



VistaMilk

INDUCTION PACK

STAFF AND STUDENT GUIDELINES

Version 4
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HOST INSTITUTION



PARTNER INSTITUTIONS



FUNDED BY:



An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine



WELCOME TO VISTAMILK

Welcome letter from Donagh Berry, Centre Director



Welcome to the VistaMilk SFI Research Center and I hope your experience here will be an enjoyable and fruitful one!

VistaMilk is dedicated to tackling some of the most complex and compelling problem statements facing the dairy production and processing sectors. We embrace a spirit of curiosity and intellectual rigor, fostering an environment that nurtures new ideas and fosters interdisciplinary collaboration. We are confident that by bringing together diverse perspectives, we can transcend the boundaries of traditional research.

VistaMilk aspires to be a catalyst for positive change, working closely with industry partners, government agencies, and the wider community to translate our research outputs into tangible solutions, making the research accessible and impactful.

I wish you every success in your time here at VistaMilk. VistaMilk boasts a vibrant ecosystem of talented individuals who share a passion for discovery and an unwavering dedication to pushing the boundaries of knowledge. We embrace a culture of collaboration, openness, empowerment, and intellectual freedom, where creativity thrives, and breakthroughs are celebrated. In keeping with this spirit, my door is always open and I am always available to answer any queries or listen to suggestions on how things can be done better. Please don't be a stranger!

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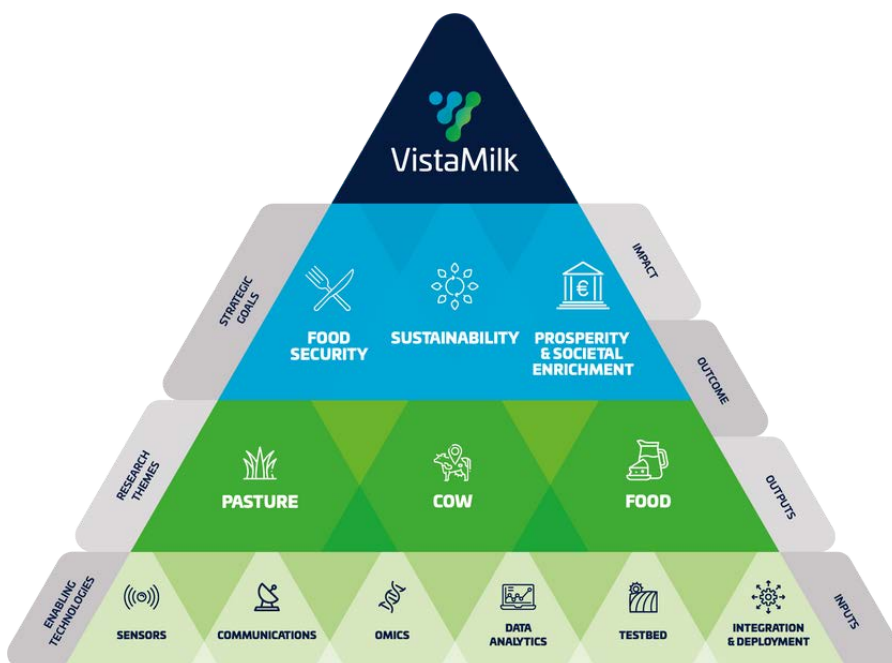


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INTRODUCTION & STRATEGIC GOALS

The VistaMilk SFI Research Centre represents a unique collaboration between Agri-Food and Information Communications Technology (ICT) research institutes, as well as leading Irish/multinational food and ICT companies. VistaMilk is a unique SFI centre in that it is the only centre that is co-funded by both Science Foundation Ireland (SFI) and the Department of Agriculture Food and the Marine (DAFM).

The centre is hosted by Teagasc, in partnership with University College Dublin (UCD), University of Galway (UoG), Dublin City University (DCU), the Irish Cattle Breeding Federation (ICBF), the South East Technology University (SETU) Walton Institute and the University College Cork (UCC) Tyndall National Institute.



VistaMilk has three strategic goals. These goals help guide the research programme delivering improved integration across each of the research institutes and research themes. VistaMilk's strategic goals are *Sustainability, Food Security, and Prosperity and Societal Enrichment.*

The three strategic goals also align closely with the United Nations Sustainable Development Goals (SDGs) and the recently announced European Green deal with a focus on areas of critical importance such as food security, climate change and biodiversity. Everyone in VistaMilk should endeavour to determine which strategic goal(s) they contribute to and how.

VistaMilk has divided the problem domain into three main areas of consideration, referred to as Thematic Areas:

- (i) **Pasture** - Knowledge and tools to sustainably grow a greater quantity of consistently higher quality herbage for consumption by grazing cows,
- (ii) **Cow** - Achieving a greater volume of constantly higher quality milk through scientifically supported optimised management and breeding strategies
- (iii) **Food** - Develop higher value-added dairy products for human consumption, optimised for the predicted milk supply and quality based on predicted grass growth profiles and cow performance from earlier Targeted Projects.

Combined, these three areas cover the entire supply chain from soil to gut. Within each of these thematic areas, the centre has many targeted project each of which leverages the combined expertise of the VistaMilk partners and industry partners in applied research. Each targeted project involves at least one industry partner who represent the sectors dealing with grass-seed and animal breeding, animal and human nutrition, animal health, dairy-food processing, data analytics, sensor development, communications and networks, and –omics technologies.

