

HOW

Julius Kühn Institute

Information for new employees and guests of the Julius Kühn Institute



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August 2020

WELCOME at JKI



Dear new colleague, dear guest,

As president of JKI I would like to give you a warm welcome and I am delighted that you have chosen the Julius Kühn Institute (JKI) with one of its special-

ised institutes to be part of your scientific career.

The JKI has a moving history and offers a vibrant scientific environment. I joined the Federal Centre for Breeding Research on Cultivated Plants in 2002, which was one of the centres forming JKI in 2008 upon junction with the Federal Biological Research Centre for Agriculture and Forestry and two institutes of the Federal Agricultural Research Centre. What impresses me since the beginning of my time at JKI is the broad spectrum of agricultural research that encourages creativity and the development of new approaches. Our highly relevant scientific results give us the possibility to have an influence on political and societal development and therefore to enable knowledge-based strategies to meet the global challenges of our time.

At our 10 JKI locations throughout Germany, you will find a lively working environment, an excellent infrastructure and a diverse range of administration services. Around 1,300 employees make JKI an important player in agricultural research, who is committed not only to generate new impulses and scientific knowledge but also to exchange our knowledge with different stakeholders. In addition to our advisory mandate for the Federal Ministry of Food and Agriculture and the German Federal Government, we are also a sought-after partner in national and international cooperation in all questions relating to crop plant research. You are cordially welcome to get involved!

With its diverse tasks and challenges, JKI relies on attracting highly qualified specialists from a wide range of areas of agricultural research. Our employees are our most relevant asset. It is therefore particularly important to us to arouse the interest of smart heads

from all over the world for a modern, innovative and open-minded JKI. In this welcome brochure, we try to answer general questions on all topics that are likely to affect everyone who joins JKI – especially our international colleagues and guests.

In the following overview, JKI introduces itself and instructions on how to deal with German regulations as well as JKI-specific regulations, authorities (i.e. visas and residence permits), finding accommodation, insurance, etc. are provided.

On behalf of all JKI employees, I wish you the best of success for your research work during your stay at JKI.

All the best

A handwritten signature in blue ink, which appears to be 'F. Ordon', written in a cursive style.

Prof. Dr. Frank Ordon, President of JKI

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The Federal Ministry of Food and Agriculture **founded the Julius Kühn Institute in 2008** in order to merge all its crop plant capabilities into one institution. However, our agricultural research expertise stretches back more than 120 years to the Institute's cradle in Berlin, where the Biological Department for Agriculture and Forestry was founded within the Imperial Health Office (1898).

We focus on plants for food and feed, energy crops and renewable resources, as well as plants that perform a variety of functions in urban spaces, such as private gardens, towns and public parks. As a federal institution for research on cultivated plants, our mission is the **sustainable production and protection of these aforementioned plants.**

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JKI

as a driver
of outstanding
research and
innovation

Our strength is to combine scientific expertise with practical skills and thus to equip ourselves for the challenges to come. The strategies and concepts we have developed are valid for both integrated crop management and ecological farming. We are both an **autonomous superior federal authority and a federal research institution.** We are predestined by this double role to address topics in the fields where politics, research, and practical applications intersect.

Our researchers work on long-term projects, such as breeding research and breeding of crop plants, plant protection and respective residues, biodiversity, sustainable plant production systems etc. We are always ready to **react quickly to new problems** and societal issues that suddenly become relevant.

The backbone of our scientific work is represented by approximately 400 researchers, who are currently working in 17 specialised institutes at ten locations. The headquarters are located in the town of Quedlinburg, a UNESCO World Heritage Site. JKI's basic budget is funded by the national government, more specifically by the Federal Ministry of Food and Agriculture. In addition, our **scientists also successfully attract third-party funding** from various national, European, and international research funding agencies.

securing tomorrow's resources

In order to meet global challenges by using interdisciplinary approaches, **international cooperation forms the basis** of future science and consulting. Globalisation, changing societies, an increasing world population, and changing climate conditions are currently challenging us and will continue to do so even more in the future.

One of the strategic approaches of JKI is to work together with ministries and scientific institutions abroad, as well as with international organisations, to **promote the exchange of knowledge**. Merging our different knowledge systems, findings, and open questions is the key to sustainable management.

