

Welcome Guide CITIC



Welcome Guide CITIC



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WELCOME TO CITIC



Manuel F. González Penedo
CITIC Director

As CITIC Director, it is my pleasure to welcome you to our centre and thank you for choosing to join our team. This guide is designed to familiarise you with the organisation and everything you need to know about working here.

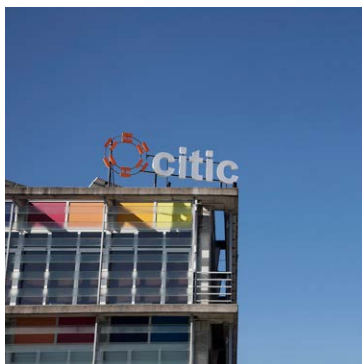
I hope your experience at CITIC meets your professional and personal expectations, just as your knowledge and skills will help us to improve and consolidate CITIC's position as a leading ICT research centre.

Finally, I would like to take this opportunity to invite you to take part in the different events and activities CITIC organises throughout the year. We'll keep you posted about everything that's going and look forward to seeing you there.

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What is CITIC?



The Centre for Information and Communications Technology Research (CITIC) was created in 2008 by the University of A Coruña for the promotion of R&D&I in ICT.

CITIC is home to over 200 researchers, and acts as both a hub for cutting-edge research and a bridge between the university and the business community. The facility is based in two intelligent buildings covering over 3200m².

In 2016, CITIC was officially designated as one of eight Outstanding Research Centres of Galicia by the Regional Government of Galicia. This recognition was renewed in 2019 under the new designation of Research Centre of Galicia.

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Research at CITIC is divided into five main areas of research:

- 1. Artificial Intelligence**
- 2. Data Science and Engineering**
- 3. High Performance Computing**
- 4. Intelligent Networks and Services**
- 5. Cybersecurity**

Its main objectives are:

- To promote progress and excellence in R&D&I in ICT.
- To consolidate the excellent research knowledge and outcomes generated in the centre's areas of specialisation.
- To promote technology transfer with social and commercial partners.
- To increase the international scope of the centre's research activities.
- To stimulate the employment capacity of the ICT sector.
- To make research more accessible to the public by organising dissemination events and initiatives to promote interest in scientific careers.

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Regulation of CITIC activities

Activities at CITIC are subject to the following rules and regulations:

- [CITIC Regulation](#)
- [Affiliation Regulation](#)

Boards

Board of Directors

The Board of Directors is the executive committee of CITIC. It is responsible for deliberating and agreeing on the centre's activities in areas such as science policy, strategy, research, knowledge transfer and infrastructure.

External Advisory Board

The External Advisory Board is an external group of international experts in CITIC's primary areas of research and expertise. Appointed by the Board of Directors in consultation with the Scientific Board, its role is to provide the centre with guidance and advice in relation to research programmes, scientific policy and medium-term progress.

Scientific Board

The Scientific Board is an advisory committee of established researchers with an excellent record of research achievements, appointed by the Board of Directors to provide advice and guidance on research matters and to ensure the scientific quality of the centre's research output.

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Organisation

DIRECTION



Manuel F. González Penedo
Director



Javier Pereira Loureiro
Deputy Director



J. Carlos Dafonte Vázquez
Systems Coordinator

MANAGEMENT UNITS

- **Quality and Research:** Beatriz Botana Barreiro
- **R&D&I Strategy and Management:** Roberto Lamas Pérez
- **Technology Transfer and Innovation:** Manuel Bustabad Alonso
- **European Projects:** Ana Almécija Pereda
- **Communication and Dissemination:** María Jesús Vidal Insua
- **Financial Management and Administration (UDC):** Verónica Rodríguez García
- **Financial Management and Administration (Sociedade Xestora do CITIC and Fundación CITIC de Galicia):**
Antonio Rojo Álvarez
- **Systems:** Alejandro Mosteiro Vázquez

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GENERAL INFORMATION



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Getting here



By plane

A Coruña Airport is located less than 10km from CITIC. Transfer into the city centre is by taxi or bus. Bus services are operated by Alsa.

