

Job hunting

Key terms

Payments

# New to the unemployment benefit system?

Guide to the most  
important aspects



tænk større

# Dear member,

In this booklet we present the subjects – and answer the questions – that our members are typically uncertain or curious about.

Over 30,000 pages of employment legislation can lead to a lot of uncertainty – *have I understood this correctly – will some rule or other have financial consequences for me?* If you start by reading the next few pages, you will be on firmer ground.

Many of the terms used are quite specific, and we have therefore also used the Danish word in cases where we think you need to be aware of the Danish terms used. For example, “unemployment benefit” is called *dagpenge* in Danish.

Kind regards,

**Marianne Rossander**

Vice Director

January 2020



PS: Please also note our new online self-study programme (pages 18-19), which in just five minutes covers all of the most important unemployment benefit rules.

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# You live in the City of Copenhagen, the City of Frederiksberg, the City of Aarhus or the City of Odense

**See when you have to attend meetings at your unemployment fund and at the job centre**

The Danish Parliament (Folketing) has determined that nine unemployment funds, including MA as the only unemployment fund for academic graduates, will handle all contact with their unemployed members during their first three months of unemployment. This means that during your first three months of unemployment you do not need to attend meetings at the job centre, but solely at MA.

## **Welcome interview ("velkomstsamtale")**

After you have registered as unemployed at jobnet.dk, within 14 days we will invite you to an individual welcome interview.

Prior to this interview, it is important that you take the online self-study programme which presents the rules, and we refer and link to this programme in our letter of invitation (see pages 18-19).

You must upload an application and a CV in the joblog. At the welcome interview, we need to spend as much time as possible on discussing your job opportunities and application material, so that you can get started without delay.

Remember! When you are called to attend meetings, you must book the meeting yourself. You should therefore check the self-service portal for invitations from MA and e-Boks for invitations from your job centre.

	1st month	1st-3rd month	4ht-6th month	7th-24th month
MA	Welcome meeting	Availability meeting	Availability meeting	Availability meeting as required
Jobcenter			1 interview every month	1 interview every 3rd month
MA/ jobcenter		Joint meeting	Joint meeting	Joint meeting after 16 months' unemployment - intensified efforts

# **You do not live in the City of Copenhagen, the City of Frederiksberg, the City of Aarhus or the City of Odense**

**Or you became unemployed before 1 January 2020**

**- see which meetings you have to attend**

After you have registered as unemployed at jobnet.dk, within 14 days we will invite you to an individual welcome interview ("velkomstsamtale"). Prior to this interview, it is important that you take the online self-study programme which presents the rules, and we refer and link to this programme in our letter of invitation.

You must upload an application and a CV in the joblog. At the welcome interview, we need to spend as much time as possible on discussing your job opportunities and application material, so that you can get started without delay.

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# The self-service section: “Selvbetjeningen”

“Selvbetjeningen” (the self-service section) is your main channel of digital communication with MA (we do not use e-Boks) – and for security reasons you must log in using NemID. This is where you complete your unemployment benefit card (“ydelseskort (dagpengekort)”), find forms and keep your joblog (pages 16-17) updated. This is also where you can find your letters from and to MA – all letters and messages are sent digitally.

You have your own inbox and sent mail, so that you can always (re)view mail to and from us. Please make sure that your e-mail address at “Selvbetjeningen” is correct (Post, Indstillinger) – then you will get an automatic e-mail advice when there is mail from MA for you. You can also register your mobile phone number and get text message alerts. Section on the website ▶ [Selvbetjening](#)

A-kassen for  
humanister og scienter

Forside

Post 2

Status

Udbetalingskalender

Dagpenge Efterløn Ferie Job og møder Medlemskab

## Post

Indbakke Sendt post Skriv besked Indstillinger

Sendt som brev

Dato	Emne	Beskrivelse
02-06-2017	Dagpenge	Dit frivillige arb

# Being available for work – what does it mean?

- You must be registered as unemployed at jobnet.dk, and have uploaded an approved CV to this site within two weeks.
- You must be actively looking for work – also when you are in an activation placement. You must register your job searches in the joblog.
- With one day's notice, you must be able to start work/activation, or attend a job interview or meeting with the job centre/secondary operator/MA. You must attend when required to do so.
- You must stay in Denmark and check your mail on a daily basis, including digital messages, invitations, etc.
- You must follow My Plan ("Min plan") on jobnet.dk.
- You must be available for employment, and there must not be anything to prevent you from working.

