Welcome to the Department of Medical Epidemiology and Biostatistics
Information and contacts
Our postal address:
Karolinska Institutet
Department of Medical epidemiology and biostatistics
Box 281
171 77 Stockholm

Billing address:
Karolinska Institutet
Fakturor
Reference code (ZZC8XXXXXX)
Box 23 109
104 35 Stockholm

Billing by email to: ki-fakturor@ki.se

Our visiting address: Nobels väg 12A, Karolinska Institutet, 171 65 Solna

Fax in the postal room: 08 -314975
KI’s exchange: 08 - 524 80000
Short number for KI’s exchange: 99
To dial out: 00
KI security guard: 08-524 86429, 0703-714400
About MEB

MEB is one of 22 departments at Karolinska Institutet and here we carry out research within medical epidemiology and biostatistics. The department employs approximately 60 researchers who run different projects aimed to increase the knowledge about disease etiology through clinical, genetic and biostatistical methods.

Apart from researchers, there are doctoral students, programmers, data base administrators, nurses, IT-technicians and administrative staff working at MEB within different areas. MEB is also responsible for the coordination of the 20-week independent research project during term 8 in the medical program at KI. MEB has been at KI since 1997 when the department moved here from Uppsala University and has increased its size six-fold since then, the research has broadened and the number of employees is today 280 and some 160 people are affiliated with the department.

KI Biobank is also a part of MEB as a core facility that offers service to all of Karolinska Institutet in sample collection, storage and distribution. The Swedish Twin Registry is also at MEB with collected data on 85 000 twin pairs.

The executive group is made up by:
Catarina Almqvist, vice head of department
Paul Dickman, vice head of department
Agneta Häggström, administrative head
Kristina Johnell, head of department
Patrik Magnusson, vice head of department

Staff meeting
Every Monday at 9.30 there is a staff meeting in Ljusgården with coffee and sandwiches. The head of department then goes through the week’s most important events and new staff present themselves. The department also organises afternoon coffee breaks on Thursdays from 2:30 p.m. to 3:00 p.m. in Ljusgården. We encourage everyone to participate in the coffee breaks to get to know your colleagues and discuss collaborations and new ideas!

All new employees should have a Fadder that your supervisor should have appointed in time for you. If you have not got a Fadder, ask to get one!
Karolinska Institutet has a systematic work environment effort to counteract all forms of discrimination, harassment, and offensive treatment.

It is the individual person who decides what is undesirable and offensive. This means that the same behavior can be perceived differently from person to person.

If you have experienced something or seen something that you want to report; this is who to contact:

• First, your immediate manager. Second, contact the manager’s head, the administrative manager, HR at your department, the union, the safety representative or equal treatment representative.
• Doctoral students may also contact: The Director of Research Education at the Department, PhD Student Ombudsman, the Student Health.
• Phone and address information can be found on KI’s staff portal.
Personnel/HR (Human Resources)

HR at MEB are working both with operational and strategical HR issues. Based on the challenges that arise in the organization HR works to find solutions with regard to existing laws, rules and policies. HR at MEB consists of HR-officers and HR-support personnel. Manager for HR is Lina Werner, room 2321, 08-524 82449 e-mail: lina.werner@ki.se

HR-officers

The main duties for our HR officers are:
• To coach and give advice to our managers in the development of their leadership.
• Advice on the interpretation and application of laws and regulations, policies and labor law matters.
• Work environment and rehabilitation issues.
• Structuring and quality assurance of various HR processes such as employment, contract issues and termination of employment.
• Recruitment; advertising, evaluation of applications, interviews, assessment and selection of candidates.
• Implementation and coordination of HR policies and programs, such as performance dialogue reviews, salary reviews etc.

HR-officers are
Sofia Anderberg, room 2316, 08-524 87002 e-mail: sofia.anderberg@ki.se
Sara Tiste, room 2310, 08-524 82284 e-mail: sara.tiste@ki.se

HR-support

hr-support@meb.ki.se

The main tasks of our HR administrators are:
• Sick leave
• Vacation and other kinds of leave
• Associations

For employees;
• Report sick leave at hr-support@meb.ki.se
• Via the PA-web you register when you have recovered from illness and also report your vacation days, see your payslip and change your personal information: ppw.ki.se.
• For questions on ergonomics email hr-support@meb.ki.se.
• In the staff handbook you can find comprehensive information for employees at KI, found on the KI intraweb: https://medarbetarportalen.ki.se/

HR-support are:
Björn Gidlund, staff administrator, room 2320, 08-524 82340
Kristina Grauers, staff administrator, room 2315, 08-524 82320
Jenny Lindgren, staff administrator, room 2315, 08-524 83428
MEB has a system to register new staff which means that everyone scheduled to arrive in MEB to be employed, to visit, to be connected or paid by the hour must be registered as new staff.

