



CENTRO DE INVESTIGACIONES
CIENTÍFICAS Y TECNOLÓGICAS
DE EXTREMADURA

CICYTEX WELCOME MANUAL

Welcome letter

Dear researcher,

We would like to welcome you to the Extremadura Centre for Scientific and Technological Research (CICYTEX). Our aim is to help you integrate into our organisation as quickly as possible so that your stay here is enriching and satisfying for both parties.

We hope this manual will serve as a guide during your first few days, help you resolve any questions you may have about the organisation and operation of the centre, assist you in identifying the people you need to contact, and provide you with information about the projects and work carried out here.

CICYTEX is a **public entity** of the **Regional Government of Extremadura** comprising **four research institutes**. Its main activity is **research and innovation in the agricultural, forestry and agri-food sectors**. To this end, it has a workforce that **can generally be classified into three groups: career civil servants, temporary civil servants and contract staff:**

1.-Research staff and research technicians; This group also includes people with pre-doctoral and post-doctoral training contracts, and those hired through programmes for young job seekers (Youth Guarantee, Investigo, etc.).

2.- Research support staff, who facilitate scientific activity in different areas: field and maintenance staff, laboratory assistants, R&D project management and processing, transfer and communication, occupational risk prevention, among others.

3.- Administrative staff: human resources, procurement of goods and services, budget management and legal services.

And finally, training staff: CICYTEX offers training opportunities for students from universities and vocational training centres to undertake unpaid training placements (curricular and extracurricular placements, final year projects and master's theses).

Kind regards,

The CICYTEX Team

Extremadura Centre for Scientific and Technological Research

Contents

Welcome letter.....	1
CICYTEX.....	3
History of CICYTEX.....	3
Our Values and Functions.....	8
CICYTEX Organisational Chart.....	9
CICYTEX Objectives.....	12
Our scientific activity.....	13
Organisational structure.....	13
Scientific areas.....	13
Scientific and technical equipment.....	14
Staff and recruitment.....	14
Civil servants.....	15
Temporary staff.....	15
Contract staff.....	16
Support resources.....	16
Recruitment.....	16
Research career.....	Error! Bookmark not defined.
Seal of excellence (HRS4R) for human resources management in research.....	16
Research career at CICYTEX.....	17
Mentoring.....	18
Training.....	19
Supervision.....	20
Mobility.....	21
Ethical behaviour.....	21
Code of Ethics.....	21
CICYTEX Ethics Committee.....	22
Equal Opportunities Plan for CICYTEX public employees.....	23
Complaints and claims.....	23
Joining CICYTEX.....	25

Personal file	25
IT service	27
Time control.....	27
Equipment and work materials	27
Occupational risk prevention.....	28
Key Regulations and Documents for CICYTEX Staff	28

CICYTEX

History of CICYTEX

The Finca La Orden-Valdesequera Agricultural Research Institute has its origins in the Regional Centre for Agricultural Research and Development of Division 8 (CRIDA 08), created in 1972 and attached to the Central Administration. Subsequently, after the regional government assumed responsibility for agricultural research in 1984, it became dependent on the regional administration, where it has changed over time, although not in terms of its objectives, which have always been linked to agricultural research.

Since its inception, it has taken on the task of supporting the Extremadura agricultural sector in the field of R&D&I, developing applied research projects tailored to the needs of the countryside, investing in the training of research staff, supporting agricultural businesses and promoting the transfer of knowledge generated at its facilities.

In order to ensure the efficient development of its work, this institute divides its activity into the following scientific areas: agronomy of woody and horticultural crops, Mediterranean fruit growing, agricultural plant biodiversity, pastures and fodder crops, extensive crops, plant protection, animal production: pig and poultry production and research, meat and meat product quality, transfer and relations with sectors.

The Institute has two farms at its disposal for conducting field trials experimental. The Finca-la Orden farm, located in the municipality of Lobón, in the Vegas Bajas del Guadiana, with an area of 205 ha (95 of which are irrigated and 110 are dryland), is mainly dedicated to agricultural crop trials.

The Valdesequera Farm, with an area of 718 hectares of pastureland, is located at km 64 of the road between Badajoz and Cáceres. Animal experiments are carried out there with native breeds of cattle, goats, sheep and Extremaduran chickens.

Finally, the centre has other common support areas that contribute decisively to its effective management, such as administration, library, general laboratory, IT and technology transfer.

In 1986, the Regional Government of Extremadura created the Department of Agri-Food Technology, located in Badajoz, the predecessor of the current Agri-Food Technology Institute of Extremadura (INTAEX), to exercise its powers in the field of R&D&I in the service of the region's agri-food industry.

