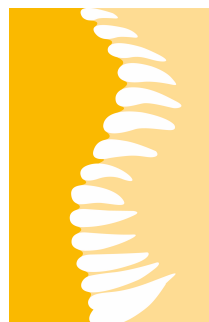


ORGANIZATION CHART



ICP^R

Institut Català de Paleontologia
Miquel Crusafont

December 2023

CERCA
Research Centres
of Catalonia



HR EXCELLENCE IN RESEARCH

ORGANIZATION CHART

INSTITUT CATALÀ DE PALEONTOLOGIA MIQUEL CRUSAFONT



**Generalitat
de Catalunya**



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INTRODUCTION

The ICP. The Institut Català de Paleontologia Miquel Crusafont (ICP) is a public research institution that has the Generalitat de Catalunya and the Universitat Autònoma de Barcelona as patrons. It is established as a non-profit foundation endowed with public funds to perform research in vertebrate paleontology at the highest international level, as well as to promote the conservation and dissemination of Catalonia's paleontological heritage. The staff is composed of >50 people (researchers, technicians and administrative staff), including a Director and a General Manager with executive powers delegated by the Board of Trustees.

The ICP is the heir of a longstanding tradition of vertebrate paleontology research in Catalonia, and the successor of the Institut de Paleontologia de Sabadell founded in 1969 by paleontologist Miquel Crusafont. As currently conceived, the ICP was established in 2006 within the framework of the CERCA Programme from the Generalitat de Catalunya. The ICP is an autonomous research institute that has scientific excellence as its main objective, being supervised by its Board of Trustees and an external Scientific Advisory Board, and guided by a Director that plans the scientific policy and strategic goals.

Human resources policy of the ICP. The ICP adheres to the general principles and requirements of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers' of the Human Resources Strategy for Researchers (HRS4R) of the European Union. Following the endorsement of the Charter and the Code by the ICP in December 2016, Dr. David M. Alba was appointed new Director in April 2017, being strongly determined to implement HRS4R during the next years. To do so, the ICP performed a 'Gap Analysis' to evaluate the current degree of implementation of the forty principles included in the Charter and Code, and, on its basis, elaborated an Action Plan to progressively proceed to their full implementation in the following years (2017–2020). In October 2017, the HRS4R Gap Analysis and Action Plan were submitted to the EU. In March 2018, the ICP was granted the HR Excellence in Research Award, and in July 2020 the internal evaluation performed by the ICP of the HRS4R Action Plan's implementation was positively assessed by the European Commission.

The ICP Organization Chart. The design of an Organization Chart (=Organigram) was among the first actions of the HRS4R Action Plan to be implemented at the ICP, since a first draft was already proposed by the Director during the foundational meeting of the ICP Steering Committee in October 2017. A more detailed version of the Organization Plan, after multiple additions and amendments, was approved by the Steering Committee on December 2017, being publicized among the ICP personnel and subsequently ratified by the Board of Trustees in June 2018.

The new Organization Chart introduced in late 2017 converted the former Departments into Areas, which were reorganized in three new technical Departments, in order to facilitate their coordination with regard to the attainment of common strategic goals of the ICP:



(1) Outreach & Communication Department: It aims to improve internal communication as well as to better coordinate external communication, scientific dissemination and outreach activities.

(2) Management & Human Resources Department: It aims to improve and give visibility to the ICP human resources policies within the context of HRS4R implementation.

(3) Research Support & External Services Department: It aims to boost remunerated external services provided to third parties, as well as to improve the coordination between the various Areas involved in research support.

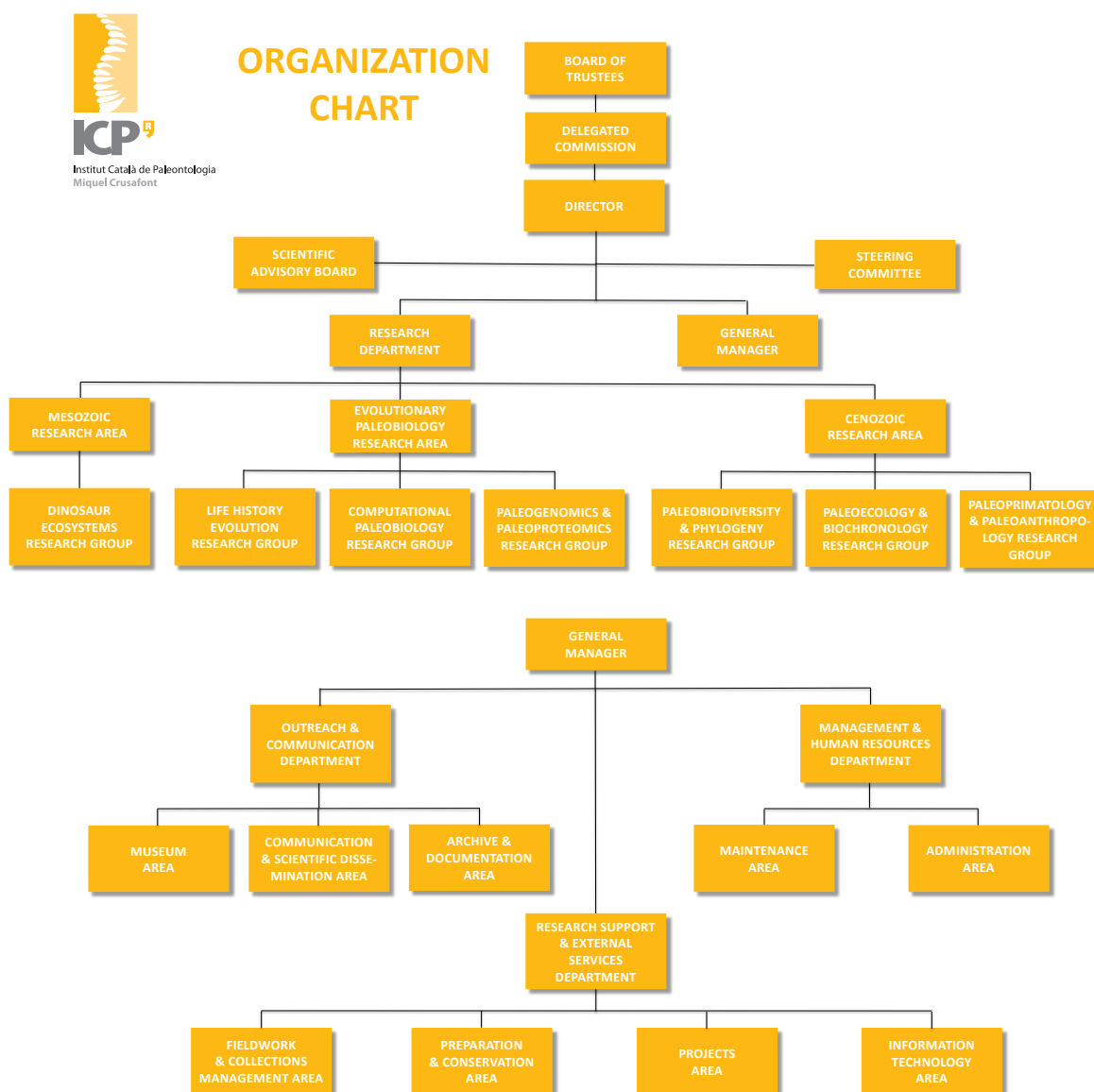
A Steering Committee (including the Director, the General Manager, and two Heads of Department) was also established in order to provide advice to the Director and contribute to better coordinate the newly created Departments with regard to decision making.

In 2017, four preexisting Research Groups of the ICP (Mesozoic Faunas, Neogene & Quaternary Faunas, Paleoprimatology & Human Paleontology, and Evolutionary Paleobiology), each led by a senior Research Group Head and coordinated by the ICP Director, were initially maintained, while the former Research Group of Virtual Paleontology was converted into a semitechnical Area within the Research Support & External Services Department. In 2018, the two former Areas of Collections Management and Fieldwork Management were merged into a single Area of Fieldwork & Collections Management. In 2019, following the recommendations by the CERCA Evaluation Committee in December 2018, the structure of the ICP research groups was reorganized in order to make them more flexible within more stable strategic research areas (reunited within the Research Department), so as to eventually expand the number of ICP research groups and promote some researchers as junior leaders. Three different areas and up to six different research groups were recognized: the Mesozoic Research Area, with a single research group (Dinosaur Ecosystems); the Evolutionary Paleobiology Research Area, with two different groups (Life History Evolution and Computational Paleobiology); and the Cenozoic Research Area, with three different groups (Paleoprimatology & Paleoanthropology, Paleobiodiversity & Phylogeny, and Paleoecology & Biochronology). In 2023, a new Paleogenomics & Paleoproteomics Research Group was established within the Evolutionary Paleobiology Area in collaboration with the Institut de Biologia Evolutiva (IBE UPF-CSIC). The Organization Chart is updated at least on a yearly basis.

The present document describes the aims and scope of the various research areas, updates the list of ICP personnel included in its research, technical, and administration and services areas, provides an updated list of the composition of ICP permanent committees and commissions, and describes the multiple positions included in the Organization Chart.

THE ICP ORGANIZATION CHART

The Organization Chart of the ICP is summarized in the scheme below:



Governing organs. The ICP has four governing organs: the Board of Trustees; the Delegated Commission (if necessary); the Director; and the General Manager. Based on these organs, the executive and managerial hierarchy at the ICP, according to the Organization Chart, is described below:

- **Board of Trustees:** The Board of Trustees is the highest governing, administrative and representative organ of the ICP, without prejudice that some of its functions may be delegated to other organs. It is composed of five trustees, two permanent and three designated. Three are from the Generalitat de Catalunya (60%) and two from the Universitat Autònoma de Barcelona (UAB, 40%). The permanent trustees are the

Minister from the Generalitat in charge of research (*Conseller de Recerca i Universitats*, currently Joaquim Nadal i Farreras) and the Rector of the UAB (currently, Dr. Francisco Javier Lafuente Sancho). The three designated patrons are the General Director of Research of the Generalitat de Catalunya (currently, Dr. Joan Gómez Pallarès), the Director of i-CERCA (currently, Dr. Lluís Rovira Pato), and a Vice-Rector of the UAB (currently, Dr. Assumpció Malgosa Morera).