To reach CITIC by bus, get off the airport bus at the footbridge on Av. Alcalde Alfonso Molina (Matogrande). Walk across the footbridge to the bus stop on the other side and take city bus number 24 or UDC (special university service) back to CITIC.



By train

A Coruña train station is located 3km from CITIC. Taxis leave from outside the station, or you can use the city bus service, which stops nearby on Av. Alcalde Alfonso Molina (400m, next to the Repsol petrol station).



By bus

CITIC is served by two city bus routes: 24 and UDC (special university service). The UDC route stops at Estrada Campus de Elviña and the Elviña Campus roundabout, while the number 24 stops at Antonio Insua Rivas, 54. For more information about timetables and bus stops, see the Tranvías de A Coruña website: www.tranviascoruna.com



By car

Continue on the AP-9 motorway until Av. Alcalde Alfonso Molina/AC-11. Turn right off Av. Alcalde Alfonso Molina onto Rúa Montes. Turn left off Rúa Montes onto Av. de la Universidad. Stay on Av. de la Universidad (straight through roundabout), before turning right onto Rúa Antonio Insua Rivas. CITIC is located 300m on the right.

[See location on map](#)

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Useful numbers



Director:

881 01**5 529**

Deputy Director:

881 01**5 515**

Research and Quality:

881 01**5 533**

R&D Strategy and Management:

881 01**5 503**

Technology Transfer and Innovation:

881 01**5 534**

European Projects:

881 01**5 507**

Communication and Dissemination:

881 01**5 524**

Systems:

881 01**5 530**

Financial Management and Administration
(SXCITIC and CITIC Foundation):

881 01**5 514**

Financial Management and Administration
(UDC):

881 01**5 506**

Caretaker:

881 01**5 501**

For calls from a landline within CITIC, dial only the last four digits (highlighted in bold). All UDC extensions may be dialled directly from landlines within the centre.

For external calls, dial '0' followed by the telephone number you wish to call.

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Opening hours and access



- Building hours: **Monday to Friday: 08:00-20:00**
- Office hours: **Monday to Friday: 09:00-15:00**
(summer opening hours: 09:00-14:00)

BUILDING HOURS

JAN	FEB	MAR	APR	MAY
09:00-15:00				

JUN	JUL	AUG	SEP
09:00-14:00			

OCT	NOV	DIC
09:00-15:00		

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UNIVERSIDADE DA CORUÑA

NEW ARRIVALS



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The following procedures should be followed in order to help new arrivals at the centre to find their feet and settle in:

Access card

New members will be provided with a personal facility access card by the CITIC Systems Manager.

Workspace

New members will be taken to their assigned workspace by the principal investigator or person in charge.

Computer access

Access to the CITIC/UDC computer network and a CITIC email account (if required) will be arranged by the CITIC Systems Manager.

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FACILITIES



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CITIC Building 1

GROUND FLOOR

MEETING ROOMS (BIT AND PEQUEÑA)

The following meeting rooms are available for use by all CITIC researchers (prior booking required):

- Bit Room (fits 12 people)
- Pequeña Room (fits 8 people)

Meeting room reservations should be made via the la [CITIC Intranet](#)

NETWORK ROOM

Researcher workspace

SHOWROOM

The Showroom is a dedicated space for the demonstration and dissemination of the centre's research and innovation activities. The room is divided into three areas:

- Meeting and videoconference area
- Physical demonstration area
- Virtual environment and augmented reality space

CANTEEN

The canteen contains vending machines with snacks, cold drinks, tea and coffee, and a dining area for 20 people, which includes a fridge and a microwave.

For reasons of hygiene, perishable food items should not be left in the fridge past their use-by date. Please bear in mind that fridge space is limited and must be shared with other users. Users are responsible for keeping the dining area clean and tidy.



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CITIC Building 1

FIRST FLOOR

CORE ROOM AND PIXEL ROOM

Workspaces for CITIC unit management staff.

