

# THE ADMINISTRATION INFORMS



Department of Oncology-Pathology

## ECONOMY

### Purchase and procurement

Updated information can always be found at KI webpage: <https://staff.ki.se/purchase-and-public-procurement>

Delays in deliveries due to the Corona pandemic can be found on this webpage (only in Swedish) <https://medarbetare.ki.se/risk-for-leveransforseningar-med-anledning-av-coronaviruset>

Please find an updated guide for procurement rules and registration of fixed assets at OnkPat <https://staff.ki.se/media/60225/download>

Introductory course in procurement (NB Swedish)  
Utbildningen hålls som webbseminarium i Zoom.  
Datum: 2021-04-27  
KI 9-12

- Presentation av KI:s inköp och upphandlingsenhet
- Lagen om offentlig upphandling, LOU
- EU-direktiv
- Upphandlingsprocesser
- Ramavtal
- Direktupphandling
- KI's avtalskatalog
- Case

Registration is made on the staff portal: [https://docs.google.com/forms/d/e/1FAIpQLSflbMRIIDPYQcT4fTJyKw\\_ia2hkGt\\_YbN9gvU2S7-igJrk3tw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSflbMRIIDPYQcT4fTJyKw_ia2hkGt_YbN9gvU2S7-igJrk3tw/viewform)

### Inventory 2021

Now it's time for inventory of fixed assets and theft-prone properties.

We will get back soon to all research groups with information and materials for the inventory.

We welcome your comments and suggestions about the newsletter.

## HR

### “Lärarkliniken” – University Dental Clinic's General Dentistry Faculty Practice

As a staff promotion measure, employees at KI will from 1 April have the opportunity to visit the University Dental Clinics' general dental care clinic, the Teachers' clinic for dental care during business hours.

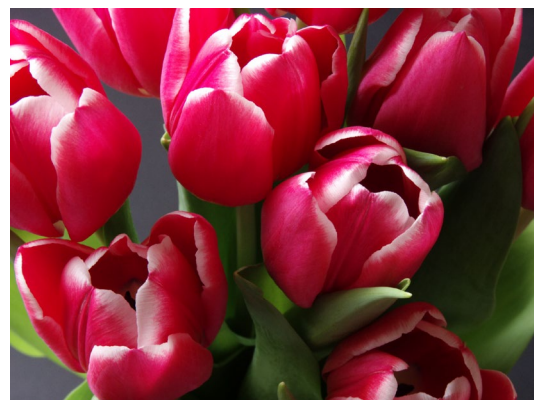
The opportunity applies if and when work and the immediate manager allows it. The decision is valid for a trial period of one year.

Info here: [“Lärarkliniken” – University Dental Clinic's General Dentistry Faculty Practice](#)

### Discrimination or harassment

Read about how KI work with equal opportunities [here](#). In cases of discrimination or harassment, please contact any of the contact persons at the Department.

Login to your KI-account and scroll down to the end of [this page](#) and you will find a document with name and contacts to the people you can turn to for advice and support.



## Update regarding receipts

1. All receipts, digital and paper receipts are attached to the case in the PA web for faster and smoother process of expenses. BUT according to the The Accounts Act all **paper** receipts still need to be saved locally at the administration. You do not need to send any other forms, only the paper receipt itself to Monica Manske at Admin Onkpat KI, Framstegsgatan 21 (A2:07 GKS) Karolinska Universitetssjukhuset, 171 76 Solna.

All info here: [Digital receipts, travel and expenses](#)

2. Reminder: KI has procurement agreements with various suppliers for goods and services where purchases must be made and paid for via invoice. In the first place, you must follow our procurement rules.

3. You send **medical receipts and prescription receipts** to HR centrally at: [payroll@uf.ki.se](mailto:payroll@uf.ki.se) These **do not** need to be sent to the administration or sent in paper form to central HR.

## Wellness allowance at KI

KI aims to promote wellness and health among students and employees, by creating opportunities for physical activity and active recovery. A supporting work and study environment that facilitates active breaks may enhance learning as well as health in a life long perspective. Read more about wellness allowance at KI [here](#).

## IT

### Info from FixIT

At the moment, we are experiencing prolonged lead times for Apple computers and certain peripheral equipment due to corona. Purchase of computers and peripheral equipment should be done via FixIT.