JKI – as a global actor in science and consulting – is conducting relationships with different stakeholders worldwide. The respective contact at JKI is the **Research Coordination Office**, easily available for you at “forschungskoordination@julius-kuehn.de”. As of June 2020, we have official cooperation agreements with the following institutions abroad:

Benin

University Abomey-Calavi, Polytechnikum Benin

Brazil

Amazonas State University, UEA;
Brazilian Agricultural Research Corporation, EMBRAPA;
Special Secretariat for Family Farming and Agrarian Development, SEAD (now integrated into MAPA)

China

Chinese Academy of Agricultural Sciences, CAAS

Croatia

Josip Juraj Strossmayer University of Osijek

Italy

Laimburg Research Center

Japan

National Agriculture and Food Research Organization, NARO

Mexico

International Maize and Wheat Improvement Center, CIMMYT

Russia

Vavilov All-Russian Research Institute of Plant Industry, VIR

Uruguay

National Agricultural Research Institute, INIA



Not only does our staff include highly skilled scientists, administrative personnel, gardeners and laboratory technicians from Germany, but currently also from Spain, Serbia, Uruguay, Argentina, India, Nepal, Egypt, Ghana, Libya, Iran, Iraq, Cambodia, Japan, China, USA, and elsewhere.



In its **libraries** that are open for all employees, JKI offers access to the latest information on agricultural research. Besides providing various types of publications, the skilled librarians will be happy to assist you in finding the most appropriate journal for your own publication, handling databases and portals, managing your research data, and many more. Please find the information about our library services and our online library accesses under the following link:

<https://intranet.julius-kuehn.de/bibliothek/> →

JKI uses twitter, sends out press releases regularly and is very active with **different public relations formats**. The press department would be happy to assist to link your public relations commitment with JKI channels. As a JKI employee, you can send your contact data to pressestelle@julius-kuehn.de. Your data with a photo of you (if you would like) and the respective publications will show up on the JKI website.

As our working environment requires diverse skills to carry out different tasks, JKI offers **training opportunities** that are announced via email or intranet. Please be aware that these training opportunities are offered under certain circumstances, which will be specifically announced.

Scientific exchange, socialising, and internal talks help to foster a positive atmosphere and a sustainable working performance. JKI took up the cause of fostering exchange in numerous ways. For PhD students, early Postdocs and Master students, JKI organises an annual **young scientist meeting** (3 days in autumn) consisting of a seminar that imparts cross-disciplinary skills and a conference, where young scientists give talks, present posters and meet and connect with other JKI researchers of the same career level. If applicable, you will be invited to apply. The program will be further developed by JKI staff and by junior researchers. Please find more information under the following link: <https://ysm.julius-kuehn.de/> ↗

Your local institute might offer scientific talks as well. Along with these offers, some JKI sites organise **sports classes**. Please ask your direct supervisors about these offers or check the JKI intranet for your specific JKI site. Furthermore, most of JKI sites organise internal summer parties, Christmas gatherings, and more. You can ask how to get involved.

Germany

Formalities ⁱ/4



For a general overview about working in Germany, you should visit the following website <http://www.research-in-germany.org/en/plan-your-stay.html> ↗

BEFORE YOU COME TO GERMANY

- You must inform yourself whether you need a visa. If yes, you must determine what kind of visa you need. Contact the German Embassy in your home country to ask for your visa. Here you will find some information about visa requirements: <https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node> ↗
- Please keep in mind that a **visa application process** can take up to 6 months. Please be sure that you have all required documents available when attending an appointment at the Embassy. If you are coming to Germany on a contract or on a scholarship there are different terms and conditions, particularly regarding social security. Information on these usually are given by the respective foundation.
- For foreigners with a recognised academic qualification, there are **special residence permits** with more relaxed requirements for insurance and other advantages.
- If you have a visa and you are planning your trip to Germany, please make an appointment in advance at the local **Foreigners Authority (Ausländerbehörde)** to confirm your visa. You also need to get an appointment at the **Residents registration office (Einwohnermeldeamt)** to be registered in Germany. You need your visa, your ID/passport, your employment contract, and your rental contract. In some cities, the landlady/landlord has to fill in a form to prove that you have rented an apartment.