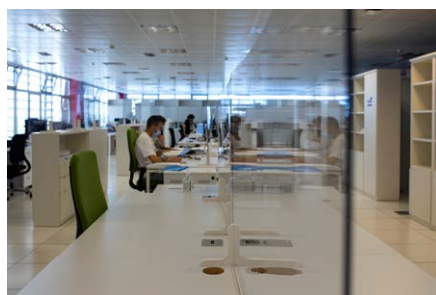
CLOUD ROOM

Dedicated space for events, lectures and training days. The room is 134m² in size and fits 100 people.

CONNECT ROOM

Meeting room for CITIC management and unit heads.

MANAGEMENT OFFICES

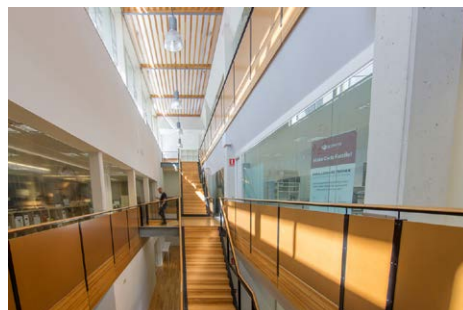


PLANTA 2

CLUSTER ROOM

Researcher workspace

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CITIC Building 2

BUSINESS AREA

Building 2 comprises ten office spaces for use by the ICT companies with whom CITIC works from time to time on joint projects and initiatives.

DATA PROCESSING CENTRE (DPC)

The DPC is equipped with state-of-the-art heterogeneous hardware and software for testing, piloting, demonstrating and pre-commercial deployment.

COVID-19 protocol

- [CITIC COVID-19 Protocol](#)
- [Annex: Room ventilation](#)
- [CITIC COVID-19 Protocol \(Building 2\)](#)
- [Annex: Room ventilation \(Building 2\)](#)
- [UDC COVID-19: Mechanical ventilation systems](#)

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OBLIGATIONS OF CITIC MEMBERS



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Affiliation

The use of standardised name is essential to ensure the reliability of bibliometric indicators for the assessment of research productivity and performance at the centre.

All research staff affiliated with CITIC are required to include their institutional affiliation in their standardised signature as follows:

- Name (required)
- ORCID (recommended)
- University of A Coruña, CITIC (others: department, faculty, research group, etc.) Campus de Elviña, 15071 A Coruña, Spain.

R&D&I projects and contracts

Applications for R&D&I funding from the Regional Government of Galicia, Spanish State Plan for R&D&I or European Union programmes should name CITIC UDC as the host institution for the project.

R&D&I contracts concluded by CITIC research staff under Art. 83 of the Spanish Universities Act will be subject to CITIC standards and regulations and managed by the centre through its financial management and administration offices (CITIC Management Company and CITIC Foundation), except in justified cases.

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Publicity

Active strategic funding should be acknowledged in accordance with the guidelines stipulated for each grant, details of which will be provided by the centre. Email signatures and public presentations should include the CITIC logo, which may be downloaded from the following link: <https://www.citic-research.org/estaticas/imagen-grafica.htm>.

All CITIC members have access to standard form templates for reports, presentations, certificates, etc. that meet funding publicity requirements. Alternative templates to those provided by the centre should include at least the CITIC logo and acknowledgement of any funding sources.

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FEDER Publicity

All publications must comply with the publicity requirements for ERDF funding received through the Regional Government of Galicia. ERDF funding should be clearly acknowledged on all publications, papers, etc. resulting from the funded activity using the following text:

“O CITIC como Centro de Investigación do Sistema Universitario de Galicia é financiado pola Consellería de Cultura, Educación e Universidade da Xunta de Galicia a través do Fondo Europeo de Desenvolvemento Rexional (FEDER) cun 80%, Programa Operativo FEDER Galicia 2014-2020 e o 20% restante da Secretaría Xeral de Universidades (Ref. ED431G 2019/01)”.

“CITIC, as Research Center accredited by Galician University System, is funded by “Consellería de Cultura, Educación e Universidade from Xunta de Galicia”, supported in an 80% through ERDF, ERDF Operational Programme Galicia 2014-2020, and the remaining 20% by “Secretaría Xeral de Universidades” (Grant ED431G 2019/01).

