

To new members of MBW
Part 1 – general
Updated 2016-10-18

Welcome to MBW!

Here is some information and practical details that are good to know.

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1. The MBW organization

MBW has approximately 170 employees divided into 30 research groups: an administrative unit, a technical group, as well as an independent unit - Experimental Core Facility. The head of department is Per Ljungdahl, deputy head is Ann-Beth Jonsson and head of administration is Lina Berggren.

- MBW consists of 30 research groups presented on www.su.se/mbw
- MBW is controlled by a department board (IS).
- The Strategy group is a preparatory group that has been assigned to work with MBW's development from a strategic perspective.
- GLK is an advisory body to the strategy group and the board. GLK meets monthly.
- PhD Student Council represents the graduate students at the department. PhD Student Council has three members in the IS.

The members of the different groups is presented on the MBW intranet, where there is also information on meeting dates and minutes of the department board.

<http://www.su.se/mbw/mbw-internal/organisation>

2. MBW events and MBW-fika

MBW is a large institution with many research groups and units. To get the opportunity to meet across borders we have a common coffee time/"fika" once a month on Tuesdays at 3 pm in the lunchroom at E5.

Approximately once a month, the MBW-pub is held after work hours. The pub group organizes the pub and all are welcome to join in and help.

Every year the MBW organizes a summer party and a Christmas party for all employees.

3. Seminar series

MBW has three recurring seminar series:

MASS (Monday Afternoon Seminar Series) Mondays 3 p.m. – 4 p.m.

Frontiers, usually Mondays 3 p.m. – 4 p.m.

MOSS (Monthly Seminar Series), usually Thursdays 4 p.m. – 5 p.m.

4. Lunchrooms and resting rooms

MBW has six different lunchrooms. In one of the lunchrooms (E5) and in the mailroom there are coffee machines. In the other lunchrooms are coffeemakers. The department offers coffee, tea and milk. Milk is purchased centrally and placed in the lunchrooms. Tea and coffee can be fetched in the mailroom.

MBW has a resting room at E5 and a guest room at E3. The guest room is locked and has to be

booked, the key can be retrieved from the secretariat at F3. To book the guest room please contact Gelana Yadeta (gelana.yadeta@su.se).

5. Lockers

If you want a locker in any of the cloakrooms, please contact Gelana Yadeta in the administrative unit, gelana.yadeta@su.se.

6. Alarm

MBW's facilities are locked and alarmed to prevent unauthorized access since within the department there is bio hazardous waste, radioactive and infectious substances. If the door to the corridor is held open too long, then the alarm will sound. Each groupleader has a code for the alarm.

7. Mailroom

MBW has a mailroom (room F341) where all incoming and outgoing mail is handled, both internal and external. Each groupleader and each group has a postbox.

The mailroom also has a supply of office supplies, fax, printer / copier, a shredder, and materials for packaging, envelopes and more is available.

8. Recycling and environmental policy

SU has an environmental policy and a central environmental action plan available on the SU Intranet here <http://www.su.se/english/staff-info/personnel/environmental-policy>
MBW is currently about to create a number of recycling rooms. At present, recycling possibilities are available in various corridors at the SU store/SU-butiken.

9. Safety, injuries and incidents

Incidents and injuries must be reported to the department of safety, either directly, or via the system SAMIR. This applies whether you are employed at SU or visitors. For urgent incidents, contact the Section for Safety and Security at tel. 08-16 22 16. Read more on SU Intranet pages on safety

<http://www.su.se/medarbetare/service/krishantering/s%C3%A4kerhet>

<http://www.su.se/english/staff-info/services/emergency-crisis>

10. SU Intranet and MBW Intranet

Most information can be found on the SU's Intranet. The main part of the information on the SU Intranet is in Swedish, but some of the information also exists in English.

<http://www.su.se/english/staff-info>
<http://www.su.se/medarbetare/>

At <http://www.su.se/mbw/mbw-internal> you will find information concerning the MBW, minutes of the Board, instructions, previous newsletters and more.

