

# Decision-making and Delegation Rules

Department of Medicine, Huddinge

Ref: 1-667/2024

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**Karolinska  
Institutet**



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## 1 Introduction

This document is an appendix to the *Vice-Chancellor's decision-making procedures and delegation rules for Karolinska Institutet* and contains decision-making and delegation rules for the Department of Medicine, Huddinge. This document replaces previous delegation rules and delegations.

In accordance with the Vice-Chancellor's decision-making procedures and delegation rules for Karolinska Institutet, the Head of Department has decided that the following organisation with decision-making and delegation rules shall apply at the Department of Medicine, Huddinge as of 1<sup>st</sup> July 2024.

## 2 Fundamental principles

Delegation rules at the Department of Medicine, Huddinge are based on the principle of far-reaching delegation through which decisions are made as close to operations as possible.

It is incumbent on all functions described in these delegation rules to organise and manage operations in accordance with applicable legislation and regulations and KI's internal regulations, instructions and guidelines.

These Decision-making and Delegation Rules are supplemented by delegation decisions.

### 2.1 Delegation of work duties

According to the decision-making and delegation arrangements for KI, the Vice-Chancellor delegates tasks to Heads of Department. A Head of Department may subdelegate responsibility for tasks in his or her activities provided that there is a need, that there are no other applicable restrictions and that the person receiving the subdelegation:

- has competence for the tasks delegated,
- has the authorisations and resources required to deal with the task,
- represents the employer in their function.

Authorisations refers to the right to make decisions and take measures. Resources refers to, in addition to financial resources, access to staff, equipment and premises, as well as time to complete the tasks.

The person who delegates is responsible for ascertaining that the recipient of a delegation understands the significance thereof and that the three points above have been met. A person who subdelegates tasks always retains a responsibility to regularly follow up to make sure the work is effective and is carried out in accordance with the delegation and the applicable regulations.

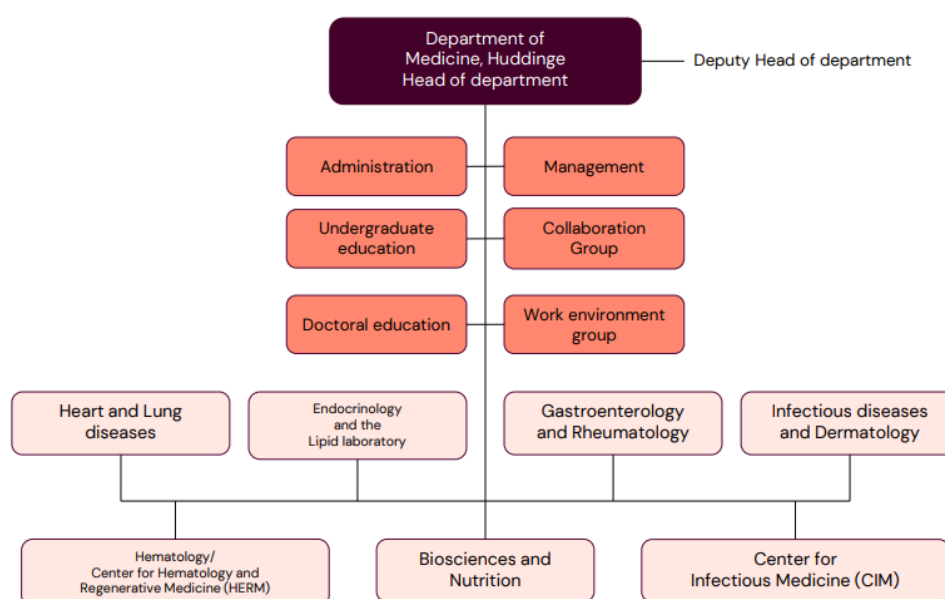
Tasks must be delegated at a meeting with the involved parties where the practical implications of the delegation are clarified, including applicable strategies and objectives, and a discussion is held on knowledge, authorisations, procedures and resources for the performance of the tasks and the possibility of withdrawing the delegation.

Decisions on delegation of responsibility for tasks, or withdrawal thereof, must be documented and signed in writing on a form for this purpose. Records of decisions must be kept and corresponding information must be available at the Department.

