSIC	CSIC Deputy Vice-Presidency for Scientific Culture
VAIC	Vicepresidencia Adjunta de Internacionalización y Cooperación	Deputy Vice-Presidency for Cooperation and Internationalisation
VAOR	Vicepresidencia Adjunta de Organización	Deputy Vice-Presidency for Organisation
VAPC	Vicepresidencia Adjunta de Programación Científica	Deputy Vice-Presidency for Scientific Programming
VARI	Vicepresidencia Adjunta de Relaciones Institucionales	Deputy Vice-Presidency for Institutional Affairs
VATC	Vicepresidencia Adjunta de Transferencia del Conocimiento	Deputy Vice-Presidency for Knowledge Transfer
VICYT	Vicepresidencia de Investigación Científica y Técnica	Vice-Presidency for Scientific and Technical Research
VORI	Vicepresidencia de Organización y Relaciones Institucionales	Vice-Presidency for Institutional Affairs and Organisation
VRI	Vicepresidencia de Relaciones Internacionales	Vice-Presidency for International Affairs

Annex I. Contact information

TOPIC AREA	CORRESPONDING UNIT AND CONTACT INFO
State Plan projects and other national grants, funds from the for Recovery, Transformation and Resilience Plan at the CSIC and self-funded projects: Special Intramural Research Projects *(PIE)*.	**Vice-Presidency for Scientific and Technical Research *(VICYT)*** *Deputy Vice-Presidency for Scientific Programming (VAPC)* Email: solicitudayudas.nacionales@csic.es Email National Projects Unit: proyectos.nacionales@csic.es Email External HR Programme Calls for Proposals Unit: unidad.convocatorias@csic.es Email Recovery Plan: rec_eu.vapc@csic.es Intranet: https://intranet.csic.es/programacion-cientifica
EU R&D&I Framework Programme projects, other European and international programmes, national State Research Agency *(AEI)* internationalisation grants	**Vice-Presidency for International Affairs *(VRI)*** *International Programmes Unit (API)* Email: solicitudayudas.internacionales@csic.es Intranet: https://intranet.csic.es/proyectos-europeos
The CSIC's own internationalisation calls for proposals	**Vice-Presidency for International Affairs *(VRI)*** *International Cooperation and Resources Unit (ACRI)* Email: internacional@csic.es; i-coop@csic.es; i-link@csic.es Intranet: https://intranet.csic.es/convocatorias-del-csic
Processing of international agreements	**Vice-Presidency for International Affairs *(VRI)*** *International Cooperation and Resources Unit (ACRI)* Email: convenios.internacional@csic.es Intranet: https://intranet.csic.es/convenios-tramitacion
Processing of national agreements	**Vice-Presidency for Institutional Affairs and Organisation *(VORI)*** *Deputy Vice-Presidency for Institutional Affairs (VARI)* Email: vari@csic.es; arco.vori@csic.es
Financial justification and audits of grants and subsidies	**General Secretariat *(SEGE)*** *Deputy Secretary General for Economic Affairs (SGAAE)* Email: sgaae@csic.es *Project Economic Management Unit (UGEP)* Email national and regional level: justificacion-ayudasnacionales@csic.es European and international e-mail: justificacion-ayudasinternacionales@csic.es Intranet: https://intranet.csic.es/gestion-economica-proyectos
Research Integrity and Ethics	**CSIC Ethics Committee** and **Ethics Department** Web: https://www.csic.es/en/csic/scientific-integrity-and-ethics-csic/csic-ethics-committee Intranet: https://intranet.csic.es/etica-en-la-investigacion Email: comitedeetica@csic.es
CSIC Scientific Areas and Strategic Initiatives (PTI, CSIC HUB)	**Vice-Presidency for Scientific and Technical Research *(VICYT)*** *Deputy Vice-Presidency for Scientific and Technical Areas (VAACT)* Email: vaact@csic.es Coordinators Support Unit: uacoor@csic.es PTI and CSIC HUB: pti@csic.es conCIENCIA: ayuda.conciencia@csic.es Research groups: ayuda.grupos@csic.es

