Welcome to the Pufendorf Institute



**Your administrative guide**

Here you will find vital, practical and interesting information on fire safety, locks and alarms, our work procedures at the institute, how we can help, whom to contact in various situations and who is responsible for what.

**Staff at the Pufendorf Institute**

The staff of the institute are director *Ann-Katrin Bäcklund*, coordinator *Eva Persson*, building supervisor *Bengt Pettersson*, administrator *Gisela Ferré Aramburu* andcommunications officer *Cecilia von Arnold*.

Our finance officer *Malin Persson* is employed at ’Institutionsservice’. Together with her colleagues she helps us with the administration of economical and HR matters.

**Finance and HR matters**

**Cost frames and budget**

Note that Themes and ASGs are not allocated research funding through the budget; instead they are given a fixed *cost frame*. The Theme members’ salaries are paid through the institute’s cost centre, and all financial administration is handled at the institute. The group coordinators are responsible for sticking to the budget. The account balance for the group can be viewed in “Kuben”. On completion of a Theme, on the last day of the spring semester, the group no longer has access to the funds within the cost frame. Any remaining funds stay with the institute. The institute *must* be informed of any *planned* expenditures expected to be billed after the completion of the group, to ensure that the group account remains open until all invoices are paid.

***Who does what?***

Generally, in matters of finance and HR, you are to contact Eva or Gisela. Normally the groups do not have direct contact with staff at ‘Institutionsservice’, unless you are referred to them by Eva or Gisela. (Can concern matters about account coding and or balance of the cost frame).

If you want to revise your budget or extend an activity beyond the end of the spring semester, the institute *must* agree to this in *advance* (start by contacting Eva).

Eva also handled matters concerning employment, agreements and salaries/remuneration for visiting researchers. Any expenditures must be reported continuously to Gisela in writing, i.e. when booking or ordering (for example by cc:ing Gisela on emails for travel bookings, etc.).

**Employment and salaries**

**Employment and salary:** Theme members are employed at their respective departments. Salaries are transferred to the departments through their account codes for the period that the employee works at the institute. The heads of department and finance officers should be aware that the institute does not cover overhead costs at the home department.

International visiting researchers working at the institute for a month or longer are employed by the institute.

The groups and their coordinators determine their own working hours in accordance with the scope of employment for each of the members. However, one day a week should be set aside for joint meetings and work at the institute. If 20% of your salary is covered by the institute, you are expected to devote the corresponding time to theme work.

**Agreements between the institute and Theme/ASG researchers:** The institute forms individual agreements with all researchers who receive salary from the institute. The agreement is to be signed by the researcher in question, the head of the researcher’s’ home department, and Ann-Katrin.

Special agreements are drawn up for employees of other Swedish higher education institutions, as well as for visiting researchers.

Doctoral students participating in Themes or ASGs are asked to confirm this agreement with their supervisor and head of department. Doctoral students do not receive salary from the institute.

***Who does what?***

**Salaries:** To ensure that the salary payments for researchers work, the Theme coordinators must provide us with the contact details to the participants’ heads of department and finance officers well before the start of the theme. If you have any questions, please contact Gisela or Eva.

**Agreements:** Agreements are drawn up by the institute, and we have a template for certificates.The coordinators are responsible for gathering all agreements (and certificates) and submitting them to Gisela (who appreciates receiving them in a plastic folder all at once).

If a participant’s work situation changes, or new participants are added to a group, you must notify Gisela. For Themes, this is particularly important as it involves an adjustment of account codes for salary payments.

**Visiting researchers:** Visiting researchers participating in themes are employed by the institute.

All matters concerning visiting researchers are primarily handled by Eva. These include offers, agreements, travel bookings, accommodation, discussions about salary, etc.

Theme coordinators are requested to provide the exact working period for their visiting researchers, as early as possible (and no later than one month in advance). This is particularly important, as we need time to secure good accommodation for our visiting researchers.

The coordinators are to inform their prospective visiting researchers about what the institute can offer. Essentially, this involves contractual salary for the *corresponding post* at Lund University (or remuneration for brief visits), accommodation and a workspace at the institute. Upon request well in advance, we may be able to provide accommodation for an accompanying person as well.

In case of more detailed questions, the visiting researcher should be referred to Eva, who will also contact visiting researchers who have agreed to participate in a Theme.

**Processing of theme and ASG costs**

**Invoices**: Provide Gisela as the reference, and include the name of the group! The invoice is to be sent to Lund University, Pufendorf Institute (cost centre 859536), Box 188, 221 00 Lund. You must also submit the relevant supporting documents to Gisela by email at the same time or in advance.

If you for some reason should receive an invoice in Lupin/Proceedo, look up Gisela’s name under ‘Other reviewer’ and forward the invoice directly in the system without review. If you should receive a paper invoice, send it by post to the address above.

**Travel and expenses by LU employees:** Log in to Primula web as you normally would to report travel/expenses. Change the department cost centre to the Pufendorf Institute’s cost centre, **859536.** Each theme/ASG has its own account at the cost centre – scroll down and find the right one. The activity is 21. The complete travel expense report, with the original receipts, is to be submitted to Gisela for further processing.

