



WELCOME DOSSIER



TARRAGONA, AUGUST 2017

Contents

1. Welcome.....	3
2. Presentation.....	3
3. Basic information.....	4
4. Strategic axes.....	6
5. How we are organised.....	8
6. Job incorporation.....	9

CATALAN INSTITUTE OF CLASSICAL ARCHAEOLOGY		
Welcome Dossier		
24 August 2017	Version 2	Code: 002.6
(002.6-Welcome dossier.docx jpe)		

1. Welcome

Welcome to the Catalan Institute of Classical Archaeology (ICAC). We hope your work at the Institute will allow you to grow as a person and will contribute new knowledge to society.

We have prepared this *Welcome Dossier* to guide you as you join us at the ICAC. It contains general information about the centre and instructions, documents and tools that will help you as you begin your activity at the Institute. It also contains links to the ICAC's website that, in addition to being a magnificent display window for the institution, compiles all the information we generate.

This document also links to the *Tool Compendium*, which is the area on the institution's intranet where we keep the rules, procedures, protocols, document templates, etc. Access to the *Tool Compendium* is reserved for ICAC staff.

2. Presentation

The Catalan Institute of Classical Archaeology (ICAC) is a public centre for classical archaeology research established by the [Government of Catalonia](#) and the [Rovira i Virgili University](#), with the participation of the Inter-University Council of Catalonia. Its purpose is to research and disseminate classical civilisation and culture and offer advanced training to researchers.

The Institute undertakes its task based on collaboration and synergies with universities and research institutions in Catalonia working in the same field. Its aim is to be an international scientific benchmark in this area. As a research centre, it has established investigative lines and programmes and employs research staff for this purpose.

Its area of knowledge is classical archaeology in the widest possible sense, both geographically (the Mediterranean Arc and the area in which the classical cultures developed) and chronologically (encompassing the Greek and Roman civilisations and other peoples with direct links to them).

The study of classical archaeology has a long tradition in Catalonia. Moreover, it has made important progress in recent years, thanks to an increasing public awareness of the need to safeguard our archaeological heritage and the application of new legislation on cultural heritage that has made the scientific study of numerous archaeological sites both necessary and possible.

Another factor is that Catalonia is rich in archaeological remains from antiquity. This is due largely to the important roles played by the Greek colonisation and the political and cultural expansion of Rome to the west, as well as the cultural impact these had on the native populations. Logically, such archaeological wealth requires the development of suitable research tasks for their study, interpretation and cultural exploitation.

The ICAC is a consortium formed by the Government of Catalonia and the Rovira i Virgili University. Its statutes were published in the Official Gazette of the Government of Catalonia, Number 3.143 on 19 May 2000. The Institute is a public legal body of an

institutional nature and has its own legal status for the purposes of carrying out its objectives.

It has the status of a research centre in Catalonia, part of the [CERCA](#) network, and is governed by the legal regime established in Chapter IV, Heading II of the Fiscal and Financial Measures Act 7/2011 of 27 July, in the Eighth Additional Provision of this Act, as well as the rest of the specific regulations decreed by the Government of Catalonia in the area of research.

The Board of Directors is the Institute's supreme decision-making and administrative body ([Executive Committee](#)). We also have a [Scientific Assessment Board](#).

Since 2013 the Catalan Institute of Classical Archaeology (ICAC) is part of the [SUMA "R3 – Palaeoecology, Archaeology and Cultural Heritage"](#) Programme in which the Catalan Institute of Human Palaeoecology and Social Evolution (IPHES) and the Catalan Institute of Cultural Heritage Research (ICRPC) also participate. The SUMA Programme is an initiative promoted by the Government of Catalonia with the objective of integrating the CERCA centres in order to achieve integrated structures with a greater critical mass and increased scientific and economic competitiveness.

More information [here](#).

3. Basic information

3.1. Location

The headquarters of the Catalan Institute of Classical Archaeology is in the building formerly occupied by the Fòrum Market, which has been ceded by the Rovira i Virgili University and Tarragona City Council to the city's University Campus. In this premises of more of 1,000 m² the Institute has offices for research and administrative staff, a documentation centre and library, rooms for grant holders and seminars, a conference hall, stores, workshops and laboratories equipped for the efficient organisation of the research tasks.

