

# WELCOME MANUAL

Guide for **AGROTECNIO'S**  
**RESEARCHERS 2020-2021**





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# INTRODUCTION







**Ignacio Romagosa**  
Agrotecnio's director

## Welcome to **AGROTECNIO!**

As Agrotecnio's director, I would like to invite you to develop your scientific career with us. Agrotecnio is a research center of excellence. We are based in the Catalan city of Lleida, in one of the largest Spanish university campuses. In our center we offer you all the state-of-the-art material, staff, structure, training and activities that you may need to grow professionally.

In order to prepare your arrival trip, as well as get to know our organization, we have prepared this Welcome Manual with information that we hope you will find interesting. Do not hesitate to contact us with any questions you may have.

I hope that your stay with us will be as fruitful as possible and I wish you all the best in this new journey.



# About US

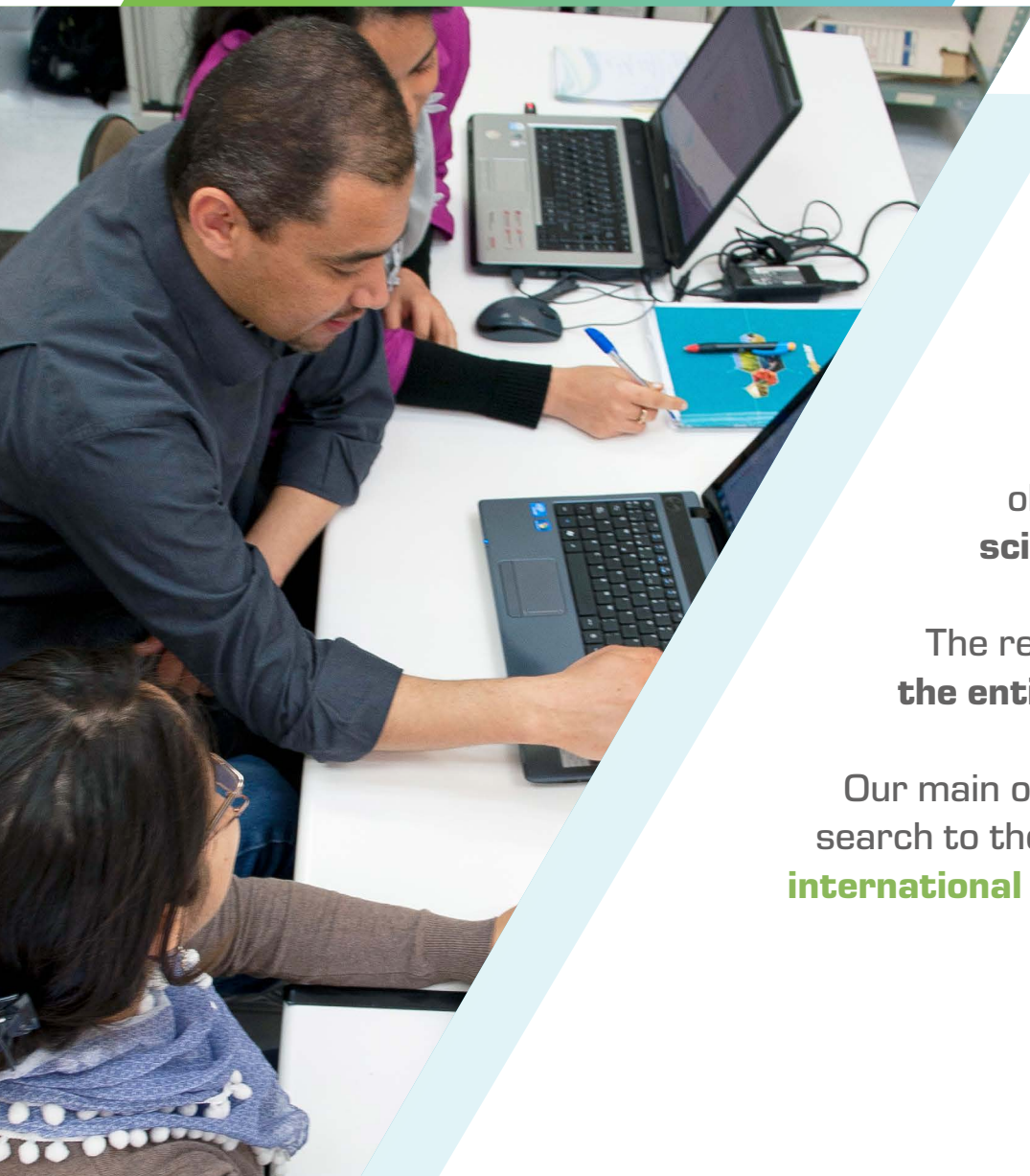
Agrotecnio is an **international research center of excellence** attached to the University of Lleida (UdL) that develops frontier research intended in the agri-food sector to have a major scientific and economic impact.

