

How to navigate



Institut de Física
d'Altes Energies



A guide for newcomers

IFAE

Crucial links

IFAE public webpage: <https://www.ifae.es/>

- Learn about IFAE, its history, its science and its people

IFAE internal webpage: <https://sites.google.com/ifae.es/internalpages/home>

- Learn about useful documents, contacts, tools, and FAQ

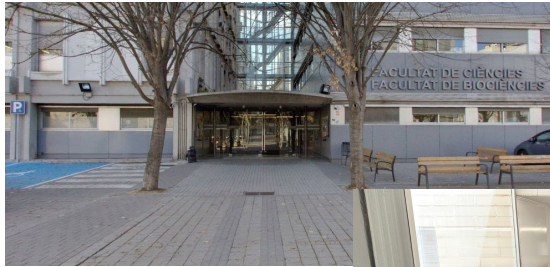
IFAE logo: Use the latest logo from IFAE (including recent Severo Ochoa distinction)
<https://sites.google.com/ifae.es/internalpages/documents-procedures/logos-templates>

IFAE & Facilities

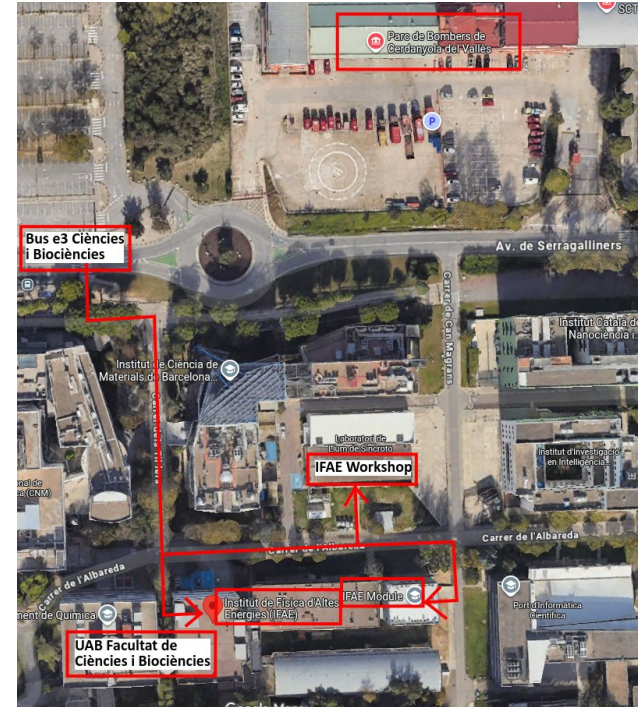
- How to find IFAE on campus: <http://www.ifae.es/eng/how-to-reach-ifae.html>
- Door codes: Request the codes from your supervisor, co-workers or HR
- Building CM7 and C5b: contact rrhh@ifae.es for application and access.
- Access card for workshop (to be requested by PI): Jorge Garcia jgarcia@ifae.es
- Meeting Room Booking System (ask IT for group specific login credentials):
<http://mrbs.ifae.es/>
- **NEW** For any issues related to infrastructure and spaces, please contact:
facilities@ifae.es
- Access on non-working days:
 - Entering the main building: call campus security at 93 581 25 25 (2525 from an office phone); optional is to enter through main building gate (near science cafeteria) and register with the door guard.
 - Code to deactivate alarm when entering workshop: contact (or ask your PI to contact) Jorge García.
 - Code to deactivate alarm when entering module: contact Manuel Ramon Fernandez de Bobadilla Castañer from UAB Manel.FBobadilla@uab.cat but currently codes are not issued (as of August 2020) so one has to call campus security (see above) or coordinate with colleagues from module who already have a code.

How to get to IFAE: Main Building

- [IFAE Main Building](#): UAB, Facultat de Ciències i Bociències, Edifici C.