MEBs managers and research administrators can register new staff and visitors using a resource data base form found on the internal website under “About MEB/MEBs Resource Database”. It is only when a person has been registered that a computer account can be created and computer equipment, access card, work space and other resources are ordered. The different resources may involve a cost for the managers for example VDI costs. For non employed there is a cost for a workplace at MEB etc. Contact hr-support@meb.ki.se for questions about costs.

From the autumn 2019 you who are registering staff are also asked to find a suitable workplace for them. All workplaces are listed in the RD under Room. Available places that can be booked are marked with a green dot. If there is no vacancy, you need to arrange a place by, for example, having more workplaces in a room or sharing workplaces. Notify erika.nordenhagen@ki.se if a new workplace is being created so that the room system can be updated.

Persons who only come to MEB occasionally can use our drop-in room 2322 which is free of charge, there are computers available in the room. For those who use the wireless network, there are also work places on floor 5 in Ljusgården where you can sit temporarily.

In the RD, it is also possible to see if any staff are about to leave MEB and a place can become vacant. Be sure to notify HR if your staff’s workplace is no longer needed so that it can be canceled which facilitates for those who need a workplace.

The facility manager books/cancels workplaces according to the information provided in the RD. If a new workplace is to be furnished, contact internservice@meb.ki.se and the janitor will help with that.
Reception
Frida Palmér is our receptionist.
Mon-Fri 8.00-14.00
Ph: 08-524 85000 Mail: reception@meb.ki.se (8.00-16.00)
Closed for lunch

Our receptionist is responsible for handing out office keys and you must return the keys to the reception when you leave. You will also get a form to sign to make a key card with a photo, which you need to do as soon as possible in the Aula Medica reception in Nobels väg 6. Activating key cards, collecting keys, sending packages and other errands should be handled at the reception during the opening hours between 8am-2pm. Thereafter our reception is closed and Frida works with other things. You can always get in contact with our receptionist by email reception@meb.ki.se Deliveries to MEB will always be taken care of by Frida or Frank at the reception desk.

If you are a guest in one of our guest rooms, you can pick up and hand back an access card for the room at the reception. To book a guest room, contact the reception in advance. You need to provide a project number as the rooms are charged per night.

Frida can also help in receiving and sending packages (all packets that weigh more than 2 kg or are bulky). You need to provide a cost centre/project number to send packages, registered mail or EMS (Express Post service abroad).

Employees can get a parking sticker at reception. If you want to use the "Convini " (Food for work) fridge/freezer download the Convini app and get a code for our fridges at the reception.

Frida also orders a standard range of office supplies but if you need anything special you can order it via reception@meb.ki.se. You will then need to provide a project number, which will pay for the items. Used office supplies in good condition can be found in the basement hallway on floor 2 “The Recycle Room”.

The front desk receives all visitors to MEB and the Biobank. When your visitor arrives, the receptionist will call you so you can come and meet them. We will not allow unescorted visitors in. Notify the front desk if you are expecting a visit. Meet up with your guest at reception when the reception is closed.

Frida prepares for Thursday coffee in the kitchen in Ljusgården. Remember not to plan meeting or festivities in Ljusgården on Thursdays between 14.00-15.00.

Everyone is welcome to the Thursday coffee which starts at 14.30!
Janitor
Frank Pettersson is our janitor, room 2308
Mon-Thur 8.30-16.30, Fri 8.30-16.00
Ph: 08-524 86100, Mail: internservice@meb.ki.se
Closed for lunch

The janitor’s office is located in room 2308. The janitor distributes and sends the daily mail. The mail arrives around 9 am and is picked up around 13.30. The mail is sorted by the first letter of the surname.

Frank orders paper for all printers and stocks the cupboards next to our printers with paper. He is responsible for our various paper sorting containers. There are different ones for cardboard, paper and secrecy material. Contact the janitor if the bin for secrecy material is full. Frida or Frank prepares coffee for the Monday meetings and orders tea, coffee, milk and other goods for the kitchens.