## 2.2. Delegation of decision-making powers with attestation rights

Decision-making power may imply a right to dispose of funds for a specified decision-making area. Unless otherwise specifically stated, decision-making and authorisation rights may not be subdelegated to unit managers/research group leaders or equivalent. The holder of the delegation must ensure that the cost is within the adopted budget or other contractual terms and that accounting is correct in accordance with accounting or tax rules. In the current attestation policy, the amount limits applicable to different attestation levels are described in accordance with the UBW Manual. Costs associated with a person must always be attested by the person's immediate supervisor or function to which the Vice-Chancellor has delegated. Decisions on the delegation of decision-making and associated attestation rights must be documented and acknowledged in writing. The acknowledgement must include a signature and name and identify the organisational unit (see separate templates in annexes). Records must be kept of the decisions. Records of decisions and corresponding information must be available at the Department for review, such as an audit. Each attesting officer in KI's electronic invoice management system must have a replacement when the ordinary attesting officer is not working.

## 3 Organisation at the Department of Medicine, Huddinge



The Department is divided into departmental management, the administrative office and units for the Department's core operations.

### 3.1 Management and support activities

The Department is led by a Head of Department whose responsibility covers all of the Department's operations. The Department has a Management Group that supports the Head of Department on overall departmental strategy and development issues, policy issues and matters affecting the Department as a whole.

The management team includes the Head of Department, Heads of Units, GUA, FUA and the Head of administration. Where necessary, additional expertise is co-opted to the

Management Group. The Management Group is responsible for ensuring that the Head of Department's position and decisions are passed on to the Department's staff.

The Department also has various committees; third cycle education board, board of education, work environment, collaboration council, etc.

### **3.2 Core operations**

The Department's core operations are divided into seven units and a local centre formation. Each unit is managed by a head of unit who reports to the Head of Department. These units consist of research groups, each led by a research group leader (PI), and in certain cases these research groups include teams headed by a team leader.

#### **Units**

- Heart and Lung Diseases Unit
- Endocrinology Unit and the Lipid Laboratory
- Gastroenterology and Rheumatology Unit
- Infectious Diseases and Dermatology Unit
- Biosciences and Nutrition Unit
- Hematology Unit (HERM)
- Center for Infectious Medicine (CIM)

#### **Local research centre**

- Medical Case Centre (MCC)

## **4 Division of duties**

### **4.1 Head of Department**

Delegations to Heads of Departments from the Vice-Chancellor are set out in the current Decision-making and Delegation Rules.

#### **4.1.1 Limits to delegation to Heads of Departments**

Existing limits to delegation to Heads of Departments are stated in the current Vice-Chancellor's decision-making procedures and delegation rules.

#### **4.1.2 Deputy Head of Department**

In the event of the head of department's absence, the deputy head of department shall act in head of department's place with the same decision-making powers.

### **4.2 Head of Unit**

Each of the Department's units is led by a head of unit. The position of head of unit carries with it overall responsibility for staff and resources, and decision-making powers for the unit's entire operation in research, education and administrative matters (and, in applicable cases, the core-facility placed at the unit). Heads of units report to the Head of Department.

#### **Strategy**

The head of unit is tasked with;

- formulating the unit's goals, activities and priorities within the framework of the unit's business plan, and actively participating in the overall planning of the Department's operations and contributing to the fulfilment of the Department's goals,
- responsibility for developing quality assurance and continuous improvement activities within their area of responsibility, and
- keeping the head of department informed of the unit's development and work in progress.

**Finance**

The head of unit is tasked with;

- responsibility for achieving operational goals within the set budget and monitoring and evaluating the unit's results and use of resources,
- ensuring that a total annual budget is established for the unit in collaboration with the Head of finance and that deviations are reported to the Head of Department, and
- ensuring compliance with regulations adopted both centrally by KI and by the Department (procurement, entertaining, business travel, etc.).

*Heads of units have the right to authorise costs up to the Department's fixed limit of SEK 500,000.*

**Staff and work environment**

The head of unit is tasked with;

- leading and distributing work within the unit,
- responsibility together with the Head of HR for issues relating to staff with regard to staffing plans, recruitment and skills development, as well as maintaining a salary structure according to KI's criteria for salary setting,
- working to achieve a good work environment, including the inventory and rectification of flaws, and
- overall responsibility for equality and diversity issues.