YOU ARE IN GERMANY

- You must sign **your contract of employment** before starting work, and you are liable for **tax and social security**. JKI pays the employer's contribution for health, nursing care, pension, and unemployment insurance; the employee's contribution, for which you are liable is automatically deducted from your salary along with tax. You are also insured by your employer against accidents at work and occupational health issues.
- If you have not obtained health insurance prior to your stay in Germany, then one of the first steps in Germany is to find a **health insurance**. In Germany, it is common to have public health insurance. Ask the staff department for your status and regulations. Comprehensive health insurance is therefore very important and proof must be provided when you visit a doctor by means of your health insurance card. If you need a doctor, you can ask relevant personnel at the institute about the nearest clinic or hospital. The usual procedure is to first consult a family doctor who may be a general practitioner or internist, who will then, if necessary, refer you to a specialist. In emergency cases, doctors cannot refuse you – neither on the telephone nor in person.



- For your residence permit appointment at the **Einwohnermeldeamt** you need the following:
Passport, 2 biometric passport photos, residents' registration office registration card, verification of employment (contract or confirmation of fellowship, letter of JKI showing the amount of monthly payment), rental contract, proof of health insurance (travel health insurance is not sufficient). As requirements occasionally change, please check the homepage of your local Einwohnermeldeamt.
- You should have a German **bank account** in order to have your salary or fellowship allowances transferred to you. You can choose a bank with personal services or you can also make use of the various banks that are offering their services online. Every bank has different conditions in terms of fees, credit, etc. Please be sure to have your residence permit and passport with you when opening a bank account. In some cases, you will need additional documents.
- We also recommend having personal **liability insurance (Haftpflichtversicherung)** that will cover body injury and property damage accidentally caused by you to a third party. It is very common to have such an insurance in Germany.
- If you want to use a **mobile phone**, you can choose between various companies; pre-paid cards may be a good option. If you take out a contract, be aware of how long it will run. Please be aware that you need to be registered in Germany, have a private home address (JKI address will not be accepted), and have a private email account to get a mobile contract.
- The **German electricity system** works with power plugs and sockets of Type F. The standard voltage is 230 V and the standard frequency is 50 Hz. Depending where you come from, you may need an adaptor.
- The subject of **sorting waste and recycling** is a special one. Rubbish is separated into paper waste (blue bin), compost/organic waste (brown or green bin, also known as the compost bin), and packaging waste (yellow bin or yellow bag). The remaining waste is placed in the grey or black bin. Glass and cans can also be recycled. There is a deposit on some bottles and cans, so it is worth returning these when they are empty. If glass bottles do not have a deposit on them, you can dispose of them in public glass containers in your neighbourhood.

- The **rental contract** or house rules can entail certain obligations, such as path clearance in winter when it snows or periodic responsibility for cleaning the stairwell. You should check whether pets are allowed. Regarding noise, clear rules exist regulating the times when noise is permitted and not permitted. If you have a party, it is common courtesy to let your neighbours know in advance that there may be a little more noise on the day in question.
- The following Internet links are useful when looking for **accommodation**: www.immoscout24.de ↗ , www.immowelt.de ↗, www.quoka.de ↗, www.immonet.de ↗, www.zwischenmiete.de ↗, www.wg-gesucht.de ↗. You may also ask your local colleagues for their experiences and knowledge.
- In professional situations, (most) Germans place great emphasis on being correct and **punctual**. It is therefore helpful to keep to the agreed time for meetings or presentations.
- Every town has a number of cafés, bars and restaurants of a wide variety of types, usually with a free choice of table. If you are happy with the service, you can show your gratitude by leaving a **tip** (approximately 10% of the bill).
- **Shops** are generally open between 9:00 and 20:00 Monday to Saturday; large supermarkets and shopping centres will open even longer. All shops are normally closed on Sundays. Exceptions are bakers and florists, which often open on Sunday mornings.

- If you have a television, internet and radio, the State charges you to finance the public broadcasting service. The **Gebühren-einzugszentrale (Radio and Television Licences Agency, GEZ)** will contact you once you moved into an apartment.
- If you have children under six years old you can apply for **Kindergarten** places. As the regulations for Kindergarten are in the responsibility of the different federal states, you have to ask your local administration.
- There are two **main emergency numbers** in Germany: 112 is used for fire and medical assistance emergencies, and 110 is used for emergencies requiring the police. Calls to both numbers are free of charge and can be made from a landline, pay phone or a mobile phone, even if your phone is locked. The operators can usually be expected to speak English as well as German.
- Do **not** use 112 / 110: For a prank, to check if the numbers work, to report an accident or emergency again, for contact details for doctors or dentists or pharmacies etc, for minor and non-urgent accidents or incidents. In the latter cases, either go to a hospital or contact medical emergency services.