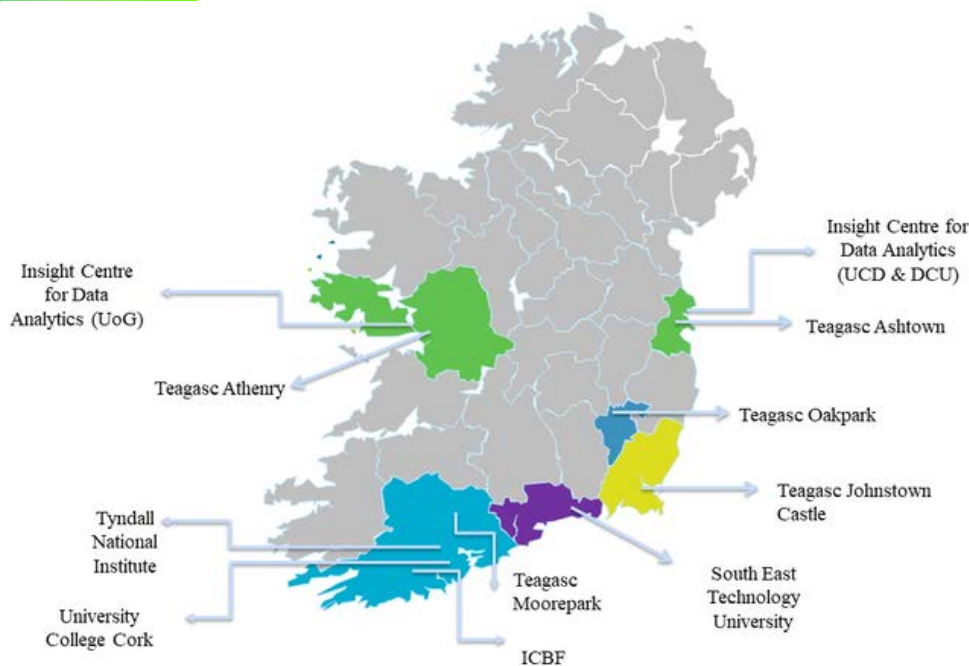
RESEARCH PROGRAM

The **Platforms** are the enabling technologies which further fundamental research in addressing the three thematic areas. No industry partners are engaged with platform research. The platforms include:

- **Sensors:** The development of robust highly sensitive sensor infrastructure based on (i) nano-electrochemical, (ii) spectroscopic and/or (iii) mechanical sensors integrated with control electronics, firmware, edge computing data analytics and data communications.
- **Communications & Networks:** The development of efficient and reliable end-to-end communication protocols for transporting information from various sensors all the way to the fog and cloud computing infrastructure
- **Data & Data Analytics:** The development and application of machine learning and statistical modelling techniques, across the dairy supply chain, to predict optimal outcomes for pasture, for cows, and eventually for food production
- **Decision Support:** Develop and deploy modular-based value creating decision-support tools informed by the multilevel data and associated analytics for use by producers in the pursuit of consistently better performance



RESEARCH PARTNERS



Teagasc – the Agriculture and Food Development Authority – is the national body providing integrated research, advisory and training services to the agriculture and food industry as well as rural communities. VistaMilk is being hosted by Teagasc Moorepark.

Teagasc has over 1,200 research cows and associated young stock with over 500 hectares of land for dairy cows. Routine measurements taken on feed intake, bodyweight, routine body condition score, milk yield, milk composition, infrared spectroscopy, grass intake and methane emissions. Moorepark boasts a detailed laboratory facility which complete detailed blood metabolites, hormones, milk and phenotyping grass measurement on quality and quantity.

Teagasc's food programme encompasses many aspects of food science and technology: food structure and functionality, food safety, food quality, food for health, food fermentation, meat and meat products, dairy foods and ingredients, plant based food and ingredients, marine based foods and ingredients and prepared consumer foods. The Teagasc Food Centre at Moorepark also hosts the largest DNA sequencing facility in Ireland, as well as associated servers for bioinformatic analysis.

The facilities in Teagasc Johnstown Castle include soil, water, greenhouse gas, plant and soil molecular biology laboratories instrumented with a range of modern high through put analytical facilities. Johnstown Castle is home of the national soil information system, national soil database and nutrient management online databases. The centre hosts the national agricultural catchments programme and the Agricultural Greenhouse Gas Research Initiative for Ireland.



The Irish Cattle Breeding Federation (ICBF) is a non-profit organisation charged with providing cattle breeding information services to the Irish dairy and beef industries. ICBF lead:

- Identification, ancestry and quantitative data on traits of importance.
- A genetic and genomic evaluation system to identify the genetically superior animals in each generation.
- A breeding scheme.

RESEARCH PARTNERS



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

The University College Dublin, Dublin City University & University of Galway are involved with the Insight Centre for Data Analytics, which is one of Europe's largest data analytics research organisations. The key areas of priority research are:

- Machine Learning & Statistics
- Semantic Web
- Linked Data
- Media Analytics
- Optimisation & Decision Analytics
- Personal Sensing
- Recommender Systems



Institute for Information and
Communication Systems Science



The Walton Institute for Information and Communication Systems Science is an internationally recognised centre of excellence for Information and Communications Technologies (ICT) research and innovation.

Research within the Walton Institute includes development of next generation core and wireless communication networks (e.g., 5G/6G) management systems, artificial intelligence and machine learning for edge/fog computing as well as cloud, pervasive sensing through sensor networks within the environment as well as on and inside the body of humans and animals, programmable autonomous and adaptive systems, as well as non-conventional communication systems that includes molecular communication and computing.