**Heads of units must also;**

- **Participate in Management Group meetings** and appoint a deputy so that each unit is represented at every Management Group meeting. Absence should be notified in good time. The head of unit is also responsible for **selecting and communicating information from the Management Group to subordinate managers**.
- **Participate in follow-up meetings twice a year with the heads of administration, finance and HR** with the aim of creating a long-term, sustainable staffing plan, order of succession and use of funds.
- Ensure that all staff within the unit have the opportunity to attend two [performance management dialogues](#) per year in order to promote employee responsibility and development.  
It is a requirement of these dialogues that development goals and monitoring and must therefore be documented.
- **Annually check that introductory procedures within the unit are adequate** and that the person responsible for these has the resources necessary to provide an introduction to the workplace that meets our requirements for safety and information in the event of fire, on the laboratory environment, as well as our procedures for dealing with [incidents and work-related injuries](#).
- **Create the preconditions for active coworkership** – e.g. ask employees to suggest topics for appraisals, work to demonstrate trust in employees, give performance feedback and promote the importance of collaboration, in accordance with the collaboration agreement.
- **Ensure that those employees with delegated work environment responsibility have the correct conditions** to be able to carry out the tasks, as well as the time to do so in a safe manner. All research group leaders within the unit must have participated in work environment training within the past five years.

- **Actively participate in rehabilitation inquiries**, alternatively unequivocally delegate this responsibility to the immediate manager.

Subdelegation that deviates from these Decision-making and Delegation Rules requires consultation with and agreement of the Head of Administration and Head of HR.

### **4.3 Research group leader/unit manager**

Each research group has a leader. Research group leader refers to an independent researcher in accordance with the Department's organisation plan. Similarly, the head of unit leads the work at the unit. Research group leaders/unit managers report to the head of unit.

#### **Strategy**

Research group leaders are tasked with;

- Pursue research at an internationally competitive level in the field.
- Supervise doctoral students and other staff within the group so that they develop into good researchers for future assignments in academia, business or other organizations.
- In collaboration with the head of unit and staff, actively participate in the overall planning of the unit's operations and contribute to achieving the unit's and Department's set goals, and
- keeping the head of unit informed of the research group's development and work in progress.

#### **Finance**

Research group leaders are tasked with;

- within the framework of the financial resources in the form of commissions, appropriations and grants set aside for the research group's activities, make decisions on issues affecting the research group,
- ensuring that a total annual budget is established in collaboration with the Head of finance and that deviations are reported to the head of unit,
- ensuring compliance with regulations adopted both centrally by KI and by the Department (procurement, entertaining, business travel, etc.).

The research group leader is responsible for ensuring that those costs to be approved by the head of unit are budgeted for or agreed in advance with the head of unit.

*Research group leaders have the right to authorise costs up to the Department's fixed limit of SEK 100,000.*

#### **Staff and work environment**

Research group leaders are tasked with;

- leading and distributing work within the research group,
- responsibility together with the Head of HR for issues relating to staff with regard to staffing plans, recruitment and skills development, as well as maintaining a salary structure according to KI's criteria for salary setting,
- working to achieve a good work environment, including the inventory and rectification of flaws, and
- overall responsibility for equality and diversity issues within the research group.

**Research group leaders are expected to;**



- **Participate in KI\*s leadership training for research group leaders**, alternatively some other suitable training for leaders at this level.
- **Responsible for selecting and communicating information** passed on by the head of unit from the Management Group to subordinate employees.
- Ensure that subordinate employees participate in a [performance management dialogue](#) twice a year, to promote employee responsibility and development. It is a requirement of these dialogues that development goals and monitoring must therefore be documented.
- **Annually check that introductory procedures within their own research group are adequate** and that the person responsible for these has the resources necessary to provide an introduction to the workplace that meets our requirements for safety and information in the event of fire, on the laboratory environment, as well as our procedures for dealing with [incidents and work-related injuries](#).
- **Create the preconditions for active co-workership** – e.g. ask employees to suggest topics for appraisals, work to demonstrate trust in employees, give performance feedback and promote the importance of collaboration, in accordance with the collaboration agreement.
- **Ensure that those employees with delegated work environment responsibility have the correct conditions** to be able to carry out the tasks, as well as the time to do so in a safe manner. All research group leaders within the unit must have participated in work environment training within the past five years.
- **Actively participate in rehabilitation inquiries**, alternatively unequivocally delegate this responsibility to the immediate supervisor,
- take responsibility for **personal registers, biobanks and data security** within the research group.