TOPIC AREA	CORRESPONDING UNIT AND CONTACT INFO
Protection and commercialisation of research results	**Vice-Presidency for Scientific and Technical Research *(VICYT)*** *Deputy Vice-Presidency for Knowledge Transfer (VATC)* Web: https://www.csic.es/es/innovacion-y-empresa Intranet: https://intranet.csic.es/transferencia Email: vatc@csic.es Protection of research results: patentes@csic.es Commercialisation of results: comercializacion@csic.es Legal advice on contracts: ualegal@csic.es Agreements and contracts with companies and organisations: contratos@csic.es Creation of technology-based companies: info.ebt@csic.es
Communication of institutional and scientific activity	**President's Office** *Communications Department* Web: https://www.csic.es/es/actualidad-del-csic Email: comunicación@csic.es; gabinete.presidencia@csic.es
Institutional culture	**President's Office** Intranet: https://intranet.csic.es/identidad-institucional Email: gabinete.presidencia@csic.es
Scientific Dissemination	**Presidency** *Deputy Vice-Presidency for Scientific Culture (VACC)* Web: https://www.csic.es/es/ciencia-y-sociedad Email: divulga@csic.es CSIC Email Blog: cienciaparallevar@csic.es Email CSIC's Dissemination and Communication Network: redCC@csic.es
Human Resources Enquiries Public employees and Recruitment	**General Secretariat *(SEGE)*** *Deputy Secretary General for Human Resources (SGARH)* Email: sgarh@csic.es CSIC Job Vacancies: https://sede.csic.gob.es/servicios/formacion-y-empleo/bolsa-de-trabajo Email: bolsa@csic.es Subsidised programmes: programas.subvencionados@csic.es
Payroll and Social Security	**General Secretariat *(SEGE)*** *Deputy Secretary General for Human Resources (SGARH)* Email payroll: sgrhno@csic.es Social Security Email: Seg-social@csic.es
Occupational Risk Prevention	**General Secretariat *(SEGE)*** *Deputy Secretary General for Human Resources (SGARH)* Area of Occupational Risk Prevention: area.prl@csic.es Telephone numbers 91 568 19 23/25/81 Intranet: https://intranet.csic.es/prevencion-riesgos-laborales Prevention Service of Catalonia and the Balearic Islands: sprl.bcn@csic.es Granada Prevention Service: sprlgranada@csic.es Madrid Occupational Risk Prevention and Health Service: spsl.madrid@csic.es Seville Prevention Service: sprlsevilla@csic.es Valencia and Murcia Prevention Service: sprlvalencia@dicv.csic.es Zaragoza Prevention Service: sprl.zaragoza@csic.es Accident reporting procedure: https://intranet.csic.es/procedimientos_prl Medical consultations for specialists or general-medicine, appointment (91 568 1932/33 o v.salud@csic.es)

Annex I. **Contact information**

TOPIC AREA	CORRESPONDING UNIT AND CONTACT INFO
Social Action	**General Secretariat *(SEGE)*** *Deputy Secretary General for Human Resources (SGARH)* Social Action Intranet: https://intranet.csic.es/accion-social Email: srl@csic.es
CSIC Training Plan	**General Secretariat *(SEGE)*** *Deputy Secretary General for Human Resources (SGARH)* Intranet Training: https://intranet.csic.es/group/i2-intranet-corporativa/formacion Moodle training platform: https://formacion.corp.csic.es/?lang=en Email training: srhgf@csic.es
Research staff training and specialisation (JAE INTRO calls, activities for doctoral candidates, CSIC specialisation courses, UIMP Masters, etc.)	**Vice-Presidency for Scientific and Technical Research *(VICYT)*** *Postgraduate and Specialisation Department (DPE)* Web: https://www.csic.es/en/training-and-employment/training-research-personnel Doctoral candidate training website: https://www.csic.es/en/training-and-employment/training-research-personnel/doctorate/training-doctoral-researchers Email: dpe@csic.es
Equality in Science	**Women and Science Committee *(CMyC):*** Web: https://www.csic.es/en/csic/gender-equality-science/women-and-science Email: cmyc@csic.es **Delegate Committee for Equality *(CDI):*** Web Equality Plan, Equality awards and other initiatives: https://www.csic.es/en/csic/gender-equality-science/equality-csic Intranet: https://intranet.csic.es/igualdad Email equality committee: comisiondelegadadeigualdad@csic.es Email workplace/sexual harassment protocol: protocolo.acosos@csic.es
Complaints and suggestions	**General Secretariat *(SEGE)*** *Quality and Innovation Unit (UCALI)* Complaints and suggestions mailbox: https://sede.csic.gob.es/quejas-y-sugerencias Email: csic.calidad@csic.es
Data protection and transparency	*CSIC Data Protection Delegate (DPD)* Web data protection: https://www.csic.es/es/el-csic/proteccion-de-datos Web transparency: https://www.csic.es/es/el-csic/transparencia Intranet: https://intranet.csic.es/proteccion-de-datos Email: delegadoprotecciondatos@csic.es
ICT Services and Information Security	**General Secretariat *(SEGE)*** *Deputy Secretary General for Information Technology (SGAI)* · **ICT services** Intranet: https://intranet.csic.es/servicios-tic · **Information Security** https://intranet.csic.es/documentos2 Email: sgai@csic.es · **User Service Centre *(CAU)*** Email: cau-csic@csic.es Telephone: 91 568 00 00/99 (Short Extension: 444000/444099)
CSIC representation in the European Union	**CSIC Delegation in the EU (Brussels)** *Vice-Presidency for International Affairs (VRI)* Web: https://www.d-bruselas.csic.es/en/ Email: delegacion@d-bruselas.csic.es