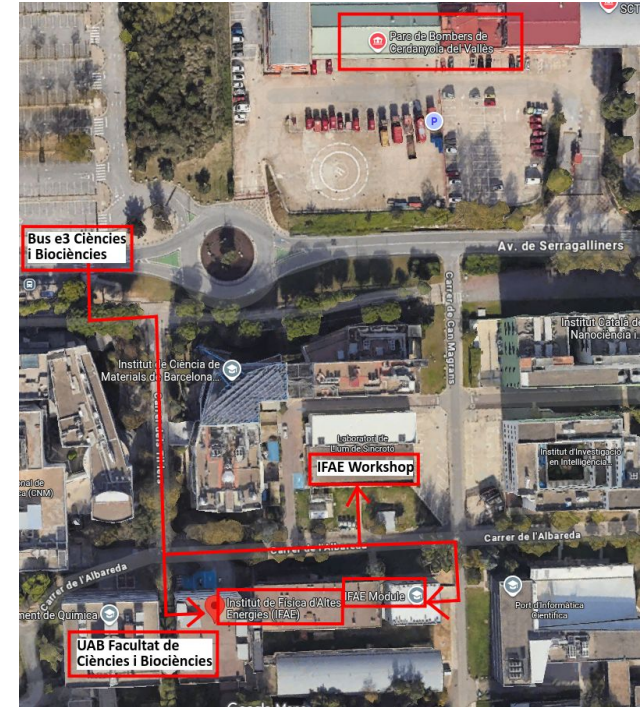


Once you enter the Facultat, go left past the vending machines, and then downstairs.



How to get to IFAE: Workshop

- [IFAE Workshop](#): UAB, Edifici T.

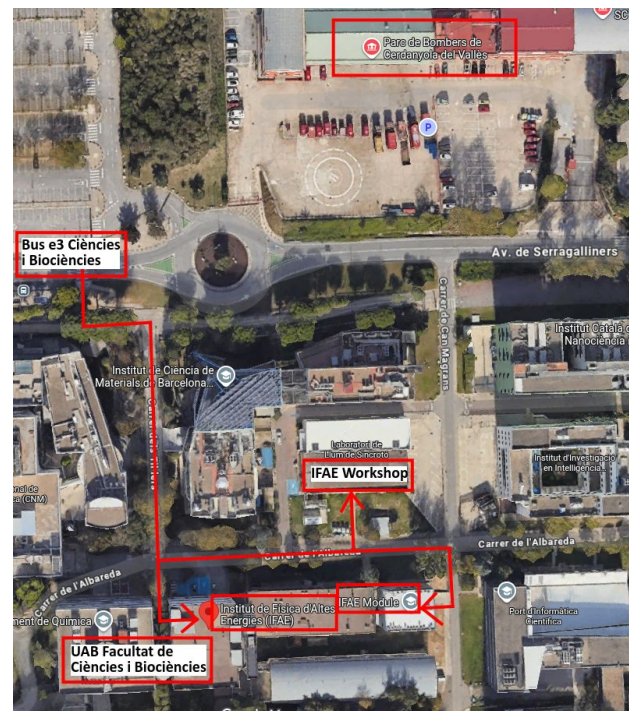


How to get to IFAE: Module

- IFAE Module: UAB, Edifici CM7.

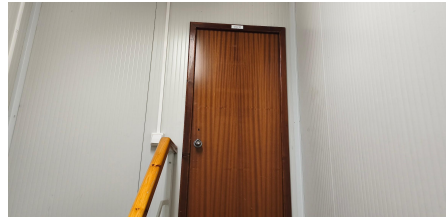


IFAE is at the third floor. You'll need UAB access to the site. Ask HR for it.

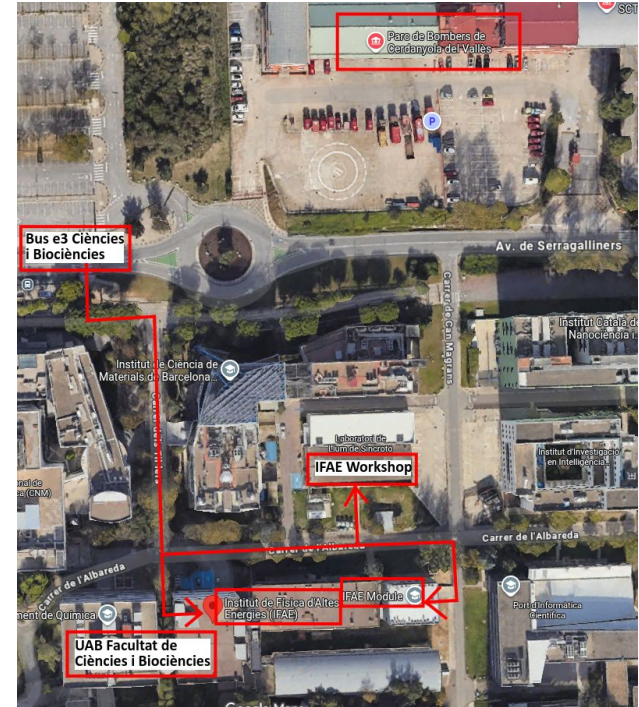


How to get to IFAE: C5b/101

- [IFAE C5b/101](#): UAB, Facultat de Ciències i Biociències.