Subdelegation of work environment tasks shall be carried out in consultation and by agreement with the Head of Administration and Head of HR.

#### 4.4 Team leader

Teams are a further division into a research field or service area within the framework of a research group or unit. Teams are led by a team leader who reports to their immediate manager, which may be either the head of unit or a research group leader.

##### Strategy

The team leader is tasked with;

- Conduct strong operations within the defined area of the team (research line or service area).
- In collaboration with the immediate manager and staff, actively participate in the overall planning of the unit's operations and contribute to achieving the unit's and Department's set goals, and
- keep the immediate manager informed of the team's development and work in progress.

##### Finance

The team leader is tasked with;

- ensuring that a total annual budget is established for the team in collaboration with group leaders and the Head of finance and that deviations are reported to the immediate manager,
- ensuring compliance with regulations adopted both centrally by KI and by the Department (procurement, entertaining, business travel, etc.).

The team leader is responsible for ensuring that those costs to be approved by the immediate manager are budgeted for or agreed in advance with the immediate manager.

*Team leaders have the right to authorise costs up to the Department's fixed limit of SEK 50,000.*

### **Staff and work environment**

The team leader is tasked with;

- leading and distributing work within the team,
- in consultation with the group leader and the Head of HR, be responsible for issues relating to staff with regard to staffing plans, recruitment and skills development, as well as maintaining a salary structure according to KI's criteria for salary setting,
- working to achieve a good work environment, including the inventory and rectification of flaws, and
- overall responsibility for equality and diversity issues within the team.

#### **The team manager will also;**

- **Participate in KI\*s basic leadership training**, alternatively some other suitable training for leaders at this level.
- **Responsible for selecting and communicating information** passed on by the head of unit/research group leader/immediate manager from the Management Group to subordinate employees.
- Ensure that subordinate employees participate in a [performance management dialogue](#) twice a year, to promote employee responsibility and development. It is a requirement of these dialogues that development goals and monitoring must therefore be documented.
- **Create the preconditions for [active co-workship](#)** – e.g. ask employees to request appraisals, work to demonstrate trust in employees and promote the importance of collaboration, provide feedback on performance.
- **Ensure that those employees with delegated work environment responsibility have the correct conditions** to be able to carry out the tasks, as well as the time to do so in a safe manner. All team managers within the unit must have participated in work environment training within the past five years.
- Be active in rehabilitation investigations.
- Be responsible for **personal registers, biobanks and data security** within the team.

## **5 Management functions in support units**

### **5.1 Head of Administration**

The head of administration has overall responsibility and decision-making powers for the Department's administrative activities, and is equivalent to a head of unit. The head of

administration has the same delegations and responsibilities described under the heading “Head of Unit”. The head of administration also has the right to issue directives to employees in the organisation, and responsibility for ensuring that staff working in administrative support roles have the opportunity for skills development so that they can adequately perform their duties. Specific responsibilities that fall to the head of administration are;

- coordinating work on operational planning and monitoring and risk assessment,
- assisting the organisation on contractual issues,
- coordinating the Department’s work on infrastructure, environmental issues and premises.

*The Head of Administration has the right to authorise costs up to the Department’s fixed limit of SEK 2 million.*

*The Head of Administration reports to the Head of Department and participates in the Management Group, as well as acting as the employer’s representative on the Coordination Group.*

### **5.1.1 Deputy Head of Administration**

The deputy head of administration assists the head of administration with all activities at the Department. The deputy head of administration also takes over the head of administration’s duties and responsibilities in their absence.

