



## WELCOME DOSSIER



**TARRAGONA, FEBRUARY 2021**

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<b>CATALAN INSTITUTE OF CLASSICAL ARCHAEOLOGY</b>		
Welcome dossier		
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## 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 while also contributing valuable new knowledge to society.

We've prepared this welcome dossier as a guide to help you become part of ICAC. It contains general information about the centre as well as instructions, documents and tools to help you get your work at the institute underway. You'll also find links to the ICAC website, which, in addition to being a great showcase for the institute and its work, offers all the latest up-to-date information.

This document also includes a link to the tool compendium on the ICAC intranet, which is where you'll find standards, procedures, protocols, document templates, and other documentation you'll need. Only ICAC staff can access the tool compendium.

## 2. Introduction

The Catalan Institute of Classical Archaeology (ICAC) is a public research centre for classical archaeology created by the [Government of Catalonia](#) and [Rovira i Virgili University \(URV\)](#) in conjunction with the Interuniversity Council of Catalonia. Its purpose is to conduct research, offer advanced training, and disseminate knowledge on classical civilisations and cultures.

The institute's activities are based on collaboration and synergies with Catalan universities and research institutes active in the same areas of interest. Its aim is to make ICAC an international scientific benchmark in the field. As a research centre, it has well established lines of research and research programmes, and is staffed by expert research personnel.

ICAC's focus is classical archaeology in the broadest possible sense, both geographically (the Mediterranean arc and the environments in which classical cultures evolved) and chronologically (including the Greek and Roman civilisations and other peoples directly linked to them).

The study of classical archaeology has a long and distinguished tradition in Catalonia. It has also progressed significantly in recent years due to increased public awareness of the need to safeguard archaeological heritage and because of new legislation governing cultural heritage, which has made the scientific exploration of numerous sites both necessary and possible.

Catalonia is also remarkably rich in archaeological remains from antiquity, due in large part to the substantial role of Greek colonisation and Rome's westward political and cultural expansion, as well as the cultural impact these events had on indigenous peoples. This great archaeological wealth necessarily requires rigorous research for its study, interpretation and cultural exploitation.

ICAC is a consortium formed by the Government of Catalonia and Rovira i Virgili University. Its statutes were published in the Official Gazette of the Government of Catalonia on 19 May 2000 under entry number 3,143. The institute is an institutional public legal entity and has legal personality for the pursuit of its objectives.

The institute is categorised as a Catalan research centre belonging to the Centres de Recerca de Catalunya ([CERCA](#)) network. It is subject to the legal regime provided in Chapter IV of Title II of Law 7/2011 of 27 July on fiscal and financial measures, the eighth additional provision of that law, and other specific legislation issued by the Government of Catalonia governing research.

The highest decision-making and administrative body of the institute is its [Board of Directors](#). The institute also has a [Scientific Advisory Board](#).

Further information is available [here](#).

### 3. Basic information

#### 3.1. Location

ICAC's headquarters were ceded from the URV and the Tarragona City Council to the Tarragona University Campus, and are located in the Plaça del Fòrum, in the old Fòrum Market building. The building covers over 1,000 m<sup>2</sup> and houses the institute's offices for research and administrative staff, a document centre and library, workspaces for grant holders, workshops and laboratories fully equipped for the effective performance of all manner of research tasks, as well as spaces for seminars, a conference room, and storage rooms.

The importance and scale of Tarragona's archaeological heritage, which has been designated a UNESCO World Heritage Site and is built on the site of ancient Tarraco, the shining capital of Hispania Citerior, makes the city an ideal setting for the institute. The architectural monuments preserved in situ; the numerous significant archaeological materials and pieces of immeasurable artistic value housed in its centenarian museum, the National Archaeological Museum of Tarragona; and the potential of the archaeological sites yet to be explored make the city an extraordinary laboratory for archaeological research.

#### 3.2. Addresses

- 3.2.1. Postal address: Plaça d'en Rovellat, s/n, 43003 Tarragona, Spain
- 3.2.2. Telephone: +34 977 24 91 33
- 3.2.3. Website: <http://www.icac.cat/>
- 3.2.4. Email: [info@icac.cat](mailto:info@icac.cat)

### 3.3. ICAC staff (2020 data)

#### 3.3.1. Contracted and affiliated staff

Classification of staff	Number of contracts by type*			
	Women	Men	Number	Percentage
Researchers (R2, R3 and R4)	11	14	25	44.64%
Pre-doctoral researchers (R1)	3	8	11	19.64%
Technical-scientific services	4	5	9	16.07%
Administrative and research support	8	3	11	19.64%
<b>Total</b>	<b>26</b>	<b>30</b>	<b>56</b>	<b>100.00%</b>