- **Delegated Commission:** Designated by the Board of Trustees to delegate some of its functions. It is usually composed of the General Director of Research of the Generalitat de Catalunya and a Vice-Rector designated by the UAB.
- **Scientific Advisory Board:** Designated by the Board of Trustees, it is an advisory organ regarding the scientific activities of the ICP. It currently includes: Prof. Lorenzo Rook (Università di Firenze, Italy; President), Prof. Anusuya Chinsamy-Turan (University of Cape Town, South Africa), Prof. Beatriz Azanza (Universidad de Zaragoza, Spain), Dr. Clément Zanolli (Université de Bordeaux, France), Prof. Tracy Kivell (University of Kent, UK), Prof. Richard J. Butler (University of Birmingham, UK), and Prof. Dimitris S. Kostopoulos (Aristotle University of Thessaloniki, Greece).
- **Directorship:** Dr. David M. Alba (Director).
 - ✓ **Managership:** José Antonio Fuentes (General Manager).
 - ✓ **Steering Committee:** Director (Dr. David M. Alba), General Manager (José Antonio Fuentes), Head of the Outreach & Communication Department (Pere Figuerola) and Head of the Research Support & External Services Department (David Basanta).

Research Areas and Groups. According to the ICP Organization Chart, there are seven Research Groups grouped into three different Research Areas. The latter are supervised and coordinated with one another by the Head of the Research Department, which is currently the same person as the ICP Director. Each group is led by a Research Group Leader, either an experienced senior researcher (category R4) or an independent researcher (category R3), and may include other Researchers (R3), Postdoctoral Researchers (R2), Predoctoral Researchers (R1), Research Associates (R2 to R4), PhD Students (R1), Collaborators (R1 to R2), and Lab Technicians.

The aims and scope of the three ICP Research Areas are defined as follows:

- **Mesozoic Research Area:** This area focuses on the paleobiodiversity and paleoecology of terrestrial ecosystems during the Mesozoic era (252-66 Ma), with emphasis on those time intervals best represented in the fossil record of Catalonia (bony remains, eggs and ichnites)—in particular, the last dinosaurs of Europe and associated faunas, in order to model the ecosystems of the Late Cretaceous before the K-T extinction that wiped out non-avian dinosaurs and other terrestrial vertebrates.
- **Cenozoic Research Area.** This area focuses on the paleobiodiversity, evolution and paleobiology of continental vertebrates from the Cenozoic era (66 Ma to present, including the Paleogene, Neogene and Quaternary periods), with emphasis on the rich fossil record of mammals from Catalonia and nearby areas. Particular efforts are devoted to investigating paleoenvironmental change through time by means of paleoecological and paleobiodiversity dynamics analyses (which is especially relevant in the light of current global climate change), as well as in the evolution of primates

based on their fossil record (with emphasis on the origins of the great ape and human clade).

- **Evolutionary Paleobiology Area:** This area is devoted to the study of the patterns and causes of evolutionary change and extinction by combining fossil evidence with the biology of extant organisms. Emphasis is put on the evolution of life-histories under changing ecological conditions from the viewpoint of adaptation, based on the paleohistological study of hard tissues within the analytical framework provided by life history theory of biological evolution (ecology, demography, physiology and adaptation). The area also encompasses computational approaches that aim to digitally obtain paleobiological and evolutionary data of extinct organisms based on a wide range of techniques from imaging to functional approaches, as well as paleogenomic and paleoproteomic techniques to retrieve molecular information from fossil remains.

The composition of the various ICP Research Areas and Groups is currently the following:

- ❖ Mesozoic Research Area:
 - Dr. Àngel Galobart (Research Area Head, R4).
- Dinosaur Ecosystems Research Group:
 - Dr. Àngel Galobart (Research Group Leader, R4).
 - Dr. Albert Prieto-Márquez (Researcher, R3).
 - Dr. Bernat Vila (Tenure-Track Researcher, R3).
 - ✓ Dr. Albert Sellés (Postdoctoral Researcher, R2).
 - ◆ Bernat Vázquez (FPI Predoctoral Researcher, R1).
 - ◆ Salvador Giró (PhD Student, R1).
 - ◆ Xavier Panadès (PhD Student, R1).
 - ⇒ Dr. Fabio M. Dalla Vecchia (Research Associate, R3).
 - Dr. Nikolaus Malchus (Collaborator, R2).
 - Dr. Víctor Fondevilla (Collaborator, R2).
 - Dr. Josep Marmi (Collaborator, R2).
- ❖ Cenozoic Research Area:
 - Dr. David M. Alba (Research Area Head, R4).
- Paleobiodiversity & Phylogeny Research Group:
 - Dr. David M. Alba (Senior Research Group Leader, R4).
 - Dr. Àngel H. Luján ('Beatriu de Pinós' Researcher, R3).
 - Dr. Andrea Villa ('Beatriu de Pinós' Researcher, R3).
 - ◆ Kelly A. Vega Pagán (FI Predoctoral Researcher, R1).
 - ◆ Souzanna Siarabi (FI Predoctoral Researcher, R1).
 - ◆ Maria Prat-Vericat (PhD Student).
 - ❖ Sara G. Arranz ('Investigo' Lab Technician & PhD Student, R1).
 - ⇒ Dr. Massimo Delfino (Research Associate, R4).
 - ⇒ Dr. Israel M. Sánchez (Research Associate, R3).
 - ⇒ Dr. Daniel DeMiguel (Research Associate, R3).
 - ⇒ Dr. Antonio Sánchez-Marco (Research Associate, R3).
 - ⇒ Dr. Juan Abella (Research Associate, R3).
 - ⇒ Dr. Arnau Bolet (Research Associate, R2).

- ⇒ Dr. Saverio Bartolini-Lucenti (Research Associate, R2).
 - Dr. Leonardo Sorbelli (Collaborator, R2).
 - Josep Aurell-Garrido (Collaborator, R1).
 - Jordi Balaguer (Collaborator, R1).
 - Clàudia Tura-Poch (Collaborator, R1).
- Paleoecology & Biochronology Research Group:
 - Dr. Isaac Casanovas-Vilar (Junior Research Group Leader, R3).
 - Dr. Marc Furió (UAB Serra Húnter Lecturer, R3).
 - Dr. Ornella Bertrand ('Beatriu de Pinós' Researcher, R3).
 - ✓ Dr. Raquel Moya-Costa ('Margarita Salas' Postdoctoral Researcher, R2).
 - ◆ Montse Grau-Camats (PhD Student, R1).
 - ◆ Shubham Pal (Lab Technician & PhD Student, R1).
 - ❖ Marc Misas-Alcántara ('Investigo' Lab Technician).
 - ⇒ Dr. Valentí Rull (Research Associate, R4).
 - ⇒ Dr. Chiara Angelone (Research Associate, R3).
 - ⇒ Dr. Jan van Dam (Research Associate, R3).
 - ⇒ Dr. Yuri Kimura (Research Associate, R3).
 - ⇒ Dr. Sílvia Jovells-Vaqué (Research Associate, R2).
 - Dr. Israel García-Paredes (Collaborator, R2).
- Paleoprimatology & Paleoanthropology Research Group:
 - Prof. Salvador Moyà-Solà (Senior Research Group Leader & ICREA Research Professor, R4).
 - Dr. Judit Marigó (UAB 'Ramón y Cajal' Researcher pending formal ascription, R3).
 - ✓ Dr. Júlia Arias-Martorell (Postdoctoral Researcher, R2).
 - ◆ Florian Bouchet (FPI Predoctoral Researcher, R1).
 - ◆ Oriol Monclús-Gonzalo (FI Predoctoral Researcher, R1).
 - ◆ Georgina Raventós-Izard (FPI Predoctoral Researcher, R1).
 - ⇒ Prof. Eric Delson (Research Associate, R4).
 - ⇒ Dr. Sergio Almécija (Research Associate, R4).
 - ⇒ Dr. Raef Minwer-Barakat (Research Associate, R3).
 - ⇒ Dr. Marta Pina (Research Associate, R3).
 - ⇒ Dr. Alessandro Urciuoli (Research Associate, R2).
 - Dr. Joan Femenias-Gual (Collaborator, R2).
- ❖ Evolutionary Paleobiology Research Area:
 - Prof. Meike Köhler (Research Area Head & ICREA Research Professor, R4).
- Life History Evolution Research Group:
 - Prof. Meike Köhler (Senior Research Group Leader & ICREA Research Professor, R4).
 - Dr. Josep Quintana Cardona (Researcher, R3).
 - Dr. Carmen Nacarino-Meneses ('Beatriu de Pinós' Researcher, R2).
 - ❖ Manuel Fernández (Lab Technician).
- Computational Paleobiology Research Group:
 - Dr. Josep Fortuny (Junior Research Group Leader & 'Ramón y Cajal' Researcher, R3).
 - ✓ Dr. Jordi Pérez-Cano ('Margarita Salas' Postdoctoral Researcher, R2).