FixIT is still open 8-17 Monday to Thursday and until noon on Fridays. But please book an appointment to make sure someone is here. Please email [fixit@ki.se](mailto:fixit@ki.se) to book an appointment.

## WORK ENVIRONMENT

### Information from the work environment group

The checklists for new employees have been updated on OnkPat's webpage <https://ki.se/en/onkpat/information-and-checklist-for-new-coworkers-at-onkpat> There is a new laboratory safety test for employees working in a laboratory at KI: <https://staff.ki.se/kis-laboratory-safety-test>

Mirco Martino is a new student safety representative for both undergraduate and graduate students at OnkPat. He is also a representative in the work environment group.

Workplace fire safety training and evacuation instruction for employees with workplace at BioClinicum will take place the 22nd of April at 13:00-13:30 and 27th of April at 9:00-9:30 on Zoom. Choose the date that suits you! Zoom link: <https://ki-se.zoom.us/j/65679996838?pwd=WnB5M3lqc2dnTGVLVU8wNDZHZG1DQQT09> Meeting ID: 656 7999 6838 Passcode: 293581 Welcome!

## EDUCATION

### Digital individual study plan

Digital individual study plan (ISP) for doctoral students is now being implemented at KI. All doctoral students admitted from February 2021 must use the ISP-system.

Doctoral students with study plans on paper must transfer the content to the ISP system during 2021.

Doctoral students who expect to defend their thesis at the latest during spring semester 2022 can use the ISP system or keep their paper version if they so choose. Contact [erika.rindsjo@ki.se](mailto:erika.rindsjo@ki.se) for more info and access to the system. Here you can read more: <https://staff.ki.se/isp-individual-study-plan>

## MICELLANEOUS

### Publication verification for activity based funding within Karolinska Institutet/Region Stockholm 2022

Researchers affiliated to Karolinska Institutet and/or Region Stockholm are each year requested to log in to the Bibliometric Verification Toolkit to verify their publications and check that their current research affiliation(s) within Karolinska Institutet/Region Stockholm has been identified.

**May 20th 2021 is the verification deadline** for publications to be included in calculations for activity based funding 2022. The date is the same for both Karolinska Institutet/Region Stockholm.

A separate email will be sent in a few weeks to everyone that has used the bibliometric system before.

The login page for the Bibliometric Verification Toolkit is available at <https://bibliometrics.ki.se/users>. You can log in with either a KI login (the username and password used for the KI proxy and web mail) or with your Region Stockholm ID-card (eTjänstekort) and HSA-id. You will get to the same verification account, regardless of which login you choose.

Information about the researchers' affiliations is imported from the Karolinska Institutet integration platform (KIIP) which through IDAC has data from catalogues Primula, UBW and Ladok, and the Region Stockholm staff catalogue EK (<http://www.ek.sll.se/>, available on the Region Stockholm network only) and the information present in KIIP/EK must be correct for the bibliometric system to be able to identify the affiliations.

KI departments with researchers on Region Stockholm premises should check the need for HSA-id applications/renewals for their researchers early.

Questions about the Karolinska bibliometric database and the verification process can be found in the FAQ (<https://kib.ki.se/en/frequently-asked-questions-bibliometrics>) or be put to the university library via email ([kib@ki.se](mailto:kib@ki.se)), chat (<http://kib.ki.se>) or phone (08-524 84 000). For researchers affiliated to Region Stockholm, verification support is also available at the hospital libraries.