#### 3.3.2. Research staff

Type	Classification of researchers	Number of contracts and affiliated personnel*			
		Women	Men	Number	Percentage
ICAC	Senior (R4)	2	6	8	9.20%
	Junior (R3)	3	3	6	6.90%
	Post-doctoral (R2)	6	5	11	12.64%
	Pre-doctoral (R1)	3	8	11	12.64%
	<b>Subtotal</b>	<b>14</b>	<b>22</b>	<b>36</b>	<b>41.38%</b>
Associate	Senior (R4)	6	7	13	14.94%
	Junior (R3)	1	1	2	2.30%
	Post-doctoral (R2)	16	15	31	35.63%
	Pre-doctoral (R1)	2	3	5	5.75%
<b>Subtotal</b>	<b>25</b>	<b>26</b>	<b>51</b>	<b>58.62%</b>	
<b>Total</b>		<b>39</b>	<b>48</b>	<b>87</b>	<b>100.00%</b>

\* Includes senior management, contracted and other affiliated staff

Further information is available [here](#).

### 3.4. ICAC general budget

ICAC's general overall budget is over 2 million euros, of which 60% is structural and is obtained through a programme agreement. The remaining amount is obtained through competitive bidding, research calls, agreements and the provision of services. Personnel costs account for 77% of the budget.

Further information is available [here](#).

### 3.5. Research standing

ICAC's research standing can be viewed from a few different angles. Bibliometric data is available from the [Recercat](#) repository, and ICAC is a contributing member of the [Catalan Research Portal](#).

### 3.6. Institutional transparency

A section of the ICAC website is dedicated to transparency and is updated periodically in accordance with current regulations on institutional transparency. You can view it [here](#).

### 3.7. HR Excellence in Research Accreditation (HRS4R)

ICAC has received the HR Excellence in Research accreditation and logo granted by the European Commission's Human Resources Strategy for Researchers (HRS4R). Further information is available [here](#).

### 3.8. Institutional presence

The institute participates and collaborates with several other institutions and committees. Further information can be found [here](#).

### 3.9. Hours and contact

To contact the ICAC and find out about opening hours, click [here](#).

## 4. Strategic focus

### 4.1. Research

ICAC's primary strategic focus is research.

ICAC studies antiquity from the 8th century BC to the 8th century AD. Our [lines of research](#) range from the study of protohistory and ancient Greece to the exploration of late antiquity, including the archaeology of the ancient city, landscape archaeology, materials and trade in the ancient world, and artistic productions.

The institute also has cross-disciplinary programmes involving ancillary disciplines like archaeometry, epigraphy, environmental archaeology and information technologies.

ICAC's contracted and associate researchers are divided into eight research teams.

Research team	Team goal	Further information
Landscape Archaeology (GIAP)	We study how society interacts with the environment and the formation of cultural landscapes.	<a href="#">here</a>
Population and Territory in the Roman period	We analyse the organisation of the Roman city from the perspective of urban archaeology, the rural population and the landscape.	<a href="#">here</a>
Seminar of Ancient Topography (SETOPANT)	We investigate the complexity of the city and architecture in the ancient world through historical examples like Rome and Cuzco.	<a href="#">here</a>
Archaeometry and Artistic Productions (ArPA)	We study ancient stone material exploitation, trade and industry using an interdisciplinary approach involving a range of specialisations from geology to art history.	<a href="#">here</a>
Food, Economy and Trade in the Ancient World (AECMA)	We focus on the study of production and trade in the western Mediterranean through the analysis of ceramic materials, especially Hispanic amphorae.	<a href="#">here</a>
Protohistoric Archaeology	We examine complex protohistoric societies of the western Mediterranean through diverse projects focusing on the northern Iberian world, Mediterranean Gaul and North Africa.	<a href="#">here</a>
Christian and Late Antiquity Archaeology	We focus on the general study of transformative processes in Roman society and the impact of the spread of Christianity.	<a href="#">here</a>
The Greco-Roman Eastern Mediterranean	We examine the organisation of space and its symbolism in the eastern Mediterranean during the Greco-Roman period, especially in the areas of Hellenic culture, post-Pharaonic Greece and Egypt.	<a href="#">here</a>

### Scientific and technical research support services:

**4.1.1. [Document centre and library.](#)** We offer a collection of more than 100,000 items divided into three main areas: bibliographic, archival and audiovisual resources. The repository includes the collections of two eminent archaeologists: Pere de Palol and Gustav A. Gamer.

