

# THE ADMINISTRATION INFORMS



Department of Oncology-Pathology

## ECONOMY

### Travelling

A business trip is a trip that you make in work. It should be planned in consultation between you and your manager. All business trips must be booked with KI's contract travel agency BCD Travel. You can [log in and book your trip here](#).

### New/updated framework agreements

- **Envelopes:** Kalmar Kuvert Sweden AB. [More information in the contract catalogue](#)

- **Education in English language:** Acolad Sweden AB. [Karolinska Institutet welcome page](#)

- **Delivery of fruit baskets:** New supplier: Monica Askebäcks Frukt AB

Contract information price adjustment: As of May 1, 2022, a price adjustment of 6.8% will be made for the framework agreement: 2-3195/2018 Fruit baskets – Företagsväxter i Knivsta AB.

### Contract information Flow cytometry Framework agreement

Flow cytometry instruments with platforms specific products came into effect on December 1, 2021. Purchase of these products must be made from one of the 8 procured suppliers. Call-off orders over 200 000 SEK needs a secondary competition. Contact the central purchase coordinators for support.

### Office supplies

Lyreco Advantage Sweden AB has acquired Staples and is now uploaded in UBW/Aggresso with exactly the same products.

We welcome your comments and suggestions about the newsletter.

### Travel agency services

KI's travel agency BCD have at the moment long response times due to lack of personnel after the pandemic. BCD now encourages everyone to use BCD's online service for bookings. Read more about this in the Purchasing news for May 2022.

### Direct procurements during the summer

Purchasing & Procurement avoids advertising and opening procurements during weeks 26–32 due to low staffing both at KI and suppliers. Thus, direct procurements, which needs to be completed before the holiday period starts, must be submitted to purchasing & procurement no later than **May 31**. The direct procurement applications submitted after May 31 will not be published until the end of August.

[For more information, see Purchasing and Procurement Newsletters.](#)

## HR

### Up to four years permit at a time for PhD students

The Swedish Migration Board has changed the rules for how long a doctoral student's residence permit can be obtained. Instead of up to two years residence permit at a time, students at the doctoral level can now receive up to four years' residence permit at a time.

More information on the Swedish Migration Board's website: (as per date in Swedish only): [Upp till fyra års tillstånd i taget för studerande på forskarnivå.](#)

## The war in Ukraine

[Information for staff and students concerning the war in Ukraine](#), support for the reception of people from Ukraine, etc.

## New routine for sick leave – self-reporting

From 1 May, the routine for reporting sick leave for all departments at Karolinska Institutet has changed. As an employee, you report your sick leave in the PA-web, “My page”.

An e-mail will continue to be sent out as a reminder for you to register yourself back at work in the PA-web – just as before.

## Summer vacation reminder

Please be reminded to apply for summer vacation in PA-web asap since your application needs to be approved by your boss before active.

(Standard vacation holders does not apply in PA-web.)

- Everyone has a right to four weeks of consecutive vacation during the summer months.
- A minimum of 20 days of vacation must be taken out during the calendar year.
- You can save a maximum of 30 vacation days

Please also note that if anyone still has 31-35 days saved from previous years - these extra days needs to be taken out before 221231 as well as the annual vacation days, so by the end of this year, no one at KI will be allowed to save more than 30 days.

## Wellness allowance

Employees at KI are entitled to a wellness allowance of SEK 1500 per calendar year. This allowance can be used during the calendar year. The last time you can make use of the wellness allowance in the current year is until December's payroll run. In order for the auditors to handle the expenditure case, the case must be registered in the PA-web by 30 November. [Read more about wellness allowance.](#)



## WORK ENVIRONMENT

### Flammable goods in open areas

To avoid fire in our premises, OnkPat's work environment group reminds you that all flammable goods must be stored in fireproof cabinets after completed of work. In the cell labs, smaller amounts are allowed to be stored in a spark-free refrigerator. This applies to ethanol, surface disinfection and all other flammable chemicals. The inspector for flammable goods is regularly doing inspections of the labs. The total amount of flammable goods in open spaces has decreased, but there are still bottles that are available overnight. Please bring this up in your groups for a safer

### New employees / students

On our website there are links to be used when introducing new employees:

[Checklist for introduction.](#)

[Link to KI's lab safety test.](#) People without KI-ID can contact [Paula Mannström](#) for an external login.