Aware of market demands, which require constant innovation in processes and products, INTAEX provides high value-added services to companies in the sector. Among its technological services, the following stand out: characterisation, valorisation and transformation of food products; development of preservation methods and increased shelf life, with the aim of promoting exports to new markets; optimisation of production processes and product design. These services are complemented by the transfer of the knowledge generated and the dissemination of advances to the agri-food sector for application, and to society in general; and technical training for the specialisation of human resources.

The centre's areas of work cover the production and processing activities of Extremadura's agri-food industry. There are seven areas: Oil, Biotechnology and Sustainability, Meat and Meat Products, Oenology, Dairy Products, Post-harvest and Vegetables. It also has cross-disciplinary laboratories in Microbiology, Chromatography, Sensory Analysis and Food Technology.

The aim of its work is to increase the competitiveness of the agri-food sector by promoting innovation and technological development in SMEs, improving the quality of their products to meet the demands of discerning consumers.

In 1984, the Cork Promotion Institute (IPROCOR) was created in Mérida (Law 3/1984 of 8 July), with the aim of promoting and developing the cork sector in terms of production, processing and marketing, through study, research, advice and assistance to organisations, associations, companies and individuals related to the sector, with the possibility of seeking the collaboration of other organisations, institutions or companies. In 1994, the Institute of Cork, Wood and Charcoal (ICMC) was created as an instrument for promoting the cork, wood and charcoal sectors in all aspects relating to their production, processing and marketing, integrating the resources and remit of the former IPROCOR in order to diversify its activities into other sectors related to cork, which also have a promising future in our region.

Its purpose is to contribute, through scientific knowledge and research, to the protection and conservation of the pastureland and forests and to the promotion of sectors linked to this ecosystem, such as cork, wood, and one of its derivatives, charcoal.

In the forestry field, its activity covers research, innovation and knowledge transfer to improve the management of forest resources, and covers aspects related to their persistence (fires, pests, diseases, etc.), their regeneration, the production of raw materials in terms of quality and quantity, and the mechanisation and safety of their use.

In the industrial area, the centre's activity includes technological and innovative improvements in the production and transformation processes of the cork and charcoal industries. It also studies and develops projects to find new applications and uses for cork and charcoal.

The Cork, Wood and Charcoal Institute (ICMC) also provides technical services to foresters (pastures and woodlands) and to companies and industrialists.

These services include laboratory testing, expert reports and technical advice.

The Centre for Organic and Mountain Agriculture (CAEM) is the only CICYTEX-affiliated centre located in northern Extremadura. This location makes it a strategic centre for the development of R&D&I lines adapted to the particular characteristics of agriculture and agro-industry in this area, especially mountain fruit growing. The centre aims to meet the growing demands of the various players in the agro-industrial sector in northern Extremadura.

CAEM's lines of work are associated with three main areas: Mediterranean Fruit Growing, Agronomy of Woody and Horticultural Crops, and Plant Protection. CAEM has laboratories with the appropriate equipment for carrying out activities in each of these areas, as well as cherry and fig tree test fields.

CICYTEX was created in accordance with Extremadura's Science, Technology and Innovation Law (Law 10/2010 of 16 November) to unify all scientific resources into a more efficient and coherent entity, to which all centres, institutes, units or services belonging to the Government of Extremadura whose purpose is the generation of R&D&I may be attached if they so decide.

Currently, in accordance with Decree 6/2025 of 11 February, which approves the Statutes of the Extremadura Centre for Scientific and Technological Research (CICYTEX), it is composed of: the Finca La Orden-Valdesequera Agricultural Research Institute, the Agri-Food Technology Institute, the Cork, Wood and Charcoal Institute, and the Centre for Organic and Mountain Agriculture, with the integration of the Technological Institute of Ornamental Rocks and Construction Materials, INTROMAC, pending.

CICYTEX aims to generate R&D&I in its affiliated institutes in order to contribute to the advancement of knowledge and economic, social and cultural development, as well as to the training of personnel and the provision of advice to public and private entities in the field of R&D&I in Extremadura.

It has its headquarters in the new building of the La Orden-Valdesequera Agricultural Research Centre in Guadajira (Badajoz) and brings together all scientific and technical research, technological development and innovation competences in a structure designed to act in a global and unified manner.

Its functions include, along with those of the rest of SECTI, transferring the results of scientific and technical research to public and private institutions, promoting the creation of technology-based entities and companies, training research personnel and collaborating with other public and private bodies in R&D&I activities, including the University of Extremadura and other universities.

The CICYTEX institutes are the centres where research activities and scientific and technical services will be carried out. With the integration of the Order, INTAEX, ICMC and CAEM, a new research framework has been created that will enable comprehensive and unified action in relation to agriculture, livestock, agri-food and the natural resources of the dehesa, primarily.

