

# THE ADMINISTRATION INFORMS



Department of Oncology-Pathology

## ECONOMY

### Purchasing and procurement

#### **New framework agreement: Fruit baskets**

New supplier: Monica Askebäcks Frukt AB  
If you have an earlier agreement with Företagsväxter i Knivsta AB, please contact them and make sure your booking is cancelled, E-mail: [jan.palm@foretagsvaxter.com](mailto:jan.palm@foretagsvaxter.com).

## HR

### Wellness allowance

Employees at KI are eligible for wellness allowance of 1500 SEK per calendar year. Register your expenses already now in the PA-web. [Routines for reimbursement](#).

### Frontiers in Cancer Research and Therapy 2022

Friday 30 September 2022, Sune Bergströms Aula, BioClinicum  
Welcome to this conference regarding cancer research and therapy organized by the Department of Oncology-Pathology. No registration required! [Program](#).

### Special fixed-term employment (SÄVA)

SÄVA (max 1 year) replaces ALVA (max 2 years) from 1st of October 2022. According to transitional provisions, the time for an ALVA from the 1st of March 2022 will be deducted in the event of a future SÄVA. [More information](#).

### Reminder: New routine for sick leave – self-reporting

From 1 May, the routine for reporting sick leave for all departments at Karolinska Institutet changed. As an employee, you will report your sick leave in the PA-web, “My page” in the same way as for VAB (child care). Previous email address [sjukanmalan@onkpat.ki.se](mailto:sjukanmalan@onkpat.ki.se) is no longer in use.

We welcome your comments and suggestions about the newsletter.

### KI's Solna campus goes smoke-free

Starting this autumn term, the KI campus at Solna will be smoke-free, meaning that smoking will be prohibited both indoors and outside. <https://ki.se/en/about/kis-solna-campus-goes-smoke-free>

### New co-worker at the administration

We welcome Johan Häggström as a new co-worker at the administration. He has the role as financial controller and replaces Pilar Baettig. He has previously worked at KI, both centrally and at a department.

## INFRASTRUCTURE

### BIOCLINICUM

#### Entrance closed October 18-19

On Tuesday and Wednesday, the 18th - 19th of October the entrance on floor 3 and 4 to BioClinicum will be closed due to transportation of heavy instruments into floor 4. During these days, there will be a door temporarily open on Framstegsgatan, which leads to the transport elevators further up in the house. Hospital guards will be available at that entrance. If possible, it is recommended to work from home these days.

## IT

### Important information regarding private computers at KI

It is not allowed to save work-related data/information on private computers and other devices. There is no IT-support for private computers at KI. Private computers can access common group folders and OneDrive with vpn (Cisco AnyConnect) and two-step verification (Microsoft Authenticator). Temporary co-workers can borrow a computer from FixIT a shorter period, upon availability.

## EDUCATION

### Doctoral student representatives

As every year it's time to choose the new representatives for our department. For those who don't know me, I'm Mirco Martino and, together with Petra Marttila, we have been your department student representatives for the past years. It's time for a new generation of PhD students to take this role since soon I will graduate.

Being the departmental student representative not only is an important role to improve the work environment and the social life of the students in our department, but it is also an exceptional tool to expand your network, develop professional and personal soft skills, enrich your CV and make a real impact on yours and other PhD students' life.

It doesn't require too much time and you don't need to have any previous experience or skill. Without new representatives, also your PhD education will be affected.

Don't hesitate to contact me at [mirco.martino@ki.se](mailto:mirco.martino@ki.se), to ask any type of questions and to express your interest in the position.

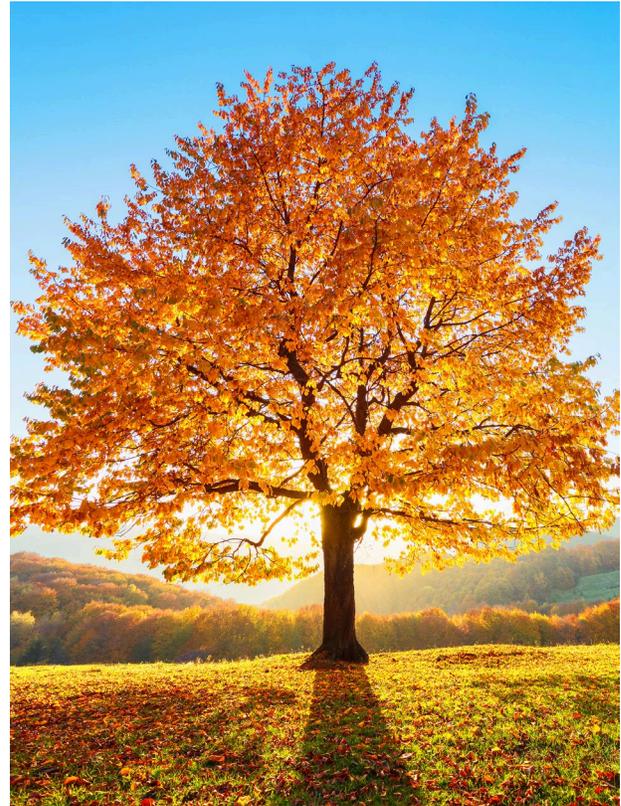
[Here](#) you can find more details about the position, the election, and the central KI Doctoral Students' Association (DSA) with who you will collaborate as a department student representative.

Be the new voice of the PhD students community in our department, be the new departmental student representative.

## MISCELLANEOUS

### Admin new office

New internal address is D2:04, GKS  
New external (and visiting) address is Anna Steckséns gata 30 A, 4th Floor, 171 76 Stockholm



## THE ADMINISTRATION INFORMS

### 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)  
Johan Häggström, financial controller ([johan.haggstrom@ki.se](mailto:johan.haggstrom@ki.se), 524 866 09)  
Sara Jalali, accounting supervisor ([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)  
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](#)