11. Newsletter and mailing lists

MBW has a digital newsletter distributed by email every two weeks. It is also published on the MBW Intranet. If you have information that you want to publish in the newsletter, please contact Elin Eriksson (elin.eriksson@su.se).

There are a number of mailing lists that can be used for sending messages to specific groups within the MBW. Here are the most common:

Everyone at MBW: all.mbw@su.se

Groupleaders: groupleaders.mbw@su.se

Administrative staff: adm.mbw@su.se

Graduate students: phd.mbw@su.se

Technical staff: ta.mbw@su.se

Each group also has a mailing group called "gr-groupleader's surname.mbw@su.se"
Example: gr-ljungdahl.mbw@su.se

12. Telephones

To call within SU, dial the extension number that is the last four digits of the phone number.

Most phones at MBW are blocked for international calls. Groupleader phones are open for international calls.

13. Fax

MBW has one fax machine, placed in the mail room F341. The number is 08-16 42 09.

14. File server

MBW has a common file server named fs1.mbw.su.se.

Connection to the file server on the campus:

Mac: 𐐇-K. Server Address: <cifs://file.mbw.su.se>

Windows: enter `\\file.mbw.su.se\`, `\\vpsmbw-p-srv01\` or `\\vpsmbw-p-srv01.mbw.su.se\`
in the search field or in the taskbar address bar.

Connection to the file server outside campus (through a proxy server):

Use an SFTP program (recommended: Filezilla, Cyberduck, WinSCP or Firefox with add-FireFTP). Selecting "New Connection", select SFTP in the top dropdown menu, type in "fs1.mbw.su.se" port 22 and log on with your usual SU account - username and password.

The server has three volumes: PUB, MBW and Groups (G).

MBW and Groups (G): Everyone can see the names of the main folders, but access to the various folders is limited to different groups.

PUB: everyone can read, write, and edit files. This volume is limited to 60 GB. The purpose of this volume is to be able to add files to temporarily change the information.

The policy is that all work materials shall be stored in the common file server, not locally on your computer. There are a number of reasons - partly because of backup routines and partly because you are working with will be available to others within the unit/team.

Personal file storage:

All employees have a personal file storage (home directory) of 10GB. For those who log on to the computer using one's SU Account installed automatically.

Access outside the university: <http://minafiler.su.se>

If you need versioning of documents or if you wish to distribute large files via email, use the BOX service available at SU.

15. Printer, copy machine and scanner

MBW has a multi printer in each corridor and in the mailroom (F341). Each printer contains the functions of printing, copying and scanning. All employees can use any printer. To add printers to your computer, enter the printer settings and search printers. Write 'names are "f3norr.mbw.su.se", "f4syd.mbw.su.se" etc., Where f3norr indicates the corridor it is in. (norr = north, syd = south)

Please choose black-white-sided printing as standard - so we save on both the environment and MBW's money.

To scan a document, choose your own email address in alphabetical order (by first name). If your name is not there, please contact Björn Palmgren, (bjorn.palmgren@su.se). He will help putting your name there.

16. Wireless network/Eduroam

As an employee or student at SU you have the possibility to connect to the Eduroams wireless networks. Eduroam is more stable than the SU's own wireless network and it gives you access to wifi at universities in 68 countries around the world. To join, you need to activate your Eduroam account. Read more at the Support IT's pages www.su.se/serviceportalen.
Articles>Network>Wireless network-eduroam

Also some airports and hotels are connected to Eduroam. To see where to find eduroam in Sweden and the rest of the world, visit www.eduroam.se.

17. Webmail Ebox

You can access your email account, even if you are not at campus.

Go to: www.su.se/webmail, select "Log in Ebox" and use your regular SU login.