Annex II. Text reference links

REFERENCE	LINK
CSIC Spanish National Research Council	https://www.csic.es/en
HRS4R strategy at CSIC	https://hrs4r.csic.es/en/
European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C)	https://cdn2.euraxess.org/sites/default/files/brochures/am509774cee_en_e4.pdf
MICINN Spanish Ministry of Science and Innovation	https://www.ciencia.gob.es/en/Organismos-y-Centros/Organismos-Publicos-de-Investigacion-OPI.html
CSIC Annual Report 2020	https://www.csic.es/en/csic/corporate-information/csics-annual-reports
CSIC in figures 2020	https://www.csic.es/en/csic/corporate-information/csic-figures
CSIC Articles of Association	https://www.boe.es/buscar/act.php?id=BOE-A-2008-591
CSIC Strategic Plan	https://www.csic.es/en/csic/corporate-information/action-plans
CSIC2025 Strategy	https://www.csic.es/sites/www.csic.es/files/plan_plurianual_2022_2025.pdf
Delegation of powers	https://www.boe.es/boe/dias/2021/01/28/pdfs/BOE-A-2021-1260.pdf
Severo Ochoa Centres of Excellence and María de Maeztu Units of Excellence	https://www.csic.es/en/investigation/institutes-centres-units
CSIC Institutional Delegations	https://www.csic.es/es/el-csic/organizacion/delegaciones-y-representantes
National Institutes and Centres	https://www.csic.es/en/investigation/institutes-centres-units https://intranet.csic.es/catalogo-de-centros
Regulations for research institutes and other CSIC structures	https://www.csic.es/sites/www.csic.es/files/norma_de_institutos_csic_resolucion_cr_29-11-2021.pdf
Spanish Institute of Oceanography (IEO-CSIC)	http://www.ieo.es/en/home
Spanish Geological Survey Institute (IGME-CSIC)	https://www.igme.es/
National Institute for Agricultural and Food Research and Technology (INIA-CSIC)	https://www.inia.es/en-en/Pages/Home.aspx
CSIC Core Areas	https://www.csic.es/en/research/areas-y-produccion-cientifica
CSIC White Papers Challenges 2030	https://www.csic.es/en/research/csic-hubs-and-white-books-challenges-2030/white-books-challenges-2030 http://libros.csic.es/index.php?cPath=164&language=en&PHPSESSID=b6c1566cb49983518fa63d286d120e0a
Interdisciplinary Thematic Platforms (PTI)	https://www.csic.es/en/research/interdisciplinary-thematic-platform
CSIC Scientific Networks (CSIC HUB)	https://www.csic.es/en/research/csic-hubs-and-white-books-challenges-2030/csic-hubs
Map of Unique Scientific and Technical Infrastructures (ICTS)	https://www.ciencia.gob.es/Organismos-y-Centros/Infraestructuras-Cientificas-y-Tecnicas-Singulares-ICTS.html
Unique Scientific and Technical Infrastructures (ICTS) managed by CSIC	https://www.csic.es/en/research/research-support-infraestructures/unique-scientific-and-technical-infrastructures
Calar Alto	http://www.caha.es/
Polar Bases and Oceanographic Vessels	https://www.csic.es/en/research/research-support-infraestructures/unique-scientific-and-technical-infrastructures

