

ARK process SAI spring 2024 - suggested measures

Measures	Description	Responsible	Time frame
Welcome new employees			
Buddy system for new employees	Pair new employees with a buddy who can assist them with workplace-related questions, include them in common lunch.	Head of Department / Head of office	By summer 2024
Teaching			
Earlier overview of the hourly teaching accounting	A set deadline each semester when the accounting is finished	Study coordinator / Head of Department	By autumn 2024 will the teaching accounting be sent out in the second half of August for the spring semester and the second half of January for the autumn semester. Employees are asked to correct and sign the sheets by 1 September and 1 February.
Earlier information about teaching resources Transparency regarding teaching distribution Keep: Teaching opportunities	Better information flow about available teaching resources Temporary staff want to keep the possibility to teach	Study coordinator / Head of Department Head of Department / Head of Education Head of Department and Head of education	With the new routine described over we will have a better overview of teaching resources earlier.
Presence / common events			
Presence – togetherness (obligatory to excuse oneself)	Be present at SAI whenever you are not travelling / doing fieldwork. All fast-vit should come to the fastvit-meeting	Everyone	May 2024 The first one will be included in the summer seminar 13 June.
Regular, biannual research presentation seminar Admin seminar outside ESH once a semester Independence must be maintained Keep: The common lunch Keep: Summer party as an evening event and Christmas lunch as a day time event Keep: The safe environment, openness and diversity	Some staff members would like more after work meet up	Head of Department / Head of Office Admin / Head of Office Everyone Everyone Everyone is welcome to take initiatives / Head of Department / Head of Office Everyone / leaders	The first one is planned in the end of August
Premises			
Establish a resting room / hvilerom at the 8th floor	Establish a designated area where employees can take a break, relax, and recharge, i.e. use one of the multirooms at the 8 floor. As we share this floor with ISV we need to check if this is OK for them.	Head of Office	By summer 2024
Leaving SAI			
E-mail list PhD alumni	Create a PhD alumni network on email or WhatsApp	Temporary staff represented by Meghna Roy	By summer 2024
Keep: Post-contract access to digital infrastructure	PhDs who have not handed in their thesis within their contract period can be granted guest researcher status for some months after their contract have ended.	Head of Department / Head of Office	
Utopia			
Keep småforsk to fund reading and research groups Utopia - Maintain open SAI PhD positions	Småforsk will be back once the financial situation improves Open universitetsstipendiat positions should be a priority within SAI's Department of knowledge quota		