Once you enter the Facultat, go right, then two staircases down.



Who is who

- <https://www.ifae.es/people/>
- Many research groups at IFAE!

Collider Physics group

Gamma-ray Group

Observational Cosmology Group

Neutrinos Group

Gravitational Waves Group

Medical Physics Group

Quantum Computing Technologies Group

Theory


Technical Division

Port d'Informació Científica

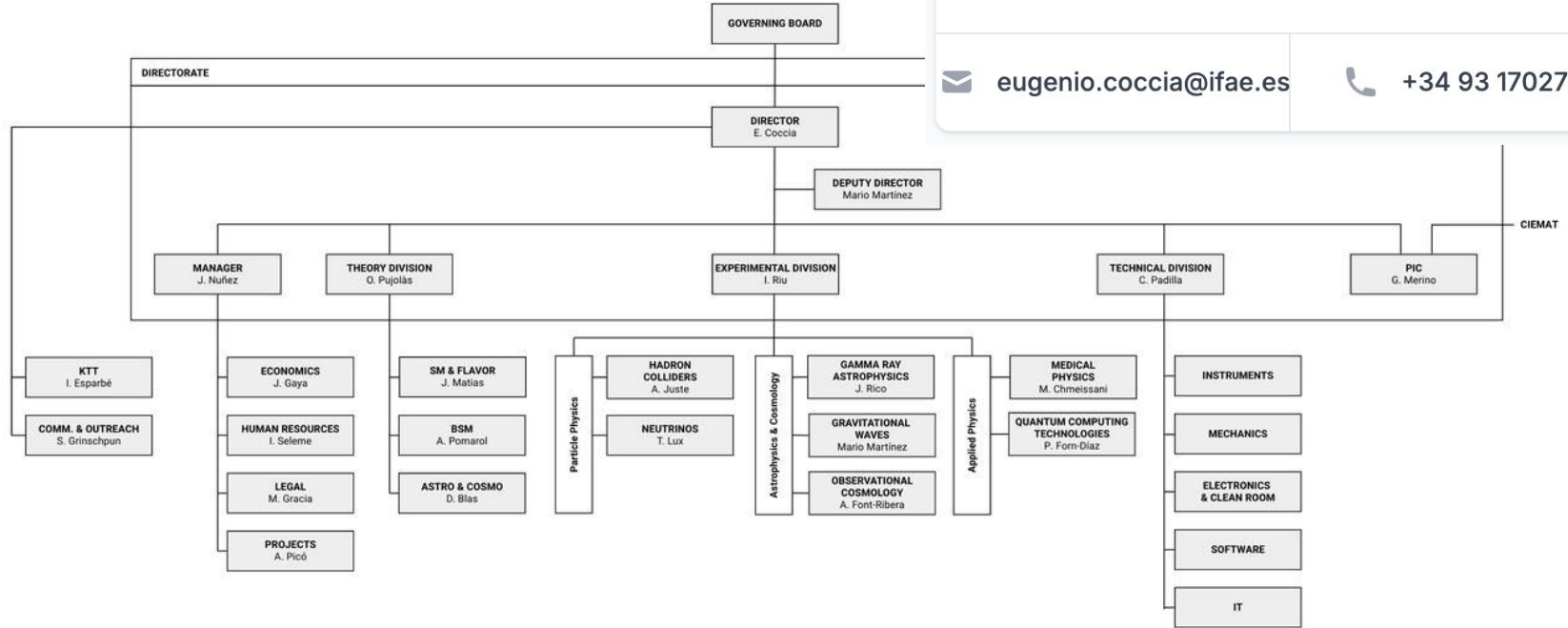
- How can you learn more about them?
 - Attend seminars and colloquia (announced by comunicacio@ifae.es)
 - Attend the Wednesday's Pizza seminars at 13h00 (short seminar about various topics + pizza lunch in the foyer)
 - Read the IFAE Internal Newsletter (sent weekly by comunicacio@ifae.es)