Please report problems in the building, such as broken light bulbs, problems with locks and clogged toilets to the janitor at internservice@meb.ki.se. Karolinska Institutet rents our premises from Akademiska Hus and our janitor reports errors that we cannot solve to the property owner. The janitor also helps with the office furniture, moving furniture to and from your office, as well as orders office furniture from our supplier. For questions concering adjustable tables please contact hr-support@meb.ki.se. On level 2 in the basement you can find recycled office supplies and a box for found items at MEB. You can hand in office supplies here that you no longer need so that it can be used by others. If you miss your personal coffeecup you can look for it in the box for lost and found! When you have a lot to throw away you can go straight to the recycle room at Nobels väg 12D.

Frank is responsible for MEB’s fire protection and is in charge of the systematic fire safety work at the department (see page 18). He is also responsible for the First aid boards.

Consider the risk of theft and don’t let strangers into MEB, ask visitors who they are looking for and ask them to wait at reception. It is helpful if you always wear your key card visible!

MEB is a locked workplace with alarmed doors. Inside MEB most corridors are open during officehours 8-17, outside these hours you need an access card and code to enter. At weekends all doors are locked!

KI security guard: 08-524 86429, 0703-714400
If you are working at MEB outside office hours and get disrupted by door alarms or if you accidentally get locked out or inside, call the KI security guard.
Facility manager
Erika Nordenhagen is our facility manager
Ph: 08-524 82283, Mail: erika.nordenhagen@ki.se
Room 2310

The facility manager is responsible for MEBs and KI Biobank’s premises and reports and orders maintenance and renovation work from KI’s real estate department and Akademiska Hus. The facility manager also maintains contact with contracted vendors such as cleaning services and orders seasonal cleanings of all our areas and furniture etc. She also works with rebuilding projects och new building projects together with the executive group.

Erika leads the work within internal service, develop’s routines and also creates documents such as this brochure. She represents MEB at central meetings concerning common service, security and property issues at KI. The facility manager is also responsible for agreements that concern our mutual equipment as well as managing the contacts with procured suppliers. Erika is also the department’s representative for KI’s work for environmental sustainability (see page 21).

CLEANING AT MEB
Your office is cleaned once a week. A note outside your door shows the day. If you pick up your belongings from the floor and step out from your office while it gets cleaned, you make it easier for the cleaning staff.
Common areas and toilets are cleaned daily in the morning. All toilets are also checked again in the afternoon. Storage areas are cleaned only when necessary. MEB meets regularly with the cleaning company. Contact Erika if you have comments on the cleaning, both negative and positive reviews are welcome!

Overview of the Wargentin building
Office and corridor numbers are listed for the property’s various house numbers (see map above). If you for example are seated in office number 2321, the first digit means house 2, the second digit the 3rd floor and the last two digits indicate the office number. The new building is house 8.
The Wargentin lecture hall is located in building 6 on the 4th floor. The meeting rooms South 2-3 are located at the far end of Building 6. KI Biobank is located in building 1 as are the meeting rooms 1533 and 1509 (level 5). The recycling room is located by the loading dock Nobels väg 12D.
Karolinska Institutet archives activities are conducted both at the central University administration and partly at the respective departments. The archivist is responsible for our archive at MEB and also takes care of the in-house registration. Information about the rules that apply for both the record and the archive can be found on the intranet under "At work / Archive and Registry".

The archive function for the University administration has a supportive and advisory role to the departments, which in addition has responsibility for their own archives. The central archivists work to ensure that KI’s public documents are preserved for posterity, but also that they can be accessed for administrative everyday needs.

Björn Gidlund is document coordinator at MEB and can help you with questions about filing and case management. Marie Jansson is MEB’s registrar and can help with questions about the registry. Email to diariet@meb.ki.se and ask for a registry number (Dnr) for your purchases or other documents. If you need archived material outside the department you must contact the University Administration archive arkivet@ki.se. It is the registrar at the University administration who is in charge of the Karolinska Institutet joint diary, in which the departments register their own items. The central registrar unit assists the departments with advice on matters relating to public documents, case management, disclosure mm.

There is a mail slot in the postal room for items to be registered in the registry (diariet).

Björn Gidlund, document coordinator for the archive, room 2320, 08-524 82340
Marie Jansson, registrar, room 5209, 08-524 86150

Do you have questions about framework agreements and large purchases? Send an email to inkop@meb.ki.se
The purpose and goal of the accounting department is to assist the various research projects and individual researchers with their finances so that they can focus on their research. At the same time they ensure that we follow all government laws as well as the regulations from our grant donor organizations.

Our economists handles all kinds of financial services, in other words, you can get assistance regarding all monetary matters:
- payments
- bills
- requisitions
- repayments
- budgets
- economic reports
- monitoring of contracts etc.