Tarragona's archaeological heritage is of huge importance, as the city is built on the site of ancient Tarraco, the splendid capital of Hispania Citerior, and was designated a UNESCO World Heritage Site in the year 2000. It is, therefore, the ideal setting for the Institute to carry out its tasks. The monumental buildings preserved in situ; the numerous important archaeological finds held in its centenarian museum, the National Archaeological Museum of Tarragona, many of which also have great artistic value; and the potential offered by the archaeological sites yet to be explored, make the city an extraordinary archaeological research laboratory.

3.2. Addresses

3.2.1. Postal address: Plaça d'en Rovellat, s/n, 43003 Tarragona

3.2.2. Telephone: 977 24 91 33 Fax: 977 22 44 01

3.2.3. Website: <http://www.icac.cat/>

3.2.4. Email: info@icac.cat

3.3. ICAC Staff (2016 data)

3.3.1. Employed and associated staff

Staff Classification *	Women	Men	Number	Percentage
Researchers (R2, R3 and R4)	6	10	16	41.31%
Predoctoral researchers (R1)	3	3	6	15.68%
Scientific-technical services	3	3	6	14.83%
Management and research support	8	3	11	28.18%
Total	20	19	39	100.00%

* Includes senior management, employees, associated and other staff.

The number of persons is calculated in FTE (full-time equivalent).

3.3.2. Research staff

Type	Researcher classification	Women	Men	Number	Percentage
In-house*	Senior (R4)	2	7	9	14.52%
	Junior (R3)	2	1	3	4.84%
	Postdoctoral (R2)	2	2	4	6.45%
	Predoctoral (R1)	3	3	6	9.68%
	Subtotal	9	13	22	35.48%
Associated	Senior (R4)	3	3	6	9.68%
	Junior (R3)	5	5	10	16.13%
	Postdoctoral (R2)	6	6	12	19.35%
	Predoctoral (R1)	6	6	12	19.35%
	Subtotal	20	20	40	64.52%
Total		29	33	62	100.00%

* The number of persons is calculated in FTE (full-time equivalent).

More information [here](#).

3.4. The ICAC general budget

The ICAC has a general budget of some € 2 million, of which 66% is structural and is obtained through a programme contract. The rest comes from competitive channels, agreements and the provision of services. Staff costs account for 69% of the budget.

More information [here](#).

3.5. Research positioning

The ICAC's research can be positioned from different angles. One is the bibliometric results obtained in the [Recercat](#) repository in which it participates.

3.6. Institutional transparency

In compliance with the current regulations regarding institutional transparency, the ICAC has a space on the website that it updates periodically. You can follow it [here](#).

3.7. “HR Excellence in Research” (HRS4R) accreditation

The ICAC is awarded the “HR Excellence in Research” accreditation and logo for its personnel in accordance with the European Commission’s Human Resources Strategy for Researchers (HRS4R). More information [here](#).

3.8. Institutional presence

The Institute is present, participates or cooperates in diverse institutions and commissions. You can see them [here](#).

3.9. Opening hours and contact

To contact the ICAC and for its opening hours, see [here](#).

4. Strategic axes

4.1. Research

The ICAC’s main strategic axis is research.

The ICAC studies antiquity between the 8th century BC and the 8th century AD. Its [research lines](#) range from protohistory and ancient Greece to late antiquity and include archaeology of the ancient town, landscape archaeology, materials and trade in the ancient world, and artistic production.

The Institute also has transversal programmes related to auxiliary disciplines, such as archaeometry, epigraphy, environmental archaeology and information technologies.

Our researchers, in-house and associated, are divided among eight research teams.

Research team	Team objective	More information
Landscape archaeology (GIAP)	We study the interactions of society with the surroundings and the formation of cultural landscapes.	here
Settlement and territory in the Roman period	We analyse the organisation of the Roman town through the urban archaeology, rural settlement and the landscape.	here
Ancient Topography Seminar (SETOPANT)	We investigate the complexity of the town and architecture in the ancient world with historical cases such as Rome and Cusco.	here
Archaeometry and artistic productions (ArPA)	We study the exploitation, industry and trade in stone materials in antiquity in an interdisciplinary manner, from geology to the history of art.	here
Food, economy and trade in the ancient world (AECMA)	We focus on the study of production and trade in the Western Mediterranean by analysing pottery and in particular Hispanic amphoras.	here
Protohistoric archaeology	We study in depth the complex societies of protohistory in the Western Mediterranean through projects in the northern Iberian world, Mediterranean Gaul and North Africa.	here
Christian and late antiquity archaeology	We focus on the comprehensive study of the transformational processes of Roman society and the impact of the spread of Christianity.	here