As a **CERCA center** (Research Centers of Catalonia), at Agrotecnio we develop research projects to improve the wellbeing of societies and individuals. We are located in the **Campus of the Agrifood, Forestry and Veterinary** (ETSEA) of Lleida.

**FIND US  
IN THE 5-B  
BUILDING!**







## Our MISSION

Agrotecnio's mission is to carry out top-level fundamental and strategic scientific research focused on translational objectives in three main areas: **crop and environmental sciences, animal sciences and food sciences.**

The research projects carried out by our groups **integrate the entire food chain.**

Our main objective is to disseminate the outputs of our research to the society and the private industrial sector in an **international level.**



The **University of Lleida** combines a long and fruitful university tradition with a young and dynamic structure. Its origins date back to 1300, being the oldest University in the crown of Aragon. Its educational offer includes 46 Degrees, 34 Masters and 13 Doctorate programs. The UdL stands out above all for its **extensive activity in the agri-food sector**.



The UdL has five campuses scattered within the city (Rectorate, Capped, Health Sciences and the ETSEA Campus) and in other cities (Igualada). The International Relations unit of the UdL promotes the reception and integration of students and staff coming, **including Agrotecnio researchers**.



# LLEIDA CITY

Lleida is a catalan university city with more than 139.000 inhabitants crossed by the Segre river. The city is located near the Pyrenees, has cultural attractions such as the Seu Vella and is connected by **16 bus lines**.

## How to get to LLEIDA

You can reach Lleida by car or train. By car, the city is connected to Madrid and Barcelona by the **A2 highway**. By train, the city has the **Lleida-Pirineus railway station (Renfe)**.



## Accommodation

Accommodation in Lleida is affordable and accessible. Many researchers choose to share an apartment or a house with other researchers or live by themselves in the city. In these links you will find more information about accommodation:

**University of Lleida (UdL)**

**International Relations Unit (UdL)**

**Lleida City Council**

## Useful ADDRESSES

**Hospital Universitari Arnau de Vilanova**  
**Shops and leisure**  
**Tourism office**



# ORGANISATION





# Research NETWORK

The Agrotecnio Center for Research in Agrotechnology **was founded in 2013** under the auspicious of the UdL in collaboration with the Institute of Agrifood Research and Technology (IRTA).

We count a with a **Scientific Advisory Board** that ensures our practices are implemented with international standards of excellence.

Agrotecnio employs more than 80 permanent researchers and as many postdocs and graduate students.

Since our creation until today, Agrotecnio has carried out more than **70 research projects, 100 doctoral theses and 1.100 scientific publications.**

In our **Annual Report** you can consult updated information about the scientific activity that we develop every year.