UCC
Coláiste na hOllscoile Corcaigh, Éire
University College Cork, Ireland

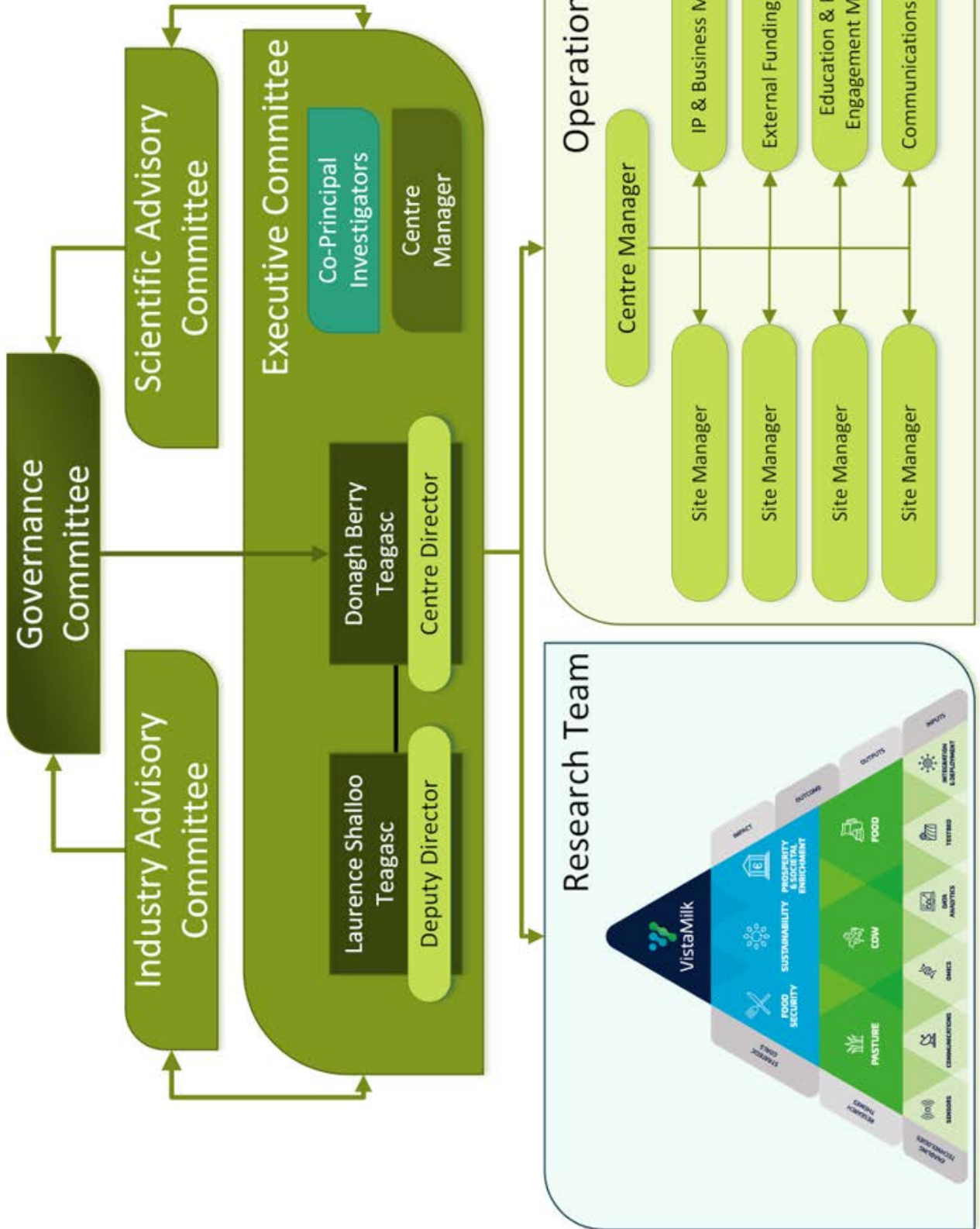
Tyndall National Institute at University College Cork is one of Europe's leading research centres in integrated ICT hardware and systems, and the largest facility of its type in Ireland. Tyndall are specialists in electronics and photonics - materials, devices and systems. Global leaders in core research areas of nano materials and device processing, smart sensors and systems, mixed signal and analog circuit design, optical communication systems, microelectronics and photonic integration and semiconductor wafer fabrication. Tyndall is capable of prototyping new product opportunities for its target industries.

INDUSTRY PARTNERS

Through collaborations between research and industrial partners, VistaMilk will develop & deliver innovation across the entire dairy supply chain. VistaMilk has over 50 industry partners involved in research. Industry partners include milk processors, animal breeding companies, grass-seed suppliers and breeders as well as Information Communications Technology companies. Industry partnerships will explore innovations not only basic/blue sky research but also at a pre-commercial research progress level. VistaMilk will explore the impact of any innovation at all points on the chain rather than just being focused on one part of the puzzle. There is a focus on VistaMilk on maximising uptake of all innovations for the benefit of the dairy sector as a whole, driving an ambition to commercialise among it's researchers.



STRUCTURE



PRINCIPAL INVESTIGATORS

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CENTRE MANAGER



The Centre Manager's role is to oversee the operational responsibilities of the Centre in collaboration with the operations team. The Centre Manager:

- Supports the executive committee in developing and executing the Centre's strategic plan and vision
- Heads the building of relationships and liaison with industry, funding agencies and regulatory agencies.
- Constantly monitors, reviews and evaluates the Centre's progress

Please feel free to contact francis.kearney@teagasc.ie.

SITE MANAGERS



There are four Site Managers within VistaMilk; these are your point of contacts for queries and assisting on communicating the VistaMilk message.

Site Managers roles are as follows:

- Operational management of teams within host site(s)
- Co-ordination of activities within VistaMilk
- Support for investigators and researchers in achieving deliverables
- Maintaining a real time picture of VistaMilk's progress
- Providing progress reports on science, publications, achievements, awards and Education and Public Engagement.

IP & BUSINESS DEVELOPMENT



The IP & Business Development Manager is responsible for:

- Attracting new industry partners and maintaining relationships with existing industry partners,
- Promote the registration of intellectual property (IP)
- Supporting the registration of IP and the completion of Invention Disclosure Forms,
- Collaborate with all VistaMilk host institute's Technology Office and on IP
- Drive innovation, ensuring research addressees the needs of Agri-Food Industry
- Develop the commercialisation strategy for VistaMilk.

Please contact IP & Business Development Manager for further information.