IFAE organisational chart

Eugenio Coccia
 Research Professor
Gravitational Waves Group



eugenio.coccia@ifae.es +34 93 1702715



HR (RRHH in Spanish)

- Human Resources: rrhh@ifae.es
- Meet them during your first week at IFAE

Ijlal El Kouraichi

Human Resources Area

Administration



✉ ijlal@ifae.es

☎ +34 93 170 2718

Iara Seleme

Human Resources Area

Administration



✉ iseleme@ifae.es

☎ +34 93 1702 707

Virginia Aranda

Human Resources Area

Administration

Safety



✉ varanda@ifae.es

☎ +34 93 1702 710

IT (Computing Support)

- To get started:
 - **Communications:**
 - IFAE email account (**through HR**).
 - IP assignment for personal laptops (**not tablets or phones**).
 - **Quotations** for work-related computing material.
 - **Ask your PI for an IFAE work laptop, screen, etc.**
 - **If you use a personal one instead** and need access to internal resources, please **contact helpdesk@ifae.es**.
- Computing at IFAE: <https://sites.google.com/a/ifae.es/itwiki>
 - **Wifi** (which one to connect where).
 - **Printers** (which one to connect where).
 - **Only registered laptops can print.**
 - **VPN:** If you need to access internal IFAE resources from outside its premises, contact helpdesk@ifae.es and ask for it.
 - **Only for registered users.**
- **Help desk assistance is there for you!**
 - Please contact helpdesk@ifae.es to **create a ticket**.

Alex Guinó

Computing Support Staff

IFAE Technical Division



✉ aguino@ifae.es

☎ +34 93 150 31 52

Javier Garcia Romero

Computing Support Staff

IFAE Technical Division



✉ jgromero@ifae.es

☎ +34 93 150 31 53

Marc Masip

Computing Support Staff

IFAE Technical Division

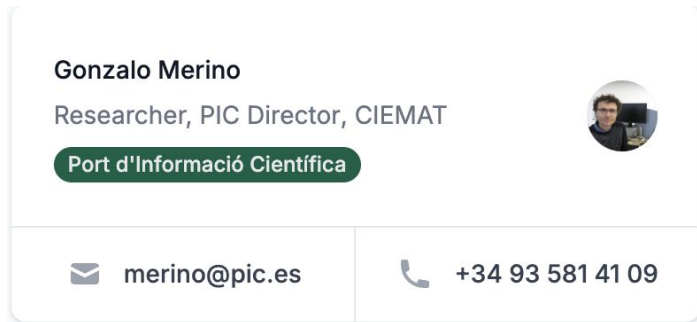


✉ mmasip@ifae.es

☎ +34 932387554

PIC


- What is PIC? <https://www.pic.es>
 - The team of the Port d'Informació Científica (PIC) supports scientific groups working in projects which require strong computing resources for the storage and analysis of massive sets of distributed data
- Request account at <https://www.pic.es/register/>
- Information on PIC Services (Jupyter, HTCondor, GitLab, CosmoHub): [PIC Services](#)



Technical Division and Workshop (I)

- IFAE has a dedicated **Technical Division** that supports the institute's experimental projects
- Most experimental projects at IFAE involve the technical division in the design, development, and construction of key technical components
- The expertise of the division are **Mechanics, Electronics, Software, Integration** and **technical projects coordination**
- **Head of the TD:** Cristobal Padilla (padilla@ifae.es)
- If you need **assistance or involvement of the TD in your projects** contact Otger Ballester (otger@ifae.es) and we will process your request


Cristobal Padilla
Research Professor



Observational Cosmology Group
IFAE Technical Division

✉ padilla@ifae.es ☎ +34 93 175 1513

Otger Ballester
Software Engineer



IFAE Technical Division

✉ otger@ifae.es ☎ +34 93 170 2704







Technical Division and Workshop (II)