- ✓ Dr. David P. Groenewald (MSCA Postdoctoral Researcher, R2).
 - ◆ Chabier de Jaime-Soguero (FI Predoctoral Researcher, R1).
 - ❖ Dr. Alejandro Serrano-Martínez (3D Technician).
 - ❖ Laia Garcia-Escolà ('Investigo' Lab Technician).
- ⇒ Dr. Jordi Marcé-Nogué (Research Associate, R3).
- ⇒ Dr. Eudald Mujal (Research Associate, R3).
- ⇒ Dr. Borja Holgado (Research Associate, R2).
- ⇒ Rafel Matamales-Andreu (Research Associate, R2).
 - Dr. Soledad De Esteban-Trivigno (Collaborator, R2).
 - Joan Cartanyà (Collaborator, R1).
 - Sergio Llácer (Collaborator, R1).
- Paleogenomics & Paleoproteomics Research Group:
 - Prof. Tomàs Marquès-Bonet (Senior Research Group Leader & Research Associate, R4).
 - Dr. Esther Lizano (Junior Distinguished Researcher, R3).

Departments. The three non-academic departments of the ICP are supervised and coordinated with one another by the General Manager and the Steering Committee. Each one is directed by a Head of Department, and includes several Areas. They are the following:

- Outreach & Communication Department:
 - Pere Figuerola (Head of Department).
 - Museum Area:
 - ✓ Teresa Esquirol (Head of Area).
 - ◆ Mònica Cucurella (Receptionist).
 - ◆ Laura Fàbrega (Receptionist Dinosfera).
 - ◆ Irina Fernández (Receptionist Dinosfera).
 - Communication & Scientific Dissemination Area:
 - ✓ Pere Figuerola (Head of Area).
 - ◆ Anna Solé ('Primera Experiencia' Communication Technician).
 - Archive & Documentation Area:
 - ✓ Teresa Requena (Archivist & Documentalist).
- Management & Human Resources Department:
 - José Antonio Fuentes (Head of Department).
 - Maintenance Area:
 - ✓ Manel Llenas (Maintenance Technician).
 - Administration Area:
 - ✓ Mónica Vincent (Administrative Officer).
 - ◆ Sergi Mercadé ('Primera Experiencia' Administrative Assistant).
- Research Support & External Services Department:
 - David Basanta (Head of Department).



- Fieldwork & Collections Management Area:
 - ✓ Jordi Galindo (Head of Area).
 - ◆ Dr. Josep M. Robles (Collection Manager).
 - ◆ Manel Llenas (Field Technician).
 - ◆ Dr. Víctor Vinuesa (Field Technician).
 - ◆ Ángel García (Field Technician).
 - ◆ Josep Manel Méndez (Field Assistant).
 - ◆ Montserrat Garcia (Field Assistant).
 - ◆ Jesús Gamarra (Field Assistant).
 - ◆ Guillem Marín (Field Assistant).
 - ◆ Josep Barber (Field Assistant).
- Preparation & Conservation Area:
 - ✓ Xènia Aymerich (Head of Area).
 - ◆ Marina Rull (Preparation Technician).
 - ◆ Almudena S. Yagüe (Preparation Technician).
 - ◆ Júlia Jiskoot ('Investigo' Preparation Technician).
 - ◆ Marina Vizcarro ('Investigo' Preparation Technician).
 - ◆ Ana Montemayor (Preparation Technician).
 - ◆ Elena Morera (Preparation Technician).
 - ◆ Lucía Ponce ('Primera Experiencia' Preparation Technician).
- Projects Area:
 - ✓ David Basanta (Project Manager).
- Information Technology Area:
 - ✓ Josep Torres (Head of Area).
 - ◆ Pol de Haro ('Primera Experiencia' IT Technician).

COMMITTEES, COMMISSIONS AND COORDINATION MEETINGS

The ICP has several committees and commissions, aimed to boost the internal coordination so as to fulfill the strategic aims of the institution, as well as to promote the participation of the ICP staff in decision-making. The ICP committees and commissions are described in greater detail below, together with regular coordination meetings and the persons in charge of specific functions.

Committees. They are the following:

- Steering Committee: Established in October 2017, with the aim to implement the strategic aims of the ICP, to make plans for the future, to evaluate and analyze the state of completion of the various ongoing projects, to create the proper organizational structure to attain the planned objectives, to supervise the functioning of the institution, and to advise the Director in decision-making, among other functions. This committee is composed by the ICP personnel in the capacity of the following positions:
 - Director: Chair (Dr. David M. Alba).
 - General Manager: Vice-Chair (José Antonio Fuentes).
 - Head of the Outreach & Communication Department: Rapporteur (Pere Figuerola).
 - Head of the Research Support & External Services Department: Member (David Basanta).
- Information Systems Security Committee: Established in June 2017, with the aim to guarantee the security of ICP information systems and the safeguard of ICP data, as well as to fulfill the requirements to comply with current laws on the protection of personal data. This committee is composed by the ICP personnel in the capacity of the following positions:
 - Director: Chair (Dr. David M. Alba).
 - Head of the Outreach & Communication Department: Rapporteur (Pere Figuerola).
 - General Manager: Member (José Antonio Fuentes).
 - Head of the Information Technology Area: Member (Josep Torres).
- HRS4R Implementation Committee & Working Group: Established in February 2017, with the aim to implement the Human Resources Strategy for Researchers (HRS4R) of the European Union at the ICP. This Committee is mainly composed of non-research staff, since the Researchers Commission further provides advice to the committee from the researchers' viewpoint. It currently includes the following people:
 - General Manager and Head of the Management & Human Resources Department: Chair (José Antonio Fuentes).
 - Director: Vice-Chair (Dr. David M. Alba).
 - Administrative Officer: Rapporteur (Mónica Vincent).
 - Head of the Preparation & Conservation Area: Committee Member (Xènia Aymerich).



- Head of the Research Support & External Services Department: Committee Member (David Basanta).
 - Head of the Outreach & Communication Department: Committee Member (Pere Figuerola).
 - Rapporteur of the Researchers Commission: Committee Member (Dr. Carmen Nacarino-Meneses).
 - Preparation Technician: Working Group Member (Almudena S. Yagüe).
- Non-Discrimination Committee: Established in February 2018, with the aim of improving and implementing the current ICP Equality Plan and associated non-discrimination policies. It includes the following persons:
 - Xènia Aymerich (Head of the Preparation & Conservation Area): Chair.
 - Dr. Carmen Nacarino-Meneses (Rapporteur of the Researchers Commission): Vice-chair.
 - Dr. Júlia Arias-Martorell (R2 Researcher): Rapporteur.
 - Pere Figuerola (Head of the Outreach & Communication Department): Member.

Commissions. They are the following:

- Researchers Commission: Established in June 2017, with the initial aim to advise during the elaboration of the Gap Analysis and Action Plan, within the framework of the HRS4R implementation at the ICP. Subsequently, in October 2017, the Steering Committee approved to transform it into a permanent commission, in order to provide advice to the Director, the Steering Committee, and other decision-making bodies of the ICP, not only with regard to HRS4R implementation, but further including any other aspects related to researchers. This commission must include at least one representative of each researcher category (R1 to R4), and its members must apply on a voluntary basis, being subsequently approved by the Steering Committee. They are currently the following:
 - Representative of R4: Chair (Dr. Salvador Moyà-Solà).
 - Representative of R2: Vice-Chair (Dr. Raquel Moya-Costa).
 - Representative of R3: Rapporteur (Dr. Carmen Nacarino-Meneses).
 - Representative of R1: Member (Chabier de Jaime-Soguero).
- Fieldwork Commission: Established in October 2017, this commission aims to improve internal coordination with regard to ICP resources for paleontological fieldwork performed by ICP researchers and technicians (in the framework of research projects) as well as the provision of external services to third parties. This committee is composed by the ICP personnel in the capacity of the following positions:
 - Head of the Research Support & External Services Department: Chair (David Basanta).
 - Collection Manager: Rapporteur (Dr. Josep M. Robles).
 - Head of the Fieldwork & Collections Management Area: Member (Jordi Galindo).

- Responsible Research & Innovation (RRI) Commission: Established in November 2021 to coordinate multiple aspects so as to ensure that R+D at the ICP is optimally aligned with societal values, needs, and expectations, with emphasis on open science. It will have an advisory function for researchers regarding R+D projects so as to ensure that they do not only take the scientific, but also the economic and social impacts, into account. Its member will meet at least on a yearly basis without a predetermined periodicity. This committee is composed by the ICP personnel in the capacity of the following positions:
 - Head of the Research Support & External Services Department: Chair (David Basanta), in charge of governance (coordination of the various included aspects), project management, and knowledge transfer.
 - Head of the Outreach & Communication Department: Vice-chair (Pere Figuerola), in charge of outreach and public engagement, internal communication, management of publications (open access).
 - Director: Rapporteur (Dr. David M. Alba), in charge of research and publishing ethics.
 - President of the Non-Discrimination Committee: Member (Xènia Aymerich), in charge of diversity management, gender perspective, non-discrimination.
 - Data Curator: Member (Dr. Josep Fortuny), in charge of data management (open data).

Coordination meetings. Besides the aforementioned formally established committees and commissions, Coordination Meetings—including the Director, the General Manager, the Research Group Leaders, the Heads of Departments and Areas, and the persons in charge of remaining Areas—will take place on a quarterly basis (the second or third Monday of March, June, September and December).

Persons in charge. They are the following:

- Person in charge of Information Systems Security:
 - Pere Figuerola.
- Ombudspersons:
 - Pere Figuerola.
 - Dr. Júlia Arias-Martorell.
- Persons in charge of University Teaching Coordination:
 - Dr. Josep Fortuny.
 - Dr. David M. Alba.
- Data Curator:
 - Dr. Josep Fortuny.
- Data Manager:
 - Dr. Alejandro Serrano-Martínez.



ICPR

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- Staff delegates:
 - Dr. Josep M. Robles.
 - Xènia Aymerich.
 - Mònica Cucurella.
- Occupational risk prevention delegate:
 - Dr. Josep M. Robles.