Following the entry into force of Decree 6/2025 of 11 February, the Scientific Coordination Unit was created, responsible for directing, promoting and coordinating the scientific activity of CICYTEX.

The activities of the institutes that make up CICYTEX will promote and coordinate research projects. They will also seek to transfer research results and contribute to the training of research, scientific and technical personnel, fostering relationships with other regional, national and international scientific institutions.

They will also offer advisory services and provide technical assistance to companies, government bodies, associations, cooperatives and self-employed professionals in sectors related to CICYTEX's areas of expertise.

Since its inception, the centre has taken on the task of supporting the Extremadura agricultural sector in the field of R&D&I, developing applied research projects

tailored to the needs of the field, investing in the training of research staff, supporting agricultural companies and promoting the transfer of knowledge generated at its facilities.

Our Values and Functions

At the Extremadura Centre for Scientific and Technological Research (CICYTEX), our institutional values are based on a commitment to scientific excellence, technological development, sustainability, knowledge transfer and real equality of opportunity.

In accordance with Decree 6/2025 of 11 February, which approves the CICYTEX Statutes, our functions include:

- Conducting and promoting scientific and technological research in all our areas of activity.
- Transfer research results to public and private institutions, thereby contributing to the economic and social development of Extremadura.
- Provide scientific and technical services to the Regional Government of Extremadura, as well as to other administrations and public and private entities.
- Promote the creation of technology-based companies.
- Train research personnel and promote scientific culture in society.
- Actively collaborate with universities and other research organisations on scientific and technological projects and postgraduate teaching.
- To advise public and private entities on innovation, science and technology.

In line with the Management Agreement with the Regional Government of Extremadura, we transparently assume the entity's strategic commitments and objectives, ensuring the effective use of resources and a results-oriented approach.

Furthermore, CICYTEX declares its firm commitment to gender equality in the scientific and organisational spheres. This is reflected in the centre's Equality Plans, which promote specific measures to ensure real equality between women and men at all levels of our structure.

We also have a "Zero Tolerance" policy towards sexual harassment, gender-based harassment and gender-based violence, reaffirming our commitment to a safe, respectful and inclusive working environment for all those who form part of this institution.

In recognition of our good practices in human resources management in research, we have been awarded the prestigious HRS4R (Human Resources Strategy for Researchers) Seal of Excellence by the European Commission. This seal accredits our commitment to implementing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, strengthening the attraction of talent, research mobility and quality in the professional careers of research staff.

These values and principles guide our daily actions, consolidating CICYTEX as a centre of reference in applied research, with a vocation for public service and aligned with regional and European development objectives.

CICYTEX organisational chart

UNIT / AREA	HEAD	EMAIL	EXT.
DIRECTOR			
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UNIT / AREA	HEAD	EMAIL	EXT
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Objectives of CICYTEX

CICYTEX brings together a new research framework that will enable comprehensive and unified action in relation to agriculture, livestock farming, agri-food and natural resources, primarily in the pastureland, in various areas:

- Mainly applied research, technological development and the generation of new knowledge. The aim is to meet the demands of the sector, focusing research work on its problems.
- Experimentation for the application of new techniques and improvements in production that can be adapted to Extremadura's agricultural and livestock farms and incorporated into the region's industries and businesses.

- Training of research personnel.
- Transfer of technology and knowledge developed at CICYTEX, implementing a system that allows the results obtained in research projects to be effectively transferred to the productive fabric of Extremadura.
- Assistance and advice to pasture managers, farmers, livestock breeders, agri-food companies, cork and charcoal industries, and others linked to these areas, in those areas where the private sector does not operate.
- Laboratory tests in microbiology and molecular biology, instrumental analysis and physical-chemical analysis, aimed at meeting the sector's demand in this field.
- Certification and quality control.

Our scientific activity

CICYTEX carries out R&D activities applied to **agroforestry systems** and **agribusiness** in Extremadura. Our funding comes from regional, national and European Union public calls for proposals. **oea**. Organisational structure

CICYTEX consists of a management centre and four research institutes distributed throughout Extremadura by the Autonomous Community of Extremadura :

CICYTEX – La Orden	CICYTEX – INTAEX	CICYTEX – ICMC	CICYTEX – CAEM
Agricultural Research Institute Finca La Orden-Valdesequera (Guadajira, Badajoz)	Extremadura Agri-Food Technology Institute (Badajoz)	• Institute of Cork, Wood and Charcoal (Mérida, Badajoz)	Centre for Organic and Mountain Agriculture (Plasencia, Cáceres)

Since 2022, CICYTEX has also been managing, in consortium with other entities, the **High Technology Incubator in Bioeconomy and Circular Economy**, aimed at supporting companies. Its headquarters are at the ICMC.