- The technical division is located at the Technical Division Building (TDB)
 - *aka “the Workshop”, Edifici T*
- Inside the TDB you can find:
 - Clean Rooms for setups and microelectronics, Gray Rooms, Optical Setups, the Electronics lab, The Quantum Computer lab, and the Mechanical Workshop + 3D printers, meeting rooms, a shielded room, the Engineers offices, and a futbolín (*an engineering degree is required to play*)
- You are welcome to come and visit the Workshop

- If you are going to spend time at the workshop, add yourself to the workshop@ifae.es distribution list (groups.google.com)

Projects

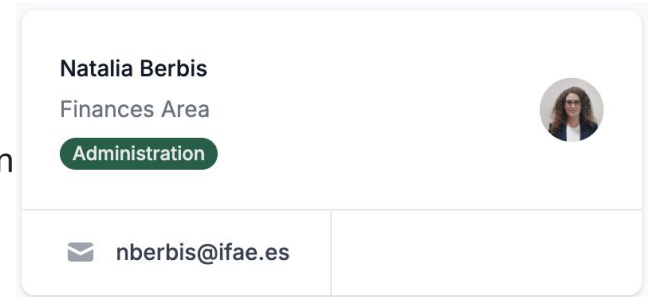
- Projects: projects@ifae.es
 - When to contact? Questions about grants / applications / funding / etc.

Arnau Picó Projects Office (Head) Administration 	
 apico@ifae.es	 +34 93 150 3155
Isasi Vitorica Projects Office Administration 	
 visasi@ifae.es	 +34 93 150 3155

Yuliya Boyko Projects Office Administration 	
 yboyko@ifae.es	 +34 93 150 3155
Özgun Isabella Babu Projects Office Administration 	
 obabu@ifae.es	

Business trips



- Book trips: aappcatalunya@bcdtravel.es
 - When to contact? To book train / flight tickets to conferences, workshops, etc.
 - Add your supervisor and trips_IFAE@ifae.es in 'cc'
- Trips: trips_IFAE@ifae.es
 - When to contact? Submit travel reimbursement form
- [BOE \(Boletín Oficial del Estado\)](#)
 - Gives information on the price limit of accommodation and food for all countries.



Outreach & communication

- Outreach & communication: comunicacio@ifae.es
 - When to contact? Take part in outreach activities or add news to the weekly newsletter

Sebastián Grinschpun Communication & Outreach Unit (Head) Administration		
 sgrinschpun@ifae.es	 +34 93 170 2723	

Josep Freixanet Communication & Outreach Unit Administration		
 jfreixanet@ifae.es		

- Outreach activities examples:
 - <https://www.ifae.es/education-outreach/high-school-programs>

When available, write to the **highlighted** email addresses, not the individual ones

Summary of IFAE contacts

- **Research Projects Office:** projects@ifae.es, Arnau Picó apico@ifae.es, Özgün Babu obabu@ifae.es, Yuliya Boyko yboyko@ifae.es, Isasi Vitorica visasi@ifae.es
- **IT helpdesk:** helpdesk@ifae.es, Alex Guinó aguino@ifae.es, Javier Garcia Romero jgromero@ifae.es, Marc Masip mmasip@ifae.es
- **Human Resources:** rrhh@ifae.es, Ijlal El Kourachi ijlal@ifae.es, Lara Seleme Aguirre iseleme@ifae.es, Virginia Aranda varanda@ifae.es
- **Purchases:** purchases@ifae.es, Laura Peñaranda lpengaranda@ifae.es
- **Travels and invoices:** trips@ifae.es, Natalia Berbis nberbis@ifae.es
- **Communication and Outreach:** comunicacio@ifae.es, Sebastian Grinschpun sgrinschpun@ifae.es, Josep Freixanet jfreixanet@ifae.es
- **Safety Responsible:** safety@ifae.es
- **Equity, Diversity and Inclusion committee:** edi-committee@ifae.es
- **PIC contact:** user.support@pic.es
- **Fiscal and finances:** administration@ifae.es, Josep Gaya gaya@ifae.es, Marta Gómez mgomez@ifae.es, Noelia Alonso nalonso@ifae.es
- **Maintenance:** facilities@ifae.es, Josep Gaya gaya@ifae.es, Antonia Gomez agomez@ifae.es
- **Legal:** Maria Gracia Rosell mgracia@ifae.es, Xavier Sibina xsibina@ifae.es
- **Technology Transfer and Intellectual Property:** Isaac Esparbé iesparbe@ifae.es, Carla Van den Bogaart cvandenbogaart@ifae.es, Dylan Valencia dvalencia@ifae.es
- **Office supplies:** Laura Peñaranda lpengaranda@ifae.es, Antonia Gómez agomez@ifae.es

Summary of mailing lists

You can check the mailing lists your IFAE email has been added to at:

<https://groups.google.com/my-groups>

You can check all the existing IFAE mailing lists at: <https://groups.google.com/all-groups>.