THE ICP PERSONNEL

The ICP personnel can be subdivided into staff *sensu stricto* and Research Associates, PhD Students, and Collaborators. The former mostly includes personnel with a contractual relationship with the ICP, either permanent (or tenured employees with an indefinite contract) or fixed-term (with a temporary contract). Part of the ICP personnel, however, does not have a contractual relationship with the institution, but with other entities, namely the Generalitat de Catalunya (in the case of public servants) or the Institució Catalana de Recerca i Estudis Avançats (ICREA), which have ascribed them to the ICP. Research Associates, PhD Students not reported as Predoctoral Researchers, and Collaborators do not have a contractual relationship, either, but a written or verbal agreement with the ICP, respectively, which includes their commitment to sign their publications with ICP affiliation. Volunteers, visiting researchers, master, bachelor and practicum students, and other punctual collaborators, are not included in either of these categories, without prejudice that they may sign their publications with ICP affiliation if performed during and/or as a result of their stay at the ICP.

The ICP personnel can be, in turn, divided into research personnel and non-academic personnel. Research staff includes permanent and temporary Researchers, whereas research personnel further includes Research Associates, PhD Students, and most Collaborators. Non-academic personnel includes research support technicians, as well as personnel with executive, managerial and/or administrative responsibilities, plus some collaborators. Only the Director and some members of the Research Support & External Services Department are expected to fit simultaneously into both categories.

Research personnel. The ICP research personnel is reported below, separately into three distinct categories, depending on their corresponding type of contract or agreement:

- (1) Tenured (permanent) research staff (either civil servant or with an indefinite contract).
- (2) Temporary research staff (with a fixed-term contract, either competitive or not, either in tenure-track or not).
- (3) Associate personnel (Research Associates, PhD Students and Collaborators, with a written or verbal agreement, respectively, but no contractual relationship with the ICP).

All the research personnel can also be grouped into four researcher categories (or EU researcher profiles), based on the European Framework for Research Careers of the European Union. Their equivalences with ICP professional categories are provided below, being divided into early-stage researchers (R1 and R2) and experienced researchers (R3 and R4):

- R1 – First Stage Researchers (up to the point of PhD): They correspond to ICP predoctoral researchers—either with an ICP predoctoral contract or with a competitive contract from an external funding agency—as well as ICP Collaborators without a completed PhD.
- R2 – Recognized Researchers (PhD holders or equivalent who are not yet fully independent): They correspond to ICP Postdoctoral Researchers, i.e., PhD holders with



either a fixed-term ICP contract or a competitive research contract (e.g., ‘Juan de la Cierva’, ‘Margarita Salas’) of less than five years. ICP Collaborators with a completed PhD, as well as some Research Associates—those with a postdoctoral position in their respective primary institution, or with less than five years of postdoctoral experience and/or without a tenure-track/tenured position—are also included within this category.

- R3 – Established Researchers (researchers who have developed a level of independence): They correspond to ICP Researchers, i.e., PhD holders with either five years or more of postdoctoral experience and a tenured position (civil servants or those with an indefinite/long-term contract), or a competitive research contract of three years or more (e.g., ‘Beatriu de Pinós’, ‘Ramón y Cajal’) that may be considered a tenure-track (at least under certain conditions), as well as Junior Research Group Leaders and grantees of an ERC Starting Grant (in tenure-track) or Consolidator Grant (tenured). Some Research Associates—those with a tenure-track/tenured position in their respective primary institution and more than five years of postdoctoral experience—are also included within this category.
- R4 – Leading Researchers (researchers leading their research area or field): They correspond to ICP Senior Researchers, i.e., those that have a well-attested degree of seniority within the field of vertebrate paleontology and that further exercise a leading role with regard to ICP research goals. These include the Head of the Research Department, the Heads of the Research Areas, the Senior Research Group Leaders, ICREA and CSIC Research Professors, and grantees of an ERC Advanced Grant. Some Research Associates—those who hold a chair in a university department, or otherwise play a senior leading role in vertebrate paleontology research—are also included within this category.

In turn, professional categories for non-research staff (technicians and administration personnel) at the ICP are subsumed here into three different profiles—depending on academic qualifications, experience and type of contract (permanent for tenured positions, and fixed-term for temporary positions). They are the following:

- T1 – Lower-level Technician (up to the point of vocational training): With a fixed-term or permanent contract.
- T2 – Middle-level Technician (normally holders of a university degree): With a fixed-term or permanent contract.
- T3 – Higher-level Technician (normally holders of a master or PhD degree): Usually with a permanent contract.

Each type of position at the ICP is occupied by one of the above types of professional categories of researchers and technicians sensu lato (further including administration personnel). Each professional category entails a given range in the ICP salary scale, but certain positions of higher responsibility further imply a wage supplement. Not all the positions distinguished at the ICP, as detailed in the Salary Scale approved by the Board of Trustees on a yearly basis, are currently occupied. An updated list of the ICP research staff sensu lato is provided below, along with the ICP position and role(s) in ICP committees and/or commissions for each person. Both the EU researcher profile and the external

(co)funding agency (when applicable) are indicated within parentheses after the name of each person.

- Permanent research staff:

1. Dr. David M. Alba (R4): Director; Head of the Cenozoic Research Area; and Senior Leader of the Paleobiodiversity & Phylogeny Research Group. Committees & Commissions: Chair of the Steering Committee; Chair of the Information Systems Security Committee; Vice-Chair of the HRS4R Implementation Committee & Working Group; Rapporteur of the RRI Commission; and person in charge of University Teaching Coordination.
2. Prof. Salvador Moyà-Solà (R4; ICREA): Senior Leader of the Paleoprimatology & Paleoanthropology Research Group. Committees & Commissions: Chair of the Researchers Commission.
3. Prof. Meike Köhler (R4; ICREA): Head of the Evolutionary Paleobiology Research Area; and Senior Leader of the Life History Evolution Research Group.
4. Dr. Àngel Galobart (R4; Generalitat de Catalunya): Head of the Mesozoic Research Area; and Senior Leader of the Dinosaur Ecosystems Research Group.
5. Dr. Josep Fortuny (R3): Junior Leader of the Computational Paleobiology Research Group. Committees & Commissions: Member of the RRI Commission; Data Curator; person in charge of University Teaching Coordination.
6. Dr. Isaac Casanovas-Vilar (R3): Junior Leader of the Paleoecology & Biochronology Research Group.
7. Dr. Marc Furió (R3, UAB): Ascribed Researcher of the Paleoecology & Biochronology Research Group.
8. Dr. Josep Quintana Cardona (R3): Researcher (part-time) of the Life History Evolution Research Group.
9. Dr. Albert Prieto-Márquez (R3): Researcher of the Dinosaur Ecosystems Research Group.
10. Dr. Júlia Arias-Martorell (R2): Postdoctoral Researcher of the Paleoprimatology & Paleoanthropology Research Group. Committees & Commissions: Rapporteur of the Non-Discrimination Committee; and Ombudsperson.
11. Dr. Esther Lizano (R3): Junior Distinguished Researcher of the Paleogenomics & Paleoproteomics Research Group.
12. Dr. Judit Marigó (R3; MCIN 'Ramón y Cajal' UAB, pending formal ascription): Researcher of the Paleoprimatology & Paleoanthropology Research Group.

- Temporary research staff:

1. Dr. Bernat Vila (R3; in tenure-track): Researcher of the Dinosaur Ecosystems Research Group.
2. Dr. Àngel H. Luján (R3, AGUR BP): 'Beatriu de Pinós' Researcher of the Paleobiodiversity & Phylogeny Research Group.
3. Dr. Andrea Villa (R3, AGAUR BP): 'Beatriu de Pinós' Researcher of the Paleobiodiversity & Phylogeny Research Group.
4. Dr. Carmen Nacarino-Meneses (R3, AGAUR BP): 'Beatriu de Pinós' Researcher of the Life History Evolution Research Group. Committees & Commissions: Rapporteur of

- the Researchers Commission; Member of the HRS4R Implementation Committee & Working Group; Vice-Chair of the Non-Discrimination Committee.
5. Dr. Ornella Bertrand (R3, AGAUR BP): 'Beatriu de Pinós' Researcher of the Paleoecology & Biochronology Research Group.
 6. Dr. Albert Sellés (R2): Postdoctoral Researcher of the Dinosaur Ecosystems Research Group.
 7. Dr. Raquel Moya-Costa (R2, MCIN MS): Postdoctoral Researcher of the Paleoecology & Biochronology Research Group.
 8. Dr. Jordi Pérez-Cano (R2, MCIN MS): Postdoctoral Researcher of the Computational Paleobiology Research Group.
 9. Dr. David P. Groenewald (R2, MSCA): Postdoctoral Researcher of the Computational Paleobiology Research Group.
 10. Florian Bouchet (R1, MCIN FPI): Predoctoral Researcher of the Paleoprimatology & Paleoanthropology Research Group.
 11. Chabier de Jaime-Soguero (R1, AGAUR FI): Predoctoral Researcher of the Computational Paleobiology Research Group. Committees & Commissions: Member of the Researchers Commission.
 12. Oriol Monclús-Gonzalo (R1, AGAUR FI): Predoctoral Researcher of the Paleoprimatology & Paleoanthropology Research Group.
 13. Bernat Vázquez (R1, MCIN FPI): Predoctoral Researcher of the Dinosaur Ecosystems Research Group.
 14. Georgina Raventós-Izard (R1, MCIN FPI): Predoctoral Researcher of the Paleoprimatology & Paleoanthropology Research Group.
 15. Kelly A. Vega Pagán (R1, AGAUR FI): Predoctoral Researcher of the Paleobiodiversity & Phylogeny Research Group.
 16. Souzanna Siarabi (R1, AGAUR FI): Predoctoral Researcher of the Paleobiodiversity & Phylogeny Research Group.
- Research Associates:
 1. Prof. Eric Delson (R4): Research Associate of the Paleoprimatology & Paleoanthropology Research Group.
 2. Prof. Tomàs Marquès-Bonet (R4; ICREA): Research Associate, and Senior Leader of the Paleogenomics & Paleoproteomics Research Group.
 3. Dr. Sergio Almécija (R4): Research Associate of the Paleoprimatology & Paleoanthropology Research Group.
 4. Dr. Massimo Delfino (R4): Research Associate of the Paleobiodiversity & Phylogeny Research Group.
 5. Dr. Valentí Rull (R4): Research Associate of the Paleoecology & Biochronology Research Group.
 6. Dr. Fabio M. Dalla Vecchia (R3): Research Associate of the Dinosaur Ecosystems Research Group.
 7. Dr. Chiara Angelone (R3): Research Associate of the Paleoecology & Biochronology Research Group.
 8. Dr. Israel M. Sánchez (R3): Research Associate of the Paleobiodiversity & Phylogeny Research Group.