Scientific areas

In order to respond more efficiently to the demands of the agri-food and forestry sector, CICYTEX organises its research into **multidisciplinary scientific areas**:

Agriculture and livestock	Forest systems	Food industries
<ul style="list-style-type: none"> • Woody crops and horticulture • Mediterranean fruit growing • Extensive crops • Pastures and fodder • Agricultural plant biodiversity • Plant protection • Animal production 	<ul style="list-style-type: none"> • Management of Mediterranean systems (pastureland, cork oak forests) • Forest product technology (cork, charcoal) 	<ul style="list-style-type: none"> • Meat and meat product quality • Vegetables and post-harvest • Dairy products and oils • Oenology • Biotechnology and sustainability

Scientific and technical equipment

We have two experimental farms:

La Orden Farm (Guadajira): 205 ha dedicated to rainfed and irrigated crops.

Valdesequera Farm (Badajoz): 700 ha of pastureland dedicated to livestock research.

In addition, we conduct trials on **collaborating commercial farms** throughout Extremadura.

Our infrastructure includes:

- Germplasm banks (seeds, fig trees, cherry trees, cork oaks, olive trees, vines, etc.)
- Pilot plants (oil, dairy, wine, vegetables, biofuels, biogas, etc.)
- Specialised and general laboratories
- Herbarium (La Orden) and cork archive (ICMC)
- We also have native breeds of livestock: Iberian pigs, Merino sheep, Retinto cattle, Verata goats and Extremeña Azul chickens.

Staff and recruitment

The staff working for CICYTEX consists of:

- Civil servants who hold positions in centres, institutes, units or services of the Regional Government of Extremadura that are part of CICYTEX.
- Civil servants who join from any public administration through the corresponding job recruitment procedures.
- Staff (both civil servants and employees) selected by CICYTEX itself through selection processes organised for this purpose.

Civil servants

Permanent civil servants employed by CICYTEX may choose to join the EPIF. If they do not choose to join, they will continue under the general civil service regime of the Regional Government of Extremadura. The EPIF regulates research civil servants at CICYTEX. Civil servants are governed by civil service regulations and by the budgets of the Regional Government of Extremadura, which determine their salaries and allowances.

A special case is that of career civil servants on secondment to CICYTEX: Secondments will be revoked in cases where they cannot be maintained in accordance with the applicable civil service regulations.

There are specific calls for applications to fill research, technical and management positions. The selection processes include competitive examinations and/or competitions, with scales adapted to research experience and merits. The List of Job Positions (RPT) defines the profiles and requirements for each position. CICYTEX also provides for internal and external mobility mechanisms with other institutions to attract talent.

Temporary staff

Temporary staff filling a vacancy on a temporary basis may be automatically integrated into the EPIF if they meet the requirements. Otherwise, the appointment of the person concerned will be revoked.

In the case of temporary replacement staff, their integration into the EPIF will be subject to the decision of the permanent civil servant who holds the position. If the permanent civil servant does not opt for integration, the temporary civil servant will continue to perform their duties under the same conditions as before.

Contract staff

Permanent contract staff are not regulated by the EPIF, although they may participate in selection processes for cross-internal promotion to positions regulated by the EPIF, for integration as civil servant research staff.

Contract staff are governed by labour legislation, collective agreements and also by certain public sector laws, such as the Basic Statute for Public Employees and the Science Act, where applicable. Their salaries are set on the basis of labour legislation, the relevant agreement and the terms of their contract, in line with what civil servants receive.

Support resources

CICYTEX has specialised support staff at each institute:

- Field staff (tractor drivers, labourers, shepherds)
- Laboratory technicians (analysts, assistants)
- Maintenance staff

In addition, there are key departments:

Project management: financial and documentary monitoring, information on calls for proposals.

Transfer and communication: dissemination of results to the productive sector and dissemination in the media, social networks, conferences, congresses and publications.

Recruitment

Temporary recruitment is linked to research projects funded by national or international public calls for proposals. The recruitment of staff at CICYTEX is based on the principles of equality, merit, ability and publicity.



[ACTION 2.1. CICYTEX Research Staff Statute \(EPIF\)](#)

Seal of excellence (HRS4R) for human resources management in research

The European Commission has awarded CICYTEX this HRS4R (European Human Resources Strategy for Research) seal of excellence, which aims to promote good practices in human resources management in the field of research.

The HRS4R seal of excellence recognises institutions that develop human resources policies based on the 40 principles set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. To this end, institutions wishing to apply for this recognition must design and implement a personalised action plan. This plan must reflect, among other issues, a commitment to the continuous improvement of working conditions, gender equality, the promotion of mobility and the professional development of researchers.

