

## Monday meeting

28 November 2022

held by Viktoria Arwinge

- Clair Ansberque has been awarded a Formas grant and this grant will be placed at IGV which also means that she will be employed at our department, probably from the beginning of next year. Welcome Clair!
- The election process of work environment representatives (skyddsombud) 2023–2025 at IGV is ended. Richard G has been reelected as ordinary representative and Julia S as has been elected as deputy work environment representative. Thanks to Richard who has managed this election process at IGV and thanks to all who took part in the election process.
- A kind reminder that Schauki and myself are now starting up the IGV budget process for 2023 and as usual we need a budget from all of you who have projects at IGV, externally or internally funded. We need your budget no later than this Wednesday, November 30th. Thanks to all of you who have already sent us budgets of your projects.
- We have now scheduled a lecture about stress management and stress prevention. We have invited a psychologist from Feel good who will give this lecture in English, the 14th of February, in the lunch area (4th floor). All staff are welcome. No registration is necessary.
- At our last management group meeting we decided that the IGV conference will take place from lunch to lunch the 15–16th of June. Please book in your calendar. All staff invited. The conference will be in Stockholm someplace nice.
- Viktoria and Julia S met with Akademiska Hus last week and it was then decided that AH will build a bike shed, probably just outside our entrance on the 2nd floor. This bike shed will have roof and a fence on both sides. There will be room for approx. 10–15 bikes in this shed. We learned from this meeting that AH is also planning to build a lockable bike shed close by our department during 2024. This will be a larger bike shed with room for 30–40 bikes. That shed will be shared with other departments close by. Employees who want to use this lockable bike shed will need to pay a rental cost and the fee will amount to approx. 50 kr/month.
- Last week I asked for your feedback regarding Egencia and Reach Me since SU is now starting up procurement processes of a recruitment system and of a Travel Agency. I want to thank those of you who have already sent me input in this regard. Deadline if you have any feedback is the 3rd of December. I will forward the feedback to the SU personnel department which is responsible for these procurements.

- According to the archiving regulations, all public authorities must archive documents of public interest, which at SU (like in all other public authorities) means the majority of all the documents that we produce/keep within our organization. It has also been decided within the public sector that the archiving shall be transformed from a paper archiving to a digital archiving. SU has overall not complied with the archiving regulations on an acceptable level, especially regarding archiving of materials related to Education and Research. This has also been true for IGV. In order to improve in this regard Johanna and myself have set up new archiving routines at IGV which recently have been approved by the management group.
  - The new routines means that we will start up with digital archiving from 1 of January 2023 and we will also, with these new routines, make sure that all documents that must be archived, will be archived from now on – that also includes documents related to Education and Research.
  - These new routines will especially affect staff within administration and managers at IGV – but it will also affect those of you working in Education/Research - since we need your support in keeping certain documents related to Education and Research and we also need you to email these documents to Schauki, Elisabeth or myself when requested to do so. We will then make sure that these documents will be archived in accordance with guidelines at SU.
  - The management group has decided that we will wait with the implementation of new archiving routines regarding the Education area, since SU is still investigating if the system Athena is fit enough to be used also for archiving purposes. We expect to have an answer from SU within the next few month.
  - Meanwhile we will focus on the implementation of the new archiving routines regarding research education, research, research collaborations with external parties outside of SU, administrative processes like personnel administration, financial related processes such as purchase and procurements, policy documents and other financial documents such as the IGV budget and the IGV annual report.
  - To help out in the implementation process of the new archiving routines related to research, the group leaders of each floor will go through (with each group) the checklists that Johanna and I have set up - which specifies the documents that must kept and archived related to research and to research collaborations with organizations outside of SU. This will be done during December.
- Christmas is coming up and I kindly ask you to register your upcoming vacation in primula before you go on leave.
- The deadlines for Primula in December are:
  - 4 December: Friskvårdersättning/ for wellness benefit claims
  - 13 December: Utlägg/reseräkningar for expenses/travel exp claims
- Last week the management received a draft of the faculty budget for 2023 and unfortunately it looks like there will be a heavy increase in costs next year. There will be a 10% increase in rental costs of our localities (1,2 mkr) and the overhead costs will increase with approx. 900 tkr. The

## Head of Economy and personnel administrator

management group plan to have a workshop in January 2023 to discuss a financial strategy for IGV in order to maintain a balanced economy and avoid long term deficits.

- By the end of year 2021, SU had a financial surplus of approx. 700 mkr. There has been a worry within the SU top management/at SU overall, that the government will decide to withdraw funding from those public authorities that have a financial surplus, due to the fact that the Swedish economy now is heading towards a recession. The good news is that the Ministry of Education has decided that there will be no withdrawal of financial surpluses from any public authority, and that also includes SU.
- Ongoing recruitments at IGV:
  - Research Assistant – Forskningsassistent (Martin), last day of application was 8 of November 2022
  - Postdoc – financed by Agatha, last day of application: 15 of January 2023
  - Postdoc – financed by IGV, last day of application: 1 of December 2022
  - Postdoc – financed by Martin, deadline for application has passed
- The new instrument that Magnus has procured, funded by his VR grant, is now being installed at the thirds floor. The installation will probably be ready within the next two weeks. This instrument will be of great importance in our climate research at the department. If you want to see what 21 mkr looks like, please have a look in office R334.
- The next board meeting will take place the 8th of December. If you have any matter that you think should be addressed at this meeting, please contact Magnus immediately.