You can ask to join a specific group.

Some general mailing lists include:

- Mailing list of **all IFAE** (use with caution): ifae-general@ifae.es
- Mailing List of **Postdoc Researchers**: ifae-postdoc-researchers@ifae.es
- Mailing List of **PhD students**: ifae-phd-students@ifae.es
- Mailing List of **Early Career Scientists** (postdocs + PhDs): ifae-ecs@ifae.es
- Mailing List of **IFAE Staff Researchers**: ifae-staff-researchers@ifae.es

Code of Conduct



In a session held on 19/02/2019, the Governing Council of the IFAE agreed to adhere to the Code of Conduct of the CERCA Institution.

Additionally, the director and manager of the IFAE have adhered to it in a personal capacity.

Please, read IFAE's [Code of Conduct](#) as a part of a CERCA institution.

Els 7 compromisos CERCA amb l'ètica i la bona conducta.

- I. Defensa de la garantia dels drets humans i democràtics.
- II. Integritat científica, bones pràctiques i ètica en la recerca.
- III. Igualtat de tracte i no discriminació.
- IV. Equitat de gènere i incorporació de la perspectiva feminista.
- V. Garantia dels drets lingüístics.
- VI. Transparència, ciència oberta i millora de la qualitat de vida de la societat.
- VII. Ètica en l'ús de la intel·ligència artificial.

Equity, Diversity and Inclusion Conduct

Our values, our mission

At IFAE, we recognize the importance of **equity, diversity, and inclusion** in all aspects of our work.

We are committed to providing an **inclusive and welcoming environment** where everyone feels valued and respected, regardless of their personal characteristics.

We strive to create a **culture of respect and mutual understanding** among our researchers, staff, and participants, and we do not tolerate any actions that constitute discrimination or harassment in any form.

We are committed to promoting **diversity and inclusion** in all of our research, programs, and events. This includes actively seeking out and encouraging participation from underrepresented groups in the field of physics and providing support to all members of our community.

As a research center dedicated to exploring the fundamental principles of the universe, we believe that a diverse and inclusive community is essential to achieving our mission. We are committed to ongoing efforts to create an environment that is **welcoming, inclusive, and respectful for all**.

Communication

- **Join IFAE Slack:** <https://ifae-workspace.slack.com/>
- **Equity, Diversity and Inclusion (EDI):** <https://www.ifae.es/edi>
 - Contact the EDI team in case of any comment / suggestion / question on this area:
edi-committee@ifae.es
- **IFAE mentoring program:**
 - **@Postdocs:** Contact Diego Blas (dblas@ifae.es) and Gerard Ariño (garino@ifae.es)
 - **@Students:** Contact Christos Georgiou (cgeorgiou@ifae.es) and Monica Seglar (mseglar@ifae.es)
- **@Women and anyone else who identifies as a gender minority in physics at IFAE:**
 - Please subscribe to the women-plus@ifae.es mailing list via <https://groups.google.com/a/ifae.es/g/women-plus>

Comité d'Empresa (IFAE union/ workers council)

Contacts:

- The comité: comite.empresa@ifae.es
- The taskforce: ifae-taskforce-comite-empresa@ifae.es

The Comité d'Empresa functions to help all workers in IFAE with issues such as salary, working conditions, etc.

Anyone can ask to join the taskforce mailing list to receive announcements and invitations to join open meeting sessions (you don't have to be on the committee!).