CICYTEX's work proposal (initial phase) to obtain this seal of excellence began in 2022. The awarding of this seal of excellence involves the development of the action plan in 2024 and 2025. This plan includes 16 actions related, among other issues, to recruitment procedures; professional development and promotion within CICYTEX; job stability and permanence; actions to improve working environments and the participation of research staff; the promotion of mobility and internationalisation at CICYTEX; and the drafting of a code of ethics and good practice in research. In addition to recognition, this seal highlights the institution's commitment to implementing fair and transparent procedures in the field of research.

Research career at CICYTEX

The Extremadura Centre for Scientific and Technological Research (CICYTEX) organises the work of its staff according to criteria that help to provide stability, improve training and enable people to grow professionally.

CICYTEX employs staff who join the organisation in different ways. Some people have joined by becoming part of the CICYTEX list of positions (RPT) assigned to the Regional Ministry responsible for research, development and innovation of the Regional Government of Extremadura. Some are career civil servants, and among these there may be civil servants who occupy the positions they hold and others who occupy them on secondment. Civil servants from other administrations may also be seconded, provided that the position is authorised for this purpose. Others come from other public administrations and have obtained their position as career civil servants through a transfer competition.

Within the civil service, there is another situation, that of temporary civil servants, who will occupy the position until it is filled by a career civil servant.

CICYTEX also has permanent staff, who are part of the CICYTEX job list (RPT) of staff employed by the Regional Government of Extremadura.

There are also staff who have been selected directly by CICYTEX through selection processes, in this case we are referring to temporary staff.

To organise the professional careers of its staff, CICYTEX applies the Statute for Civil Servant Research Staff (EPIF), which was approved by Decree 95/2022. Staff included in the scope of the EPIF include the Corps of Senior Graduates and Technicians of civil servants who perform research or research management functions that fall within one of the following scales:

- .-Research staff scale (doctor and doctor)
- .-CICYTEX senior technologist and technical specialist staff scale
- .-CICYTEX research management staff
- .-Scale of technical research management staff at CICYTEX

The rest of the CICYTEX staff is exempt from the application of the EPIF and will be governed by the regulations for public employees of the Regional Government of Extremadura.

In addition, CICYTEX has produced a manual on research careers.  [ACTION 3.2.](#)

[Career options](#)

Mentoring

The main objective of this initiative is to support researchers participating as mentees, helping them to reflect on their professional goals within their research careers and to take actions that promote their professional advancement and development. At the same time, the aim is for mentors to promote both the growth of young researchers and their own, through advice and the exchange of knowledge and experiences in the field of research.

The specific objectives of this plan include:

- To encourage the creation of links that stimulate researchers to reflect on their skills, abilities and future career options.

- To promote opportunities for international, interdisciplinary and intersectoral development for CICYTEX researchers, thereby enriching their career paths and professional prospects.

This plan is aimed at research staff who are members of recognised research groups (R2 – Junior postdoctoral stage) and the objective is that at least some of the participants have a connection with industrial doctorates. The programme will begin with a pilot phase involving between 6 and 10 mentors and the same number of mentees.

Training

The mission of the Extremadura Centre for Scientific and Technological Research (CICYTEX) is to promote the professional development and skills of research and technical staff, in line with the standards of excellence of the HSR4R (Human Resources Strategy for Researchers).

This plan seeks to foster a working environment that promotes innovation, interdisciplinary collaboration, and compliance with ethical principles and scientific integrity. The vision is to consolidate CICYTEX as a benchmark in scientific and technological research, contributing significantly to regional and global progress.

The objectives of this plan are as follows:

- Improve research skills: Equip researchers with advanced skills in research methods and techniques, scientific writing, and publishing, to increase the quality and impact of their work.
- Encourage interdisciplinary collaboration: Promote teamwork and knowledge exchange between different scientific disciplines to address complex problems from a multifaceted perspective.
- Promote innovation: Stimulate creativity and the application of new technologies in research, facilitating knowledge transfer and the commercialisation of results.
- Continuous professional development: Provide ongoing opportunities to update and improve technical and cross-disciplinary knowledge and skills.
- Comply with HSR4R standards: Ensure that training activities comply with the principles and guidelines of the HSR4R seal of excellence, promoting research careers and international mobility:

The CICYTEX training catalogue is diversified into technical seminars and management courses tailored to the needs of the centre.

Among the technical activities, training in equal hiring practices to eliminate gender bias and the implementation of the CoARA assessment framework are particularly noteworthy. In addition, there is a leadership skills development programme designed specifically for management teams and area managers, as well as a cross-disciplinary training programme that includes language reinforcement and online conversation sessions aimed at improving the English language skills of research staff and facilitating their international projection.