**Travel and expenses by non-LU employees:** In most cases, the groups will book their own travel for visiting lecturers, see below under ‘Travel and accommodation’, but in some cases the visitors may want to or be required to make their own travel arrangements.

(Detailed information about processing these expenses will be available in October).

**Remuneration**: Giving lectures is usually part of a visitor’s job. However, if a visiting speaker is unable to give a lecture as part of their ordinary duties (it may even involve a loss in salary), the institute can offer remuneration of approximately SEK 3 000 per session. Please note that LU employees may **not** receive remuneration, only salary. Talk to Eva/Gisela and agree with your visitor about remuneration. This must be done *in advance*.

For Swedish visitors, we need their personal identity number, full name and address as well as their bank details (clearing **and** account number). For international visitors, we need to apply for special income tax for non-Swedish residents (SINK), which can take approximately 8 weeks to process and requires copies of their passports and additional bank details. Put the visitor in touch with Gisela.

**Communication**

**Website**: Eva is responsible for the institute’s website, [www.pi.lu.se](http://www.pi.lu.se). On it, each group has a main page with a project description and contact details to each of the participants. Website authorisation may not be delegated, but the pages are designed in consultation with Eva and Cecilia. If you would like one or more subpages, we are happy to arrange it for you. We can also include links to your own blogs or other webpages that you can edit yourselves. However, we ask that you do not build a parallel webpage somewhere else, but use your webpages on the institute’s website as the main entry point and reference.

**Who does what on the website?**
The coordinators submit complete presentation texts in Swedish and English to Eva. If have blog, for example, remember to comply with the University’s guidelines with regard to images and graphics. If you have any questions, please contact Cecilia.

On completion of your Theme/ASG, your pages will be removed from the *What we do* tab, and instead be presented in PDF form under *Previous activities*. Remember that you may need to rewrite certain links on any external pages.

We recommend you to make with a plan for your group’s online presence after its formal completion, together with Eva and Cecilia.

**Calendar**: We have a calendar for the institute’s activities on our website. We are happy to include your events. If you want, we can also add them to the central LU calendar so that they are shared with a larger group.

If you want to include something in the calendar, please contact Eva **well in advance** and provide the date, time, room, title and speaker as well as a brief descriptive text (in both Swedish *and* English). Indicate whether it is an open or closed event, and whether or not you want it posted in the LU calendar.

**Planned communication**

The institute wants you to have a communication plan. Not necessary an advanced plan, but the institute would like the group to reflect on their wishes, opportunities and needs, and discuss them with Eva and Cecilia.

Cecilia works primarily with the institute’s strategic communication and social media, but she also manages the institute’s overall research communication and can assist the groups with planning, support and advice. Contacts with LUM are preferably arranged through Cecilia.

**The Pufendorf Institute on social media:**

Facebook: [facebook.com/pufendorfinstitutet](https://www.facebook.com/pufendorfinstitutet/)

Twitter: [PufendorfIAS\_LU](https://twitter.com/PufendorfL) ([@PufendorfL](https://twitter.com/PufendorfL))

YouTube: [The Pufendorf IAS\_LU](https://www.youtube.com/channel/UCoVeviOpAux0MjV8GLCCL3g)
LinkedIn: [The Pufendorf IAS\_LU](https://www.linkedin.com/in/the-pufendorf-ias-lu-080732143/)

**Video**: The opportunity for video recording and video conferencing is available as a service that we can order through LU Conferences.

**Travel and accommodation**

All booking and ordering must comply with LU’s procurement agreements. If you have any questions, please consult with Eva and Gisela.

Themes and ASGs are responsible for booking travel and arranging accommodation for their visiting lecturers (but *not* for visiting guestresearchers, as this is Eva’s responsibility). Travel shall be booked through the Egencia travel agency (+46 40 66 8390) and billed to the institute directly, see **Invoices**. Remember to CC or email information about bookings to Gisela. It is also possible to book transfers through Egencia. We recommend prioritising public transport (i.e. train transfer Kastrup–Lund, airport shuttle bus Sturup–Lund) and only to take long rides by taxi in exceptional cases, e.g. if a visitor is experiencing physical discomfort, or after a particularly difficult long flight. Remember to include the email address and mobile phone number of the traveller when booking.

**Arrangements in case of long stays and visiting researchers**: Before booking accommodation for a week or longer, please contact Eva.

**Events**

**Booking of premises**: We want you to conduct as many of your seminars and other events as possible on the Pufendorf Institute’s premises. To book a room, email Bengt. Wait for confirmation before you send out invitations or ask Eva to post the event in the calendar!

**Food and drink via catering**: Booked by Bengt via email. Submit any preferences, number of participants and special dietary restrictions at least two days in advance for small orders (up to 20 people for dinner, coffee or lunch). Bear in mind that major events and large orders require more advance notice. A list of participants including their affiliation (“LU” is sufficient for LU employees) and event programme must be sent to Bengt no later than one week in advance (if the order includes more than just coffee and pastries).