9. Dr. Jan van Dam (R3): Research Associate of the Paleoecology & Biochronology Research Group.
 10. Dr. Raef Minwer-Barakat (R3): Research Associate of the Paleoprimateology & Paleoanthropology Research Group.
 11. Dr. Daniel DeMiguel (R3): Research Associate of the Paleobiodiversity & Phylogeny Research Group.
 12. Dr. Marta Pina (R3): Research Associate of the Paleoprimateology & Paleoanthropology Research Group.
 13. Dr. Jordi Marcé-Nogué (R3): Research Associate of the Computational Paleobiology Research Group.
 14. Dr. Yuri Kimura (R3): Research Associate of the Paleoecology & Biochronology Research Group.
 15. Dr. Antonio Sánchez-Marco (R3): Research Associate of the Paleobiodiversity & Phylogeny Research Group.
 16. Dr. Eudald Muijal (R3): Research Associate of the Computational Paleobiology Research Group.
 17. Dr. Juan Abella (R3): Research Associate of the Paleobiodiversity & Phylogeny Research Group.
 18. Dr. Borja Holgado (R2): Research Associate of the Computational Paleobiology Research Group.
 19. Sílvia Jovells-Vaqué (R2): Research Associate of the Paleoecology & Biochronology Research Group.
 20. Dr. Alessandro Urciuoli (R2): Research Associate of the Paleoprimateology & Paleoanthropology Research Group.
 21. Dr. Saverio Bartolini-Lucenti (R2): Research Associate of the Paleobiodiversity & Phylogeny Research Group.
 22. Dr. Arnau Bolet (R2): Research Associate of the Paleobiodiversity & Phylogeny Research Group.
 23. Rafel Matamales-Andreu (R2): Research Associate of the Computational Paleobiology Research Group.
- PhD students and collaborators:
 1. Dr. Soledad De Esteban-Trivigno (R2): Collaborator of the Computational Paleobiology Research Group.
 2. Dr. Víctor Fondevilla (R2): Collaborator of the Dinosaur Ecosystems Research Group.
 3. Dr. Joan Femenias-Gual (R2): Collaborator of the Paleoprimateology & Paleoanthropology Research Group.
 4. Dr. Israel García-Paredes (R2): Collaborator of the Paleoecology & Biochronology Research Group.
 5. Dr. Nikolaus Malchus (R2): Collaborator of the Dinosaur Ecosystems Research Group.
 6. Dr. Josep Marmi (R2): Collaborator of the Dinosaur Ecosystems Research Group.
 7. Dr. Leonardo Sorbelli (R2): Collaborator of the Paleobiodiversity & Phylogeny Research Group.
 8. Josep Aurell-Garrido (R1): Collaborator of the Paleobiodiversity & Phylogeny Research Group.

9. Jordi Balaguer (R1): Collaborator of the Paleobiodiversity & Phylogeny Research Group.
10. Joan Cartanyà (R1): Collaborator of the Computational Paleobiology Research Group.
11. Clàudia Tura-Poch (R1): Collaborator of the Paleobiodiversity & Phylogeny Research Group.
12. Maria Prat-Vericat (R1): PhD Student of the Paleobiodiversity & Phylogeny Research Group.
13. Montse Grau-Camats (R1): PhD Student of the Paleoecology & Biochronology Research Group.
14. Shubham Pal (R1): PhD Student of the Paleoecology & Biochronology Research Group.
15. Sara G. Arranz: PhD Student of the Paleobiodiversity & Phylogeny Research Group.

Non-academic personnel. An updated list of the ICP non-academic personnel is provided below, along with the ICP position and role(s) in ICP committees and/or commissions for each person. The external (co)funding agency (when applicable) is indicated within parentheses after the name of each person. Note that ICP technicians (irrespective of whether they are affiliated to a technical Area or to a Research Group), as well as personnel with executive, managerial or administrative duties are listed below—except for those that also play a researcher role (such as the Director), who have been already listed above for convenience.

- **Permanent non-academic staff:**

1. José Antonio Fuentes: General Manager; and Head of the Management & Human Resources Department. Committees & Commissions: Vice-Chair of the Steering Committee; Member of the Information Systems Security Committee; Chair of the HRS4R Implementation Committee & Working Group.
2. Pere Figuerola: Head of the Outreach & Communication Department; and Head of the Communication & Scientific Dissemination Area. Committees & Commissions: Rapporteur of the Steering Committee; Rapporteur of the Information Systems Security Committee; Member of the HRS4R Implementation Committee & Working Group; Rapporteur of the Non-Discrimination Committee; Person in Charge of Information Systems Security; Vice-chair of the RRI Commission; and Ombudsperson.
3. David Basanta: Head of the Research Support & External Services Department; and Project Manager. Committees & Commissions: Member of the Steering Committee; Chair of the Fieldwork Commission; Member of the HRS4R Implementation Committee & Working Group; and Chair of the RRI Commission.
4. Teresa Esquirol (Generalitat de Catalunya): Head of the Museum Area. Committees & Commissions: Member of the HRS4R Implementation Committee & Working Group.
5. Jordi Galindo: Head of the Fieldwork & Collections Management Area. Committees & Commissions: Member of the Fieldwork Commission.



6. Xènia Aymerich: Head of the Preparation & Conservation Area. Committees & Commissions: Member of the HRS4R Implementation Committee & Working Group; Chair of the Non-Discrimination Committee; and Member of the RRI Commission.
 7. Josep Torres: Head of the Information Technology Area. Committees & Commissions: Member of the Information Systems Security Committee.
 8. Teresa Requena (Generalitat de Catalunya): Archivist & Documentalist (Archive & Documentation Area).
 9. Dr. Josep M. Robles: Collection Manager (Fieldwork & Collections Management Area). Committees & Commissions: Rapporteur of the Fieldwork Commission.
 10. Manel Llenas (Generalitat de Catalunya): Maintenance Technician (Maintenance Area); and Field Technician (Fieldwork & Collections Management Area).
 11. Mònica Vincent: Administrative Officer (Administration Area). Committees & Commissions: Rapporteur of the HRS4R Implementation Committee & Working Group.
 12. Marina Rull: Preparation Technician (Preparation & Conservation Area).
 13. Almudena S. Yagüe: Preparation Technician (Preparation & Conservation Area). Committees & Commissions: Member of the HRS4R Working Group.
 14. Manuel Fernández: Lab Technician (Life History Evolution Research Group).
 15. Dr. Alejandro Serrano-Martínez: 3D Technician (Computational Paleobiology Research Group). Committees & Commissions: Data Manager.
 16. Josep Manel Méndez: Field Assistant (Fieldwork & Collections Management Area).
 17. Mònica Cucurella: Receptionist (Museum Area).
- Temporary non-academic staff:
 1. Dr. Víctor Vinuesa: Field Technician (Fieldwork & Collections Management Area).
 2. Sara G. Arranz: Lab Technician (Paleobiodiversity & Phylogeny Research Group).
 3. Marc Misas-Alcántara: Lab Technician (Paleoecology & Biochronology Research Group).
 4. Laia Garcia-Escolà: Lab Technician (Computational Paleobiology Research Group).
 5. Júlia Jiskoot: Preparation Technician (Preparation & Conservation Area).
 6. Marina Vizcarro: Preparation Technician (Preparation & Conservation Area).
 7. Ana Montemayor: Preparation Technician (Preparation & Conservation Area).
 8. Elena Morera: Preparation Technician (Preparation & Conservation Area).
 9. Laura Fàbrega: Receptionist (Museum Area, Dinosfera).
 10. Irina Ferández: Receptionist (Museum Area, Dinosfera).
 11. Ángel García: Field Technician (Fieldwork & Collections Management Area).
 12. Lucía Ponce: Preparation Technician (Preparation & Conservation Area).
 13. Anna Solé: Communication Technnician (Communication & Scientific Dissemination Area).
 14. Pol de Haro: IT Technician (Information Technology Area Area).
 15. Sergi Mercadé: Administrative Assistant (Administration Area).
 16. Montserrat Garcia: Field Assistant (Fieldwork & Collections Management Area).
 17. Jesús Gamarra: Field Assistant (Fieldwork & Collections Management Area).
 18. Guillem Marín: Field Assistant (Fieldwork & Collections Management Area).
 19. Josep Barber: Field Assistant (Fieldwork & Collections Management Area).

DEFINITION OF ICP POSITIONS AND PROFESSIONAL CATEGORIES

The functions and responsibilities of the various governing organs, positions and/or professional categories at the ICP are detailed below.