All invoices issued for activities related to this programme should include the following text:

‘CITIC Research Centre of Galicia, ED431G 2019/01. Co-funded by ERDF (80%) and the Galician Secretariat-General for Universities (20%).’



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UNIVERSIDADE DA CORUÑA

MANAGEMENT UNITS

$$\beta_0, \beta_1 \in \mathbb{C}$$

$$\textcircled{\ast} |\varphi_1\rangle = \alpha_0 \alpha_1 |00\rangle + \alpha_0 \beta_1 |01\rangle + \beta_0 \alpha_1 |10\rangle + \beta_0 \beta_1 |11\rangle$$

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Research Unit

CONTACT PERSON:

**Beatriz Botana Barreiro**

Head of Research and Quality. First Floor.
Core Room.

Tel.: 881 015 533

Email: beatriz.botana@citic-research.com

**Roberto Lamas Pérez**

Head of R&D&I Strategy and
Management. First Floor. Core Room.

Tel.: 881 015 503

Email: roberto.lamas@citic-research.org

The CITIC Research Unit supports researchers in the following ways:

- Establishment and maintenance of collaborations between researchers from CITIC and other research centres.
- Selection of R&D&I funding programmes related to CITIC's research strategy and its key research areas.
- Advice on planning and writing of R&D&I funding applications
- Administrative support for strategic projects.

- Collection and analysis of R&D&I indicators.
- Monitoring and maintenance of the CITIC Quality and R&D&I Management System in accordance with UNE 166002 and ISO 9001.
- Administrative collaboration with the Galician Department of Education.

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Technology Transfer and Innovation Unit

CONTACT PERSON:



Manuel Bustabad Alonso

Head of Technology Transfer and Innovation. First Floor.

Core Room. Tel.: 881 015 534 - 646 543 917

Email: manuel.bustabad@citic-research.org

The Technology Transfer Unit represents and advises researchers in the following areas:

- Identification of opportunities for collaboration and implementation of R&D&I projects in partnership with the business sector.
- Monitoring and support throughout the lifetime of business partnerships in relation to technology transfer, innovation projects, events, workshops, etc.
- Advice and support in relation to the signing and implementation of NDAs, collaboration

agreements, framework agreements and contracts concluded in accordance with Art. 83 of the Spanish Universities Act.

- Selection of proposals for public funding in collaboration with companies related to the centre's main areas of research.

Monitoring and support during the processes of technology transfer and commercialisation.

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European Projects Unit

CONTACT PERSON:



Ana Almécija

Head of European Projects. First Floor. Core Room.

Tel.: 881 015 507

Email: ana.almecija@citic-research.org

The aim of the European Projects Unit is to attract funding from European Union programmes for competitive R&D&I projects by representing CITIC at a range of European events and promoting the centre's participation in programmes such as Horizonte 2020, Horizon Europe, ERC, INTERREG and LIFE.

The support activities of the unit are focused on three main areas:

- Information regarding European funding news and updates.
- Support at all stages of the funding application process.
- Organisation of training activities in relation to funding calls and applications.

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Communication and Dissemination Unit

CONTACT PERSON:



María Jesús Vidal

Head of Communication and Dissemination. First Floor. Core Room.

Sala Core. Tel. 881 015 524

Email: mariajesus.vidal@citic-research.org

The Communication and Dissemination Unit is responsible for disseminating the results of research carried out at the centre and other matters of interest through the following channels:

·[CITIC website](#)

·Monthly newsletter

·Corporate social media ([Twitter](#), [Facebook](#), [Linkedin](#), [Youtube](#))

·Press releases for general and specialist press, radio and television media.

Event management

The Communication and Dissemination Unit is also responsible for the organisation and publicising of research conferences and dissemination events

at the centre (design and layout of posters and programmes, promotion of events through the media and CITIC social media, etc.)

Logo and corporate communication material

The CITIC Corporate Identity Manual is available in the [documents section](#) of the CITIC website.