All purchases at Karolinska Institutet must be in accordance with the Law on Procurement (LOU) and be done through procured suppliers. To see which contracts and contractors that are current, go to the Agreement catalogue on KI's internal website listed under Select system/tool. If you have questions about large purchases and public procurements please email inkop@meb.ki.se. For all purchases worth 100 000 kr and above Elisabeth Grenmyr must be contacted.

KI uses the electronic invoice system Agresso web. All invoices must therefore be sent to the billing address below and be provided with your reference code. In order to make purchases and receive invoices via Agresso web you must get clearance from your boss. KI has recently started E-procurements in the same system. For Agresso there are internet-based courses (videos) at KI's internal web.

Billing address:
Karolinska Institutet
Fakturor
Reference code (state ZZC8XXXXXXXX)
Box 23 109
104 35 Stockholm

The economists at MEB are:
Ann Almqvist, financial coordinator, room 2314, 08-524 86199
Marika Borgeke, financial administrator, room 2312, 08-524082473
Katarina Ekberg, acting accounting manager, room 2309, 08-524 86893
Elisabeth Grenmyr, senior financial officer, room 2311, 08-524 82286
Research administrators

The research administrators mainly assist the researchers who have been assigned research administration and their groups.

Whether you are a doctoral student or a professor, it is good to know that the research administrators have knowledge in many areas and can help if you need information about something or just need to get in touch with the right person at MEB.

The research administrators work closely with the researchers on their grant applications, budgets, time reporting, invoices and more. Their work aims to make it easier for researchers so that they can devote themselves to their research. Just as for our economists and staff managers, the responsibility for the various professors and senior researchers is shared between the research administrators.

The research administrators mainly work with the researchers’ administration but also have other responsibilities. It may be to assist with translation, proof reading of texts and dissertations while others specialize in archiving and communication.

Research administrators at MEB are:
Linn Austin, rum 8304 08-524 82417
Anna Berglund room 8307, 08-524 82216
Marie Jansson, room 5209, 08-524 86150
Jaqueline Knight, travel bills and expenses, room 8302, 08-524 82439
Janina Mahmoodi, room 8303, 08-524 82409
Ami Rönnberg, room 5509, 08-524 82470
Gunilla Sonnebring, room 5424, 08-524 86894
Education administrators

At MEB we train future health care staff, researchers and teachers. We carry out basic education in the medical and psychology program and are responsible for the courses Medical Scientific Methodology and the Degree Project in Medicine, and are responsible for parts of the course Upptakten. All of these teaching activities are included in the Medical Programs scientific development (VetU). We are also involved in the education at KI's psychology program.

VetU is included in the course Upptakten, which is given on term 1, and corresponds to approximately one week. The course Medical Scientific Methodology (MVM) runs for 3 weeks in semester 5 and corresponds to 4.5 higher education credits. The course Degree project in Medicine (Exjobb) comprises 20 weeks, the entire semester 8, and corresponds to 30 higher education credits. The courses are given twice a year and many researchers at MEB are involved in teaching and supervision.

The VetU-education aims to teach students scientific thinking and a scientific approach that a modern doctor needs in their daily activities, as well as prepare students for a life of self-taught learning.

At the postgraduate level, we are responsible for the doctoral program as well as for courses within the Epidemiology program. We also administer advanced courses in biostatistics and epidemiology (level 4).

Staff working with administration for the education programs at MEB are:
Jeanette Danielsson, Education Officer, room 8308, 08-524 822 94
Kristina Leif, Education administrator, room 8305, 08-524 823 41
Riitta Möller, Lecturer, Course Manager MVM-course, Director of undergraduate studies (GuA), room 5329, 08-524 83979
Mimmi Shoshan, Lecturer, 08-524 82294
Annika Wallberg, Lecturer, Course Manager Degree project in Medicine and the course Upptakten, room 8304, 08-524 87830

Staff working with administration for the research education at MEB are:
Paul Lichtenstein, professor, Director of postgraduate studies, room 5423, 08-524 87424
Alexandra Nanni, Education administrator, room 8306, 08- 524 83869
Gunilla Nilsson Roos, Education administrator, room 8301, 08- 524 82293
The IT department will help you with questions about IT support, phones, extensions, the printers in the corridors and the purchase of computer equipment. Contact them with your questions or make a request by e-mailing it-support@meb.ki.se. You can also get phone support weekdays between 8.30 and 16.00 if your computer is not working properly, ph 08-524 86200.

The IT support sets up your computer and places it in your office. You can also order a laptop via IT support. We also set up the office phones and will provide you with an extension if your supervisors find it necessary and orders it. If you change offices you can ask IT support to help you move the computer if you cannot do it yourself. Then send an e-mail in advance to it-support@meb.ki.se so that we can plan the move.