*The deputy Head of Administration has the right to authorise costs up to the Department’s fixed limit of SEK 1 million*

*The deputy head of administration reports to the head of administration and participates in the Management Group, as well as acting as the employer’s representative on the Coordination Group in the head of administration’s absence.*

## **5.2 Head of Finance**

The head of Finance is equivalent to a unit manager and has the same delegations and responsibilities as described under the heading “Unit Manager”. The head of Finance also leads and distributes work for subordinate employees within the Department’s finance unit, as well as having responsibility for coordinating, developing and leading work relating to;

- the overall financial administration of the Department,
- budgeting and financial monitoring, both at central departmental and unit level, in accordance with applicable legislation, KI’s regulations, instructions and guidelines and specific decisions by the university director,
- compliance with procurement and purchasing regulations.

*The Head of Finance has the right to authorise costs up to the Department’s fixed limit of SEK 100,000.*

*The Head of Finance reports to the Head of Administration.*

## **5.3 Head of HR**

The Head of HR is equivalent to a unit manager and has the same delegations and responsibilities as described under the heading “Unit Manager”. The Head of HR also leads and distributes work for subordinate employees within the Department’s HR unit, as well as having overall responsibility for HR issues within the Department and for coordinating, developing and leading work relating to;

- support to management on HR-related issues,

- employee and leadership development,
- labour law issues and dismissal of employees, with the support of agreements and regulations in the field,
- wage setting and practical salary administration,
- skills provision, recruitment,
- rehabilitation in collaboration with affected manager/supervisor,
- work environment and wellness,

*The Head of HR has the right to authorise costs up to the Department's fixed limit of SEK 100,000.*

*The Head of HR reports to the Administrative Manager and is an employer representative in the Collaboration Group.*

## **6 Organisation of first and second cycle education**

The Department's educational organisation is described below. Tasks and delegations relating to programme responsibilities are stated in decisions from the Board of Higher Education. Board of Education

### **6.1 Education Committee**

An Education Committee has overall responsibility for the implementation and coordination of the department's educational activities in first and second cycle education. Information on the composition and working methods of the Education Committee, as well as information on responsibilities and decisions regarding course and programme responsibility, is provided in the current governing documents for course and programme responsibility first and second cycle education.

The following decisions are to be delegated to the Education Committee:

- Establishment and revision of syllabi for programme courses for which the department has programme responsibility, freestanding courses, executive and professional education and elective courses for several programmes. Decisions on the establishment of a syllabus may not be sub-delegated from the committee. Decisions on revising the syllabus may be sub-delegated within the organisation, but not to the teacher or examiner responsible for the course.
- Proposal for a syllabus for a programme course for which another department/the Committee for Higher Education (KU) is responsible for the programme. Decisions may not be sub-delegated from the committee.
- Department-specific regulations, guidelines and instructions for first and second cycle education. These must be in accordance with centrally decided policy documents (may not be sub-delegated from the committee).
- Proposed programme syllabus (may not be sub-delegated by the committee)
- Allocate, determine and follow up course assignments for the programme's courses. The assignments shall be allocated so that the programme's courses are carried out by the department that has the best prerequisites to carry out the assignment with high quality and good connections to research.
- Course offerings and selection models for elective courses.
- Special course offerings for incoming exchange students
- Proposals for programme-specific international student and faculty exchange agreements.
- Decisions concerning individual students (the decision-making authority must be sub-delegated to an individual official and the delegation must state whether decisions can be taken without a presentation):

- Credit transfer towards the objectives of the programme.
- Exemptions from eligibility requirements for courses within programmes
- Interruption and resumption of studies.
- Accept and prioritise students for international exchange.
- Excess intake to programmes, after consultation with the Education Support Office
- Distribution of the resources allocated by the Committee for Higher Education (KU) for each programme. This means both allocating resources for all courses within the programme and allocating resources for overall programme management and administration, quality development/assurance and internationalisation.

## 6.2 Research education committee

Each department must have a committee for research education. The main task is to assess the scientific project when establishing a doctoral position, but the committee may also have several tasks. The function is described in the current policy document for doctoral education at KI.

## 6.3 Responsible for undergraduate education (GUA)

The responsible for undergraduate education (GUA) coordinates and is responsible for ensuring that all activities for undergraduate education at basic and advanced levels at the department are of a very high quality. The GUA is responsible for continuous planning, evaluation, quality assurance and follow-up of educational activities. In particular for:

- being the contact person for central KI functions such as US, PN, the student and education departments and student unions regarding education at undergraduate and graduate level,
- that the education is in accordance with applicable laws and regulations and KI's local rules and guidelines,
- to follow developments in pedagogical and methodological issues and propose changes that benefit the programme.