Courses organised by the Extremadura School of Public Administration. Its mission is to train and develop public employees to improve their professional performance and offer a higher quality service. In the case of CICYTEX staff, as public employees they can participate in training activities, which are updated every year on the website <https://eap.juntaex.es/escuela>

The training programme is designed with a view to innovation and adaptation to the needs of the administration and public employees, with the various training activities being managed directly.

Supervision

Research supervision is a professional relationship between one or more senior lecturers or researchers and a supervisee, the aim of which is to improve the latter's technical and scientific skills. The ultimate goal of supervision is to transfer the knowledge and experience of senior researchers in their particular areas of expertise within a pre-established period of time, preparing the supervisee to pursue a professional career in that field.

Good supervision helps to create an environment conducive to doctoral and postdoctoral researchers carrying out their work. Guiding, supporting, directing, advising and mentoring are key factors in enabling a researcher to embark on a promising career in research.

Supervision can also be seen as a safe space for reflective dialogue to:

- Ensure that the person being supervised maintains appropriate professional standards
- Facilitate the development of the supervised person's professional practice
- Provide support for the supervised person's wellbeing

Although it is important to recognise the leadership role of supervisors, students are expected to share responsibility for maintaining open channels of communication and for articulating and achieving their own goals as students and researchers.

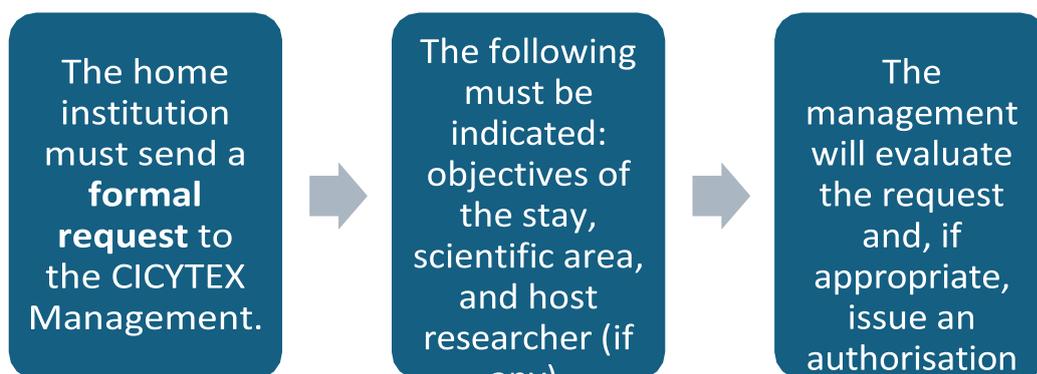
CICYTEX, as part of its commitment to implementing the HR Excellence in Research action plan, has prepared a supervision guide to summarise some of the characteristics that should frame the working relationship between supervising researchers and their supervisees during the joint research project development process.



[ACTION 11. Supervision Guide](#)

Mobility

CICYTEX also promotes **international exchange**. If a researcher from another centre wishes to undertake a stay:



Ethical Conduct

Code of Ethics

CICYTEX has developed a Code of Ethics, which establishes the ethical principles and standards that should guide the conduct of CICYTEX staff in the performance of their professional duties. It reflects CICYTEX's commitment to ethical values and compliance with current labour legislation.

This document applies to all CICYTEX staff, regardless of their place of work, position or activity, their employment relationship with CICYTEX, or the duration of that relationship. Under no circumstances shall the CICYTEX Code of Ethics contravene the ethical and behavioural principles that are mandatory for all public employees of the Regional Government of Extremadura. On the contrary, it shall reinforce and specify them within its scope.  [ACTION 13.1. Code of Ethics](#)

CICYTEX Ethics Committee

The CICYTEX Ethics Committee is created with the aim of supporting researchers in scientific tasks involving experimentation with biological agents and genetically modified organisms (GMOs), as well as those related to the protection of the environment or other constitutionally and legally protected assets.



[ACTION 13.2. Regulations of the Ethics Committee](#)

The priority objectives of the Ethics Committee are:

- To ensure that the experimental designs used by researchers comply with current legislation.
- To ensure respect for the ethical principles and values established in the CICYTEX Code of Ethics.
- To periodically review and update the Code of Ethics.
- To prepare reports on ethical aspects related to the centre's research activity.
- To coordinate its actions with ethics committees from other institutions.
- Promote and disseminate an ethical culture within the scientific

community. The functions of the Ethics Committee are:

- Compliance with legislation and ethics in experimental designs
- Prevention of scientific malpractice
- Promoting ethical culture in the scientific community
- Preparation of ethical reports

The CICYTEX Ethics Committee shall be composed of five members:

- Chaired by the head of the centre.
- Four senior administrative officials.