When you are new at MEB, get in touch with IT support to get your login and choose a password. **Warning!** It is prohibited to connect a personal computer to MEB’s network. You can only use the wireless network for your own laptop:

**KI guest network:**
Stockholm18

Contact the IT department if you want to buy computer equipment or a mobile phone. IT support can also help you with the technical equipment in the Wargentin lecture hall, Ljusgården and the conference rooms.

**The IT department at MEB consists of:**
- Ulvi Atalar, IT-specialist, 08-524 86931
- Ezra Cohen, support technician, room 2207, 08-524 82429
- Håkan Dahlberg, IT specialist infrastructure, room 2205A, 08-524 82430
- Fredrik Nilsson, head of IT, room 2317, 08-524 82489
- Amir Omar, system administrator Linux and Windows, 08-524 82493
- Johan Rosén, IT-support technician, room 2209, 08-524 82280
- Martina Stolt, IT-administrator (purchases etc), room 2211, 08-524 82422
- Rikard Öberg, system administrator Linux, room 2205, 08-524 82472
About Information Security

Anyone who has an active role, i.e. employees, students, contractors/associates and consultants, are responsible for being familiar with and observing the current rules on information security within Karolinska Institutet (KI).

The purpose of this document is to provide a description of the information security requirements that everybody within KI must be aware of in order to contribute to protecting the organisation’s sensitive information. There is more detailed information for certain functions/responsible persons in KI’s rules on information security and in its appendices.

Handling sensitive information

When handling sensitive information, you must bear in mind that:

- you may only access sensitive information that you need in order to be able to perform your work
- your access rights are personal and may never be shared with anyone else. You are personally responsible for the activities performed via your login details.
- sensitive information on paper must be locked away when not in use
- sensitive information may only be sent in encrypted form if sent by email
- sensitive information must never be discussed in a public place or where there is a risk that unauthorised persons may gain access to the information. This also applies to calls made by phone or mobile phone.

IT hardware and portable media

When handling IT hardware and portable media, you must bear in mind that:

- KI’s hardware is to be used for work-related purposes
- only hardware that is configured in accordance with KI defined standards may be connected to the network
- information saved on the local hard drive on your computer or portable media must always be backed up. When possible, data should be saved in designated places (document management system, network disks, etc.)
- information on computers, mobile phones and on paper must be protected, i.e. such items must not be left unattended
- mobile phones and PDAs must always be protected against unauthorised access by the use of a PIN code or equivalent
- sensitive information must be encrypted if it is stored on portable IT media

Use of the Internet

The Internet connection provided by KI is to be used for work-related tasks. Private use is only permitted to a limited extent and as long as it does not affect your work.

It is not permitted to:

- visit websites that contain violence, racism, pornography, criminal activity or other sites that for ethical reasons are judged not to be appropriate
- download files or programs that are not work-related (incl. music or movies)
- connect a computer to the network while it is simultaneously connected to another network. This does not apply to VPN and wireless network via KI.

Use of email

The email system is for work-related tasks. Private use is only permitted to a limited extent and as long as it does not affect your work.

- Sensitive information must always be encrypted when it is sent by email.
- KI email accounts may be closed if there is any suspicion of crime or abuse
- Your email address should only be used in work-related contexts
- It is not permitted to:
  - send or save offensive information such as violence, pornography and discriminatory words or images
  - send or forward spam or chain mail
  - open, send or forward program files that are not work related
  - automatically forward email to an external, unapproved email address
  - quote a private/external email address as contact information on KI’s public websites

5 things to bear in mind!

1. Protect your login details and never pass them on
2. Lock or log out from your workstation when you leave it
3. Avoid sending sensitive information by email. If you do, it has to be encrypted!
4. Do not download files or open attachments in emails if you are not sure what they contain
5. Bear in mind the environment you are in, when you are handling and speaking about sensitive information

1 Sensitive information includes, but is not limited to, information that is or may become classified as confidential according to the Public Access to Information and Secrecy Act

2 Exceptions to this rule may be granted if the work/research requires this. These exceptions must be approved by the immediate manager.
Use of social media*

The use of social media within KI is primarily based on the organisation’s interests, e.g. to quickly reach various target groups. You should also bear in mind that:

- private use of social media during work hours is only permitted to a limited extent, and as long as it does not affect your work.
- KI’s email address may not be used for private login/communication
- sensitive information must never be communicated through social media
- passwords that are used to log into social media must not be the same as passwords used in KI’s internal network

Otherwise, the same rules apply as for the use of email. For further information on dealing with social media, see internal web.