Greco-Roman Eastern Mediterranean	We look at the organisation of the space and its symbology in the Eastern Mediterranean in the Greco-Roman period, above all in the Hellenic cultural sphere, Greece and post-pharaonic Egypt.	here
-----------------------------------	--	----------------------

The research support scientific-technical services are:

4.1.1. [Documentation Centre and Library.](#) We place at your disposal a collection of more than 100,000 items. They are divided into three major areas: bibliographic, archival and audiovisual. The collection includes the personal collections of two eminent archaeologists, Pere de Palol and Gustav A. Gamer.

4.1.2. [Graphic Documentation Unit.](#) We offer a graphic documentation service, understood as the representation and interpretation of archaeology applied to historical heritage. We also innovate in the methodological and instrumental fields.

4.1.3. [Archaeometric Studies Unit.](#) This unit undertakes diverse projects and studies by applying analytical techniques to inorganic archaeological materials (ornamental stone, construction materials and pottery) that may be of interest to you.

4.1.4. [Publications.](#) We publish information on both our own and outside research in the field of the classical archaeology through three scientific collections edited with the maximum rigour: *Documenta*, *Hic et Nunc* and *Trama*. The ICAC also co-publishes and collaborates on books published by other entities.

4.2. Training

The ICAC trains future professionals in its area thanks to a joint programme with the Autonomous University of Barcelona and the Rovira i Virgili University offering a [master's degree](#) and a [doctorate](#).

The Institute offers a grant programme for master's degree students and another of contracts for PhD candidates. It also participates in the national and international calls for PhD students and organises courses and activities for teachers and young people with a vocation for antiquity.