Julius Kühn Institute

Formalities ⁱ/5



JKI is a public body and belongs directly to the Federal Ministry of Food and Agriculture (BMEL).

https://www.bmel.de/EN/Homepage/homepage_node.html ↗

There is an Intranet in place, which offers a very good overview of needed documents and internal processes. The Intranet is only available in German, but we are currently working on an English version. Please ask your direct colleagues if you need help.

Intranet: <https://intranet.julius-kuehn.de/home/> →

- We need proof that your **degree** is accepted in Germany and/or Europe. Therefore, please check the regulations for getting the relevant certificates officially confirmed.
- You need a **criminal record** from a German authority before signing your employment contract.
- The **headquarters of JKI are located in Quedlinburg**. This means that plenty of contact persons (administration and management) are based in Quedlinburg.
- Administration and the respective rules are quite important. **Spending money** needs to be clarified before placing any orders for your office or project. Please check the Intranet for more information and – given the permission of your scientific supervisor - contact your respective official in charge of your project.
- If applicable, your **working hours** are registered by using your chip on the entrances of JKI. You have to check in when you start work and check out at the end of your working day. Your working time will be saved on the following intranet website for which you will get access: <http://172.16.4.7/primeweb/> → Presently, there are core working hours from 09:00 to 15:00 from Monday to Thursday, and from 09:00 to 12:00 on Fridays. You are allowed to work from 06:00 ongoing to 20:00 in the evening (subject in change).
- **Working from home** is possible, but requires official agreement by your supervisor and usually one year of employment at JKI. This topic however is dynamic and presently adjusted to better meet the various personal requirements of the employees.

- **Business Travel:** Please be aware of requesting travel with a specific form. Do not book individually without discussing if you are allowed to. There are administrative officials who are in charge of ordering train and flight tickets. JKI also owns a car pool, which is accessible to all JKI employees. Primary prerequisite for driving a JKI car is holding a valid and accepted drivers license and being registered as JKI driver.
- **Sick leave:** In the event of incapacity to work (sick leave, etc.), the staff department of the JKI administration, your supervisor and/or your colleagues must be informed immediately by e-mail or phone. If the incapacity to work lasts longer than three days, a medical certificate stating the existence of the incapacity to work and the expected duration must be submitted no later than the fourth day of sickness. Initially, it is sufficient to submit a scan/photo of the medical certificate via e-mail. The original must be submitted at the latest when you are back at work. Attention: The calendar days count, i.e., if Friday is the first day of sick leave, the certificate must be submitted on Monday. If the **incapacity to work occurs during holidays**, these days will not be deducted from the total holiday entitlement if the incapacity to work is reported immediately and the respective medical certificate is submitted. Only the period after the notification of incapacity for work can be credited to the leave account.



- **IT-Servicedesk** (E-Mail and Telephone Hotline) it-servicedesk@julius-kuehn.de, Tel: 03946 47 9400, 09:00 - 15:00 (Monday to Thursday) | 09:00 - 12:00 (Friday), The IT ticket system allows IT related topics, questions and problems to be quickly assigned and resolved: <http://it-services.jki.intern/> →
- Tickets for **public transport** can sometimes be purchased for a reduced price: Please contact your staff office if your JKI location offers reduced tickets for public transport.
- For business trips and other types of mobile work, there is the possibility to **use webmail**. The IT department will give you the password. You find the instructions here: http://ilias.jki.intern/goto.php?target=pg_3785_515&client_id=ilias →
- For using the PC via **VPN** when you are travelling you can fill in the following form: <http://dv-nutzer.jki.intern/?p=vpn> →. This option however usually is limited to permanent employees.
- The **staff council** is the institutionalised employee representative body of JKI. <https://intranet.julius-kuehn.de/personalvertretungen/gesamt-personalrat/> →
- **Equal Opportunities Officer:** In the Federal Republic of Germany, the Equal Opportunities Officer is a person or a position within a company, who deals with the promotion and implementation of equal rights and equal opportunities, and who performs internal tasks for the respective institution or company. <https://intranet.julius-kuehn.de/beauftragte/gleichstellungsbeauftragte/?L=0> →

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