**4.1.2. [Graphic documentation technologies.](#)** We provide graphic documentation services, which is the representation and interpretation of archaeological facts applied to historical heritage. We are also involved in innovative developments in methodology and instrumentation.

**4.1.3. [Archaeometric Studies Unit.](#)** This unit implements different projects and studies through the application of analytical techniques to inorganic archaeological materials (ornamental stones, construction materials and ceramics) that may be of interest to researchers.

**4.1.4. [Publications.](#)** We publicise the work of ICAC researchers and other professionals in classical archaeology in three scientific collections published with the utmost rigour: *Documenta*, *Hic et Nunc* and *Trama*. ICAC also co-publishes and collaborates on books published by other organisations.

## **4.2. Education**

Through a joint programme with the Autonomous University of Barcelona and Rovira i Virgili University, ICAC trains future professionals in their fields. This training culminates in a [master's degree](#) or a [doctorate](#).

The institute offers an introductory research programme for master's students and a contract programme for doctoral theses, and takes part in national and international calls for PhD candidates. ICAC also offers courses and activities for teachers and young people interested in antiquity.

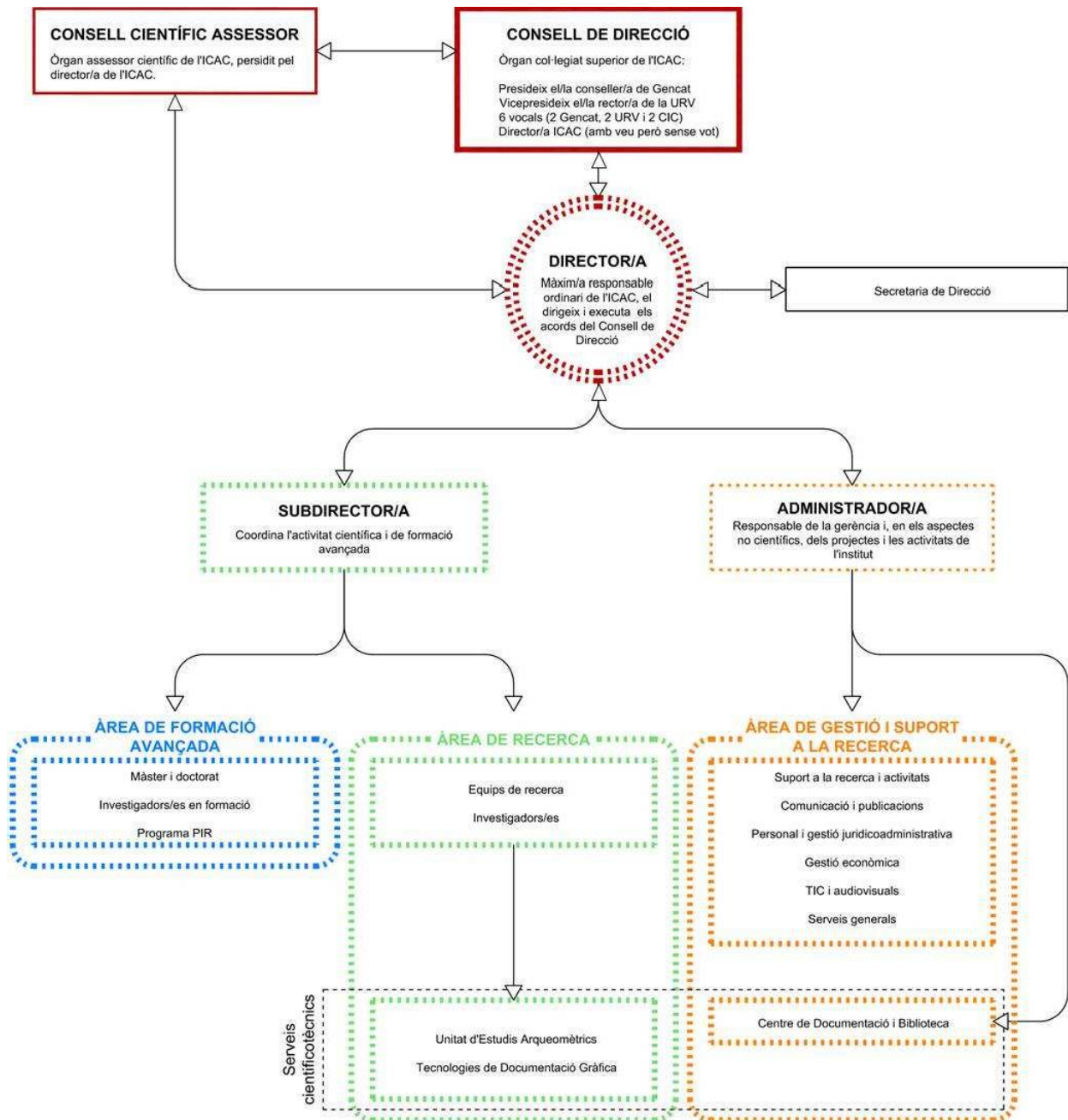
## **4.3. Dissemination of knowledge**

ICAC shares and disseminates knowledge in the scientific community through scientific meetings, international seminars, conferences and publications. ICAC also shares knowledge by publishing a monthly newsletter, taking an active role in the media, hosting exhibitions, and other activities. Find out more [here](#).

ICAC is actively involved in transferring knowledge to society and is responsible for two projects to recover and raise awareness of the value of archaeological heritage: Mons Observans (Montmeló and Montornès del Vallès) and the Iles Archaeological Park (Guissona). Another project of interest is ICAC's ongoing participation in Tarragona's Roman festival, Tarraco Viva.

ICAC activities are reported in news items on the ICAC website and in the monthly newsletter [Archeonea](#).

## 5. Our organisation



### 5.1. Collegial bodies

As set out in ICAC's statutes, the highest decision-making and administrative body of the institute is its [Board of Directors](#). The institute also has a [Scientific Advisory Board](#).



## 5.2. [Individual bodies](#)

ICAC's statutes establish three positions:

- 5.2.1. The director, who is the head of ICAC and oversees and executes the resolutions of the Board of Directors.
- 5.2.2. The deputy director, who coordinates scientific and advanced educational activities.
- 5.2.3. The administrator, who is responsible for the administrative, economic and financial management of ICAC.

## 5.3. Secretary's office

The secretary's office provides administrative and technical support to ICAC management and to the Scientific Advisory Board.

## 5.4. Research area

This area includes ICAC's research teams and is supported by the centre's scientific and technical services. Further information is available [here](#).