Governing organs and executive positions

- Board of Trustees:
 1. To ensure the accomplishment of the endowment and the correct destination of the ICP assets to its foundational aims.
 2. Highest representation of the ICP.
 3. Definition of the general program of action of the ICP.
 4. Approval of the annual budget and investment plan, the inventory, and the annual financial accounts of the ICP.
 5. Hiring of works, services and supplies.
 6. Appointment of the ICP Director by means of a selection process that guarantees an open, transparent and merit-based recruitment as well as scientific excellence.
 7. Appointment of a General Manager, distinct from the ICP Director, upon proposal by the latter.
 8. Appointment of the President of the Delegated Commission (if any).
 9. Establishment of the remuneration of executive positions.
 10. Approval of the catalog of jobs, the rules of internal functioning, and the collaboration agreements with either public or private entities established by the ICP.
 11. Establishment of the ICP Scientific Advisory Board and appointment of the President of the Scientific Advisory Board.
 12. Establishment of the ICP Business Council to arrange the participation of the business sector in the ICP (optional, not established yet).
- President of the Board of Trustees:
 1. Institutional representation of the ICP.
 2. Chair of the meetings of the Board of Trustees and direction of its deliberations.
 3. Casting vote in the event of a tie.
- Delegated Commission:
 1. Any function delegated by the Board of Trustees.
- Scientific Advisory Board:
 1. Providing advice with regard to the scientific activities of the ICP.
 2. Participation in the evaluation of the ICP (when required).
 3. Participation in specific advisory commissions of the ICP.

- Director:
 1. Chief executive officer functions at the ICP, including the direction, organization, management, execution and inspection of the ICP research activities.
 2. Determination of the strategic aims of the ICP and proposal to the Board of Trustees of a Strategic Plan (including the programming of activities, research lines, financial costs and funding resources of the ICP).
 3. Accountability and proposal to the Board of Trustees of the annual budget of the ICP.
 4. Proposal to the Board of Trustees of ICP internal functioning regulations.
 5. Direction of the recruitment of research and research support personnel.
 6. Formalization of collaboration agreements.
 7. Administrative and judicial representation of the ICP (by delegation of the Board of Trustees).
 8. Execute ordinary financial actions and management of the ICP budget (with limitations, and by delegation of the Board of Trustees).
 9. Exercise as contracting body of the ICP (with limitations, and by delegation of the Board of Trustees).
 10. Subscribe all types of contracts on behalf of the ICP (without limitations once approved by the Board of Trustees).
 11. Formalization and termination of work contracts, and management of the ICP staff (both in work regime or in provision of services, without limitations), with emphasis on the organization and coordination of research and non-research personnel, and including the elaboration of the ICP Organization Chart.
 12. Granting and management of ICP scholarships and grants granted to natural or legal persons.
 13. Management of the ICP real estate and hiring of damage, fire and civil liability insurances to protect the assets and facilities of the ICP (with limitations).
 14. Chair of the ICP Steering Committee.
 15. Designation of the Head of the Research Department (optional), to delegate those tasks related to the scientific policy and research strategic aims of the ICP (specified below under the heading 'Head of the Research Department').
 16. Nominate candidates to occupy the position of ICP General Manager to the Board of Trustees.
 17. Supervision of the ICP General Manager and the Head of the Research Department (if different).
- General Manager:
 1. Chief administrative officer functions at the ICP, including the financial, accounting and treasury management, as well as administrative contracting and preparation of the documentation required to elaborate the annual accounts and balance sheet.
 2. Execution of contracts for works, services and supplies (by delegation of the Board of Trustees).
 3. Management of ICP human resources (Head of the Management & Human Resources Department).



4. Management of treasury borrowing operations.
5. Overseeing the state and proper functioning of ICP assets, including their inventory.
6. Execute ordinary financial actions and management of the ICP budget (with limitations, and by delegation of the Board of Trustees).
7. Exercise as contracting body of the ICP (with limitations, and by delegation of the Board of Trustees).
8. Formalization and termination of work contracts (by Delegation of the Director).
9. Management of the ICP real estate and hiring of damage, fire and civil liability insurances to protect the assets and facilities of the ICP (with limitations, and by delegation of the Director).
10. Assisting the Director in annual budget planning and justification, and accountability and proposal to the Board of Trustees of the annual budget of the ICP (by delegation of the Director).
11. Assisting the Director in the administrative and judicial representation of the ICP.
12. Accountability with regard to all of the above-mentioned tasks to the Board Patrons and the Director.
13. Vice-Chair of the Steering Committee.

Research positions

- Head of Research Department:
 1. Coordination of the various ICP research groups.
 2. Determination of the scientific policy of the ICP.
 3. Nomination and dismissal of Heads of Research Group Areas and Research Group Leaders.
 4. Supervision of the fulfillment of ethical principles related to research and intellectual property at the ICP.
 5. Coordination of fundraising initiatives related to ICP research projects.
 6. Archive and maintenance of an updated list of ICP publications.
 7. Member of the Steering Committee (if different from the Director).
- Head of Research Group Area:
 1. Leading role in the design of the general aims and scope of the research area in accordance with the strategic aims and scientific policy of the ICP.
 2. Coordination of the research group leaders of the research area in order to fulfill its general aims.
 3. Being senior leader of one of the research groups included within the area.
- Leader of Research Group (either junior or senior):
 1. Leading role in the design and fulfillment of the specific goals of the research group in accordance with the general aims and scope of the research area.
 2. Coordination of the researchers of the research group in order to attain the above-mentioned specific goals, including publications, contributions to meetings, fieldwork activities and knowledge transfer.

3. Promotion and establishment of collaborative relationships with researchers from other (preferably foreign) institutions.
 4. Recruitment of potential PhD grantees, candidates to competitive research contracts and Research Associates to join the ICP.
 5. Role of principal investigator in major project applications, and participation in minor research project applications by other members of the research group.
 6. Supervision of PhD dissertations and master theses.
 7. Publication, normally as senior (last, corresponding and/or first) author, but occasionally as coauthor, of articles in SCI journals.
 8. Contribution to international scientific meetings.
 9. Teaching in master degrees.
 10. Supervision and/or direction of planned and emergency paleontological interventions of prospection, excavation and/or sampling (if applicable).
 11. Providing the Head of the Fieldwork Management Area with all the fieldwork reports and memoirs elaborated by the members of the research group, irrespective of the institution that holds the provisional and permanent deposit.
 12. Providing the Head of the Communication and Scientific Dissemination Area with all the information required to elaborate the ICP annual memoirs.
- Senior Researcher and Senior Distinguished Researcher (R4):
1. Significant role in the fulfillment of the specific goals of the research group in accordance with the strategic aims and scientific policy of the ICP.
 2. Collaboration with the researchers of the research group in order to attain the above-mentioned specific goals, including publications, contributions to meetings and fieldwork activities.
 3. Role of (co-)principal investigator in major research project applications, and participation in minor research project applications by other members of the research group.
 4. Supervision of PhD dissertations and master theses.
 5. Publication, normally as senior (last, corresponding and/or first) author, but occasionally as coauthor, of articles in SCI journals.
 6. Contribution to international scientific meetings.
 7. Teaching in master degrees.
 8. Direction of planned and emergency paleontological interventions of prospection, excavation and/or sampling (if applicable).
 9. Leading role in Editorial Boards of SCI journals.
 10. Providing the Head of the Research Department and the Head of the Communication & Scientific Dissemination Area with regular updates of the (co)authored publications.
 11. Providing the corresponding Research Group Leader with all the fieldwork reports and memoirs elaborated for the paleontological interventions (co)directed.
 12. Providing the Head of the Communication and Scientific Dissemination Area with all the required noticeable information regarding the research and dissemination activities performed.



- Researcher and Junior Distinguished Researcher (R3):
 1. Collaboration with the researchers of the research group (or members of the research support area) in order to attain the specific goals of the research group in accordance to the strategic aims and scientific policy of the ICP, including publications, contributions to meetings and fieldwork activities.
 2. Participation in research project applications by other members of the research group (or members of the research support area), and role of co-principal investigator in major project applications and of principal investigator in minor project applications.
 3. Cosupervision of PhD dissertations and supervision of master and bachelor theses.
 4. Publication, normally as first author or coauthor, but occasionally as last or corresponding (when acting as supervisor) of articles in SCI journals.
 5. Attendance and contribution to international scientific meetings.
 6. Teaching in master degrees.
 7. (Co-)direction of and/or participation in planned and emergency paleontological interventions of prospection, excavation and/or sampling (if applicable).
 8. Member of Editorial Boards of SCI journals.
 9. Providing the Head of the Research Department and the Head of the Communication & Scientific Dissemination Area with regular updates of the (co)authored publications.
 10. Providing the corresponding Research Group Leader with all the fieldwork reports and memoirs elaborated for the paleontological interventions (co)directed.
 11. Providing the Head of the Communication and Scientific Dissemination Area with all the required noticeable information regarding the research and dissemination activities performed.
- Postdoctoral Researcher (R2):
 1. Collaboration with the researchers of the research group (and in particular to the corresponding supervisor) in order to attain the specific goals of the research group in accordance with the strategic aims and scientific policy of the ICP, including publications, contributions to meetings and fieldwork activities.
 2. Participation in research project applications by other members of the research group (especially the corresponding supervisor).
 3. (Co-)supervision of master and bachelor theses.
 4. Publication, as first author or coauthor, of articles in SCI journals.
 5. Attendance and contribution to international and national scientific meetings.
 6. Teaching in master and/or bachelor degrees.
 7. Attendance to scientific training courses, conference cycles and workshops.
 8. (Co-)direction of and/or participation in planned and emergency paleontological interventions of prospection, excavation and/or sampling (if applicable).
 9. Providing the Head of the Research Department and the Head of the Communication & Scientific Dissemination Area with regular updates of the (co)authored publications.

