# Administration and Technical Services



## Outreach management

HEAD OF SERVICE: Alfonso Mora COORDINATOR:

Miguel Vicente

Through the organisation of meetings, workshops and lectures, the CNB maintains scientific contact with researchers worldwide. Our website allows us to inform other scientists as well as laypeople of our activities.

We elaborate press releases and documentation to help journalists explain the work our scientists develop at the CNB to a broader audience.

In collaboration with national education agencies, we are trying to reach high school and graduate students by organising visits, talks and activities for pupils and/or teachers. As part of our program to bring science to society, over the past two years more than 1,000 students visited the CNB.



## Library

HEAD OF SERVICE:

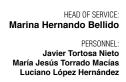
Ma Dolores Aparicio Trujillo

#### SERVICES:

- Acquisition, technical processing, cataloguing and classification of monographs and serial publications
- Home-lending to personnel and laboratories
- · Interlibrary loan service
- · Reading room
- · Access to online databases, e-journals and e-books
- Information and reference service



#### Human resources







## Information technologies

# HEAD OF SERVICE: Sonia de Diego

PERSONNEL:

Óscar Bodas Íñigo Oficialdegui Alberto Sánchez

#### SERVICES:

- Microinformatics support
- Registry of equipment on the network
- E-mail accounts
- Management of distribution lists
- Management of network infrastructure (cable and wireless)
- Shared archive servers
- Information systems security
- Remote access
- Web server (not content)
- Registry of DNS equipment
- Internet protocol telephony (shared with General Services)
- Server backups



#### Economic management

## HEAD OF SERVICE: Mariano Muñoz Jiménez

PERSONNEL:

Rafael López Laso Elena Barreda García Mª José Gregorio Usanos Mª Virginia Hortal Roble Irene Vera Jiménez Diana Gloria Pastor Calero Carmen Berreiros Cano Mª Ángeles Lumbreras Carrasco Mª Jesús Raboso Pérez

We support researchers in their administrative needs, making payments, revenue control, travel management and cost justification, etc.



HEAD OF SERVICE:

Soraya Olmedilla María

PERSONNEL: Aurora Cabrerizo Alonso Pilar Ara Laúna Daniel Martín Hernando Moira Torrent Enjuto





## Purchasing and supplies

HEAD OF SERVICE:

Ramon Serrano Coronado

PERSONNEL:

Mª José Caballero Martín Gloria del Sastre Martín Julio Díez Alvarez Antonio Pastor Encabo Juan Carlos Bermudo Zamora Héctor Hernández Redondo



#### Maintenance service

HEAD OF SERVICE:

**Antonio Dueñas** 

PERSONNEL:

Enrique Mejías Fulgencio Moreno Conrado Pedraza Jesús González Juan Carlos Cuenca Alfonso García



#### Instrumentation service

HEAD OF SERVICE:

Ismael Gómez López

Carlos González Redondo
Juan Ignacio Golpe de la Fuente

## DIO management

HEAD OF SERVICE:

Antonio Rodríguez Terán

Coral Bastos Catherine Mark

#### Workshop

HEAD OF SERVICE:

**Daniel Pastora** 

## General services

HEAD OF SERVICE: **Gabriel Sanchez de Lamadrid** 

PERSONNEL:

Julián Grande Manuel Grande Vicente Martín **David Suarez** 

PHOTOGRAPHY:

Inés Poveda

BUILDING CONSTRUCTION AND RENOVATION:

## Security

HEAD OF SERVICE:

Sócrates Gutiérrez

PERSONNEL: Angeles Ferreiro