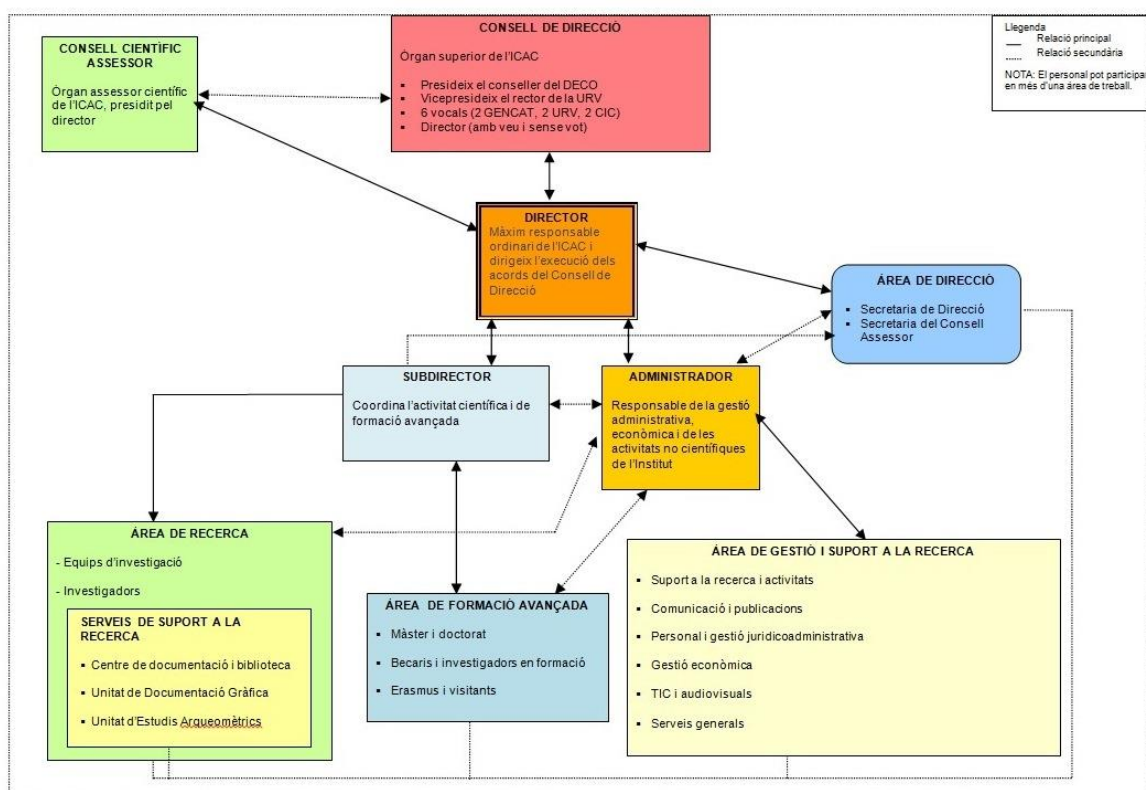
4.3. Dissemination

From the ICAC we share and disseminate knowledge in the scientific context through scientific meetings, international seminars, conferences and publications. We also contribute to the dissemination of information through our monthly newsletter, active participation in the communications media, exhibitions, etc. You can follow them [here](#).

In the area of knowledge transfer to society, we can highlight two projects for the recovery and awareness-raising of archaeological heritage: Mons Observans (Montmeló and Montornès del Vallès) and the Ilesso Archaeological Park (Guissona). Also worthy of mention is our regular participation in the Tarraco Viva Roman History Festival.

Your activity may be published as news on the website and in the monthly newsletter [Archeonea](#).

5. How we are organised



5.1. ICAC Bodies

The highest collegiate decision-taking and administrative body of the Institute, as established in the ICAC's Statutes, is the [Executive Committee](#), which has the cooperation of a [Scientific Assessment Board](#).

5.2. Individual bodies

The ICAC Statutes provide for three positions:

5.2.1. The director, who is the senior ordinary person in charge of the ICAC who supervises and executes the decisions of the Executive Committee.

5.2.2. The subdirector, who coordinates the scientific and advanced training activities.

5.2.3. The administrator, who is in charge of managing the Institute's administrative, economic and non-scientific activities.

5.3. Management Department

This department provides administrative and technical support for the management and the ICAC's Scientific Assessment Board.

5.4. Research Department

This department brings together the ICAC research teams and is supported by the institution's scientific-technical services. More information [here](#).

5.5. Advanced Training Department

This department manages the ICAC's participation in postgraduate academic training (master's degree and PhD), the ICAC initiation to research grant holders and visiting trainee researchers from other centres. More information [here](#).

5.6. Research Management and Support Department

This department is the ICAC's management and has the following six sections: research support and activities, communication and publications, personnel and legal-administrative management, economic management, ICT and audiovisuals, and general services.

5.7. [Staff](#)

ICAC staff can be classified as:

5.7.1. [Researchers](#). The ICAC has:

- a) Contracted researchers (new or predoctoral researcher [R1 in the standard European classification], postdoctoral researcher [R2, who can be in training or incorporated], junior researcher [R3] and senior researcher [R4]);
- b) associated researchers;
- c) collaborating and visiting researchers;
- d) trainee researchers and grant holders.

5.7.2. Scientific-technical services staff. Heading up these services you will find technical or administrative staff, as well as research staff when the unique nature of the service requires it, as in the case of the Archaeometric Studies Unit.

5.7.3. Management and research support staff. These staff members, who are trained as technicians and administrators, work in the Management Department, the Management and Research Support Department, and the Advanced Training Department.

6. Job incorporation

To facilitate your incorporation, below you will find a series of items that will help you take your first steps in the ICAC.

6.1. Tool Compendium

The ICAC's *Tool Compendium* is the compilation in a single digital space of the documentation regarding the regulations, procedures, protocols and other complementary documentation involved in the Institute's day-to-day running.

The *Tool Compendium* can be accessed from the intranet with a key code and a password that we will give you when you join us.

For more information, please contact the Personnel Department.

6.2. The ICAC ID card

As ICAC staff you will have an ID card with which you can clock in at the Institute, use the library and enjoy the advantages of being a member of the ICAC. Please don't lose it. [\(link\)](#)

For more information, please contact the Personnel Department.

6.3. Working hours

The ICAC is open from 8 am to 7 pm Monday to Thursday and from 8 am to 6 pm on Friday. You will have to fulfil your working hours in accordance with the established instructions that set the working hours in winter at 37.5 hours a week and in summer at 35 hours a week.

An Order of Service is published annually specifying the variations in schedules and the closure of the Institute for holidays or freely designated days. [\(link\)](#)

For more information, please contact the Personnel Department.