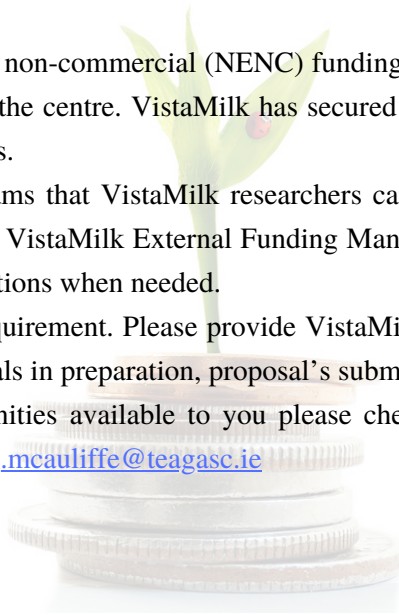
FUNDING NON-COMMERCIAL

Securing additional non-exchequer and non-commercial (NENC) funding (EU funding, foundations and philanthropy) is a key performance indicator (KPI) for the centre. VistaMilk has secured >€21M in non-exchequer NENC funding over the lifetime of the centre, across all sites.

There are a variety of funding streams that VistaMilk researchers can benefit from, and this would help greatly in expanding their research portfolio. The VistaMilk External Funding Manager is there to help access these opportunities, and also to provide details and clarifications when needed.

Reporting of funding is a bi-annual requirement. Please provide VistaMilk's External Funding Manager as well as your Site Manager with details of all proposals in preparation, proposal's submitted and proposal's awarded or declined.

To learn more about funding opportunities available to you please check out our [webpage](#) or get in touch with the VistaMilk External Funding Manager tj.mcauliffe@teagasc.ie



EDUCATION & PUBLIC ENGAGEMENT (EPE)

Education and Public Engagement (EPE) is a two-way process which involves interaction and listening with the goal of generating mutual benefit. Benefits might include learning, developing a new skill, gaining new insight or ideas, improving research, expanding knowledge, being inspired or increasing aspiration. It is the responsibility of all staff, students and researchers at VistaMilk SFI Research Centre, and is needed to align with the centre's core values. As such, EPE within VistaMilk has its own dedicated mission statement;

“To promote an understanding and appreciation of the role of agriculture, Information Communications Technology and other sciences in the sustainable delivery of consistently high quality, safe dairy products through engagement with stakeholders and the general public”.

It is stipulated by SFI that each member of a SFI centre must undertake at **minimum of 2 EPE** activities. A list of accepted EPE activity categories can be found on the VistaMilk Intranet.

An EPE committee meet monthly (second Wednesday of each month) to discuss upcoming events and opportunities and continuously review the EPE programme. Please contact the education and public engagement manager with any queries relating to EPE.

Governance Board

The VistaMilk governance board provides oversight functions over the VistaMilk Executive Committee. The role of the governance committee is to ensure that strong management and governance practices are in place and that the agreed strategy is implemented in an effective and efficient way. The Governance Committee meets four times annually, where they review the performance of the VistaMilk Centre.

[Members of the Governance Board](#) available on VistaMilk website.

Industry Advisory Committee

The industry advisory committee provide guidance to the centre director and executive committee on the strategy, operations, and industry engagement of the centre. Along with this, they advise the centre director and the executive committee on industry trends and research needs, and in particular the research needs of the industry partners in the VistaMilk Centre. They also advise on the commercial impact of the Intellectual Property (IP) developed in the VistaMilk Centre and help identify potential additional industry partners.

[Members of the Industry Advisory Committee](#) available on VistaMilk website.

Scientific Advisory Committee

The international scientific advisory committee provide informed, impartial scientific advice to the centre director and executive committee on an on-going basis. This committee consists of international experts and opinion leaders in the field of dairy production systems including pasture based dairying, plant and animal genetics and genomics, food processing, food digestion, sensors, networking and communications and data analytics of big data. The scientific advisory board meet face-to-face annually, but are available for consultation on an ad hoc basis as questions or requests (e.g., reviewing of grant proposals) arise. The purpose of the annual consultations is to brief the scientific advisory committee on the progress of VistaMilk Centre projects and to seek advice and feedback; this includes suggestions on the scope and choice of topics in light of the most recent scientific developments.

[Members of the Scientific Advisory Committee](#) available on VistaMilk website.

Equality, Diversity & Inclusion Committee

The VistaMilk Equality, Diversity & Inclusion (EDI) Committee provides supportive functions to VistaMilk. The aim of the committee is to assist in promoting and addressing equality issues that may arise. The committee meets every quarter and is made up of two representatives from each institute including the VistaMilk director.

[Members of the EDI committee](#) available on VistaMilk website.

Working Groups

VistaMilk use working groups in areas of research to drive more collaboration and to create a better 'story' of research underway within VistaMilk. The purpose of the working groups is promote ideas for the direction of research, proposals and create pathways to generate new research within the centre. Current working groups; data working group, spectroscopy, grass prediction and imaging group, mastitis. These groups meet virtually on a quarterly basis and feedback the information to the executive committee. If you wish to contribute to a working group, please contact your site manager.

We encourage all staff to use the VistaMilk website (www.vistamilk.ie) to access information on the centre. Events are regularly updated and showcased. Vacancies for the centre are advertised on the website. Monthly newsletters, publications and press releases are published on the website.

All researchers have access to the intranet to retrieve meeting, events and branding templates.

Username: [vistamilk-intranet](#)

Password: [intraNET@2020](#)

Internal Communications

Monthly VistaMilk Zoom

All members of VistaMilk are invited to attend; principal investigators, funded investigators, academic collaborators, students, technicians and operations team. This call is scheduled for the **third Tuesday of every month**, for 45 minutes at **10.30 SHARP**, everyone should have a diary meeting set up which was sent by your site manager. These calls are recorded and are available on the intranet after the meeting. By default participants are muted; please use the chat function to raise issues or questions. It is an opportunity to receive regular updates on funding, EPE, progress on projects, upcoming events etc. Please contact your site manager to access the link for the meeting.

VistaMilk's Monthly Update Newsletter

This includes making an impact featuring a recent research output, meet the researcher, new VistaMilk staff and students, funding information, upcoming events and other news. This is distributed the first week of every month. If you would like to add an update to the newsletter, please contact your Site Manager and/or Education and Public Engagement Manager.

