



Photo: Liza Simonsson



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# NEO breakfast meeting

2025-02-19

Welcome! 😊

# Agenda

- *Coffe and sandwich*
- NEO steering group (Petter Höglund)
  - Neo common costs, work environment, service survey
- Neo manager (Elisabeth Rachperger)
- Freezer facility (Erik Lundgren)
- Research presentation (Anna Witasp, CLINTEC)
- *Q&A and Mingle*

# Neo common costs

- Neo common costs for 2024
  - 11 MSEK
  - Similar to last year and similar in amount to Ana Futura
- Ongoing priorities
  - Budget for 2025 is prepared for discussion at the next steering group meeting
  - Common costs can be reduced – some posts already identified!
  - Goal: Neo should have similar, and preferably lower, costs per staff than Ana Futura, from Q4 2025

# Neo work environment

- Announcement for a chair to lead the group for physical work environment (WEG).
- We are looking for:
  - A team leader or a group leader with strong leadership skills and an interest to engage in work environment issues
- Responsibilities
  - Convene meetings of the WEG and set the agenda
  - Cooperate with Neo service team and ensure that decisions on measures are implemented
  - Contact person for work environment-related issues in Neo
- Conditions
  - 30 % compensation for salary

# Survey regarding service function in Neo

- A survey will be sent out to all in Neo this week.
- Response time will be 3 weeks.
- The same survey will be sent out to all coworkers in Ana Futura.
- **Goal 1:** A stable, less vulnerable and a quality-assured operation of the service function.
- **Goal 2:** Collaborative and shared operations between the Neo/Ana Futura service teams.
- Keep your eyes open for the survey and answer it as soon as you can.

# Neo general information

- Plant walls on the balconies will be replaced by green "moss walls".
- New KI INFO screens will be installed at floor 5. General information from KI centrally.
- Reduced working hours during holidays Q2 2025 – administration and service team
  - Thursday April 17th (Skärtorsdag) reduced working hours with 2 h
  - Monday April 21st (Annandag påsk) **holiday**
  - Wednesday April 30th (Valborgsmässoafton) reduced working hours with 2h
  - Thursday/Friday May 1st/2nd (Första maj) **holiday**
  - Thursday/Friday May 29th/30th (Kristi himmelfärds dag) no working day
  - Friday June 6st (Nationaldagen) **holiday**
  - Friday June 20th (Midsommarafton) **holiday**
- **Freezer facility will be monitored by guards on all holidays. Erik Lundgren monitors the freezer status every day.**
- Error reports and service requests should be sent to KI Serviceteam-NEO [serviceteam-neo@ki.se](mailto:serviceteam-neo@ki.se)

# Current status regarding delivery points

- Purpose: To streamline the workflow for the service team and ensure that in-house deliveries are properly directed to the correct locations.
- All Neo delivery points are registered on the Karolinska Institutet UBW order homepage.
- For non-commercial deliveries—such as human samples from the hospital—provide the service team with a **designated contact person** who can be reached when such packages arrive at Neo.
- Incorrectly marked packages will be stored (at room temperature, +4°C, or -20°C) in the goods reception area on floor 8, until they are collected by the intended recipients.
- The new routine will be **evaluated during Q2 2025**.
- Suggestions for improvement can be sent to Elisabeth Raschperger.

# Communication in Neo

- E-mail addresses
  - [Neo\\_All@ki.se](mailto:Neo_All@ki.se) – all staff in Neo
  - [steeringgroup-neo@ki.se](mailto:steeringgroup-neo@ki.se)
  - [serviceteam-neo@ki.se](mailto:serviceteam-neo@ki.se)
- Neo webb – [staff.ki.se/neo](http://staff.ki.se/neo)
  - Work in progress
  - Suggestions? [kommunikation-medh@ki.se](mailto:kommunikation-medh@ki.se)



# LN2 safety and rescue training

- Four full course occasions have been completed
- One additional course planned for March 4 (full)
- One additional course upcoming in April
- One complementary course completed
- One additional complementary course in March
- We have educated **64 co-workers** so far (14 more in March)
- After the course in March, we will start limiting the access to the freezer facility on floor three in a pragmatic fashion.

# Freezer facility – work in progress at many levels

- Locally, work for a stable and secure technical platform
- South campus, Neo freezer facility and close cooperation with Ana Futura
- Centrally, work to complete KI president's action plan for freezer facilities
- The Neo Biobank initiative



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Q&A



Breakfast mingle





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