Annex II. Text reference links

REFERENCE	LINK
Fleet managed by IEO-CSIC	http://www.ieo.es/en/flota
Bluefin Tuna Farming Infrastructure (BFCI)	http://www.ieo.es/en/plantas-de-cultivo
Doñana Biological Station	http://icts.ebd.csic.es/home
Microelectronics Clean Room	https://www.imb-cnm.csic.es/en
NANBIOSIS	https://www.nanbiosis.es/
National Accelerator Centre	http://cna.us.es/index.php/en/
Nuclear Magnetic Resonance Laboratory Manuel Rico	https://lmr.csic.es/en/
High Biological Safety Laboratory of the Animal Health Research Centre (INIA-CSIC)	https://www.inia.es/nosotros/centrosdepartamentos/Centros/CISA/Pages/Home.aspx
European infrastructures in which the CSIC participates included in the ESFRI road map	https://www.csic.es/en/international/european-strategy-forum-research-infraestructures-esfri
CSIC Strategic Plan for Large Research Infrastructures	https://digital.csic.es/handle/10261/205657
National Museum of Natural Sciences	https://www.mncn.csic.es/en
Royal Botanical Garden	https://rjb.csic.es/
Geological & Mining Museum	https://www.igme.es/museo/
Casa del Chapiz - School of Arabic Studies	https://www.eea.csic.es/home/inicio/?lang=en
Milà i Fontanals Institution	https://www.imf.csic.es/
Galicia Biological Mission	http://www.mbg.csic.es/
La Hoya Experimental Farm	http://www.eeza.csic.es/en/feh.aspx
Madrid Students' Residence	http://www.residencia.csic.es/
Barcelona Residence for Researchers	https://www.residencia-investigadors.es/en/
Seville Residence for Researchers and Library	https://www.rebis.csic.es/residencia/
CSIC Core Areas	https://www.csic.es/en/research/areas-y-produccion-cientifica
Project management handbook	https://www.csic.es/sites/www.csic.es/files/manual_proyectos_cientificos.pdf
CSIC General Instructions on Economic Management	https://www.csic.es/sites/www.csic.es/files/sgaae_instruccion-general-de-gestion-economica-del-csic.pdf
Royal Decree 55/2002 of 18 January 2002 on the exploitation and transfer of inventions made within public research organisations	https://www.boe.es/buscar/doc.php?id=BOE-A-2002-1754
Governing Board Agreement, July 2002: Rule on exploitation and transfer of inventions made in public research organisations	https://delegacion.madrid.csic.es/wp-content/uploads/2021/03/VATC_Norma-sobre-explotacion-y-cesion-de-invenciones-realizadas-en-los-organismos-publicos-de-investigacion-RD55-2002.pdf
CSIC Code of Good Scientific Practice	https://www.csic.es/sites/www.csic.es/files/cbpc_csic2021.pdf
CSIC Conflict of Interest Handbook	https://www.csic.es/sites/www.csic.es/files/manualdeconflictosdeinteresesdelcsicversionespanol_ingles.pdf
CSIC Libraries and Archives Network	http://bibliotecas.csic.es/en

REFERENCE	LINK
CSIC Digital Institutional Repository	http://digital.csic.es/?locale=en
CSIC Open Access Mandate	http://hdl.handle.net/10261/179077
Outreach activities and promotion of scientific vocations	https://www.csic.es/en/science-and-society
CSIC Communications Department	https://intranet.csic.es/comunicacion
Communications Manual	https://documenta.csic.es/alfresco/download/d/workspace/SpacesStore/86475907-b8e6-4802-b2f8-b6fc53ee1232/MANUAL%2520DE%2520COMUNICACION%2520CSIC.pdf
Popular science collection: *¿Que sabemos de? (What do we know about?)*	https://www.csic.es/en/science-and-society/scientific-outreach-books/what-do-we-know-about-collection
Outreach collection: *Divulgación*	https://www.csic.es/en/science-and-society/scientific-outreach-books/outreach-collection
CSIC Blog *Ciencia para llevar*	https://blogs.20minutos.es/ciencia-para-llevar-csic/
Outreach and communication network	https://sitios.csic.es/group/red-de-divulgacion-y-comunicacion-del-csic
Outreach project *Ciudad Ciencia (Science City)*	https://www.ciudadciencia.es/
Outreach project *Ciencia en el barrio (Street science)*	https://www.csic.es/es/ciencia-y-sociedad/iniciativas-de-divulgacion/proyectos-de-divulgacion/ciencia-en-el-barrio
Science and Technology Week	https://www.semanadelaciencia.csic.es/
CSIC events calendar	https://www.csic.es/en/events-calendar
CSIC Twitter feed (Outreach)	https://twitter.com/CSICdivulga/
CSIC Facebook (Outreach)	https://www.facebook.com/CSICdivulga
CSIC YouTube (Outreach)	https://www.youtube.com/channel/UCAfHiQs1OAzOkkRjU2vhAYQ
Current CSIC news	https://www.csic.es/en/latest-news
Institutional Twitter	https://twitter.com/CSIC/
Corporate Facebook	https://www.facebook.com/CSIC/
Institutional Instagram	https://www.instagram.com/csic/
Institutional YouTube	https://www.youtube.com/user/CSICDptoComunicacion
Law 14/2011, of 1st June, on Science, Technology and Innovation	https://www.boe.es/buscar/act.php?id=BOE-A-2011-9617
Law on the Statute of Workers Royal Legislative Decree 2/2015	https://www.boe.es/buscar/act.php?id=BOE-A-2015-11430
Personnel Management Manual	https://www.csic.es/sites/www.csic.es/files/sgarh_manual-de-gestion-de-personal-csic.pdf
Job opportunities	https://sede.csic.gob.es/servicios/formacion-y-empleo/bolsa-de-trabajo
Stages of a research career in Spain (FECYT)	https://www.fecyt.es/es/publicacion/researcher-career-path-spain-glance-5th-edition
CSIC Training Plan	https://intranet.csic.es/group/i2-intranet-corporativa/formacion