Equal Opportunities Plan for CICYTEX public employees

The equality plan applies to all CICYTEX staff and its research institutes. It contains 65 measures and is structured into 11 thematic blocks:

- Commitment to equal opportunities and visibility
- Selection, recruitment, development and professional promotion process
- Training and awareness
- Responsible exercise of personal, family and work life rights
- Under-representation of women
- Remuneration
- Prevention of sexual and gender-based harassment
- Prevention of gender-based violence
- Occupational health with a gender perspective
- Research and gender perspective
- Non-sexist language and communication

The full Equality Plan document can be consulted on the CICYTEX website, together with the Protocol for the prevention of sexual and gender-based harassment, and a Guide to non-sexist language use (adopted by CICYTEX and developed by the Autonomous University of Madrid and the Gender Equality Unit).

Complaints and claims

CICYTEX has developed a document that establishes a methodological framework for the management of complaints and suggestions, providing basic guidelines for their handling, in accordance with the relevant legal regulations.



[ACTION 7.1. Complaints and Suggestions Manual](#)

The scope of the complaints and suggestions that may be submitted is limited to the area of competence of CICYTEX.

The processing of other user actions, such as appeals or complaints lodged by interested parties in administrative proceedings, by virtue of their rights under the applicable regulations, are expressly excluded from the processing procedures set out in this manual. In the event of any such action, organisations must refer the matter to the Internal Affairs Service.

Internal communication at CICYTEX

The intranet for internal communication: **INGRID-DEDICATEX-SERENA**

HOW WE COMMUNICATE AT CICYTEX



This is **the logo** that identifies the Extremadura Centre for Scientific and Technological Research. It is important because it serves as **an image** that **represents this institution and the people who work** there. It can be a useful reference for those who are interested in our work and in communicating with us.

For this reason, this logo appears on work uniforms and at the entrance to our facilities, on our website, on social media, in publications and other promotional materials. The CICYTEX logo **must** also be **included** in **scientific communications** and any **other type of presentation** made by scientific and technical staff at conferences, forums, seminars, etc.

Similarly, institutions that provide funding for CICYTEX R&D projects have their own regulations on this matter. **The funding entity must be identified** with its logo in all activities and actions carried out.

The Transfer and Communication department will provide support in these matters. **Interested parties are** advised to contact this department when they wish to organise or plan to participate in any scientific or outreach activity for dissemination purposes.

The Transfer area's functions include relations with the productive sectors to which CICYTEX directs its activity.

INTRANET: Tool for internal communication

Employees will have access to the CICYTEX intranet, called INGRID. This platform is used for internal communications and contains the centre's corporate directory.

This intranet contains various links of interest to corporate email and provides access to platforms such as DEDICATEX (project dedication), SERENA (order placement) and other applications for reporting incidents of all kinds: IT equipment, scientific equipment, maintenance and facilities, as well as for requesting meeting rooms.

To register with INGRID, interested parties are informed that they must complete a form and send it to the IT Department.

Joining CICYTEX

Personal file

In order to join the centre, it will be necessary to complete some preliminary procedures with the support of the Personnel Department, which is part of the Internal Affairs Service. This procedure applies to all staff who will have an employment relationship with CICYTEX, with the sole exception of students on unpaid training placements.

This department is centralised at Finca La Orden and receives all documentation, regardless of where the job is located. CICYTEX has a network of research institutes located in four different locations. The administrative headquarters are located at the Finca La Orden Agricultural Research Institute in Guadajira (Badajoz).

[Fillable personal data form template pdf](#)

A digital certificate is required to speed up procedures and the electronic signing of documents. In the case of civil servants, this must be requested from the FNMT as a civil servant.

Occupational health examination application form for contracted and civil service personnel:

[Fillable PDF](#)

The functions of this department include staff recruitment, payroll, and management of administrative matters (registration and deregistration with Social Security), among others.

All persons who join CICYTEX will report directly to the person in charge of the scientific or administrative area to which their job is assigned, who will be responsible for providing them with this Welcome Manual and indicating where it is located on the CICYTEX website.

Field staff at Finca La Orden and Finca Valdesequera should also contact the relevant operations manager.

Working hours may be distributed between 7:30 a.m. and 7:00 p.m., taking into account the mandatory attendance hours set out in the general regulations, between 9:00 a.m. and 2:00 p.m.

Holidays and personal matters are governed by the following regulations: Royal Legislative Decree 5/2015, of 30 October, approving the revised text of the Basic Law on Public Employees.