10. Providing the corresponding Research Group Leader with all the fieldwork reports and memoirs elaborated for the paleontological interventions (co)directed.
 11. Providing the Head of the Communication and Scientific Dissemination Area with all the required noticeable information regarding the research and dissemination activities performed.
- Predoctoral Researcher and PhD Student (R1):
 1. Collaboration with the corresponding supervisor(s) in order to attain perform a PhD within the framework of the specific goals of the research group, in accordance with the strategic aims and scientific policy of the ICP, including publications, contributions to meetings and fieldwork activities.
 2. Participation in research project applications by the corresponding supervisor.
 3. Publication, as first author or coauthor, of articles in SCI journals.
 4. Attendance and contribution to international and national scientific meetings.
 5. Attendance to scientific training courses, conference cycles and workshops.
 6. Participation in emergency paleontological interventions of prospection, excavation and/or sampling.
 7. Providing the Head of the Research Department and the Head of the Communication & Scientific Dissemination Area with regular updates of the (co)authored publications.
 8. Providing the Head of the Communication and Scientific Dissemination Area with all the required noticeable information regarding the research and dissemination activities performed.
 - Research Associate and Collaborator:
 1. Collaboration with the researchers of the respective research group in order to attain its specific goals, in accordance to the strategic aims and scientific policy of the ICP, including publications, contributions to meetings and fieldwork activities.
 2. Participation in research project applications led by members of the respective research group (if allowed by the provisions of the corresponding project calls).
 3. Publication of SCI articles and other written scientific contributions with ICP affiliation.
 4. Providing the Head of the Research Department and the Head of the Communication & Scientific Dissemination Area with regular updates of the (co)authored publications.
 5. Providing the corresponding Research Group Leader with all the fieldwork reports and memoirs elaborated for the paleontological interventions (co)directed.
 6. Providing the Head of the Communication and Scientific Dissemination Area with all the required noticeable information regarding the research and dissemination activities performed.



Non-academic positions

- Head of the Outreach & Communication Department:
 1. Design of the communication policy of the ICP in order to fulfill its strategic goals.
 2. Design of the outreach policy of the ICP in order to fulfill its strategic goals.
 3. Supervision and coordination of the following Areas: Communication & Scientific Dissemination; Museum; and Archive & Documentation.
 4. Supervision and coordination of fundraising initiatives related to communication and/or outreach activities.
 5. Rapporteur of the Steering Committee.
- Head of the Communication & Scientific Dissemination Area:
 1. Implementation of the communication policy of the ICP as regards scientific dissemination.
 2. Coordination of the media interest in the ICP, ensuring regular contact with target media, and providing an appropriate response to media requests.
 3. Implementation of the communication policy of the ICP as regards internal communication (communiqués, email bulletin, intranet, organization of internal talks, etc.).
 4. Ensuring that a proper use is made of the ICP brand and logo in print and electronic materials (letterheads, electronic presentations, publications, posters for meeting, emails, brochures, etc.).
 5. Maintenance of the ICP website and social network profiles.
 6. Update of the SCI publications on the ICP website and relevant digital repositories/databases.
 7. Generation and supervision of scientific dissemination contents (news for the ICP website, press releases, organization of press conferences, etc.).
 8. Supervision and coordination of communication activities by local interpretation centers and museums with specific agreements in this regard with the ICP.
 9. Publicization of ICP Museum exhibits and activities among the general public and the educational community.
 10. Supervision and/or elaboration of ICP annual memoirs.
 11. Provision of specific guidelines to ICP researchers in order to ensure that noticeable events and publications are adequately publicized.
 12. Support to researchers in the design and execution of outreach activities associated with research projects.
 13. Fundraising initiatives related to scientific communication activities.
 14. Person in charge of information systems security.
 15. Teaching in master degrees.
- Paleoartist (Communication & Scientific Dissemination Area):
 1. Producing scientifically accurate drawings of fossils for dissemination and/or research purposes.
 2. Producing drawings or other artistic recreations of ancient organisms and ecosystems for dissemination and/or research purposes.

3. Collaborate in the design of logos, webpages, and documents produced by the ICP.
 4. Coordinating with the Head of the Communication & Scientific Dissemination Area to prioritize the paleoart requests by ICP researchers and technicians.
 5. Support to other activities of the Communication & Scientific Dissemination Area.
- Head of the Museum Area:
 1. Implementation of the communication policy of the ICP as regards outreach activities.
 2. Design and maintenance of the ICP Museum permanent exhibit.
 3. Design and organization of ICP temporal exhibits.
 4. Design, management and coordination of guided visits to the ICP Museum and other outreach activities addressed to families and educational centers.
 5. Supervision of the external team of educators and coordination with the provider company.
 6. Management of the museum shop.
 7. Fundraising initiatives related to outreach activities.
 8. Supervision of ICP Museum maintenance activities.
 9. Support to other ICP Museum activities.
 - Museum Outreach Technician (Museum Area):
 1. Review, update, and develop contents of family and school workshops.
 2. Manage the loaning of educational suitcases.
 3. Update the replica registry and ensure proper maintenance.
 4. Provide support to the head of the Museum Area in organizing events.
 5. Participate in the development of the museum's museographic project.
 6. Assist Museum receptionists during school and family activities.
 7. Manage registrations for school and family workshops in coordination with the educational services company.
 8. Create and maintain the archive of photos and videos of Museum activities.
 9. Collaborate with the Communication and Scientific Dissemination Area in managing the museum's social media.
 10. Provide information on Museum activities to the Sabadell City Council and other public agendas.
 - Receptionist (Museum Area):
 1. Reception of visitors at the Museum front desk.
 2. Customers service at the Museum shop.
 3. Supervision of the functioning of the Museum exhibit.
 4. Management of registrations to Museum activities.
 5. Support to other Museum activities.
 - Archivist & Documentalist (Archive & Documentation Area):



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1. Management and conservation of the Miquel Crusafont Archive and other documentary collections housed at the ICP.
 2. Cataloging of the ICP library and reprint collections.
 3. Bibliographic support to ICP researchers.
 4. Assistance to the Head of the Museum Area and support to various ICP Museum activities.
- Head of the Management & Human Resources Department:
 1. Management of ICP human resources (including recruitment).
 2. Coordination of the following Areas: Maintenance and Administration.
 3. Implementation and coordination of safety at work initiatives at the ICP.
 4. Agreements with research associates and other persons and institutions.
 5. Supervision of the Administrative Officer with regard to the justification of competitive project funds expenditures and the administration of the ICP basal budget.
 6. Supervision of the Maintenance Technician with regard to the inventorying and management of ICP storehouses and the maintenance of the ICP Museum building.
 7. Contact with the persons in charge of security, safety at work and maintenance at the ICTA-ICP building within the UAB university campus.
 8. Devising the policies and initiatives of continuous training to the ICP staff.
 - Administrative Officer (Administration Area):
 1. Justification of competitive project funds expenditure.
 2. Administration of the ICP basal budget (by delegation of the Head of the Management & Human Resources Department).
 3. Purchasing and tender management.
 4. Management of travel and accommodation of ICP personnel.
 - Maintenance Technician (Maintenance Area):
 1. Repair and maintenance activities at the ICP Museum in Sabadell and other ICP facilities (other than the ICTA-ICP building).
 2. Coordination with services and supplies companies.
 3. Inventorying and management of ICP storehouses.
 - Head of the Research Support & External Services Department:
 1. Design and coordination of the remunerated external services provided by the ICP to third parties.
 2. Coordination of research support activities provided by ICP technicians to ICP researchers.
 3. Coordination of the following Areas: Fieldwork Management; Preparation & Conservation; Collections Management; Projects; and Information Technology.
 4. Supervision and coordination of fundraising initiatives related to paleontological fieldwork as well as preparation and conservation activities.
 5. Member of the Steering Committee.

■ Head of the Fieldwork & Collections Management Area:

1. Coordination of the Fieldwork & Collections Management Area staff.
2. Coordination of and research support to fieldwork activities directed by ICP researchers or technicians.
3. Planning and management of paleontological fieldwork external services.
4. Collaboration with ICP researchers with regard to fundraising activities related to paleontological fieldwork.
5. Planning and direction of planned and emergency paleontological interventions of prospection, excavation and/or sampling.
6. Supervision and review of field memoirs and reports elaborated by other members of this area (and elaboration of such documents when acting as codirector of fieldwork).
7. Fundraising initiatives related to paleontological fieldwork activities.
8. Archive of paleontological intervention permit requests as well as paleontological fieldwork memoirs and reports by ICP researchers.
9. Compilation of a database with geographical coordinates of paleontological sites from Catalonia.
10. Applications for and coordination of permanent deposits of paleontological collections to the Administration.
11. Contact person with the technicians of the Archeological and Paleontological Survey of the Generalitat de Catalunya.
12. Collaboration with the Maintenance Technician and the Head of the Management and Human Resources Department with regard to the inventorying and management of ICP storehouses.
13. Support to the Collections Manager in the management of collections and visitors to ICP collections, particularly at ICP facilities other than the ICP Museum.
14. Request of fossil export, transport and/or exhibit permits with the relevant Administration.
15. Teaching in master degrees.

■ Fieldwork Officer (Fieldwork & Collections Management Area):

1. Management of paleontological fieldwork external services (by delegation of the Head of the Fieldwork & Collections Management Area).
2. Planning (by delegation of the Head of the Fieldwork & Collections Management Area) and direction of planned and emergency paleontological interventions of prospection, excavation and/or sampling.
3. Participation in planned and emergency paleontological interventions of prospection, excavation and/or sampling.
4. Screen-washing, microvertebrate sorting, and other field or lab support activities in the framework of paleontological fieldwork directed by ICP researchers or technicians.
5. Elaboration of field memoirs and reports.