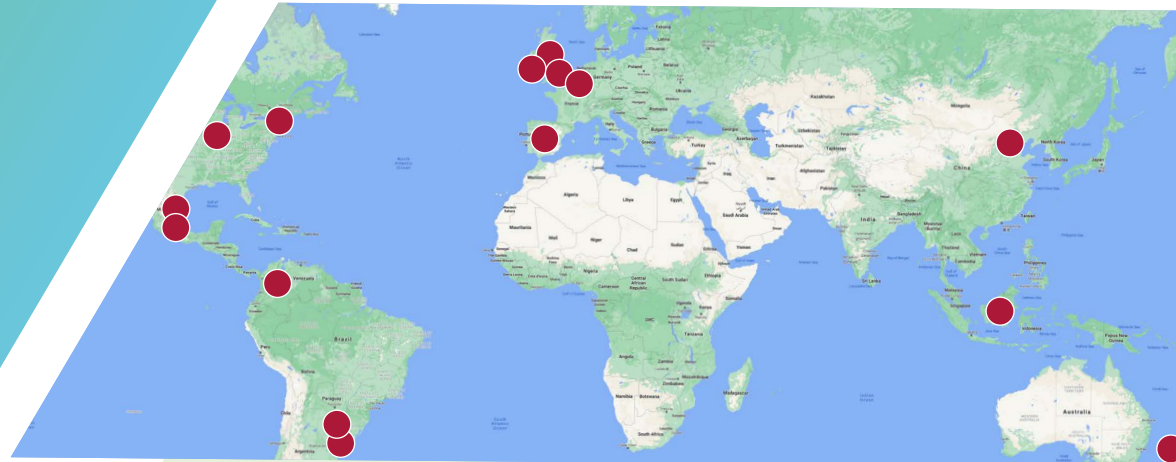
# DIVERSITY

In the last three years, Agrotecnio counted with **79 doctoral candidates from 20 countries.**

Where were  
they from?



Where are our PhD  
graduates  
(2015 - 2018)  
working now?





# EQUALITY

At Agrotecnio we are committed to gender equality. That is why we incorporate the **gender perspective** in all processes related to the recruitment of our research staff. Of our 188 workers, 83 are women, which represents **a percentage of 44%**.



Likewise, at Agrotecnio we have mechanisms like our **Recruitment Guide**, to promote the recruitment of research staff in equal rights without any distinction of origin, race, sex, religion, language, sexual orientation or any other social condition



