

**09**

Administration and Technical Services

## General manager

**Miguel Anchuelo**



## 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

HEAD OF SERVICE:  
**Marina Hernando Bellido**

PERSONNEL:  
**Javier Tortosa Nieto**  
**María Jesús Torrado Macías**  
**Luciano López Hernández**





## Information technologies

HEAD OF SERVICE:  
**Sonia de Diego**

PERSONNEL:  
**Oscar 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**  
**M<sup>ra</sup> José Gregorio Usanos**  
**M<sup>ra</sup> Virginia Hortal Roble**  
**Irene Vera Jiménez**  
**Diana Gloria Pastor Calero**  
**Carmen Berreiros Cano**  
**M<sup>ra</sup> Angeles Lumbreras Carrasco**  
**M<sup>ra</sup> Jesús Raboso Pérez**

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

## Project management

HEAD OF SERVICE:  
**Soraya Olmedilla María**

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





## Purchasing and supplies

HEAD OF SERVICE:

**Ramon Serrano Coronado**

PERSONNEL:

**M<sup>a</sup> José Caballero Martín**  
**Gloria del Sastre Martín**  
**Julio Diez Alvarez**  
**Antonio Pastor Encabo**  
**Juan Carlos Bermudo Zamora**  
**Héctor Hernández Redondo**



## Maintenance service

HEAD OF SERVICE:

**Antonio Dueñas**

PERSONNEL:

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



## Instrumentation service

HEAD OF SERVICE:

**Ismael Gómez López**

PERSONNEL:

**Carlos González Redondo**  
**Juan Ignacio Golpe de la Fuente**

## DIO management

HEAD OF SERVICE:

**Antonio Rodríguez Terán**

PERSONNEL:

**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:

**Javier Zarco**

## Security

HEAD OF SERVICE:

**Sócrates Gutiérrez**

PERSONNEL:

**Angeles Ferreiro**