

Administrative tasks

Divided into main areas of responsibility

Human Resources and personnel administration

Ragnhild Mostert	Employment and extensions of staff VIP and TAP
	Maternity/paternity, leave of absence, and resignation
	Job training agreement/ company trainee agreement
	Update of CFIM member database
Grace Holm	Registration of staff in scanpas
	Access card and key – also for guests
	KU e-mail
	Registration of illness and other cause of absence – all staff
	Travel Insurance
Anders Sondrup	Annual salary negotiations
	Different personnel matters
	D-VIP employment contracts
	Principles for use of holiday and holiday notification

Finance and budget

Filip Skovgaard Nielsen	Budgeting and controlling on department accounts (DR10)
	Annuum accounts (VIP DR10 accounts)
	The course budget
	MasterCards
	Salary calculations
	Time sheets
	The CFIM economy
	Local support for RejsUD
Anders Sondrup	Overall responsible for the Department economy
	Budgets and financial management information for ILT, ISU, LSU, IR
Ragnhild Mostert	Taxa vouchers
SUND accounting: Claus Olesen and Pernille Lund Christensen	Externally funded accounts (DR50)
	Invoices
	Support on the systems IndFak, RejsUD and My Project Overview (MPO)

Mail and practical tasks

Henrik Riel	Mail distribution and mail postage
	Practical tasks / handy man



Communication and web

Jane Nagbøl	Overall responsible for the BMI portfolio of websites
	Web editor of BMI's website and staff site (KUnet)
	Web editor of all research group sites
	Web editor of all project and conference sites
	Editor of the BMI newsletter and weekly newsmail
	Translation of strategic documents and minutes of meetings
	Design for folders and other types of printed material

Meetings and events

Jane Nagbøl	BMI introduction meeting for new staff and students
	Network meetings for PhD students and postdocs – collaboration with ICMM, DanStem, CPR and INF
	Faculty VIP meetings – practical help
	Department meetings and seminars - practical help
	Coordinator of the BMI day

Purchasing

Grace Holm	Office supplies, items for the joint inventory, paper for the printers
Paul Mai	Furniture
Anders Sondrup	Computer glasses
Jane	Department gifts (wine)
Henrik Riel	Alcohol (sprit)
SUND IT	Computer equipment and software
Ragnhild	Travel: Help with profiles for the university travel agent CWT

IT and telephone

Paul Bo Nielsen	IT tasks for research purposes
Grace Holm	Lync and mobile telephones
	Access to SUND network drives
	Information in the KU phonebook
Jane Nagbøl	Distribution lists (KU e-mail)

Work environment

Paul Mai	The Department laboratory safety manual
	Work environment coordinator
	Chemical coordinator
Grace Holm	Responsible for handing out documents regarding safety in the lab



Researcher support

Jane Nagbøl	CURIS super user
	Support for filling in information at the researcher profiles in the database "Find a researcher".
Paul Mai	Print of posters
Tanja Xenia Pedersen (not part of the administration)	PhD coordinator at BMI

Committees and councils

Jane Nagbøl	Agenda, appendices and minutes for LSU and LAMU
Anders Sondrup	Agenda, appendices and minutes for ILT
	Minutes for IR
Tanja Xenia Pedersen (not part of the administration)	Agenda and appendices for IR

Workshops and washing of laboratory glasses

Sune Stausgaard-Petersen, Svend Lohmann and Asbjørn Vestergaard Seerup	Mechanical repairs and installations for research and teaching.
Peter Bech Jensen	Electronic repairs and installations for research and teaching
Aase Flensborg Sander and Anna Christiansen	Washing of laboratory glasses

Find more information

At the Department staff site at KUnet, you can find more information about the different categories of administrative tasks: <https://intranet.ku.dk/biomedical/>