# Three **RESEARCH AREAS**



PLANT &  
ENVIRONMENTAL  
SCIENCES



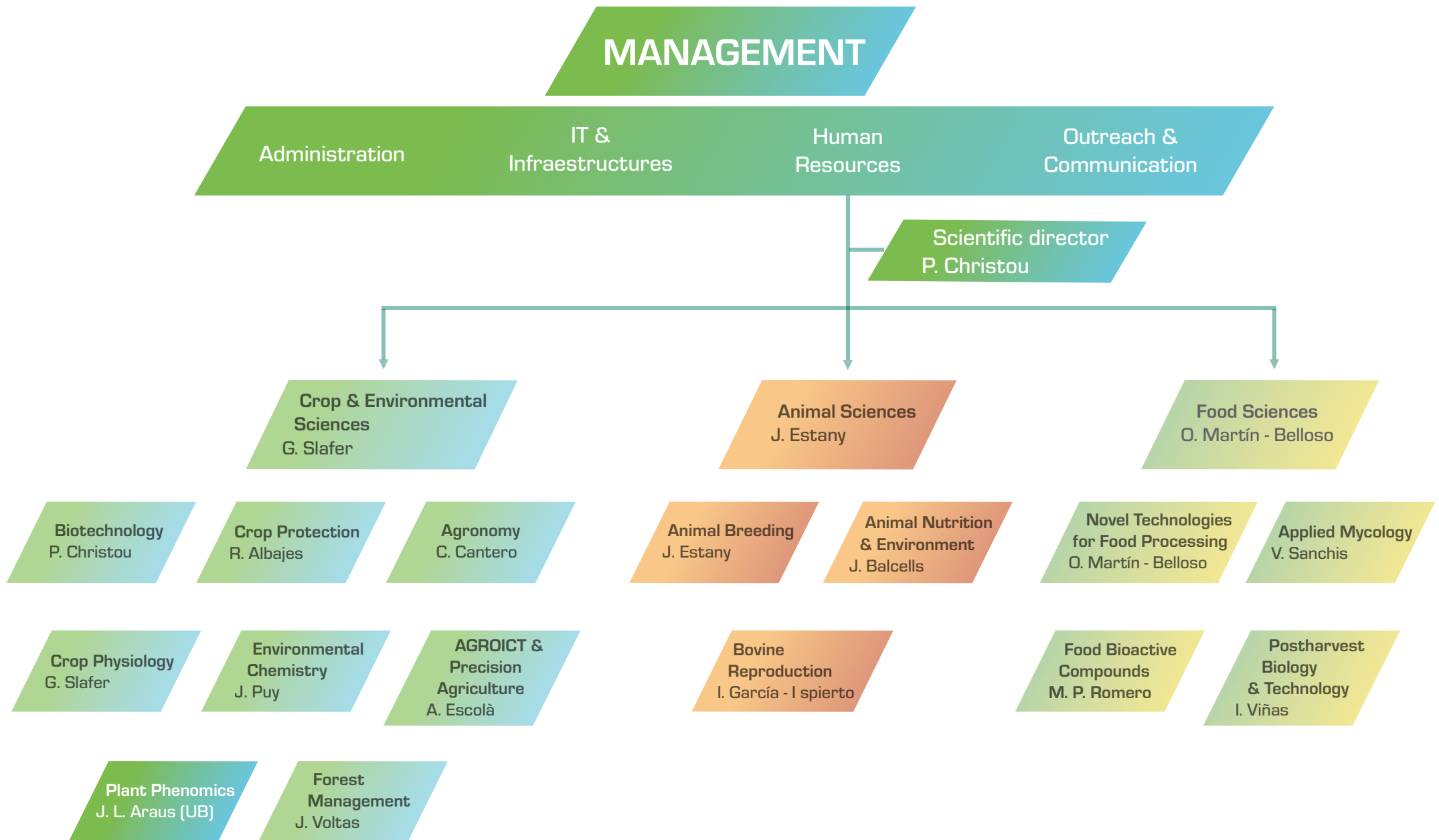
ANIMAL  
SCIENCES



FOOD  
SCIENCES



# STRUCTURE



# TRAVEL AND TAXES

A photograph of two scientists in a laboratory setting. In the foreground, a woman with dark hair and glasses, wearing a white lab coat, is looking intently at a piece of laboratory equipment. The equipment includes a clear glass bottle with a green cap and various tubes and connectors. In the background, another person with short dark hair and orange-rimmed glasses is smiling and looking towards the same equipment. The background is slightly blurred, showing more lab equipment and a white wall. A semi-transparent blue and green geometric overlay is positioned in the upper left corner, containing the text 'TRAVEL AND TAXES'.



# Entry procedures **AND TAXES**

## Entry procedures

If you are a citizen of any country of the European Union, you will only need to bring your **Valid ID card or passport**.

If you are not a citizen of the European Union, you will need **to apply for a visa** before arriving to Lleida. You can apply for a **Work permit exemption or a Scientific visa** in the **Spanish embassy** of your country.

## Income taxes

In Spain it is obligatory to pay a **percentage of your income** that depends on your residence status. Every month an amount will be deducted from your gross salary.

**Residents: (IRPF):** for people who stays more than 182 days in Spain per calendar year.

**Non-residents (IRPN):** for people who stays less than 182 days in Spain per calendar year.

## Social Security deductions

The Social Security deductions are applied at the time of collecting your salary and will be reflected in your payroll to cover your health and unemployment insurance.

# Once IN LLEIDA

## What

## Where

## When

Register in the Municipal Census of inhabitants of Lleida

**Online**  
**OMAC (Offices)**

As soon as possible  
The registration is activated immediately

Book an appointment at the Police Office to obtain the NIE (Foreigners' Identity Number)

**Foreigners Offices**  
**(Oficina d'Estrangers)**

As soon as possible  
The time to obtain a NIE is some weeks

Go to the Social Security Office to request the Social Security number

**Social Security**  
**offices**

You will need the NIE to do this operation  
The registration is immediate

Open a bank account in order to formalize your contract

**Bank offices**  
**in Lleida**

You will need the NIE or the Passport  
The account is opened immediately

Visit your nearest CAP (Primary Healthcare Center) to obtain the public medical assistance

**Catalan**  
**Health**  
**Services**

You will need to bring your Social Security number  
The asignation is immediate





# TRAINING AND DEVELOPMENT



# PhD STUDENTS

If you are a student and want to do your PhD studies in Agrotecnio, you will need **to be admitted to a PhD programme** at the University of Lleida after finishing your career.

To receive more information on how to obtain a pre-doctoral contract, please contact the UdL's **Doctoral School** (Escola de Doctorat).

Likewise, at Agrotecnio we promote the confidence of predoctoral students in their research. For this reason, we have a **Mentorship Support Guide** through which the future researcher finds a mentor who will support him in making the leap in his career.





# Career **DEVELOPMENT**

## Human resources excellence

Agrotecnio has the **HRS4R award** for supporting the Recommendations of the European Commission containing the “European Charter for Researchers” and the “Code of Conduct for Recruitment of Researchers” based on our **OTM-R policy**. Our declaration of commitment is visible **on our website**.