## 5.5. Advanced training area

This division manages ICAC's participation in postgraduate academic education (master's and doctoral programmes), ICAC research trainees, and visits by trainee researchers from other centres. Further information is available [here](#).

## 5.6. Administrative and research support

This is ICAC's general management office. It has six sections: support for research and research activities, communication and publications, staff and legal-administrative affairs, financial management, ICT and audiovisual resources, and general services. It also oversees the documentation centre and library.

## 5.7. [ICAC staff](#)

ICAC staff are classified as follows:

- 5.7.1. [Research staff](#), consisting of:
  - a) contracted researchers (junior and pre-doctoral researchers [R1 according to the standard European classification system], postdoctoral researchers [R2, which may be for training or incorporation in ICAC], junior researchers [R3] and senior researchers [R4]);
  - b) associate researchers;
  - c) collaborating and visiting researchers;
  - d) researchers in training and scholarship-holders.
- 5.7.2. Technical-scientific services staff. These services are directed by technical or administrative staff as well as research staff when the nature of the service requires it, as in the case of the Archaeometric Studies Unit.

**5.7.3.** Management and research support staff. This includes technical and administrative staff assigned to the areas of management, research management and support, and advanced training.

## 6. On-boarding

Below are a series of items to help you feel at home and take your first steps with ICAC.

### 6.1. Tool compendium

ICAC's [tool compendium](#) offers a single online space where you'll find documentation on regulations, procedures, protocols and other information related to the day-to-day management of the institute.

The [tool compendium](#) can be accessed via the intranet with a password, which will be provided when you join ICAC.

For further information, please contact Human Resources.

### 6.2. ICAC identity card

As an ICAC employee, you will be given an identity card you can use to check in at the institute, use the library, and enjoy the benefits of ICAC membership. Please don't lose it.

For further information, please contact Human Resources.

### 6.3. Working hours

ICAC is open Monday through Thursday from 8 am to 7 pm, and Friday from 8 am to 6 pm. You must adhere to stipulated working hours, which are 37.5 hours a week in the winter and 35 hours a week in the summer. Further information is available [here](#).

A notice is published each year specifying variations in the schedule and identifying the days ICAC will close for holidays and designated free days. More information about this can be found in the [tool compendium](#).

For further information, please contact Human Resources.

### 6.4. Checking in at ICAC headquarters

ICAC has a computerised system to record whether you are present or absent due to work or for other reasons such as holidays, doctor's appointments, etc. Please use the system correctly. It will allow you to meet your obligation to keep ICAC informed of your status, and will also be used to ascertain workplace coverage in the event of accidents. You will find the link to the [intranet](#) on the ICAC website.