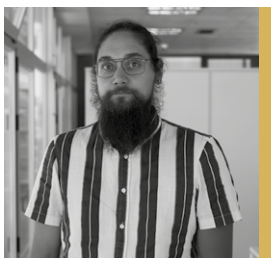
The requirements set out in the manual must be adhered to on all corporate communication material (e.g. leaflets, books, posters, presentations, etc.)

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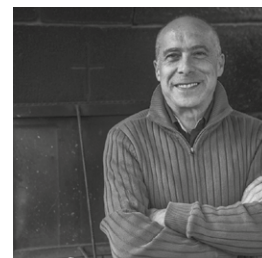
Systems Unit

CONTACT PERSON:



Alejandro Mosteiro

Head of Systems. First Floor.
Core Room. Tel. 881 015 530
Email: alejandro.mosteiro@citic-research.org



J. Carlos Dafonte Vázquez

Systems Unit Coordinator
Email: carlos.dafonte@udc.es

The arrival of new staff members should be notified to the Systems Unit by their head of department or supervisor so that they can be provided with an email account and access to the following services:

Distribution lists

New members will be included on the following distribution lists for news, notifications and other information of interest:

citic.permanentes-request@listas.udc.es

citic.nopermanentes-request@listas.uc.es

citic.formación@listas.udc.es

citic.tecnologos@listas.udc.es

Wiki

The CITIC wiki provides information regarding the different services offered and managed by the Systems Unit. The wiki is updated on an ongoing basis so users are advised to log in regularly to

check for any changes or improvements. These services include (as of the time of publication):

- Development programmes (Google Developer, Apple Developer)
- VMware Academy
- 3D printing
- All virtual machines have automatic daily backups hosted on the UDC backup system.

GitLab

The GitLab is a repository for code created by CITIC projects. Access to GitLab is available at: gitlab.citic.udc.es

Document management

Alfresco is a content management system that allows researchers to save and share useful documents (actions, committees, regulations, etc.) Access to Alfresco is available at: alfresco.citic.udc.es

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Assignment of computers

All CITIC members are assigned a workspace upon arrival. Workspaces include a wired connection to the data network of the researcher's department or research group. Wifi access is also available through the Eduroam network.

Access card

Researchers with offices on the second floor will be given an access card. Outside of building hours, access must be requested and approved by the CITIC Director.

Printer and meeting rooms

A communal printer is located on the second floor. Set-up instructions can be found in the printer room, and assistance is available if needed. Toner is also communal, but users must provide their own paper.

Researcher facilities also include two meeting rooms. Booking requests should be sent to the Systems Unit using the room reservation application (see intranet.citic.udc.es).

Use of Data Processing Centre

The CITIC Data Processing Centre (DPC) is equipped with hardware and software for testing, piloting, demonstrating and pre-commercial deployment. Users interested in installing equipment in the DPC should contact the Head of the Systems Unit. The conditions of use for this 'housing' service can be found on the CITIC wiki.

Technical problems and requests

All technical problems and requests should be notified by email to: sistemas@citic-research.org

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Financial Management and Administration Unit

CONTACT PERSON:



Verónica Rodríguez

Head of Financial Management and Administration (UDC). First Floor. Core Room. Tel.: 881 015 506

Email: veronica.rodriguez@citic-research.org

Administration

The UDC Financial Management and Administration Unit is responsible for processing all expenses related to CITIC-managed UDC public projects, and for coordinating the recruitment of project staff.

The unit's research services include:

- Processing of expenses related to purchases and services.
- Inventory management (entry and withdrawal of inventoried goods).
- Management of additions and changes to the UDC third-party database.
- Advice regarding travel expenses, allowances and mileage costs, and processing of payments.
- Co-administration with UDC of employment contracts for research staff (conclusion, modification, extension and termination of contracts).

Human resources

Sick leave due to illness or work-related accident

is regulated by internal UDC regulations.

In the case of certified absence due to illness, employees should notify their direct superior and email a copy of the doctor's certificate to contratos@udc.es and nominas@udc.es as soon as possible. The original doctor's certificate should be forwarded without delay to: Servizo de Retribucións, Seguridade Social e Acción Social – Reitoría – R/ Maestranza, 9, 15001, A Coruña.