The responsible for undergraduate education is authorised to approve costs up to the limit of SEK 100 000 set by the institution.

The responsible for undergraduate education participates in the Management Group and chairs the Department's Education Committee.

## 6.4 Deputy GUA

The deputy responsible for undergraduate education has overall responsibility for a defined area of the programme. It is still the responsible for undergraduate education (GUA) who has the overall responsibility and decision-making powers for matters concerning undergraduate education in his/her capacity as Chair of the Education Committee.

## 6.5 Programme Director

The Head of Department appoints the Programme Director (PD) who, on delegation from the Head of Department, has a KI-wide responsibility for the day-to-day work of the first- and second-cycle programmes, including responsibility for quality and coordination of the programme's courses.

## 6.6 Course examiner

According to the Higher Education Ordinance, the examiner is the specially appointed teacher who grades the completed course. The examiner is appointed by the head of department.

## 7 Director of studies for third cycle education

Each Department appoints one or more directors of studies for third cycle studies. The director of studies' mission is to support doctoral students and supervisors, to work to ensure that the Department offers a third cycle education of high quality and compliance with the current policy for third cycle education. The following decisions shall be delegated to the director of studies for third cycle education: approval of individual study plan for doctoral students and credits in third cycle education. The function is described in the current policy for assignments to the director of studies in third cycle education.

The director of studies for third cycle education participates in the Department's third cycle education board.

## 8 Delegation of work environment tasks

The division of work environment tasks within the organisation is governed by the Systematic Work Environment Management (AFS 2001:1) provisions of the Swedish Work Environment Authority.

According to KI's delegation rules, the vice-chancellor delegates work environment tasks to heads of departments/equivalent. These functions retain the right to subdelegate work environment task within their organisations, on condition that this is necessary and that the person receiving the delegation has;

- the competence to perform the delegated work environment task,
- the authorities and resources to deal with the work environment task,
- represents the employer in their function.

For these purposes, the term *authorities* refers to the right to make decisions and take measures related to the work environment. For these purposes, the term *resources* refers for example to access to staff, equipment and premises, as well as the time to fulfil the delegated work environment task.

The delegator of work environment tasks is responsible for ascertaining that the recipient of a delegation understands the meaning of their acceptance of the delegation, and that the three points above have been met.

Please note that: The person who subdelegates a work environment task always retains a responsibility for ensuring that the work environment activity in question is working in practice, and it may be appropriate to follow up on this at annual performance management dialogues.

All decisions regarding the delegation or relinquishing of work environment tasks must be documented in writing and signed on the official form. Decisions are officially recorded at the Department.

### 8.1 The Head of Department's responsibility for the work environment

- Systematic Work Environment Management (AFS 2001:1Eng) provisions are integrated into the organisation and that adequate resources are in place to implement and develop work environment activities,
- work environment activities are carried out in accordance with applicable legislation and internal documentation (e.g. Karolinska Institute's *Guidelines and Action Plan for Equal Treatment* and KI's guidelines and rules related to work environment and

- health). This includes ensuring that affected managers and staff are aware of governance documents related to the work environment,
- measures are implemented to achieve KI's and the organisation's work environment goals. Individual goals must be formulated for the organisational and social work environments,
  - harassment and discrimination shall be prevented and, where this does occur, dealt with in accordance with KI's guidelines,
  - preparedness is good with regard to responding to and managing conflicts and relationship issues that arise in the workplace,
  - risk/consequence assessments are carried out prior to planned changes to the organisation,
  - risk assessments are carried out both routinely and as and when a specific need arises (e.g. safety rounds, measurements/inspections and after staff surveys),
  - incidents and work-related injuries shall be notified (externally and internally), investigated and dealt with. This includes ensuring that the Swedish Work Environment Authority is notified without delay in the event of serious incidents or accidents resulting in personal injury/death,
  - preparedness and procedures are in place to provide first aid and crisis support,
  - necessary notifications and permits are in place for those activities undertaken, e.g. radioactive substances, genetically modified microorganisms, hazardous substances/agents,
  - one person is appointed to take practical coordination responsibility for the work environment where KI is responsible for a joint workplace where two or more legal entities conduct activities at the same time,
  - work environment tasks are subdelegated to research group leaders/unit managers/equivalent as and when required. This includes ensuring that delegated individuals have the knowledge, authority and resources necessary to carry out the tasks. This shall be monitored at annual performance management dialogues,
  - work environment work is a natural part of the organisation. This is done in collaboration with the Work Environment Group, e.g. after the annual appraisal of systematic work environment activities (SAM).