Well-being


- **EMOCIONAL: Psychological Support and Coaching**

- Free and confidential psychological support and coaching service in collaboration with the company EMOCIONAL: <https://ifae.emocional.com/>
- Designed to support your emotional well-being, as well as your personal and professional development
- Included benefits:
 - Unlimited psychological consultations
 - Online psychological support
 - In-person support (by appointment)
 - Access to the Emotional AI platform
 - Short, updated content tailored to IFAE's needs
 - Specialized coaching sessions
- In addition, free psychological support is also available for first-line family members, subject to prior assessment by the SAFETY team

- For any questions or further information, please contact Virginia Aranda:

varanda@ifae.es

IFAE weekly timetable & calendar

- **IFAE experimental/theory seminars, colloquia:** announced by comunicacio@ifae.es with some days in advance → keep an eye on your emails!
- **IFAE pizza seminars:** **Wednesdays at 13h00** (short seminar from all areas of research at IFAE, followed by pizza lunch in the hall)
- **Your IFAE weekly physics meeting:** ask your supervisor when these are.
- **IFAE Welcome Day:** usually once per year in ~ **October**
 - A special event to welcome all new members who have joined us over the past year
- **IFAE 'pica pica':** end of the year celebration in ~ **December**
- **IFAE Women+ lunch:** approx. **once per month** a pizza lunch is organised as a safe space for women and anyone else who identifies as a gender minority in physics for discussions on gender-based challenges in STEM
- Check the **official IFAE holidays** in Factorial:  Time off
 - Also circulated by HR via email in December from the year before

UAB

UAB Necessities

- **How to get to UAB campus:** <https://www.uab.cat/accessibilitat-transports/english/>
- **Mobile app Esfera:** <https://sia.uab.es/>
- **App UAB:** [information and download](#)
 - Many services: academic programmes, news, social networks, university smart card (Tarjeta Universitaria Inteligente, TUI), student card (for PhD students), virtual access system for campus spaces and car parks, UAB libraries, notices, calendar, ...
 - Tutorial NIU (Número de Identificación Universitario):
<https://www.uab.cat/doc/tutorial-niu-es.pdf>

UAB Facilities

- Sports facility: <https://saf.uab.cat/>
- Cafeterias (located in the respective department):
 - Ingeniería
 - Ciencias
 - Letras
 - Educación
- Plaça Cívica (big plaza in front of UAB FGC train station):
 - Cafeteria & bar
 - Pharmacy
 - UAB shop
- Libraries (the UAB student card can be used as a library card)
- Banks:
 - Santander (Plaça Cívica)
 - La Caixa (Rectorat)

UAB PhD

- HR will provide you with the details on how to enrol at the university
- Note: if you plan to present your thesis as a *compendium of publications*, please read carefully the conditions regarding including UAB in the acknowledgement / affiliation:
 - <https://www.uab.cat/web/studies/phds/thesis-by-compendium-of-publications-1345893197384.html>
 - https://www.uab.cat/doc/ED_normativa-academica-UAB.pdf (only in Catalan)

Arriving in Barcelona

Disclaimer: info provided to the best of our knowledge -
please double-check with HR in case of doubts!

Entering & Residing in Spain: EU Citizens



- You need to apply for the NIE (Número de Indentidad de Extranjero) yourself:
 - Discuss first with HR regarding the steps.
 - Make an appointment with the National Police here:
<https://sede.administracionespublicas.gob.es/pagina/index/directorio/icpplus>
 - Choose the oficina which has the option 'Policia-Certificado de Registro de ciudadano de la U.E.' under 'Trámites Cuerpo Nacional de Policía'.
 - It can be very difficult to obtain an appointment, so you might end up trying this lots of times. If you're struggling, contact HR and they may be able to contact a lawyer to help getting an appointment (although you will have to pay for this service).
 - You may need a Spanish telephone number to complete the form: either buy a Spanish sim card, or ask someone at the institute for help with this.
 - More information & what documentation to bring: <https://www.strongabogados.com/nie>
- The green, resident NIE card does not have an expiry date so you don't need to renew it!