Teleworking

When teleworking, you must bear in mind that:

- remote connections to KI’s network are only permitted through approved communication solutions for remote connection
- only hardware that satisfies KI’s security requirements may be connected to KI’s internal network (does not affect online services, e.g. Contempus)
- sensitive information must be stored and handled in a secure manner in accordance with current security requirements
- sensitive information must always be encrypted when stored on movable media such as laptops, USB sticks or mobile phones

Access and user ID

Regarding access and user ID, you must bear in mind that:

- as a user, you are responsible for the handling of information and the activities that take place during the period when you are logged in with your user ID in a system
- your user IDs, passwords and badges are personal and may never be lent to anyone else
- you must immediately submit a report if you suspect that an unauthorised party is aware of your password or if you have lost your badge.

Logging and examining logs

With regard to logging and examining logs, the following applies:

- all use of the Internet is logged
- for all systems that contain sensitive data, logging takes place of all user activities, i.e. everything we do in the system
- the purpose of the logging is to make it possible to make sure that only authorised persons have had access to certain information
- logs are examined on a regular basis

Incident management

Incident reporting is an important element of KI’s work with information security. As a user, you can help by:

- reporting incidents that might affect information security as soon as possible
- reporting incidents to the Head of Department or to a person designated by him/her
- also reporting suspicions of incidents

Examples of information security incidents are:

- incorrect, unauthorized or harmful handling of information, which may cause damage to KI
- information that has fallen into wrong hands
- theft of hardware containing information
- hacking
- malware (e.g. virus) or malicious software

We all have a responsibility!

In order to maintain a sufficient level of protection for information and the system environment, we must work together and continuously. Adopted security rules must be applied and observed by everybody with an active role within KI, i.e. all employees, students, contractors/associates and consultants in the organisation.

Information security is primarily based on common sense and good judgement, in which your knowledge and your actions are decisive. All in all, these are important preconditions that contribute to maintaining confidence in our organisation and guaranteeing the information that we are handling.

Any breach of current security rules can result in a loss of access rights to KI’s IT systems. This may be decided by the Head of Department in consultation with the Chief Security Officer/the IT Director. More serious cases of abuse or other similar breaches of rules should be reported to the Chief Security Officer for further processing. Any suspicions of criminal activity will be reported to the police.

* Social media are interactive communication services on the Internet, such as blogs, Facebook, wikis and comments on articles.
Who are we? Staff representatives from the research infrastructure groups with expertise in IT and data management and who are especially interested in working with general Data Management issues at MEB across projects and research groups.

The general aims:

• Ensure an annual PhD student follow-up at MEB.
• Train and educate ourselves and all staff in good Data Management practice to ensure that MEB research is in line with Swedish law. The short Data Management course runs at MEB every 6 months.
• Meet the demands of efficient and secure handling of data according to laws and requirements of MEB as well as to maintain traceability of data and documentation.
• Facilitate exchange of information and ideas between research infrastructure staff, e.g. IT staff, database administrators and biostatisticians.
• Identify and solve general problems arising in data management at MEB, e.g. recurrent issues in many projects, such as data storage, data documentation, legal aspects and archiving.
• Identify common work processes in data handling at MEB and develop routines and guidelines for all MEB staff to follow.

Read more and find the Data Management guidelines, laws and templates on MEB intra web; - IT - Maintenance Management – Objects - Data Management.

Please e-mail the following Data Management e-mail list of specialists for issues and questions regarding the data management object items: dmg@meb.ki.se
Working environment group

Karolinska Institutet’s work environmental efforts are governed by the local work environment agreement. The overall work environment efforts and its direction is set by the Work Environment Committee which is KI’s safety committee.

Each department should have a working group with the task of taking occupational consequences into account in decision-making at the department level. This Working Group is made up by representatives from various groups, both employees and employers and the safety representatives. The group’s task is to assist the department head to initiate safety inspections, to be a link between the department and the Work Environment Committee, the department and the Health Promotion and the department and the Student Health Organization. Your boss is responsible for your working environment.

MEB’s working environment group is called the WE Group (Working Environment and Equal Opportunities Group) and is led by IT during 2020. Other members in WE group are:

Ann Almqvist, safety representative and union representative SACO
Sofia Anderberg, representative for HR
Peter Arnerlöv, representative for KI Biobank
Joar Franzén, doctoral student’s representative
Sara Hägg, equal opportunities representative
Agneta Häggström, administrative head
Marie Jansson, safety representative
Mariam Lashkariani, health promotor
Fredrik Nilsson, representative for IT
Gunilla Nilsson-Roos, representative for education administrators
Erika Nordenhagen, facility manager
Martina Stolt, representative for IT
Caroline Westberg Hake, representative for the data collectors
Sara Tiste, representative for HR
Lina Werner, representative for HR

Welcome to contact any of us if you have any questions or suggestions for improvements in our working environment.