*You must comply with LU’s rules regarding food and drink!*

Coffee/tea and pastries are generally approved for both small and large groups of people; lunches and external entertainment, however, are subject to special regulation. In case of uncertainty, please contact Gisela.

**External entertainment:** Restaurant visits are preferably to be invoiced, see **Invoices**.If this is not possible, we would like *one* person to cover the expenses and go through the procedure for **Travel expense reports/reimbursements**. For payment to be made, you must provide Gisela with a *list of participants* and their affiliation.

**Major events**: Groups that are planning major events should inform the institute as early as possible. The institute takes greater overall responsibility for major events than for lectures and seminars, and Eva, together with the coordinators, can plan a budget, make orders and handle registration, bookings, deadlines, etc. For joint planning of a final symposium, for example, please contact Eva/Gisela at the start of the spring semester at the latest.

**Printed material**

**Posters, flyers, etc**: If you want us to design printed material using your images and texts, you must contact us at least two weeks in advance. You can always design your own material, but then it must be submitted to Eva and Gisela for proofreading well in advance before printing. You must comply with LU’s graphic profile, and the Pufendorf Institute’s name must be used in the same way as in our templates.

**Presentations**: In connection with open lectures and major events, we want you to use the LU PowerPoint templates etc. We suggest that you add Pufendorf Institute’s logo. This can be obtained from Bengt, who can also create custom templates for your group if requested.

**Premises**

The group members will automatically gain access to the building with their LU cards, provided that Bengt has received an accurate list of the participants. If you have any problems, simply contact Bengt.

**Ground floor**

The *auditorium* seats 50 people in folding chairs (movie theatre style) and about 24 in a U-shape. It is equipped with two projectors, a computer, audio system and a visualiser.

The *seminar room* seats 12 people, and is equipped with a projector.

**Second floor**

The *large conference room* seats 14 people at the table. If you want a different type of seating arrangement, talk to Bengt. It is equipped with a visualiser and two screens for making presentations.

The *seminar room* is called the *Lydia Rydberg room*. It seats 12 people, and video conferencing is an option. It also has a large screen for making presentations.

The *sculpture hall* is considered the living room of the institute. It can be used for many different purposes but is mainly a common area. You are welcome to sit here and work, talk, hold gatherings or have lunch, but if you are a large group, please notify Bengt to avoid any clashes.

The *kitchen* is available to our Themes and ASGs and their guests. Many people work here, and we are all responsible for maintaining a pleasant environment.

**Third floor**

Here you will find offices with one or more workspaces. All groups and visiting guestresearchers are assigned an office at the institute for the time that they work here.

**Basement**

In the basement, there is a resting room with a bed. Due to fire safety regulations, the room can under no circumstances be used for overnight stays.

**More information about the building**

**Locks:** To access the building, you need authorisation and a code. To access the rooms with the glass doors, you must first activate your card on the card readers, located to the right on the wall featuring Samuel Pufendorf’s portrait.

From the inside, the doors to both entrances are to be opened with the *lock button* *– do not use the safety handle!*

**Alarm**: The alarm is activated 24 hours a day, but set so that you can have your windows open between 07:00 and 19:00. If you open a window during other times, the alarm will go off and summon the security guard; please avoid doing so as we will have to pay for their call-out. For whatever reason, if you set off an alarm, wait for the security guard to arrive and identify yourself.

**Parking of vehicles/bicycles:** The institute is in charge of allocating the parking spaces on its premises; one-day permits can be obtained from Bengt. LU employees must also have a parking permit for zone C. Bicycle parking is located behind the building and at the entrance from Biskopsgatan. To ensure access for the emergency services, you are not allowed to park your bike in front of the entrances.

**Faults in the building** are to be reported to Bengt. In case of emergency and Bengt is not available, call *Michael Jakobsen*: 0730 49 7300 or 046 31 13 10 *Securitas*: 222 07 00

**Accidents and fire safety**

All Theme members will receive a presentation on **fire safety** and instructions on what to do in case of an **accident**. Contact information for the **next of kin** will also be gathered at that time. If you are unable to attend, please contact Bengt. The institute will call you to a safety inspection sometime next spring. Anyone working in the building on that day is expected to participate.

**Evacuation plans** are displayed by the lifts on all floors. Fire extinguishing equipment is located by the lifts and opposite the offices.

**In case of an alarm**:

* *First floor* is evacuated through the main entrances.
* *Second floor* is evacuated via the fire escape (through the window in the large conference room).
* *Third floor* Take the spiral staircase second floor. Evacuate via the fire escape (through the window in the large conference room).

The assembly point is located in front of the main entrance.

**IN CASE OF EMERGENCY**

• Save people in immediate danger, warn others

• Call the emergency services (dial 112)

• Extinguish or contain the fire

• Evacuate the building

• Meet the emergency services

**Contact**

*Visiting address*: Biskopsgatan 3

*Postal address*: Pufendorfinstitutet, Box 117, 221 00

*Delivery address*: Sölvegatan 2

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