

## Monday meeting

14 November 2022

held by Viktoria Arwinge

- The internal audit at IGV is finally ended. It was a quite extensive audit which lasted from April until the end of Oct 2022. We will receive a report from the internal audit, probably sometimes during this month – where the auditors will report their findings from the review at IGV. We will be asked to formally comment on the auditors remarks and explain actions we intend to take in order to improve our routines, if needed. I don't expect any serious complaints from the audit, but I know they have found some errors in the routines they checked, where we don't totally comply with all regulations, so I expect some remarks. I will get back to this matter when we have received their audit report.
- A kind reminder that Don Porcelli from Oxford U, who is a guest professor at IGV, is here in Stockholm from today until Thursday. If you want to schedule a meeting with him, please send him a mail. I will note his email address in the notes from this Meeting (Donald Porcelli [donald.porcelli@earth.ox.ac.uk](mailto:donald.porcelli@earth.ox.ac.uk)). His science is about the use of isotopes (metal isotopes and traditional isotopes like Sr, Nd etc) in many different environments.
- It's time to elect 2 work environment representatives (skyddsombud) for our department for the coming period 2023–2025. The work environment representatives are the employees' representatives in work environment matters and their task is to ensure a good work environment. These representatives are elected by the coworkers.  
For the coming period 2023–2025, the following persons have been proposed as work environment representatives at IGV:
  - Re-election (Ordinary work environment representative): Richard Gyllencreutz (Academic staff)
  - New election (Deputy work environment representative, to succeed Annika Granebeck): Julia Steinbach (Technical-Administrative staff)Richard is managing this election process so please, if you haven't answered the short survey regarding this election process that Richard sent out in an email the 9th of Nov, please do so right away.
- Perhaps you remember that I told you about an agreement that we made with the political science department that we could have their archivist working at IGV 20% (Mondays) starting from September. Unfortunately the Political Science department has now changed their mind due to shortage of staff which means they need their archivist to work full time at their department from 1 of November. This is unfortunate, especially since we are in the process of turning our archive from a paper archive to a digital archive at IGV and need the support

## Head of Economy and personnel administrator

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from a trained archivist. In order to find a solution, I have scheduled a meeting with the head of Administration at the ACES department and we will discuss the possibility of doing a joint recruitment of an archivist, where we split the employment between our departments.

- Last Monday, The Swedish Research Council (VR) decided on the applications to be awarded grants within Natural, engineering and Human sciences 2022.  
We have to members of our staff who were awarded grants from VR: congratulation to Christian Stranne and Peter Heintzman.
- Welcome to our Christmas Lunch, 14th of December  
The lunch will begin at 13.00 with a buffet involving a mix of 'traditional-Swedish' Christmas food as well as lots of vegetarian and vegan food. There will also be some beverages. The lunch will be followed by a GeoPub. I know deadline for registering to this lunch was the 11th of November. But, if someone within our staff wish to attend the lunch but has for some reason not yet registered, please send Alasdair an email no later than today and let him know that you wish to attend the IGV Christmas lunch. I'm sure that will work out.
- The work environment counsel (AMR) at IGV had a meeting in the end of October. All staff categories are represented in the counsel as well as students. The members of the AMR counsel are; Richard (AC), Julia M (PhD), Julia S (TA), Karlolina L (student rep) and Viktoria (management and chair of this counsel).
  - The purpose of the work environment counsel is to meet a couple of times a year and together reflect upon the work environment at IGV in general and suggest measures if we see fit to the management group in order to improve the work environment.
  - The AMR counsel is also requested by SU to follow up certain areas that the University has pointed out such as; number of long term sick leaves, safety routines at the department in general and lab safety routines regarding lab work specifically – and evaluate if further measures in any area might be needed – and then suggest possible improvements to the management group. AMR see no reason to act in this regard.
  - At our last meeting we decided to (again) bring forward a request to Akademiska Hus to put up a bike shed close by our department.
  - We also talked about Communion as a key factor for good collaborations in general within a work place and more specifically we discussed the importance of good communication between PhD students and their supervisors in order to make the PhD process as effective as possible. From this discussion we concluded that the AMR suggest to the management group that "communication" could be a topic of a workshop that we conduct at the next IGV conference, since effective communication is a key factor in all successful collaborations between employees in general.
  - If you are interested to find out more about the topics were addressed at our last ARM meeting, please find the protocol from this meeting at the IGV web. Please use link (copy/paste). <https://www.su.se/institutionen-for-geologiska-vetenskaper/om-institutionen/internt/arbetsmilj%C3%B6r%C3%A5det-vid-igv-1.542328>

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- The last day of answering the SU employee survey regarding our work environment was yesterday. I'm not sure when we will receive the results from the survey, but our intention in the management group at IGV is that we will address the results from this employee survey at the upcoming IGV conference that we plan to arrange during the spring for all staff.
- It is time to start the IGV budget process for 2023. I'm managing this process with good support from Schauki. Like every year, I need support in this process from those of you with projects. If you have projects, internally or externally funded, you will receive an email from Schauki and myself this week where we kindly ask you to put together a budget for 2023 for each of your projects. We will need your project budget no later than the 30th of Nov. Thanks for your support!