18. Signature for mail messages

SU has a template for signatures for mail messages. You will find it at the SU Intranet: <http://www.su.se/medarbetare/visuellidentitet/mallar/e-postsignatur/signaturer-i-e-postmeddelanden-1.38619>

19. Mail and calendar in mobile units

If you want to read your SU email in your cell phone or other mobile units:

1. Go into the settings on your mobile
2. Choose "Mail, Contacts, Calendar"
3. Select "Add Account"
4. Select "Microsoft Exchange"
5. Type in your email address. Domain: "winadsu" User name: your SU account's username
Password: your password to where SU account
6. Enter the server "ebox.su.se" Domain: "winadsu"

See instructions at www.su.se/serviceportalen

For getting started with emails and email on mobile platforms see: [\(Articles>Email\)](#)

20. Electronic calendar Outlook

MBW recommends using electronic calendar in Outlook, i.e. to enter meetings and commitments as calendar appointments in Outlook. It is effective and facilitates the coordination of meeting times.

21. Booking of meeting rooms in Outlook

MBW's meeting and seminar rooms can be booked through Outlook. This can be done either directly in Outlook or via webmail. See instructions at www.su.se/serviceportalen.
[Articles>More>Software guides>Outlook2013>Calendar](#)

Please note that if you have a Mac it's best to book via webmail.

22.IT support

Find solutions to your IT problems whenever you need them! In the new self service portal you will find FAQ's, guides and instructional videos for various IT systems and software.

<http://www.su.se/english/study/student-services/it-for-students/it-support>

To login to "Serviceportalen" please use your University account, username and password.

MBW has three IT technicians who help solve IT-related problems, install software etc.:

- Björn Palmgren (bjorn.palmgren@su.se)
- Bengt Hall (bengt.hall@su.se)
- Gunnar Jacobson (gunnar.jacobson@su.se)

Björn is here every day, but is working part-time. Bengt is here Tuesdays and Thursdays before lunch and Gunnar is here on Tuesdays before lunch.

For problems related to the mail system / Ebox or network issues, contact the SU's Helpdesk, telephone 08-19 19 99 or www.su.se/serviceportalen.

For the purchase of telephones, computers or accessories should order first be approved by the group leader, before the assignment can be submitted to IT technicians.

23.Graphic profile, templates and logos

At the MBW Intranet you will find some templates and the MBW letterhead.

<http://www.su.se/mbw/mbw-internal/it-e-mail-telephony-letter-template>

SU has a manual for graphic design and identity. You can find it at the SU Intranet.

<http://www.su.se/medarbetare/visuellidentitet/>

24.Photos for MBW webpage

On MBW's website, all employees and guest members are presented by name, picture and contact details. SU's photographer takes the pictures and we have a photo session each semester. For information about the next photo session, please contact Elin Eriksson of the administrative unit.

25.Procurement and Lagen om offentlig upphandling (LOU)

Stockholm University is a government agency and is therefore under the Public Procurement Act, also known as the Public Procurement Act (2007: 1091). There are both state and local general agreement that one can recall when making purchases. If you make a large purchase, which there is general agreement, needs to make a contract.

<http://www.su.se/medarbetare/service/juridik-upphandling/upphandling/lou-och-andra-lagar/lou-kortfattad-handledning-1.3074>

List of local framework agreements is available here:

<http://www.su.se/medarbetare/service/juridik-upphandling/upphandling/upphandlade-ramavtalsomr%C3%A5den>

State framework can be searched www.avropa.se

At the SU Intranet for more information on how to make a contract.

<http://www.su.se/medarbetare/service/juridik-upphandling/upphandling/upphandlingshandboken>

26.Travels

SU has an agreement with the travel agency BCD Travel. All trips made in the context of your assignments within the SU should be booked through BCD Travel. If you are employed, you get your own profile and book your trip online. Read more here <http://www.su.se/english/staff-info/personnel/travel/book-travel-online>

If you are not an employee (e.g. if you are a scholar, student, or emeritus) Gelana Yadeta or Elin Eriksson can assist you with your booking.

27.Reimbursements

If you have expenses on behalf of your group or the department, you get the compensation paid through the payroll system Primula. Use the form on the MBW's intranet.

If you are not employed at MBW (e.g. if you are a scholar, student, or emeritus) compensation paid to your bank account. Then, use the form SU9065 (Swedish) or SU9066 (English) found in archive form on su.se <http://formhotel.accessia.se/su/default.aspx>

Give the reimbursement forms together with original receipts to Beata Gillving in the administrative unit.