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REFERENCE	LINK
CSIC Postgraduate and Specialisation Department *(DPE)*	https://www.csic.es/en/training-and-employment/training-research-personnel
Training activities run by CSIC Postgraduate and Specialisation Department *(DPE)*	https://www.csic.es/en/training-and-employment/training-research-personnel/doctorate/training-doctoral-researchers
CSIC Women and Science Committee	https://www.csic.es/en/csic/gender-equality-science/women-and-science
CSIC Equality Plan	https://www.csic.es/en/csic/gender-equality-science/equality-csic
CSIC protocol for the prevention of and intervention against sexual harassment and harassment on the grounds of sex	https://www.csic.es/en/csic/gender-equality-science/equality-csic https://intranet.csic.es/igualdad
Social Action	https://intranet.csic.es/accion-social
Occupational Risk Prevention	https://intranet.csic.es/prevencion-riesgos-laborales
CSIC Moodle training platform	https://formacion.corp.csic.es/
Protocol for action in the event of an accident at work	https://intranet.csic.es/procedimientos_prl
Action protocol for dealing with harassment in the workplace	https://intranet.csic.es/procedimientos_prl
Institutional culture Manual	https://intranet.csic.es/identidad-institucional
Intranet	https://intranet.csic.es
Intranet – personal information	https://infoper.app.csic.es/informacionPersonal/
Intranet – institutional information	https://intranet.csic.es/institucional

REFERENCE	LINK
Intranet – administrative management	https://intranet.csic.es/gestion
Intranet – scientific management	https://intranet.csic.es/a-cientifica
Intranet – Catalogue of Scientific and Technical Services	https://apps3.csic.es/grupos/pages/catalogoPrestaciones/catalogoPrestaciones.html
Intranet – ICT Requests	https://apps.csic.es/Peticiones/secure/nuevoProceso
Intranet – Information Security Policy, Organisation and Standards	https://intranet.csic.es/documentos2/-/contenido/4683afbc-f747-4319-971c-1ec2f5b0a245
Intranet – Conference call service (CONECTA)	https://conectaha.csic.es
Intranet – Indico	https://eventos.corp.csic.es/
Intranet – conCIENCIA	https://apps3.csic.es/contcien/
Intranet – Productivity Appraisal by Goal Attainment *(PCO)*	https://apps3.csic.es/pco2/pages/inicio.html
Intranet – Groups and services	https://apps3.csic.es/grupos/pages/inicio.html
Intranet – Webmail	https://webmail.csic.es
Intranet – Shared storage system (SACO)	https://saco.csic.es
Intranet – Secure Instant Messaging	https://comunicate.csic.es
Intranet – Surveys	https://encuestas.csic.es
Intranet – Subscription to mailing lists	https://apps2.csic.es/listas/mail/edicion.html
Complaints and suggestions	https://sede.csic.gob.es/quejas-y-sugerencias
CSIC Transparency Portal	https://www.csic.es/en/csic/transparency

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