[Information about HSA ID and e-service cards for employees at BioClinicum and the hospital area](#) Please note e-service cards for employees <6 months can be ordered at no cost for the research team.

If you get new employees/students in BioClinicum, notify [Paula Mannström](#) of this to facilitate the planning of introductory training.

### Thefts in BioClinicum

During the spring, a wave of theft has hit BioClinicum as several computers, both laptops and desktops have been stolen. Measures that have been implemented/discussed are: doors locked during the daytime with cards and code, guards patrol the house more regularly, the time for door opening should be shortened, discussion of camera surveillance. To make it more difficult for the thief, remember to:

- Always ask unknown people who they are looking for and show them to the right person. Make sure no one follows through the door before it is closing.
- Do not leave any theft-prone things visible
- Use computer locks if possible
- Install code locks to individual offices with regular door (not sliding door) for a cost of 6200 SKR.

Contact [Paula Mannström](#) for a form about the action request for this.

### Rules for insurance during red days and solitary work

The work environment group has been asked if insurance also applies to work during bank holidays. Working on bank holidays for employees must be scheduled or demanded by a supervisor. Students are insured during the whole semester, except if it's on their spare time of a leisure nature or arranged by another university.

We would also like to remind you of [KI's rules for solitary work](#), which should primarily be minimized and secondly risks should be prevented through a proper risk assessment between employee and PI.

Bank holidays during spring are:  
26 May – Ascension Day  
6 June – National Day  
24 June – Midsummer's Eve

## ENVIRONMENT AND SUSTAINABLE DEVELOPMENT

In June 2022 at Stockholmsmässan there will be an international UN meeting Stockholm+50 **“A healthy planet for the prosperity of all - Our responsibility, our opportunity”**. In conjunction with this, on **1st of June**, there will be a hybrid one-day conference **“Sustainable planet, sustainable health – how science-based solutions can drive transformative change”** organized by University Alliance Stockholm Trio – Karolinska Institutet, KTH Royal Institute of Technology and Stockholm University. It will showcase how science contributes to solutions and the transformative change needed to reach global sustainability goals. Read more and find a link for on-line participation here: [Sustainable planet, sustainable health – how science-based solutions can drive transformative change](#).

## RESEARCH INFRASTRUCTURE

### New Cryostate to Histology services facility

The Histology service facility is upgraded with a new Cryostate, a Cryostar NX70, which will be installed on May 20. The Cryostate can be used both for commissioned work and for self-service after an introduction. Booking and charging are as before handled in iLab – [OncPat core facility](#). Currently, the work load is heavy on our Histology service and no more orders can be placed before the summer.

### Renovations

During May, the completion of the premises on floor 4 in BioClinicum will begin. During the summer, some of the cell labs in J5:30 will be affected during the installation of a PET camera in the room below.

Blasting for the new yellow subway line are approaching. After the summer, the work is expected to affect BioClinicum. Blasts can occur on weekdays 7-22, Saturdays 7-17. [Registration to receive SMS notification for blasting 30 min in advance can be found here](#).

## MISCELLANEOUS

The move of the OnkPat administration has been postponed and we don't know when it will take place. The new location will be D2:04, Anna Steckséns gata 30A with the entrance right across the street from Rolf Luft auditorium.

### The administration consists of:

Maria von Witting, Head of administration ([maria.von.witting@ki.se](mailto:maria.von.witting@ki.se), 0736739183)  
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)  
Sara Jalali, financial controller ([sara.jalali@ki.se](mailto:sara.jalali@ki.se), 524 862 27)  
Anne Jensen, HR manager ([anne.jensen@ki.se](mailto:anne.jensen@ki.se), 524 862 16)  
Louise Kvick, HR administrator ([louise.kvick@ki.se](mailto:louise.kvick@ki.se), 524 862 21)  
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 administrator ([jan.sylvan@ki.se](mailto:jan.sylvan@ki.se), 524 823 02)

[Read more about the administration](#)