#### The administration consists of:

Maria von Witting, head of administration ([maria.von.witting@ki.se](mailto:maria.von.witting@ki.se), 0736739183)  
Pilar Baettig, financial controller ([pilar.baettig@ki.se](mailto:pilar.baettig@ki.se), 524 862 27)  
Anders Ekman, financial controller ([anders.ekman@ki.se](mailto:anders.ekman@ki.se), 524 862 14)  
Agneta Hultbro, administrator ([agneta.hultbro@ki.se](mailto:agneta.hultbro@ki.se), 524 862 09)  
Anne Jensen, HR manager ([anne.jensen@ki.se](mailto:anne.jensen@ki.se), 524 862 16)  
Monica Manske, administrator ([monica.manske@ki.se](mailto:monica.manske@ki.se), 524 862 07)  
Karin Petell, accounting supervisor ([karin.petell@ki.se](mailto:karin.petell@ki.se), 524 862 08)  
Ann-Charlotte Redebo, financial controller ([ann-charlotte.redebo@ki.se](mailto:ann-charlotte.redebo@ki.se), 524 862 15)  
Erika Rindsjö, administrator, communications officer ([erika.rindsjo@ki.se](mailto:erika.rindsjo@ki.se), 524 862 06)  
Michael Rosendahl, archivist ([michael.rosendahl@ki.se](mailto:michael.rosendahl@ki.se), 0700900291)  
Hanna Sillén, administrator, Head of Department secretary ([hanna.sillen@ki.se](mailto:hanna.sillen@ki.se), 524 862 19)  
Jan Sylvan, IT technician ([jan.sylvan@ki.se](mailto:jan.sylvan@ki.se), 524 823 02)  
Johanna Tunell HR administrator ([johanna.tunell@ki.se](mailto:johanna.tunell@ki.se), 524 062 21)

[Read more about the administration](#)



## Handling of a matter of discrimination or harassment

If an incident of suspected discrimination or harassment becomes known, KI has an obligation to investigate and, where appropriate, take action so that any form of discrimination or harassment will come to an end.

There are no formal requirements for a complaint, but a written statement can often be a good way to call attention to a perceived harassment or discrimination, but it can also start with an informal conversation. It is important to be active and seek help for the perceived harassment or discrimination.

When KI becomes aware that someone feels unfairly treated, which may include a matter of discrimination or harassment, an internal investigation will be undertaken. If you want to discuss your situation anonymously with someone you can as an employee contact Avonova, as a PhD student you can contact Ninna Oom, the PhD Student Ombudsperson and as an undergraduate student you can contact Studenthälsan (see opposite side for contact info).

The investigation should take place as close as possible to the event of unfair treatment, such as at the department concerned. Sometimes, however, this is inappropriate, for example because of conflicts of interest, and then the investigation can be performed centrally instead. The investigation requires a statement of what has happened which can be prepared either written or orally.

The purpose of an investigation is to clarify the circumstances of a declared event or perception of unfair treatment. The result from the inquiry will be the basis for decisions on which actions that need to be taken to make the unwelcome behavior to stop. The investigation must be carried out promptly, objectively and legally secure. It should be documented and followed up.

It is important that the employer remains neutral and that the investigator acts as discretely as possible. The investigator should keep all involved parties informed of the proceedings.

Inquiries should always be followed up to ensure that problems are solved and that the person feels that the unfair treatment has ended.

### Some advice

- It is you who are feeling exposed that determines whether the act or behavior is unwelcome.
- React immediately if you feel exposed.
- Clarify for those who have subjected you that the behavior is unwelcome on your part.
- If needed, contact any of the contacts listed on the opposite page.

# In cases of discrimination or harassment

Contact any of the following for support and advice

## **At the department:**

In the first instance, contact your Group Leader  
Otherwise contact any of the following:

Lars Holmgren (Deputy Head of department)

Maria von Witting (Head of administration)

Equal treatment representatives:

Yvonne Brandberg and Anne Jensen

## **Researchers can also contact:**

Nick Tobin

## **Doctoral students can also contact:**

Andreas Lundqvist (Director of Postgraduate Education at OnkPat)

Tom Mulder, Mirco Martino (Student representatives)

Erika Rindsjö (PhD student administrator)

Ninna Oom (The Postgraduate Student Ombudsperson, can be contacted anonymously, tel 524 830 72, [do@medicinskaforeningen.se](mailto:do@medicinskaforeningen.se) )

## **Students can also contact:**

Christian Edling, student rights issues

Student Health Centre, [studenthalsan@ki.se](mailto:studenthalsan@ki.se)

Studentombudet, [so@medicinskaforeningen.se](mailto:so@medicinskaforeningen.se)

## **At University Administration:**

Ulrika Helldén (HR Consultant)

## **Other:**

Occupational Health Services Previa (Can be contacted anonymously, tel 0771 23 00 00)

**The telephone and address details can be found on KI's intranet/external website.**