Events

Each year there is a number of VistaMilk events that will take place; please get involved. These events are a great opportunity to collaborate and network with others within VistaMilk and industry. All events will be published on the monthly Zoom, newsletter and will be on the intranet calendar on the website.

The Annual Conference

VistaMilk's largest event which includes speakers on research for VistaMilk and industry. This event is a great opportunity to showcase VistaMilk's research, networking within VistaMilk and industry. Attendance is **mandatory** for VistaMilk-funded researchers.

Workshops and Masterclasses

These events are held regularly throughout the year which focus on a specific topic e.g. A2 Milk, Blockchain. These events will be advertised through the monthly Zoom and the newsletter. If you are interested in hosting event please get in contact with your Site Manager. Registration for these will be through Eventbrite.

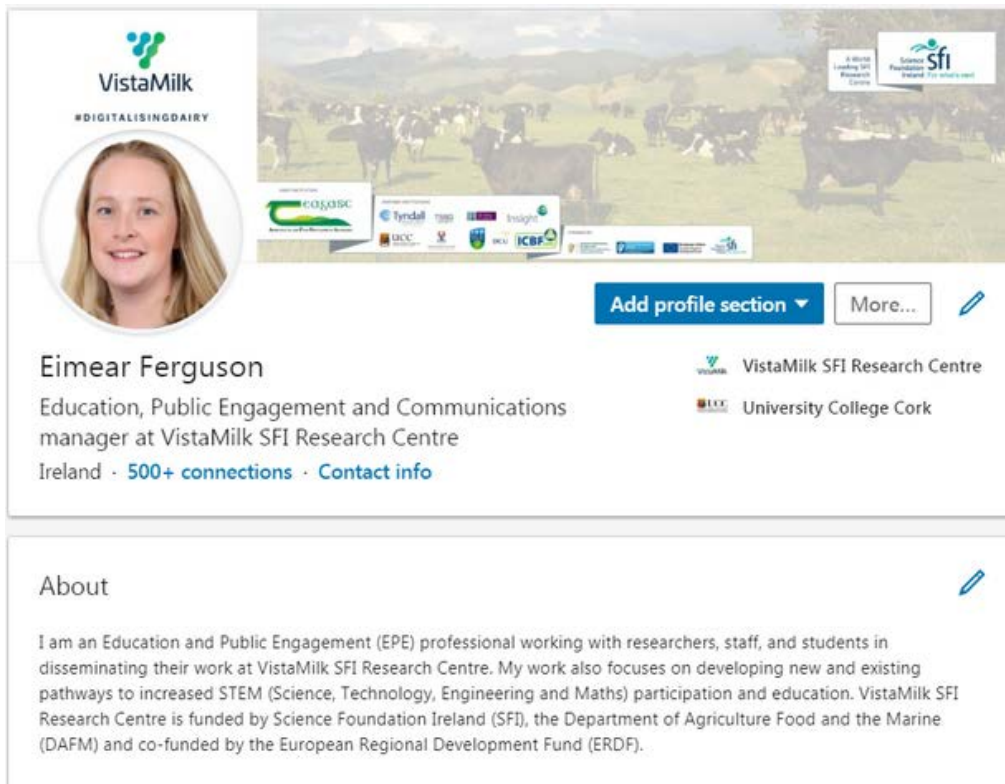
Press Releases

VistaMilk encourage researchers who think that some aspect of their research may be of interest to the public to contact their Site Manager and/or the EPE Manager. They can discuss the potential news items and outline the impacts and outcomes that would potentially gather interest. Following the discussion it will be decided whether to prepare and issue a press release to the media. Press releases must be approved by the EPE Manager before being published.

SOCIAL MEDIA

We encourage all staff to create or update a LinkedIn profile on joining the centre (www.linkedin.com). In order to maximise this platform it is important to include the following in your lay summary;

- Role,
- Host institute,
- Subject area of interest,
- Societal impact of your work.



Follow @VistaMilk on all social media platforms e.g. Facebook, Twitter, Instagram and LinkedIn. **Please include @VistaMilk in all relevant posts.**

Use the following hashtags:

- #VistaMilk
- #DigitalisingDairy, and
- SFI's #BelieveInScience



Researcher Undertaking

VistaMilk is committed to the promotion of an environment which maintains the highest standards of integrity in relation to its research activity. All those engaged with research in VistaMilk must sign a researcher undertaking which outlines the responsibilities that all those working within VistaMilk are subject to.

Laboratory Work

All researchers must read their host institutes standard operating procedures with regards laboratory safety procedures. Please discuss with your Site Manager of your host institute.

Research Integrity and Ethics

Research Integrity Training (Epigeum) is to ensure that research is carried out to the highest standards of honesty, accuracy, objectivity and verifiability. Scientific reproducibility is a fundamental requirement of the scientific method. Please contact your research support office to avail of Epigeum training. Please inform your Site Manager on completion of training.

All research that involves either human or animal subjects carried out by VistaMilk researchers requires either full ethical review or an exemption from full ethical review. Please contact your research support office and keep your Site Manager informed.

Research Data Portal

All researchers will receive access to the VistaMilk Data Portal. All researchers must upload their data to the portal at regular intervals. Please contact your Site Manager to receive your portal log in details

<https://webapp.icbf.com/v2/app/auth/research-login>

VistaMilk Brand



VistaMilk is a brand. Therefore, it is important to ensure that we represent the centre correctly. Please see the following guidelines;

VistaMilk

Title of the centre: VistaMilk SFI Research Centre

To ensure uniformity of VistaMilk's brand and to achieve brand recognition, all researchers must use the VistaMilk logo and the verified powerpoint and poster templates when presenting data, which are available on the intranet [here](#). These templates include the logos of the relevant funding agencies, which are to be used and mentioned on every publication and presentation, which is a stipulation of the funding awarded.

Publications featuring a Vistamilk funded researcher as an author shall acknowledge funding as per the approved text:

"This publication has emanated from research conducted with the financial support of Science Foundation Ireland (SFI) and the Department of Agriculture, Food and Marine on behalf of the Government of Ireland under Grant Number [16/RC/3835] - VistaMilk."