For further information, please contact Human Resources.

### **6.5. Occupational hazards**

When you sign your contract, you will have been informed in writing of the rules for preventing occupational hazards. Please follow these guidelines and keep up to date through the courses and information sessions offered.

For further information, please contact Human Resources. You can also find out more in the [tool compendium](#) or by clicking [here](#).

### **6.6. Emergencies**

ICAC has guidelines on what to do in the event of an emergency at ICAC headquarters. You should know these and follow them to avoid putting yourself or your colleagues at risk.

For further information, please contact Human Resources. You can also consult the [tool compendium](#) or click [here](#).

### **6.7. Email**

You will be given an ICAC email address so you can work with your own computer software. You can link it to other email addresses. Please follow the rules set out in the document [Regulations for the use of email](#) at all times.

For further information, please contact ICT and Audiovisual Resources.

### **6.8. Access codes and passwords**

ICAC will provide you with a series of codes and passwords to access the institute's main system, desktop computers, ICAC's internal network, photocopiers, time and attendance control systems, etc.

For further information, please contact ICT and Audiovisual Resources.

### **6.9. Workspace**

ICAC will provide you with a personal workspace (desk, chair, storage space). You will also have access to other common areas such as the kitchen (with personal lockers) and the library. Some areas at ICAC are available for use with prior permission, such as meeting rooms and the work area for archaeological materials (in the basement).

For further information, please contact General Services.

## 6.10. Intranet

ICAC's [intranet](#) houses a variety of different services: time and attendance tracking, the tool compendium, email, user profiles for the website administrator, folder for file transfers (FTP), etc.

For further information, please contact ICT and Audiovisual Resources.

## 6.11. IT tools

ICAC will provide you with a computer connected to the internal computer network, giving you access to printers, open-access folders (shared), department folders (if available for your position) and a personal folder for backup copies. ICAC headquarters is also equipped with free Wi-Fi.

For further information, please contact ICT and Audiovisual Resources.

## 6.12. ORCID code and affiliation

All ICAC researchers have an ORCID code to identify them to the international scientific community. If you do not have an ORCID code, you must register to obtain one. Your affiliation with ICAC must be stated in all your publications and projects along with the declaration of any other affiliation that may be required.

For further information, please contact Research Support and Activities.

## 6.13. Personal area on website

ICAC will provide you with a space on the [website](#) to show that you are a member of the institute. Research staff use this space to report on research work, publications and activities. Scientific information provided by researchers in your area will be transferred to the [Catalan Research Portal](#), while scientific production is stored in the [Recercat](#) repository.

For further information, please contact Research Support and Activities.

## 6.14. Contract evaluation and monitoring

The contract you sign with ICAC will be evaluated and monitored to track whether ICAC has fulfilled the commitments and objectives the institute periodically sets for itself in its action plan. Make sure to honour your contractual commitment so the institute can also meet its obligations and draw positive conclusions in its reporting.

For further information, please contact Human Resources or your contract coordinator.

## 6.15. Protection of personal data

Your personal details and activities are protected by personal data protection legislation. You must adhere to [ICAC's Code of Conduct](#), which applies to all ICAC and affiliated staff, and comply with any requests made in this regard.

For further information, please contact Administration.

## 6.16. Intellectual property rights and copyright

Your scientific output and ICAC's rights related to it are protected by the law on intellectual property, which also establishes copyright. It is important to bear this in mind as you undertake your research activities, especially in relation to agreements with other researchers and institutions.

For further information, please contact Human Resources or click [here](#).

## 6.17. Code of ethics

ICAC's [Code of Ethics](#) sets out the values, principles and guidelines that should govern the conduct of members of our institution. As a member of ICAC, you must endeavour to respect and adhere to this code at all times. ICAC's Ethics Committee is responsible for monitoring the application of the Code of Ethics ([comite.etica@icac.cat](mailto:comite.etica@icac.cat)). Please feel free to contact the committee at any time.

For further information, please contact the Ethics Committee.

## 6.18. Gender Equality Action Plan

ICAC has approved a [Gender Equality Action Plan](#) which sets out the objectives that the institute will be working to accomplish over the coming years, and an Equality Committee ([comite.igualtat@icac.cat](mailto:comite.igualtat@icac.cat)) has been established to ensure compliance with the plan. Please feel free to contact the committee at any time.

For further information, please contact the Equality Committee or click [here](#).

## 6.19. Protocol for addressing sexual harassment

ICAC has approved a protocol to prevent, identify and take action to combat sexual harassment and harassment based on sex, gender identity or sexual orientation. You will find it [here](#).