In the event of a work-related accident, employees should notify their direct superior, complete the medical assistance request form (available from the CITIC Administration office or online at the following link: [medical assistance request](#)), and seek medical attention at one of the following facilities:

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A CORUÑA:

·Mutua FREMAP: C/ Caballeros, 27-29 (corner Ronda de Outeiro) – Tel. 981 152 000.

·Monday-Friday: 08:00-20:00 / Saturday: 09:00-13:00.

·For emergencies at other times: Sanatorio Quirúrgico Modelo - C/ Virrey Osorio s/n, 15011, A Coruña – Tel. 981 147 300.

FERROL:

·Mutua FREMAP: Avenida de Esteiro, 58, bajo – Tel. 981 369 121.

·Monday-Friday: 08:00-20:00 / Saturday: 09:00-13:00.

·For emergencies at other times: Hospital Xeral Juan Cardona - C/ Pardo Bazán s/n, 15406, Ferrol (Caranza) – Tel. 981 312 500.

For more information, see:

https://www.udc.es/gl/prl/de_interese/accidentes/

All matters pertaining to **holidays, leave, work timetables, closure days and bank holidays** are regulated by internal UDC regulations, or, in the case of project staff contracted under Chapter VI of the University Expenditure Budget, by the 'Agreement on the conditions of employment for project staff contracted under Chapter VI' ([download agreement](#)).

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Financial Management and Administration Unit (SXCITIC and CITIC Foundation)

CONTACT PERSON:



Antonio Rojo Álvarez

Head of Financial Management and Administration (SXCITIC/ CITIC Foundation). First Floor. Core Room. Tel.: 881 015 514

Email: antonio.rojo@citic-research.org

The SXCITIC/CITIC Foundation Financial Management and Administration Unit is responsible for processing all expenses related to CITIC-managed projects involving collaboration with other individuals and organisations in accordance with Art. 83 of the Spanish Universities Act, and for coordinating the recruitment of personnel for such projects.

The unit's research services include:

- Monitoring and management of project expenses:
 - Payment of invoices
 - Payment of travel and living expenses
 - Payment of course and conference fees
 - Reimbursement of expenses
- Administration of employment contracts for research staff (conclusion, modification, extension, termination of contracts and payroll payment).

*NOTE: Most financial, administrative and employment-related procedures are processed online using the AGE management application (<https://age.citic.udc.es/>)

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CARETAKERS AND SECURITY



03



PLANTA TERCERA

- > CPD II
- > AZOTEA

02



PLANTA SEGUNDA

- > SALA CLUSTER

01



PLANTA PRIMERA

- > SALA CORE
- > SALA CLOUD
- > SALA PIXEL
- > SALA CONNECT

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CONTACT PERSON:

Montserrat Reigosa Martínez. Security guard. Ground floor. Reception.

Tel.: 881 015 501. Email: seguridad.citic@gmail.com

Araceli Castro Vázquez. Security guard. Ground floor. Reception.

Tel.: 881 015 501. Email: seguridad.citic@gmail.com

Postal delivery service

Letters and parcels for internal and external delivery should be left at the security desk on the ground floor.

Post is collected on a daily basis.

Incoming post and parcels are also received at the security desk.

Breakages and technical problems

Any breakages or technical problems involving the facilities at the centre should be notified to a member of the security staff as soon as possible so that the incident can be reported to the UDC Planning, Architecture and Equipment Service (SAU).

Office waste collection and recycling

Recycling collection points are available for the following types of office waste:

- Batteries and toner: ground floor, next to the security desk.
- Paper: outside the building, next to the first floor entrance.

Removal of waste by the council collection service is arranged by security staff on an as-needed basis.

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CLEANING SERVICE



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CITIC does not have its own cleaning service but shares that of the rest of the University. The cleaning shift at the centre is Monday to Friday, 13:00-21:00. Cleaning emergencies may be reported directly to the cleaning staff on the floor affected. For cleaning incidents that occur outside of cleaning hours, access to the cleaning supplies room may be requested from security staff.



citic.udc.es

FACEBOOK TWITTER LINKEDIN YOUTUBE