## 8.2 Environmental and sustainability work representative

The Department's Environmental and sustainability work representative has overall responsibility for the Department's environmental and sustainability work, specifically with regard to:

- coordinating the development of environmental and sustainability work at the Department
- receiving and disseminating central information to staff at departmental level
- where necessary, supplementing central information based on conditions specific to the Department
- contributing to work on preparing and monitoring local goals, metrics, activities and measures in the field of environment and sustainability.
- participating in centrally arranged training, information meetings, etc. aimed at environmental and sustainability representatives

### **8.3 Manager flammable goods**

The manager for flammable goods, or their deputy, has a legal responsibility to ensure that the Department's handling of flammable goods is carried out in accordance with the prudential requirements laid down by law and that KI's policies in the area are complied with. Collaboration takes place, among other things, with KI's central coordinator for flammable goods and the Department's inspectors for flammable goods. The manager's responsibility includes, among other things, ensuring that procedures are in place for work with flammable and explosive goods that ensure safe handling, that employees and students receive the necessary information and training, that deficiencies in the handling of the business are reported back to the Head of Department and rectified, and participate in regulatory supervision and risk investigation. Other tasks are stated in the appended role description. The director and the deputy director must have completed KI's basic course for the manager and repeat the training at least every five years. The role must be held by a Swedish-speaking person.

#### **8.3.1 Controller of flammable goods**

A flammable goods controller shall be located at the local workplaces where the Department operates and ensure compliance with KI's policy for flammable goods. Collaboration takes place with the Department's director of flammable goods. The tasks include, among others, introducing new employees and students into the workplace's handling and storage routines and ensuring that the storage and handling of flammable goods takes place correctly and safely. Deficiencies shall be reported back to the Department's director of flammable goods. Other tasks are stated in the appended role description for controllers of flammable goods.

### **8.4 Chemicals representative**

The Chemicals representative is the contact person between the Department and KI's central chemical safety coordinator. The tasks include managing the local administration of the chemical database (KLARA or equivalent). Other tasks are stated in the appended role description for controllers of flammable goods.

#### **7.4.1 Chemical inventory taker**

One or more chemical stockkeepers must be appointed in those research groups/units where chemical products are handled, tasked with acting as contact person between the Department's chemicals representative and their own group/unit. Other tasks are stated in the appended role description for chemical stockkeepers.

### **8.5 Fire safety supervisor**

The fire safety officer coordinates the fire safety work within the Department. Collaboration takes place with KI's central safety coordinator – fire safety, the Department's fire safety inspectors and, where applicable, the Department's director of flammable goods. The tasks include, among others, ensuring that the Department's employees receive fire training to the extent required, monitoring and following up that self-monitoring of fire safety is carried out in accordance with KI's guidelines for this and participating in regulatory supervision of fire safety at the Department. Other tasks are stated in the appended role description for controllers of flammable goods. The role must be held by a Swedish-speaking person.

#### **7.5.1 Fire safety controller**

The fire safety controller must be located at the local workplaces where the Department operates and monitor compliance with KI's regulations, guidelines and instructions in the area of fire safety. Collaboration takes place with the Department's fire safety officer. The tasks include introducing new employees and students to workplace fire safety and carrying out self-checks on fire safety according to KI's guidelines for this. Other tasks are stated in the appended role description for controllers of flammable goods.



## **8.6 Biosafety representative**

In order to ensure proper management of biological agents and genetically modified micro-organisms, where the risk of ill health and accidents is minimised, each Department engaged in work with biological agents, genetically modified micro-organisms /cell cultures shall have one or more Biosafety representatives designated by the Head of Department. The Biosafety representative is the contact person and link between the Department and KI's central biosafety coordinator. Other tasks are stated in the appended role description for controllers of flammable goods.