## Training plan

Agrotecnio's research staff is invited to develop continuous training activities to improve their skills. In the annual **Training Plan** that we develop together with the UdL, our researchers can be trained in tasks such as information management, scientific writing or accreditation processes.

# Learning **LANGUAGES**

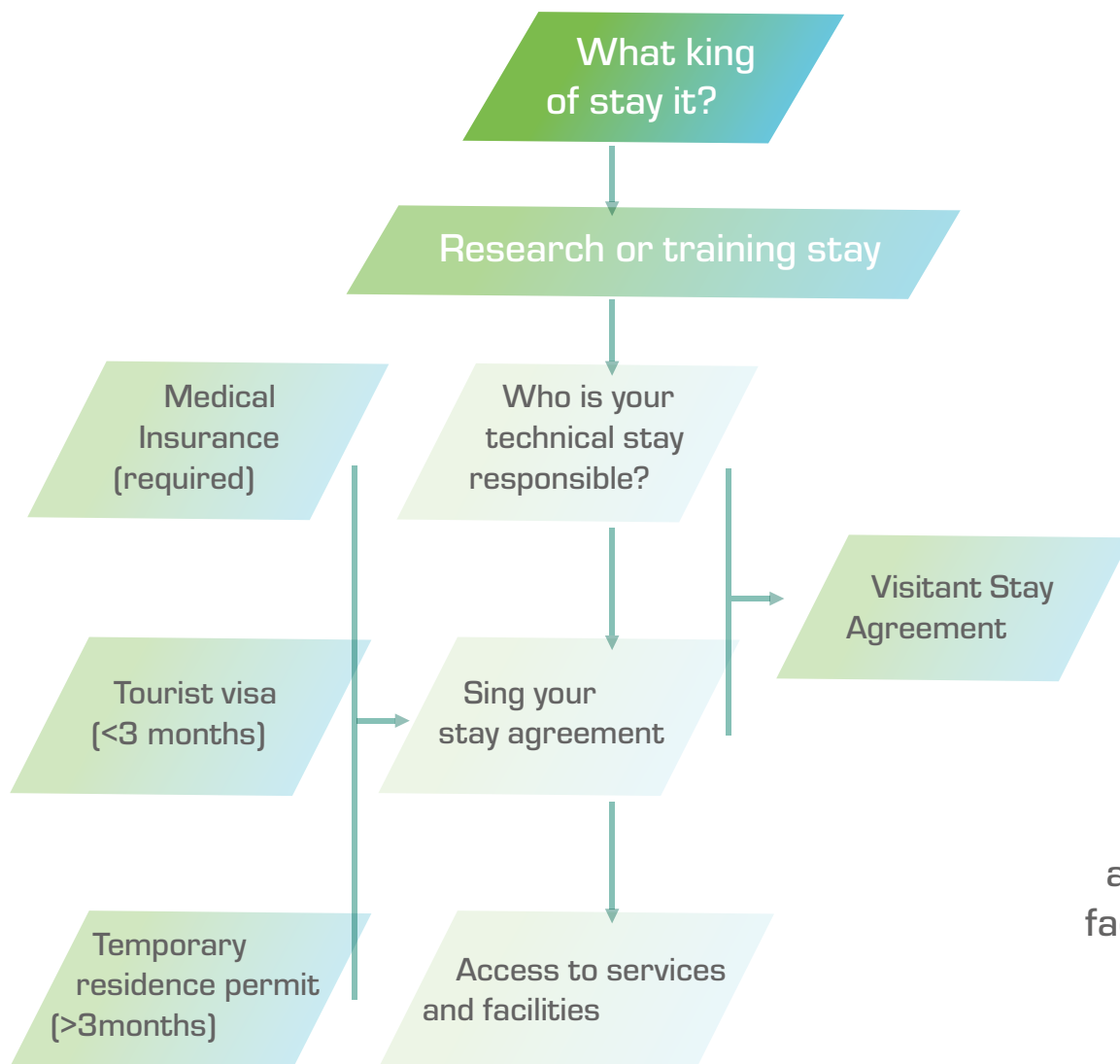
The working language of Agrotecnio is English. Our researchers are encouraged to learn Spanish and/or Catalan. The University of Lleida counts with a **Language Institute** where you can take classes to learn if desired, and obtain official certificates of this three and other languages.