Per host institution example;

"This research emanates from [ICBF/Insight/Teagasc/Walton Institute/Tyndall](#), a partner in the VistaMilk SFI Research Centre. This project is funded by Science Foundation Ireland (SFI) and the Department of Agriculture, Food and Marine on behalf of the Government of Ireland under Grant Number [16/RC/3835] - VistaMilk."

Researchers must be aware of the implications of their publications on intellectual property. In advance of submitting a document for publication, please consult with the IP & Business Development manager. This should be done as early in the process as possible to facilitate a prompt response.

Impact Piece

Impact pieces depicts the research that a researcher undertakes and highlights the economic and social impact of the research. When a publication has been published an impact piece is a supportive tool to disseminate the research to lay audience. The impact template is available on the intranet. Once completed please submit via your site manager.

Sesame Reporting

All Principal Investigators and Funded Investigators in receipt of SFI Funding must update their research profile on Sesame complying with SFI reporting deadlines. Your profile should reflect the following:

- Research snapshot,
- Publications,
- Conferences,
- Education and Public Engagement, and
- Team members.

Primary attribution should reflect the main award that has contributed to the output. There is an option to show secondary attributions which reflects other projects that have contributed to the same output.

The Sesame deadlines will be communicated to you by the Centre Manager and support will be available from your Site Managers.

Departing VistaMilk

We request that all members of VistaMilk Staff complete an [exit form](#). This will be supplied to you by your Site Manager and the form should be filled out and returned one week before departure.

We hope that your time in VistaMilk was enjoyable and advantageous to you building your career.

Please join the alumni page on LinkedIn which will give you an insight into VistaMilk news and events, sharing knowledge, networking opportunities and can lead to valuable new connections.

[Alumni page on LinkedIn available here.](#)

EQUALITY, DIVERSITY & INCLUSION



The EDI action plan is available on the [VistaMilk website](#).

The importance of diversity is not a new concept to the Research Performing Organisations (RPOs) across VistaMilk. However, VistaMilk itself is striving to improve the engagement in activities surrounding Equality, Diversity and Inclusion (EDI). EDI initiatives ensure that employees are treated respectfully and fairly, regardless of gender, ethnicity, race, religion, sexual orientation, health condition or impairment, neurodivergence, or age. VistaMilk has brought together representatives from our RPO's and created a committee to help lead and drive EDI culture.

EDI Vision Statement *VistaMilk aims to create a culture that respects and values each other's differences, while providing the means for individuals to develop and maximise their true potential.*

EDI Mission Statement *VistaMilk is committed to being an organisation that recognises the value of diversity among its staff and researchers, where everyone feels included and valued irrespective, and indeed because of their uniqueness.*

If you would like to get involved in the [EDI committee](#) or EDI events please do get in touch with a member of the EDI committee.

LEAVE OF ABSENCE

Staff are entitled to time off for the following reasons:

Bereavement

5 days in the case of immediate family

3 days in the case of a grand-parent, aunt, uncle or parent-in-law

Maternity Leave

Female members of staff are entitled to 26 consecutive weeks leave of absence with full pay. This can be taken 2–6 weeks before the estimated date of delivery. In addition, an application may be made at the end of paid maternity leave to allow up to 16 weeks special leave without pay. Please note if planning to take unpaid leave, it must be taken directly after the maternity leave and before any holidays.

In order to obtain maternity leave, a medical certificate should be submitted confirming pregnancy and stating the expected week of confinement. This certificate must be submitted at least 4 weeks before the date on which members of staff intends to go on maternity leave.

Paternity Leave

The Paternity Leave and Benefit Act 2016 provides for statutory paternity leave of 2 weeks. The provisions apply to births and adoptions on or after 1 September 2016. You can start paternity leave at any time within the first 6 months following the birth or adoption placement.

Parent's Leave

Parent's leave entitles each parent to 7 weeks' leave during the first year of a child's life, or in the case of adoption, within one year of the placement of the child with the family.

Adoptive Leave

All employed adopting mothers and sole male adopters are entitled to a minimum period of adoptive leave of not less than fourteen consecutive weeks, beginning on the day of placement. In addition to the minimum period of adoptive leave, an employee may avail of up to eight consecutive weeks additional leave, without pay.

Jury Service

Section 29 of the Juries Act 1976, provides that a person in employment is entitled to be released from work for the purpose of jury service.

Force Majeure Leave

An employee is entitled to leave with pay for URGENT family reasons (an unforeseen event) and may not be absent on force majeure leave for more than 3 days in 12 months or 5 days in three years.

All of the above leave needs to be approved by your line manager located at your RPO. Please also notify your site manager once leave is approved.

As VistaMilk is a partnership between Insight, Teagasc, Tyndall and Walton, each institute have their induction and handbooks available. Please contact your site manager to get access to the relevant information of your host institute.

UCD Graduate Handbook:

<https://www.ucd.ie/graduatestudies/t4media/UCD%20Graduate%20Student%20Handbook%202022%20WEB.pdf>

Dublin City University Graduate Handbook: https://www.dcu.ie/sites/default/files/inline-files/Graduate%20Research%20Guide%202022-2023_V1.pdf

University of Galway: <https://www.universityofgalway.ie/science-engineering/school-of-computer-science/currentstudents/handbooks/>

Teagasc

Induction is given in person on site.

Walsh Scholars handbook available [here](#).

Supporting documentation can be found on Workvivo and Tnet.

Tyndall

Procedures, policies and support for students <https://www.tyndall.ie/research-student-supervision-procedures/>

Walton

Walton's handbook is given to you by HR as part of your induction day, you can get this from your Site Manager

<https://online.fliphtml5.com/kicov/flvi/>

MENTAL HEALTH & WELLBEING

Your mental health & wellbeing is the upmost importance to you and the centre. Your mental health doesn't always stay the same. It can fluctuate as circumstances change and as you move through different stages in your life. If you are experiencing challenges in your work or personal life that you feel requires support from VistaMilk please do not hesitate to contact a member of the VistaMilk Operations Team or the Centre's Director. There are support programmes within each of RPO, please contact your Site Manager for further information.