## **8.7 Information Security representative**

The role of contact person for information security at the Department includes providing contact with central information security coordinators and supporting the Department's employees in the local information security work.

## **8.8 Radiation safety representative**

Each Department engaged in ionising radiation activities must have a Radiation safety representative. The officer shall, among other things, draw up local instructions and instructions, communicate procedures for how the work is to be carried out, update work rules and local routines, annually compile purchases and consumed activity volumes, participate in the preparation of training plans, manage personnel dosimeters and personal reports, be the contact person in relation to the radiation protection expert. The officer is appointed by the Head of Department. Other tasks are stated in the appended role description for controllers of flammable goods.

### **8.8.1 Radiation safety assistant**

Each laboratory using radioactive substances must have a Radiation safety assistant. The assistant shall, among other things, manage access to the premises, manage logbooks at the laboratory, report deviations from the laboratory's procedures. The Radiation safety assistant is appointed by the research group leader or other operations manager. Other tasks are stated in the appended role description for controllers of flammable goods.

## **9 Other commissions**

### **9.1 Manager of core facility**

Karolinska Institutet has a wide range of core facilities that offer advanced equipment, services and expertise to all researchers at KI, other academic institutions and also, to a limited extent, for commercial companies.

At the Department of Medicine, the responsibility emanates from the Head of Department to heads of units, who in turn delegate responsibility to the director of the relevant core facility. The director must hold the position of research group leader or equivalent and be appointed by the facility's steering group or equivalent.

The delegation includes responsibility for all aspects of the core facility's operation such as finances, management of staff working in the core facility and the working environment. The ultimate financial responsibility is always borne by the Department. Reports shall be made regularly to the head of unit and Head of Department.

## **10 Delegation of decision-making and attestation rights**

Decision-making rights also entail the right dispose of funds in the stated decision area. Unless otherwise specifically stated, decision-making and authorisation rights may not be subdelegated to unit managers/research group leaders or equivalent.

Authorisation rules cover the types of documents that constitute the basis for financial transactions and that must be authorised. Authorisation implies that a coming payment has been processed with consideration for those regulations, instructions and general advice regulating public authorities' responsibility for their funds and assets.

The Department shall appoint those employees who have the right to dispose of the Department's funds, meaning responsibility for ensuring that all funds are used:

- within the framework of the Department's activities
- within the resources that the Department has at its disposal
- in accordance with applicable regulations

Prior to the authorisation, the person familiar with the circumstances of the order shall attest that the invoice is made out to the correct Department and/or unit, that price and payment terms are correct and that the goods or services have been delivered and are of the correct quality according to the order.

Disposition attestation, i.e. the right to attest costs, implies that the responsible employee accepts that the costs will be charged to a specific appropriation/project. This is necessary to confirm that proper checks have been made to ensure that costs are within the agreed budget or within the scope of other formalised decisions in a contract or agreement, and that coding is correct and in accordance with accounting and taxation rules.

Note that all costs associated personally with a member of staff must always be authorised by their immediate manager. Costs associated with the head of department must be jointly authorised by the deputy or assistant head of department and the head of administration or equivalent.

Decisions on the delegation of decision-making and associated authorisation rights shall be documented and acknowledged in writing. The receipt shall include a sample signature and printed name, and information on the cost centre, project account or similar associated with the authorisation right. Decisions are officially recorded at the Department. A copy of all delegation acknowledgements shall be held at the Department in the employee's digital file for future auditing.

Each attester in Karolinska Institutet's electronic invoicing system shall have a substitute to act on their behalf in the event of absence due to holidays, leave of absence or long-term sick leave.

| <b>Attestation level</b> | <b>Position</b>                   | <b>Limit (SEK)</b> |
|--------------------------|-----------------------------------|--------------------|
| 4                        | Head of Department                | 2,000,000          |
| 4                        | Deputy Head of Department         | 2,000,000          |
| 4                        | Head of Administration            | 2,000,000          |
| 4                        | The deputy Head of Administration | 1,000,000          |
| 3                        | Head of division                  | 500,000            |
| 2                        | Unit manager/Research team leader | 100,000            |
| 1                        | Team leader                       | 50,000             |