6. Collaboration with the Maintenance Technician and the Head of the Management and Human Resources Department with regard to the inventorying and management of ICP storehouses.
 7. Teaching in master degrees.
- Collection Manager (Fieldwork & Collections Management Area):
 1. Management, inventorying and cataloging of ICP paleontological collections.
 2. Coordination of the collections temporary staff, practicum students and volunteers.
 3. Support to ICP researchers in relation to queries about ICP collections.
 4. Support to external researchers in relation to queries about ICP collections, in coordination with ICP Research Groups.
 5. Elaboration and update of internal protocols related to the management of ICP collections.
 6. Collaboration in the elaboration and update of internal protocols related to the conservation of fossils from the ICP collections.
 7. Fundraising initiatives related to conservation activities.
 8. Participation in conservation courses (co-)organized by the ICP.
 9. Administrative transactions and formalities to have the ICP collection in order (e.g., regularly providing the Generalitat de Catalunya with updated inventories of the collection).
 10. Coordination with the Head of the Preparation & Conservation Area with regard to the conservation of fossils from the collection.
 11. Teaching in master degrees.
 - Collection assistant (Fieldwork & Collections Management Area):
 1. Assist the collection manager in the management, inventorying, cataloging, and digitalitzacion of ICP paleontological collections.
 2. Assist the collection manager in the coordination of temporary staff, practicum students, and volunteers involved in collection management.
 3. Provide support to ICP personnel in relation to queries about ICP collections, in coordination with ICP collection manager.
 4. Provide support to external researchers in relation to queries about ICP collections, by delegation of the ICP collection manager.
 5. Assist the ICP collection manager and the Head of the Preparation & Conservation Area with regard to the conservation of fossils from the ICP collections.
 - Field Technician (Fieldwork & Collections Management Area):
 1. Participation in (and, exceptionally by delegation of the Head of the Fieldwork & Collections Management Area, direction of) planned and emergency paleontological interventions of prospection, excavation and/or sampling.
 2. Screen-washing, microvertebrate sorting, and other field or lab support activities in the framework of paleontological fieldwork directed by ICP researchers or technicians.

3. Transportation of fossils.
 4. Collaboration with the Maintenance Technician and the Head of the Management and Human Resources Department with regard to the inventorying and management of ICP storehouses.
- Field Assistant (Fieldwork & Collections Management Area):
 1. Participation in planned and emergency paleontological interventions of prospection, excavation and/or sampling.
 2. Screen-washing, microvertebrate sorting, and other field or lab support activities in the framework of paleontological fieldwork directed by ICP researchers or technicians.
 3. Transportation of fossils.
 - Head of the Preparation & Conservation Area:
 1. Coordination of the Preparation & Conservation Area staff, practicum students and volunteers.
 2. Management of research support activities related to paleontological preparation and conservation.
 3. Management of external services of paleontological preparation and conservation.
 4. Preparation and casting of fossil remains.
 5. Elaboration and update of the catalog of ICP molds and casts.
 6. Elaboration and update of internal protocols related to the conservation of fossils from the ICP collections.
 7. Fundraising initiatives related to preparation and/or conservation activities.
 8. Research on paleontological preparation materials and methods, and exceptionally publication of the results (with the permission of the Head of the Research Support and External Services Department).
 9. Organization of and participation in preparation and/or conservation courses (co-)organized by the ICP.
 10. Teaching in master degrees.
 - Preparation Technician (Preparation & Conservation Area):
 1. Preparation and casting of fossil remains.
 2. Participation in preparation and/or conservation courses (co-)organized by the ICP.
 - Project Manager/Head of the Projects Area:
 1. Coordination of the Projects Area staff (if any), practicum students and volunteers.
 2. Support to ICP researchers in fundraising activities (e.g., research projects and grant applications).
 3. Support to other ICP staff (in relation to project and grant applications, as well as other fundraising activities).



4. Support to and collaboration with other members of the Research Support & External Services Department to ensure the successful completion of external services projects.
 5. Support to the Administrative Officer and the Head of the Management & Human Resources Area with regard to the justification of competitive funds.
 6. Contact person with the Administration and private funding agencies with regard to project and grant applications, as well as other fundraising activities.
 7. Promotion and marketing of external services provided by the ICP to third parties.
 8. Design and implementation of marketing strategies with regard to ICP external services.
 9. Coordination of (by delegation of the Head of the Research Support & External Services Department) and collaboration with fundraising initiatives related to paleontological fieldwork as well as preparation and conservation activities.
 10. Public relations with private companies.
 11. Management of ICP post mail.
 12. Management of ICP volunteering program.
 13. Coordination of continuous training to the ICP staff.
- Project Technician (Projects Area):
1. In collaboration with the Project Manager, provide support to ICP researchers in fundraising activities (e.g., research projects and grant applications).
 2. Support other members of the Research Support & External Services Department to ensure the successful completion of external services projects.
 3. Support the Administrative Officer and the Head of the Management & Human Resources Area with regard to the justification of competitive funds.
 4. In collaboration with the Project Manager, promotion and marketing of external services provided by the ICP to third parties.
 5. Assistance in the design and implementation of marketing strategies with regard to ICP external services.
 6. Assistance (by delegation of the Head of the Research Support & External Services Department) in fundraising initiatives related to paleontological fieldwork as well as preparation and conservation activities.
 7. Public relations with private companies.
 8. Assistance in the management of the ICP volunteering program.
 9. Management of continuous training offered to the ICP staff.
- Head of the Information Technology Area:
1. Supervision and maintenance of ICP information technology infrastructure (hardware and software).
 2. Maintenance and management of ICP email addresses.
 3. Support to the Head of the Communication & Scientific Dissemination Area with regard to the maintenance of websites managed by the ICP (including those of local interpretation centers and museums with specific agreements in this regard with the ICP).

4. IT support and consultancy to ICP researchers and non-research staff.
 5. Member of the Information Systems Security Committee.
- Lab Technician (Research Group or a technical Area other than Preparation or 3D Technicians):
 1. Collaboration with the researchers of the research group in order to attain the specific goals of the research group or area in accordance to the strategic aims and scientific policy of the ICP, including publications and contributions to meetings (with the permission of the corresponding Research Group or Departament Head).
 2. Participation in (and, exceptionally by delegation of a Research Group Leader or Head of Area, direction of) planned and emergency paleontological interventions of prospection, excavation and/or sampling.
 3. Screen-washing, microvertebrate sorting, and other field or lab support activities in the framework of paleontological fieldwork directed by ICP researcher or of paleontological fieldwork services to third parties.
 4. Bibliographic support, i.e., cataloging and management of the books and reprints collections of ICP researchers or research groups.
 5. Collections and fossil database support, i.e., cataloging and inventorying of fossils excavated and/or studied by ICP researchers or research groups.
 6. Assistance to ICP researchers in other computer and/or laboratory tasks, such as taking measurements and samples, taking and editing photographs, and segmenting CT data, among others.
 7. Assistance to external researchers in the framework of strategic collaborations (approved by the Head of the Research Department) or external services provided by the ICP to third parties.
 - 3D Technician (Computational Paleobiology Research Group):
 1. Collaboration with the researchers of Computational Paleobiology research group in order to attain the specific goals of the research group in accordance with the strategic aims and scientific policy of the ICP, including publications and contributions to meetings (with the permission of the corresponding Research Group Leader).
 2. Digitalization of paleontological and biological samples (using different techniques such as photogrammetry, structured light scanner, laser scanner and (μ)CT scanner, among others) for researchers of any research group of the ICP (under the supervision of the Computational Paleobiology Research Group Leader) or for the provision of external services (under the supervision of the Research Support & External Services Department).
 3. Data processing (particularly segmentation CT data, generation of 3D models and any required postprocess for imaging, geometric morphometric analysis, and/or biomechanical simulation) for researchers of any research group of the ICP (under the supervision of the Computational Paleobiology Research Group Leader) or for the provision of external services (under the supervision of the Research Support & External Services Department).



4. Video generation and postprocessing based on 3D models for scientific publications as well as dissemination and outreach activities, under the supervision of the Outreach & Communication Department.
 5. Management and maintenance of the 3D technological equipment of the Computational Paleobiology Research Group and the ICP as a whole.
 6. Data management and stewardship of the data sets and 3D models generated by ICP researchers and technicians, including the elaboration and maintenance of internal databases and the uploading of data in external digital repositories, under the supervision of the Data Curator.
 7. Assistance to ICP researchers in calls and applications including digitalization and 3D data, under the supervision of the Project Manager and/or the Research Group Leader.
 8. Providing the Research Group Leader, the Director and the Head of the Communication & Scientific Dissemination Area of the ICP with regular updates of the (co)authored publications.
 9. Assistance to external researchers in the framework of strategic collaborations (approved by the Head of the Research Department) or external services provided by the ICP to third parties (as detailed above).
- IT Technician (Information Technology Area):
 1. Maintenance of ICP information technology infrastructure (hardware and software).
 2. Maintenance of ICP email addresses.
 3. IT support and consultancy to ICP researchers and non-research staff.
 4. Look for new solutions or opportunities to improve the IT services.
 5. Assist the Head of the Information Technology Area during cybersecurity threats or cybersecurity breaches.
 - Communication Technician (Communication & Scientific Dissemination Area):
 1. Write and publish content on the ICP website and social networks.
 2. Write and distribute press releases to mass media under the supervision of the Head of the Area.
 3. Update the ICP journalists database.
 4. Create and send periodic internal and external newsletters.
 5. Organize and design posters for internal communication talks.
 6. Taking and editing photos.
 7. Support the Head of the Area in organizing events.
 8. Design print and electronic dissemination materials.
 9. Support communication activities of the ICP Museum and local interpretation centers and museums with specific agreements in this regard with the ICP.
 10. Collaborate in the organization of temporary and permanent exhibitions at the ICP Museum.
 11. Collaborate in the design of logos, webpages, and documents produced by the ICP.



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- Administrative Assistant (Administrative Area):
 1. Assist the Administrative Officer in the preparation of justification for competitive projects.
 2. Track and account for the center's overhead expenses under the supervision of the Administrative Officer.
 3. Assist in purchasing management, document traceability and expense tracking.
 4. Assist the Administrative Office in Management of travel and accommodation of ICP personnel.