The working environment group at KI Biobank consists of:
Pradeepa Pangigadde, senior research specialist, union representative SACO, chair
Mark Divers, head of KI biobank
James Thompson, head of lab
Peter Arnerlöv, representative lab
Sanela Kjellqvist, head of unit
Michiko Mori, representative customs relations
Kristoffer Wretlind, representative IT

Be a good colleague! At MEB you can contribute to a good working relationship and a good working environment by demonstrating respect for others’ work and skills. We hope you want to contribute to creative and stimulating work environment where everyone’s talents are utilized and all are equally valuable. Welcome!
Previa - occupational health

Karolinska Institutet has an agreement about occupational health care with Previa AB and all employees can turn to them with work related troubles. The troubles must be caused by the work situation. This is different from general health care where illness is unrelated to the work situation or is a chronic disease that can be treated by another caregiver without knowledge of the working environment. If you are uncertain of what applies you can call a health care centre and find out. All visits to Previa must be scheduled. For questions about ergonomics contact hr-support@meb.ki.se.

Staff support – telephone counselling 0200-21 63 00

Telephone counseling is offered to all employees, scholarship-funded PhD students and postdoctoral at KI, for quick access to professional help. The telephone number is 0200-21 63 00 and advice is available 24 hours a day. The staff support includes both work-related and private matters. The service assists with matters concerning, for example, relationship problems, addiction issues, personal crises and questions regarding legal matters (e.g. tenancy agreements) or personal finances.

Visit:
Previa Vasastan
Sankt Eriksgatan 113, 6 trappor
113 43 Stockholm

Phone booking and consulting:
Phone: 0771-23 00 00
Weekdays mon - fri 08.00-17.00

Report incidents on the web!
Help us make Karolinska Institutet a safer and more sustainable workplace by reporting deviations such as occupational accidents, incidents, information security, financial irregularities, bullying or harassment, research fraud and more. When reporting deviating events, you will help us resolve issues on maps and long term.

Safety rounds

Safety rounds are conducted annually by the safety representatives. Current safety representatives are Ann Almqvist and Marie Jansson. Other participants in the safety round are Agneta Häggström (administrative head) as the employer’s representative, the janitor and the facility manager.

The employees elect the safety representative at the workplace. They should ensure that the employees are protected against illness and accidents and that the employer complies with health and safety law.

The safety representatives should participate in the planning of new facilities, assist in the preparation of action plans and be informed by the employer regarding significant changes to working conditions. The rights of the safety representatives are stipulated by regulations and collective agreements.

Union representatives
Ann Almqvist is the union representative for SACO, 08-524 86199
Pradeepa Pangigadde is the union representative for SACO, 08-524 82349
Henry Wölling is the central union representative for SEKO, 08-524 84080
Fire protection information

At MEB we conduct a systematic fire prevention work which means that the fire protection officer and the fire safety inspectors make inspections all around the building every quarter. They then ensure that any defects will be remedied. The training to become a fire officer or fire inspector is organized centrally at KI.

Fire safety training for employees is also organized centrally at KI and you sign up on the internal web staff.ki.se/fire-safety. All employees should attend every 4th year and new employees within 6 months. When you are new at MEB you will also get a short fire safety introduction within our premises by someone in the fire safety group. Soon also a document about MEB’s fire safety organisation can be found on intra.meb.ki.se.

If you have any questions about the fire protection or want to know more, please contact the fire protection officer or any of the fire safety inspectors:

Frank Pettersson, fire protection officer: 08-524 86100
Peter Arnerlöv, inspector Biobanken: 08-524 82368
Britt-Marie Hune, inspector: 08-524 86147
Milka Krestelica, inspector: 08-524 86119

In case of emergency

- Emergencies: Call SOS Alarm 112
- KI alarm: 08-524 80100

A Defibrillator is located on level 3 in Ljusgården!

CPR with defibrillation can save lives in case of sudden cardiac arrest. The use of cardiopulmonary resuscitation, CPR, and defibrillator is recommended as the first treatment for sudden cardiac arrest. A defibrillator sends a controlled electric shock through a person’s heart and resets the heart’s activity, so it starts again.
In case of a fire alarm

- Make your way out through the nearest exit.
- Use the emergency handles.
- Go to the assembly point
- Await information

In case of a fire

- Save those in immediate danger
- Call 112
- Try to put the fire out
- If you cannot – close the door to where the fire is, clear out the building and go to the assembly point

Warning!
Smoke is lethal! Never go into a space that is filled with smoke.

