

## **The merge between the Department of Neurochemistry and DBB.**

The Faculty of Science has decided that the two departments should work out a plan for how this merger can be done and how functions like economy, education, PhD program etc will be handled at the new department. The formal decision by the board of the Faculty of Science will be taken at the meeting October 18, but the plan should be submitted from us September 21. The new department will start January 1, 2018.

There are in other words a lot of issues that need to be discussed and decided. Einar and Lena, the present Heads of department, have asked Stefan Nordlund to coordinate the process to work out the plan. This will be done together with representatives at each department and Ann Nielsen will coordinate all contacts with the central administration.

Some issues have already been clarified and discussed at the Department board of each department and these are listed below. There will be continuous information about the process starting Wednesday June 14, but if questions arise, don't hesitate to contact Einar, Lena, Ann or Stefan. Please do also discuss with the people involved at each department.

Here are the issues that have been discussed and settled:

**1. Name of the new department.**

*Department of Biochemistry and Biophysics, DBB, (431).*

**2. PhD programs.**

*No change from present. The General Study Plan (ASP) for Neurochemistry with Molecular Neurobiology, will be rewritten to have the same format as the one for Biochemistry. The PhD students already accepted with the present ASP will continue according to that, but students accepted from 180101 will follow the new ASP. There will be one Director of studies taking care of all PhD programs at the new department.*

**3. Units within the new department.**

*There will be no units; there are none at DBB now. All research groups are treated as equal, i.e. as separate research groups.*

**4. Educational programs at the basic and advanced level (1<sup>st</sup> and 2<sup>nd</sup> cycle).**

*All present courses and programs will be offered for at least one year. A revision of all courses and programs at the new department will be initiated to establish how we best can use the total expertise at the department. At least initially, there will be one Director of studies for the courses given by Neurochemistry, one for the advanced level at DBB and one for the basic level at DBB.*

**5. Department board and head of department.**

*The Vice-Chancellor will decide on a new composition of the board for the new department, with a secured representation for Neurochemistry and in addition there will be one more board member representing the PhD students. In December there will be an election to the new board. An election committee with the task to work out a proposal of board members will be appointed. Lena will continue as head of department.*

**6. Premises.**

*No research groups or facilities will have to move, although the administrative personnel of the new department should be co-localized. However, the total space will be regarded as one, and groups and people will be localized where it is most efficient from a scientific point of view. This will be a subject for further discussions, e.g when new coworkers are recruited. New signs etc in halls and at doors will be needed.*

**7. Email and accounts.**

*All at the new department will have [firstname.surname@dbb.su.se](mailto:firstname.surname@dbb.su.se) as address. The addresses for Neurochemistry will work as aliases. The new addresses will be in effect from 180102/3. IT&Media has been contacted and are working with us on this.*

**8. Economy.**

*All projects and accounts will be transferred to DBB (431) from 180101. The balance of the accounts at Neurochemistry will be transferred when the closure has been finalized. The central Economy administration is already involved. Ann and Sylvia are working on understanding the economical situation today and for the coming years.*

**9. Personnel.**

*Administrative transfer of all personnel at Neurochemistry will be in effect 180101. The central HR department has already been contacted.*

**10. Home page.**

*A new home page will be developed, although probably not published until a couple of days into the new year. All information about Neurochemistry will be kept, and the personnel will be listed together with all others at DBB. The present web address of Neurochemistry will be a link to the new page. Marie-Louise and Alex are already working on finding the most attractive and informative layout for the new page.*

**11. Archives.**

*The new department must have a common archive, which means closing of the ones now in operation and creating a new. Work is ongoing and the central administration has been contacted.*

**12. Risk analysis.**

*When a major change in organization, such as this merger, is decided, a risk analysis of the working environment has to be made. The risks that are to be identified are only those in the working environment, i.e not for example risks related to teaching or research. Each department has appointed a group of people to handle this, although at the end it is the head of department together with the safety officer(s) that have to finalize the analysis.*

*The work has begun and a web-based questionnaire will be sent to everyone. The answers will be anonymous. From that and meetings with the personnel the risk analysis will be formulated. There will be one for each of the present departments. In addition one for the new department based on the ones for the present departments.*

**Time line**

June 14	Information meeting followed by summer party.
June 19	Questionnaire for the risk analysis will be sent out. Answers to the two questions should be more or less directly.
End of August	Meetings to discuss risk analysis.
During the fall	Joint staffmeeting for the PIs at the two departments, retreat for the TA-personnel, joint meetings for the PhD student councils.
September 21	The plan for the merger should be sent to the Faculty of Science
October 18	The board of the Faculty of Science takes the formal decision to suggest to the University Board that the merger should be done.
October 27	Information about the merger is given at the University Board meeting.
December 1	The University Board takes the decision. Before that negotiations with the Unions at Stockholm University must have been completed.  The same day the Vice-Chancellor should hopefully take a decision on the new composition of the department board, although we should work on this during the fall with the assumption that this decision will be taken.
December	Elections to the department board.
December 5-6	Overnight retreat for all personnel at the new department. Presentations of research projects, meetings in the TA-personnel group. Christmas party.