Additionally, please see the following supports and services that are available:

Mind your Wellbeing

Free series of online video resources to learn and practice key elements of mental wellbeing such as mindfulness, gratitude, self-care and resilience from HSE Health and Wellbeing.

Visit www.yourmentalhealth.ie

Samaritans

Emotional support to anyone in distress or struggling to cope.

Freephone the 24 hour number 116123

Visit www.samaritans.org

Pieta House

Telephone and text-based that provide free therapy to those engaging in self-harm, with suicidal ideation, or bereaved by suicide.

Freephone the 24 hour line on 1800 247 247

Text HELP to 51444 - standard message rates apply

Visit www.pieta.ie

Aware

Information and support offered on issues relating to mood or the mood of a friend or family member, or who has depression or bipolar.

Freephone support line 1800 800 48 48 10am to 10pm every day

Visit www.aware.ie

Additional financial and informative services:

Citizen's Information Services

Provide free, impartial information, advice and advocacy

Phone service on 0761 07 4000, Monday to Friday, 9am to 8pm

Visit www.citizensinformation.ie

MABS - Money Advice and Budgeting Service

State funded money advise service to support with

Phone helpline 0761 07 2000, Monday to Friday, 9am to 8pm

MENTAL HEALTH SERVICES AVAILABLE

Each RPO have mental health services available:

University College Dublin

The UCD Student Counselling Service is a confidential service available to all registered students, free of charge. The aim of the service is to provide easily accessible professional psychological support to assist students with personal challenges that affect their lives as University students. [Group counselling and workshops](#) are offered on topics such as stress management, mindfulness, and bereavement support. [SilverCloud](#) gives you immediate access to Cognitive Behavioral Therapy (CBT) programmes that you can work through at your own pace. A selection of Apps can be found [PDF: Mental Health Apps for Young People](#)

DCU Mental Health Services

The Counselling and Personal Development Service is a professional, confidential and free service, which is available to all registered undergraduate and postgraduate DCU students. The service provides one-to-one psychological counselling and specialist input on a wide range of personal, academic, family, social, psychological and mental health issues that hinder a student's academic performance in a non-judgmental and open manner. This includes support and help at time of immediate crisis.

- One to one psychological and confidential counselling
- SilverCloud Cognitive Behavioural Therapy (CBT) online mental health & wellbeing programmes
- Togetherall, moderated peer support 24/7
- Mindfulness based stress reduction resources including podcasts
- Psycho-educational workshops and groups
- Psychological health & wellbeing resources, practices, guidelines, podcasts and information
- Live Wise Book Therapy
- Anonymous reporting tool through Speak Out
- Information on '[after hour supports](#)' including 24/7 text and helpline services.

UOG Mental Health Services

Student Counselling provides a free hybrid service of in-person and online one-to-one counselling. We also provide group counselling and workshops. Seeking counselling is normal here and is not a sign that you are unable to cope, but of strength and resourcefulness. We support about 10% of the student population each year. Any problem, large or small, if unresolved, is welcomed here. What to Expect When You Contact Us

Speaking with a counsellor can help you gain perspective to respond more effectively to your difficulties. Counselling begins here with an initial assessment session where you and your counsellor explore the impact of what you bring and your goals for counselling. Some challenges can be fully addressed in this initial session, but those that are more complex may require further sessions. However, the aim of our service is to keep counselling focused and efficient, with most students in our service availing themselves of up to 4 sessions. Some students find that groups are as effective or even more effective than one-to-one counselling.

We can also connect you to other support services, both internal [Student Services](#) and external professional services. We encourage students to use online supports such as [Togetherall](#) post counselling to maintain positive mental health. Our waiting time is usually within 2 weeks but can be longer in the peak times. The service is confidential unless you or someone else is at serious risk. If you are experiencing an emergency that cannot wait, please let us know and we will provide a same day appointment.

- One to one counselling
- Online counselling
- Group counselling
- EAS: free and confidential professional counselling and information service

MENTAL HEALTH SERVICES AVAILABLE

Teagasc

Teagasc provides the Employee Assistance Programme through an agreement in place with Spectrum Life (<https://www.spectrum.life/>). This is a service that is freely available to all staff and Walsh Scholars. The aim is to provide the individual with immediate access to counselling support to help them cope and deal more effectively with any personal or work related problems.

Walton/SETU

Walton/SETU have an app called Spectrum Life that you can tap into anytime and check your wellness, you can allow it to track you too. As part of the app you can get one to one support, join classes, take courses etc. Each Feb SETU/Walton have a Continuous professional development (CPD) week where lots of courses are run, and alongside these are lots of wellness courses and mental health courses. Most people take that week and join lots of courses that are hosted across the campuses and week. Our Staff development network events such as: (these are just examples, but there is at least one a month)

- VHI wellness course is run later in the year, checking in with everyone to make sure they are Ok.
- Cyber security for parents
- Re-energise your working day

There is a level 8 in the college called Cert in occupational stress and wellbeing. A lot of staff were encouraged to take it, however the feedback was that it was too much to take on so another option is Dr Terry Barrett, a student of the M.Sc Mindfulness Based Wellbeing at UCC, was offering staff an opportunity to take part in an 8-week programme: Working with Well-being, An introduction to mindfulness in the workplace.

UCC/Tyndall

Mental health in UCC/Tyndall is covered under the university's "Keep Well" theme. In an emergency, there is a Crisis Contacts page listing both UCC-based contact details and national supports. The university has launched the "Student Mental Health and Wellbeing Strategy" aimed at students. To support this strategy, UCC has published The Policy Document for Student Wellbeing, which translates the Strategy to actual policy and procedures for staff.

Complementary supports include:

- Everyday Matters series, which explore practical everyday things for wellbeing, based on latest scientific research.
- A wide range of Self-Care tips, lists and videos that focus on improving mental wellbeing, sleep, breathing exercises and detrimental thinking.
- Programmes for specific issues: iFight Depression online self-management programme; App for eating disorders.
- Student Health Matter App.