6.4. Presence and absence at the ICAC headquarters

The ICAC has a computer application that allows you to inform of your presence in the centre or your absence for work or other reasons, such as holidays, doctor's visits, etc. You must make careful use of the system because, as well as allowing you to comply with your duty to inform the Institute of your situation, it is a tool that allows us to determine workplace coverage in the event of personal accidents. [\(link\)](#)

For more information, please contact the Personnel Department.

6.5. Workplace health and safety

When you signed your contract, you were informed in writing of the workplace health and safety regulations. You must take them into account and take an interest in the courses and informative sessions we organise regarding them. [\(link\)](#)

For more information, please contact the Personnel Department.

6.6. Emergencies

There are regulations governing how to act in case of an emergency at the ICAC headquarters. You must be aware of them and comply with them in order not to place either yourself or your colleagues at risk. [\(link\)](#)

For more information, please contact the Personnel Department.

6.7. Email

The ICAC will give you an email address so that you can work from a webmail platform and the programming of your computer. You can link it with other email addresses. You must comply with the rules regarding email use established in the document *Rules for email use*. [\(link\)](#)

For more information, please contact the ICT and audiovisuals section.

6.8. Access codes and passwords

The ICAC will give you a series codes and passwords so that you can gain access to the headquarters building, your desktop computer, the internal computer network, photocopiers, presence control, intranet, etc.

For more information, please contact the ICT and audiovisuals section.

6.9. Workspace

The ICAC will provide you with a personal workspace (table, chair, a place to keep things, etc.) and you will also be able to use the communal areas such as the kitchen (with personalised lockers) and the library. The Institute will also provide you with access to areas for which prior permission is required, such as the conference rooms and archaeological material working area (in the basement).

For more information, please contact the General Services section.

6.10. Intranet

The ICAC has an [intranet](#) with different services: presence control, the Tool Compendium, email, the webmaster user profile, the File Transfer Protocol (FTP) for transferring files, etc.

For more information, please contact the ICT and audiovisuals section.

6.11. IT tools

The ICAC places at your disposal a computer connected to the internal computer network that will give you access to printers, the free access files ("the common"), departmental files (if they are available in your job) and a personal file for backup copies. You will also have free Wi-Fi at the ICAC headquarters.

For more information, please contact the ICT and audiovisuals section.

6.12. ORCID code and membership

All researchers at the ICAC have an ORCID identification code that identifies them to the international scientific community. If you do not have it, you will have to register. In all your publications and activities, you must state your affiliation to the Institute and any other applicable affiliation.

For more information, please contact the Research and Activities Support section.

6.13. Personal web space

The ICAC places at your disposal an area on the [website](#) that shows that you belong to the Institute. In the case of research staff, this space is used to inform of research work, publications and activities. The scientific information entered by the researcher in their web space will be transferred to the [Research Portal of Catalunya](#) and the scientific production to the [Recercat](#) repository.

For more information, please contact the Research and Activities Support section.

6.14. Evaluation and monitoring of contracts

The evaluation and monitoring of the contract you have signed with the ICAC is related to compliance with the objectives that are set periodically by the Institute in its Action Plan and other commitments it may assume. You should take care to fulfil your contractual commitment, as the Institute in turn will respond positively when it comes to rendering accounts.

For more information, please contact the person responsible or your contract coordinator.

6.15. Personal data protection

Your person and your activity are protected by the personal data protection regulations. You must comply with the *Code of Conduct* for ICAC employees and associated personnel ([link](#)) and meet the requirements in this respect.

For more information, please contact the Management Department.

6.16. Intellectual property and copyright

Your scientific production and the ICAC's rights over it are protected by the laws governing intellectual property, which also determine the copyright. You must take this into account in your activity, especially in agreements with other researchers or institutions.

For more information, please contact the Personnel Department.

6.17. Code of Ethics

The ICAC has a [Code of Ethics](#) that contains a series of values, principles and rules designed to inspire the conduct of the members of our institution. Consequently, you should endeavour to respect them and comply with them. There is an Ethics Committee charged with monitoring the ICAC's *Code of Ethics*. You may contact it any time you feel it is necessary.

6.18. Equality Plan

The ICAC has approved an [Equality Plan](#) with objectives that will be worked on in the coming years. The plan places special emphasis on avoiding situations of sexual harassment. To ensure compliance with it, an Equality Commission has been set up and you may contact it any time you feel it is necessary.