Our assembly point is the lawn by the statue “the Obelisk” marked with an X on the map.
KI information

http://intra.meb.ki.se
On the internal web you can read about the week's current dissertations, meetings and seminars. Use the function "People Search" to find your colleague's phone and room numbers. Under the various headings there is lots of useful information about the various groups at MEB. The intranet also provides links to lunch restaurants on campus and links to Karolinska Institutet's internal and external website.

http://ki.se/medarbetare
On the internal web of Karolinska Institutet you can find information about all of KI. Among others you find:
- A search engine for all staff at KI
- Information and documents relating to your employment
- Information on occupational health and health promotion
- Vacancies
- Information related to your work, such as security issues, internal mail, parking
- Information about KI’s organization and governance

http://ki.se/
On the external web site of Karolinska Institutet there is also a link to the Department of Medical Epidemiology and Biostatistics under Departments. Here you find information about our research and current projects. Under “Research” you can also find all the theses and publications from MEB. If you wish to publish something on the external web, please contact one of the web editors, Anna Berglund or Gunilla Sonnebring; web@meb.ki.se.

Praesepe
Our internal newsletter PRAESEPE is published several times a year with articles on all dissertations, travel reports, research projects and lots more. Here you can read interesting presentations of new staff, what has happened in the football or boule tournament and see photos from the pub nights and the MEB day. If you have any suggestions for contents in Praesepe or want to join the editorial group please contact someone in the group:

Anna Berglund
Vivekananda Lanka
Barbro Larsson
Jonas Ludvigsson
Erika Nordenhagen
Ami Rönnberg
Gunilla Sonnebring
Ashley Thompson
Karolinska institutets environment and sustainability work

A sustainable campus
An important part of Karolinska Institutet’s sustainability work is to highlight and strengthen KI’s research and education that contribute to knowledge about how society affects human health, now, in the future, locally and globally. KI’s sustainability efforts also include environmental and social responsibility in the way KI as an organisation is operated.

Energy use
In 2010 KI shifted to using energy from renewable resources which resulted in roughly a 30% cut in the energy carbon footprint.

KI’s energy use and carbon footprint is however significant due to its extensive experimental research. KI has set a target to reduce the energy consumption per square meter by 25 percent by 2025 compared to 2010.

A lot of the necessary energy saving measures must be carried out in cooperation with KI’s property owners. KI is however solely responsible for the use of energy that is related to its own activities. Everyone can contribute to using less energy by an energy-conscious behavior and by choosing energy-saving equipment when procuring and purchasing.

Business travel
KI’s travelling is the university’s largest carbon footprint, mainly due to the many distant flights undertaken since KI is an international university. KI’s travel regulations steers towards more environmentally friendly means of transport and to meetings that do not require any travelling. According to KI’s travel regulations, we who work at KI shall:

• Always consider using the phone, video or web conferencing instead of travelling
• Use the train instead of flying when travelling to Göteborg and other nearby domestic destinations
• Choose eco-taxi
• Rent eco-cars
• Take the KI bus between Campus Huddinge and Campus Solna
• Use public transport
• Choose hotels that are eco-labelled, environmentally certified or that can prove in any other way that they conduct active environmental work

Environment and sustainability representatives
The Environment and Sustainability representatives (below) assist the head of department and leads KI’s environmental and sustainability work at the department.

Erika Nordenhagen, facility manager, leads the environmental work at MEB, 08-524 82283
Pradeepa Pangigadde, senior research specialist leads the environmental work at KI Biobanken, 08-524 82349

For more information about KI’s guidelines on environmental and sustainable development please go to KI’s internal website staff.ki.se/environment-safety-and-security.
We can all contribute to sustainable development and a sustainable Karolinska Institutet

√ Provide knowledge about health related to sustainable development through research and education.
√ Switch off computers, lights and other equipment not in use, and activate power-saving functions.
√ Make efficient use of resources and sort waste at source.
√ Choose products that are eco-labelled, energy-labelled and/or ethically labelled from the procured range.
√ Handle substances that are hazardous to human and environmental health in a safe manner.
√ Consider travel-free meetings.
√ When travelling on business, go by train rather than by air for short domestic trips, choose eco-taxis, hire eco-cars, use public transport, and take the KI bus between Huddinge and Solna.