# SCIENTIFIC POLICIES AND REGULATIONS

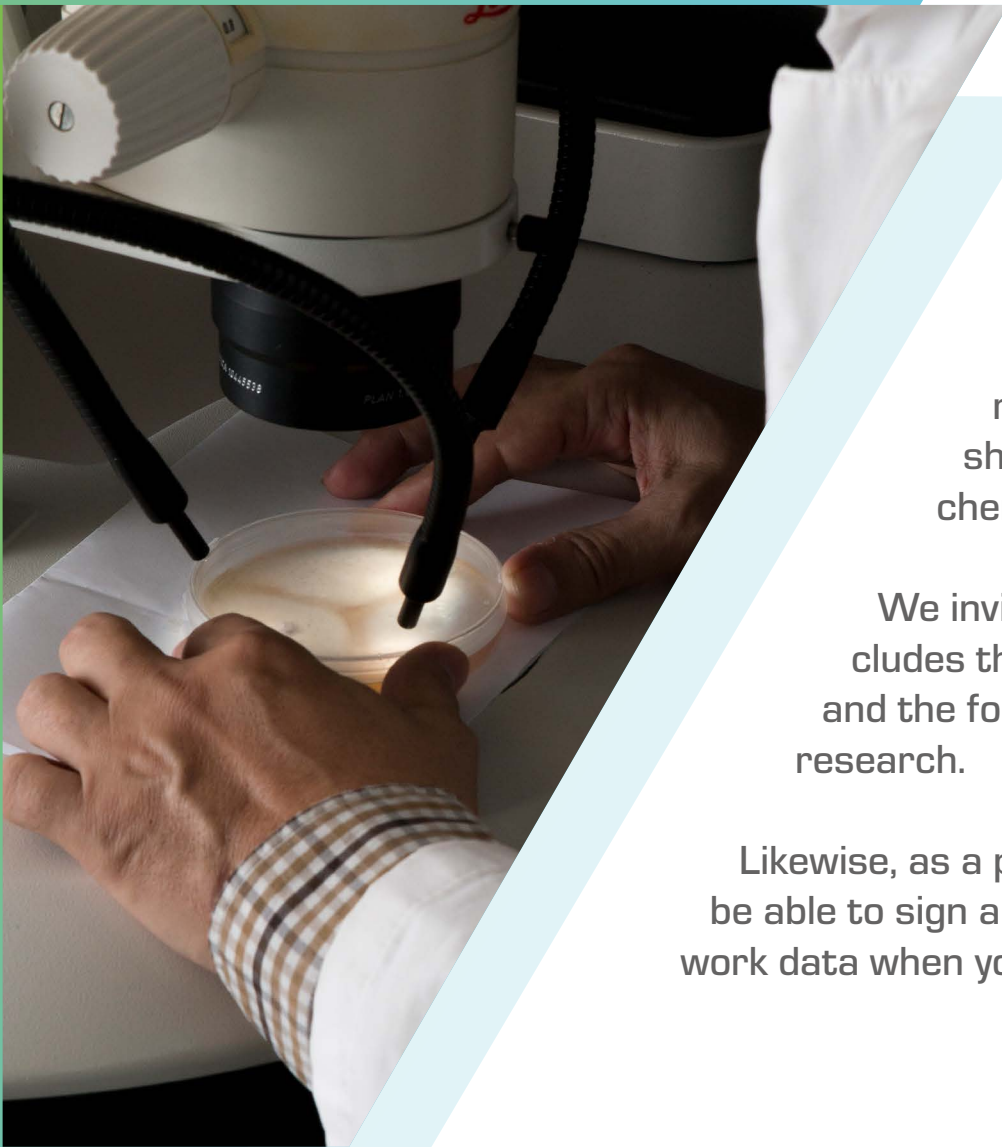


## Visiting STAFF

At Agrotecnio **we encourage research** visits both to carry out research work on a specific project and to learn or practice specific knowledge in our center.

Depending on the type of scientific visit and its duration, it will be necessary **to carry out different procedures** to ensure an adequate administrative situation and proper access to our services and facilities.





## Technology transfer **MECHANISMS**

It is important to us that the scientific advances of our researchers are known to society. Agrotecnio and the UdL share the **intellectual property rights** with the researchers, as described in the **Agrotecnio-UdL agreement**.