Entering & Residing in Spain: non-EU Citizens

- **Work / residency permit, NIE and Visa:**
 - This should all be completed with help + guidance from HR before arrival.
- **The TIE (Tarjeta de Identidad de Extranjero)**
 - Once in Spain, you must apply for a TIE appointment at a police station.
 - Officially you should obtain an appointment within 30 days of entering Spain, however getting an appointment is difficult so people are understanding if this is not possible.
 - *Tip: if you see an appointment, accept it! Even if it is very far from your home- appointments are hard to come by.*
 - Link to find in-person appointments:
<https://icp.administracionelectronica.gob.es/icpplus/index.html>
 - If you are struggling to find an appointment, please contact HR.
 - Useful information about the TIE (steps, what to bring, how to pay)
- **Renewal: HR will send reminders of when to renew - you should contact them no less than 2 months before your card expires**

Finding a Place to Stay

- You can stay in the UAB vila whilst looking for a place to live
- It's worth contacting current PhD students/ post-docs about accommodation as they can help :)
- Websites/ apps for flats and houses to rent:
 - Badi
 - Idealista
- Towns near the UAB/IFAE: Bellaterra, Sabadell, Cerdanyola del Vallès, Sant Cugat del Vallès
- A lot of people also live in the city, which is ~ 35 min - 1.25 hours commute each way
 - Try to find a place along / near the FGC / Renfe / E3 bus stops!
 - E.g. La Sagrera, Sarrià, Gràcia, Eixample, Sagrada Família, Plaça de Catalunya, Arc de Triomf

Empadronamiento (Town Council Registration)

- If you live in Spain for more than 6 months per year, you need to obtain the Certificado de Empadronamiento
- It's required for lots of bureaucratic processes like getting a healthcare card, TIE, etc.
- Make an in-person appointment (cita): [appointment link](#)
- What to bring to the appointment:
 - Passport (or EU ID card or NIE)
 - Rental contract or letter from the owner stating you live at the address
 - Proof of rent payment/ bills
- Non-EU citizens must renew the empadronamiento every 2 years.

Setting up a Spanish Bank Account

- Spanish banks: Santander, Sabadell, CaixaBank, BBVA
- Online banks: Revolut, N26, Wise
- An in-person appointment is often easiest
- What documents do you need?
 - NIE (+ passport)
 - If you are non-EU you will not have your TIE yet, so bring your work/residence permit (paper)
 - Pre-contract (if you have it)
- Warning for non-EU: show your bank your TIE as soon as you get it! The bank can block your account if you do not do this.

Healthcare System



- Once you have the empadronamiento, get your TSI: La Targeta Sanitària Individual
- Everyone has access to a CAP (Primary Care Centre). Your CAP should be the one closest to your address and you can find it here
- You can make appointments at your CAP online, in-person or by telephone.
- Spain's emergency number: 112
- For keeping track of appointments and details there is the health app (and website): La Meva Salut
- It can be useful to bring your NIE/TIE to appointments
- You can pick up prescriptions with your TSI

Digital Certificate

The digital certificate is an electronic ID which allows you to do a lot of online administrative processes.

- Requesting a digital certificate from FNMT (Fábrica Nacional de Moneda y Timbre): [FNMT digital certificate steps](#)
- You first have to request the certificate online, and then finish the process at an in-person appointment at an FNMT or Tax Agency office.
- Finding an office:
 - <https://mapaoficinascert.appspot.com/>
- A digital certificate allows you to electronically sign documents

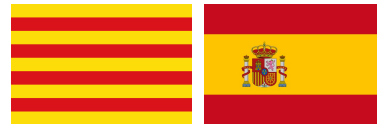
Transport & Getting Around

- Transport to/from UAB Campus:
 - FGC Train (S2): Plaça Catalunya (Barcelona Centre) - Sabadell Parc del Nord
 - E3 Bus: UAB Vila Nord - La Sagrera (Barcelona): [schedule](#)
 - R7 Renfe trains: Cerdanyola-Universitat - Fabra i Puig

- With a TMB card you can use any bus, train or metro in the Barcelona province: <https://www.tmb.cat/en/barcelona-fares-metro-bus>
 - If you are under 30 you should get the T-jove card for the best value!
 - Cards can be physical or on your phone

- Bicing, Barcelona's bike-sharing services all around the city: <https://www.bicing.barcelona/es>

Language



- Catalan:
 - UAB offers free Catalan courses, contact: s.llenques.info@uab.cat
 - Other Catalan courses at UAB campus and online: [Idiomes UAB](#)

- Spanish (Castellano):
 - UAB offers (paid) courses at different levels on campus and online: [Idiomes UAB](#)

- You can also join other language courses / schools in Barcelona
- There's always Duolingo !

Questions?

Contact HR and EDI

(rrhh@ifae.es, edi-committee@ifae.es)