Law 13/2015, of 8 April, on the Civil Service of Extremadura.

Decree 149/2013, of 6 August, regulating working hours and schedules, leave and holidays for civil servants working for the Autonomous Community of Extremadura. These regulations apply to both civil servants and contract staff by analogy.

The aim is to adapt working hours to the needs of projects or other research work. Authorisation from the CICYTEX Management will be required.

The teleworking regime may be requested when circumstances related to the job allow for better performance. It will be flexible in terms of both the number and duration of the periods of teleworking and the number of days of compulsory weekly attendance.

The training programme and the documentation required to host unpaid internships and final degree and master's projects are published on the CICYTEX website. A collaboration agreement must be in place between CICYTEX and the organisation to which the students belong. Once this period begins, students will follow the instructions of their tutor at CICYTEX. No communication with the Personnel Department is required.

IT service

This service is centralised at the CICYTEX administrative headquarters (Finca La Orden). Joining CICYTEX requires registration as a corporate user of the Regional Government of Extremadura.

Corporate credentials will be provided by the person responsible for this service. They can also be requested from the person in charge of each centre if you work outside Finca La Orden.

CICYTEX provides employees with the necessary computer equipment; therefore, connecting any personal devices (laptops, routers, switches, etc.) to the corporate network is prohibited. Furthermore, authorisation is required for the installation of any specific software, whether free or paid. It is recommended that all professional data be stored in OneDrive to ensure backup and prevent loss of information due to computer failure.

For more detailed information, an IT instruction manual is available on the CICYTEX corporate intranet (INGRID).

Time control

One of the priority tasks after joining CICYTEX is to register in the Time Control system. This digital platform allows for the daily recording of working hours, as well as the management of requests for holidays, leave and other permits. To register, interested parties should contact the Research Institutes Coordination Unit, which is responsible for this matter, where they will be provided with the relevant instructions for use.

CICYTEX research and technical staff, as well as research support staff, must also record the number of hours dedicated to each project and research activity on the platform called DEDICATEX.

Equipment and work materials

The CICYTEX warehouse receives CICYTEX's supplies and goods. If necessary, they will provide you with office supplies (stationery), cleaning and hygiene supplies. Depending on your professional category and the activities you will be carrying out, they will provide you with work clothing and personal protective equipment (PPE).

The warehouse is also located at the administrative headquarters, at Finca La Orden. Those joining other CICYTEX work centres will carry out the necessary procedures with the warehouse through their direct managers.

Occupational risk prevention

The Occupational Risk Prevention Department, which is part of the Internal Affairs Service, informs workers joining CICYTEX institutes of their rights and obligations in relation to prevention, as set out in Law 31/1995 of 8 November, together with the means of consultation and participation available to them within the Regional Government of Extremadura.

All this information is contained in the following document:

[Basic Health and Safety Manual](#)

[ANEXOS:](#)

[Plans of the Order's Buildings](#)

[INTAEX Plans](#)

[ICMC Plans](#)

[High-Tech Incubator Plans](#)

[Coal Laboratory Plans Packaging and Carpentry](#)

[CAEM Plans](#)

Key Regulations and Documents for CICYTEX Staff

As CICYTEX staff, it is important to be familiar with the main regulations, plans and accreditations that govern the institution's operations, your rights and

duties, as well as commitments made in the areas of human resources, equality and prevention.

1. Decree 6/2025, of 11 February, approving the CICYTEX Statute

Regulation governing the organisation, operation and powers of CICYTEX. [\[Link to the Decree\]](#)

2. Law 14/2011, of 1 June, on Science, Technology and Innovation

State regulation governing the foundations of the Spanish R&D&I system. [\[Link to the Law\]](#)

3. Law 10/2010, of 16 November, on Science, Technology and Innovation in Extremadura

Regional regulation establishing the regional framework for action in R&D&I. [\[Link to the Law\]](#)

4. Decree 95/2022, of 20 July – Statute of Civil Servant Research Personnel (EPIF) of CICYTEX

[\[Link to the Decree\]](#)

This decree regulates the specific characteristics of CICYTEX civil servant research staff in the following areas: selection, promotion and provision of positions, as well as remuneration and mobility.

It affects civil servants in **the Higher and Technical Grades** who perform research or research management functions, classified in the following scales:

- Research Staff Scale (doctor)
- Scale for Technologists and Senior Specialised Technicians
- Research Management Staff Scale
- Research Management Technical Staff Scale

The rest of the staff is governed by the general regulations applicable to civil servants of the Regional Government of Extremadura.

Although the EPIF has been in force since DOE No. 143 (26/07/2022), its application requires a specific **integration** process, which must be convened by CICYTEX.

[\[Link to the HR Management Plan\]](#)