We invite you to consult the **UdL Transfer Code**, which includes the protection of intellectual and industrial property and the formulas for the exploitation of the results of your research.

Likewise, as a permanent researcher at Agrotecnio, you will be able to sign a **document on the confidentiality** of your work data when you join your research group.

# Outreach PLAN

In Agrotecnio you can expose your research work to society and share with students, teachers, scientists, industry and the general public the progress of your projects. Our **Outreach Plan** includes activities and social media divulgation to bring translational research to the societies and individuals.

## Dissemination ACTIVITIES

**Conferences  
and workshops**

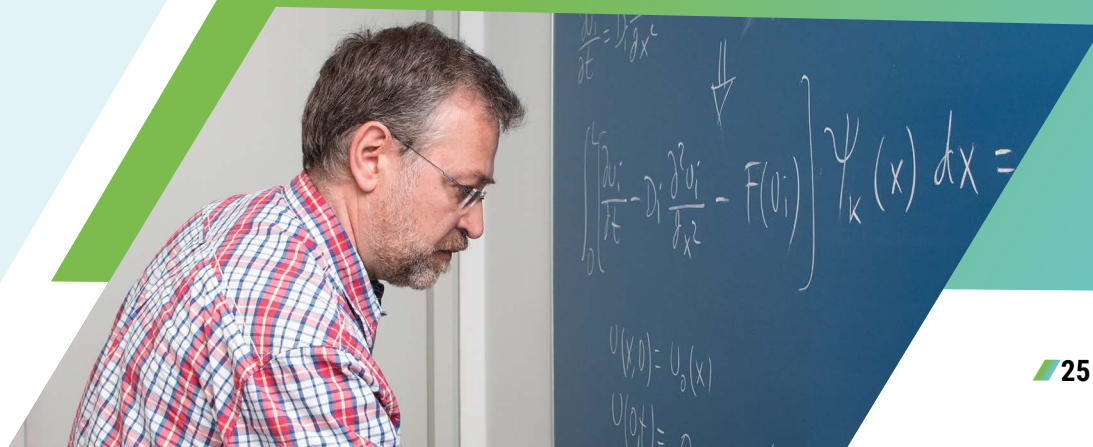
**Open doors  
and schools visits**

**Trainings**

**Field work**

**Books for  
scientific divulgation**

**Annual Report**





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# Key services FOR RESEARCHES

**Data confidentiality:** We ensure the confidentiality of your research data through the Agrotecnio-UdL agreement.

**Ethic Code:** As a CERCA center, at Agrotecnio we are governed by its code of conduct.

**Library services:** UdL centers with bibliographic and electronic material.

**Portal de la Recerca de Catalunya:** Website that collects the research activity of Catalonia.

**Research calls and grants:** UdL website where you can find current research calls and grants.

**SIC services:** UdL unit to manage the TIC's infrastructures and services.

**Sports:** You can carry out sports activities and compete thanks to the UdL sports service.

**Support to research:** UdL service to promote research activities.



# Stay up **TO DATE**

## OPEN CALLS

If you want to see the **job offers** available at Agrotecnio, you can do so on our website and in EURAXESS too.

## MAILING LISTS

To receive regular information about activities, seminars or conferences, you can subscribe to the **UdL mailing lists** (Agrotecnio's newsletter coming soon).

## SOCIAL NETWORKS

Follow us on our **Twitter** and **LinkedIn** profiles to keep up to date with all the Agrotecnio news and opportunities.



# SAFETY





# HEALTH & SAFETY

## COVID-19

Our facilities are adapted to the current health regulations to avoid infections like COVID-19.

At Agrotecnio we follow the **Contingency Plan** developed by the Unit for Prevention of Occupational Hazards of the UdL, with specific measures such as limiting people in small spaces, the provision of hydroalcoholic gels or the use of mandatory mask.



## CONTACT WITH **AGROTECNIO**

### **Director**

Ignacio Romagosa

**agrotecnio.direccio@udl.cat**

### **Administration Manager**

Miquel Buenestado

**agrotecnio.administracio@udl.cat**

### **Communications Officer**

Sofía Sánchez

**agrotecnio.comunicacio@udl.cat**



**@Agrotecnio**



**Agrotecnio**



**agrotecnio@udl.cat**



**+34 973 70 23 12**



**Av. Rovira Roure 191, 25198.  
Lleida (Spain)**