In addition to all the UCC supports, Tyndall has initiated the "Tyndall Kudos" which focuses on "recognition and wellbeing". Everyone at Tyndall is encouraged to send Kudos e-cards to colleagues and contribute to instilling positive values. Weekly emails provide links to supports and social activities to bolster wellbeing (yoga, kickboxing, recipes). Annually, there are the Tyndall Annual Recognition Awards.

GENERAL DATA PROTECTION REGULATION (GDPR)

This policy document outlines how the VistaMilk SFI Centre collects, manages, and shares personal data obtained in the course of the research centre programme and related activities. The VistaMilk SFI Centre is committed to respecting your privacy and all personal data collected by VistaMilk will be treated in accordance with the EU General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Act 2018 and any subsequent legislation which amends, extends, consolidates, re-enacts or replaces same.

Further information on the GDPR can be found on the GDPR commissioner's website: <https://www.dataprotection.ie/docs/GDPR/1623.htm>

The information we collect from you

In order to fulfil the administrative and research functions of the centre we may hold the following types of data about you:

- Name
- Email address
- Work postal address
- Work phone number
- Research group affiliation
- Information provided on the SESAME reporting portal
- Photographs from newsletter contributions, meeting presentations, publicity events
- Registration details (e.g. using Eventbrite and similar interfaces)
- Details of work based social media and/or research profiles such as LinkedIn, Twitter, ORCHID, Google Scholar, Research Gate etc.
- Financial information (including but not limited to purchase orders, invoices, financial spread sheets, salary/stipend details, expenditure reports, supporting documentation)
- Other information such as CVs, funding history, academic and non-academic collaborations, education and employment history, performance and research proposal reviews
- Other personal data that you may volunteer by emailing us, filling in forms, giving us your business card or contact details, entering a competition, reporting a problem or any similar activities
- Technical information relating to your access to VistaMilk websites may be automatically collected and may include the Internet Protocol (IP) address of your computer, login information, as well as page interaction information relating to your visit

GENERAL DATA PROTECTION REGULATION (GDPR)

Legal basis and how we use your information

We may use and share your data where the following criteria are met:

- You explicitly give consent by email, verbal or contractual means. You may withdraw your consent at any time
- Use of personal data is required in order for VistaMilk to carry out its contractual obligations under the Science Foundation Ireland (SFI) terms and conditions, VistaMilk consortium agreement and / or employment contacts
- Use of personal data is required to comply with a legal obligation including government, regulatory and law enforcement bodies

Sharing of personal data

During the management of the VistaMilk SFI Centre we may share appropriate data where it is required for the functioning of the Centre with:

- The HR, Finance, Research Support Office, Technology Transfer Office (TTO) and Publicity Departments of the VistaMilk partner organisations and with the VistaMilk Operations team
- Other VistaMilk participants including VistaMilk Principal Investigators, Funded Investigators and Academic Collaborators
- Other authorised representatives including supervisors and project / team leaders
- VistaMilk Industry partners
- Funding bodies including Science Foundation Ireland, the Department of Agriculture Food and the Marine (DAFM), Enterprise Ireland, the Irish Research Council and other national, European and International funding bodies and individuals who review or evaluate research funding applications. In some instances this may require data sharing outside of the European Economic Area (EEA) including to locations where the level of protection of personal data is lower than in the EU.

Duration of storage of personal data

In accordance with the Science Foundation Ireland General Terms and Conditions, VistaMilk will retain all administrative, financial and technical data, for the duration of the Research Programme and for a period of ten (10) years following submission to SFI of the final report relating to the Research Programme or for such longer period as SFI may request.

Your rights

From 25 May 2018 you have the following rights in relation to your personal data held by VistaMilk:

To access your personal data

To have any inaccurate or misleading information updated/ corrected

In certain circumstances to have your personal data erased

To restrict the processing of your personal data in certain circumstances

To exercise the right to data portability

To withdraw consent at any time where processing is based on consent

GENERAL DATA PROTECTION REGULATION (GDPR)

Contact details of GDPR officers

To exercise any of these rights or to find out additional information you can contact the data protection officer at your relevant institution or the VistaMilk Operations Team.

Teagasc: dpo@teagasc.ie

University College Dublin: data.protection@ucd.ie

Dublin City University: data.protection@dcu.ie

NUI Galway: dataprotection@nuigalway.ie

University College Cork: foi@ucc.ie

Tyndall National Institute: foi@ucc.ie

Walton Institute/SETU: dataprotection@wit.ie

ICBF: dpo@icbf.com

VistaMilk: VistaMilk@teagasc.ie

VistaMilk Personal Data Consent Form

Please complete and return via email to your site manager and cc' elizabeth.walsh@teagasc.ie

Surname: _____

Forename: _____

Institution/Company: _____

Official e-mail we can use to contact you: _____

I understand the terms and conditions under which VistaMilk SFI Centre and its representatives obtain, manage and share my personal data. I further understand my rights under the GDPR, which came into effect on the 25 May 2018, and consent to the following processing, use and sharing of my personal data by VistaMilk and its representatives:

- Reporting to Science Foundation Ireland (SFI), Department of Agriculture Food and the Marine (DAFM), Enterprise Ireland (EI) or other governmental agencies to fulfil VistaMilk SFI Centres legal obligations as outlined in the Letter of Offer, Inter Institutional Agreement, employment contracts and/or grant terms and conditions stipulated by the funding body.
- For data processing required to complete or verify payroll, expenses, stipends and funding allocations or to report information necessary to submit applications for new or continued funding.
- For internal and external communications of the VistaMilk SFI Centre including Education and Public Engagement (EPE) and outreach activities, publicity, meetings, and communications with industry partners and VistaMilk research and operations team members.

Signature: _____ Date: _____

Note: Consent is voluntary and can be withdrawn at any time.

NOTES