Only MA – not the job centre – can approve your availability ("rådighed"). You must be available for employment in order to fulfil one of the central insurance conditions in the system, and thereby be entitled to receive unemployment benefit. More details on the website ▶ [Kort om dagpenge](#) ▶ [Sådan står du til rådighed](#)

## **Actively looking for work – what does this mean?**

- Your job searches must be realistic and serious.
- You must apply for several jobs during each week that you are unemployed.
- You must apply for advertised positions. You must look for employment in the way that is customary for the relevant sector/occupation category.
- If there are not enough jobs to apply for within your professional area, you must also apply for jobs in other professional areas.
- You must continuously expand the breadth or change the direction/strategy of your job searches.
- You must apply for jobs as stated in the Job search requirements.
- Since you hold unemployment insurance on a full-time basis, you must apply for full-time positions every week, even if you have part-time work.
- You must primarily look for jobs in the Danish labour market.

# What is counted as looking for work?

- Written applications for advertised full-time positions. Is always included. In principle, you must submit written applications for advertised full-time positions every week, when you are looking for work in the academic and related areas.
- Verbal job applications. May be included. This is subject to the condition that it is normal procedure to apply for this type of job by attending in person, and that the person you are in contact with has the authority to make new appointments.
- Job applications by telephone. May be included as a supplement, if the person you are in contact with has the authority to make new appointments.
- Networking activities. May be included as a supplement. As a rule of thumb, this will be included if the person you are in contact with has the authority to make new appointments, can grant project funds, or offer you paid assignments, etc. If they can “only” give you information, this is not included.
- Job interviews. Included as a supplement.
- Unsolicited job applications. Included as a supplement.

## **What is not included?**

- Applications for wage subsidy jobs ("løntilskudsjob") and company internships ("virksomhedspraktik"), meetings/courses at MA, the job centre or secondary provider, or attendance of networking events for the unemployed, etc. do not count as looking for work. Even though research is important, it is not included in terms of fulfilling the availability requirements.

In general terms, we look at the results! If your job search strategy results in interviews, paid assignments, project appointments or similar, it will make sense to continue this strategy.

If you do not have any success, however, you will be asked to try a different strategy. This does not mean that you may not apply for jobs within the area or in the way that you prefer. But it does mean that you must supplement this with other professional areas, methods, etc.

# Key terms

## Aktivering ("activation", job centre)

You have the right – and duty – to be “activated” at least once during your period of unemployment. Activation might be courses in writing job applications, virksomhedspraktik (company internships) and løntilskud (wage subsidy jobs) (i.e. ordinary jobs subsidised for a period by public funds).

You have to be activated after a total of six months of unemployment. However, you could in principle be activated from your first day of unemployment and throughout your period of unemployment. You may also take the initiative to arrange your own activation, and even on multiple occasions. More information on the website ▶ [Aktivering](#)

## Min plan ("My Plan", job centre)

'Min Plan' is an agreement concerning activation, among other things, which you draw up together with your job centre or MA, if you are covered by the unemployment fund trial (see pages 4-5). You have a duty to comply with My Plan in order to retain your right to unemployment benefit. More information on the website ▶ [Min plan](#)

# When you get a job

No later than six weeks before you start in your new full-time job, you must notify your job centre – or MA, if you are covered by the unemployment fund trial (see pages 4-5).

As from this date, you no longer need to apply for jobs or attend meetings at MA or the job centre.

You must document your new job with a signed agreement from your coming new employer.

**ma**  
A-klassen for  
humanister og scient'er

Dagpenge Efterløn Ferie Job og møder Medlemskab

**Min oversigt**

**Post**

**Status**

**Udbetalingskalender**

**Log ud**

Kasper Mølgaard

## Opret joblog

**Jobsøgning**

**Status**

Ikke søgt	Søgt	Samtale	Afslag	Fik jobbet
-----------	------	---------	--------	------------

**Ansigtningsdato \***

01-06-2016

**Stilling \***

Kommunikationsmedarbejder

**Jobnet URL**

www.fake-url.dk

**Timer \***

Fuldtid  Deltid

Hvordan fandt du jobbet? \*

# Din joblog

**On a weekly basis,** you must register all of your job searches in your digital joblog. You can find it in MA's "selvbetjening" and on your personal page at jobnet.dk. Any changes will be made on both portals, so you only need to make the changes once.

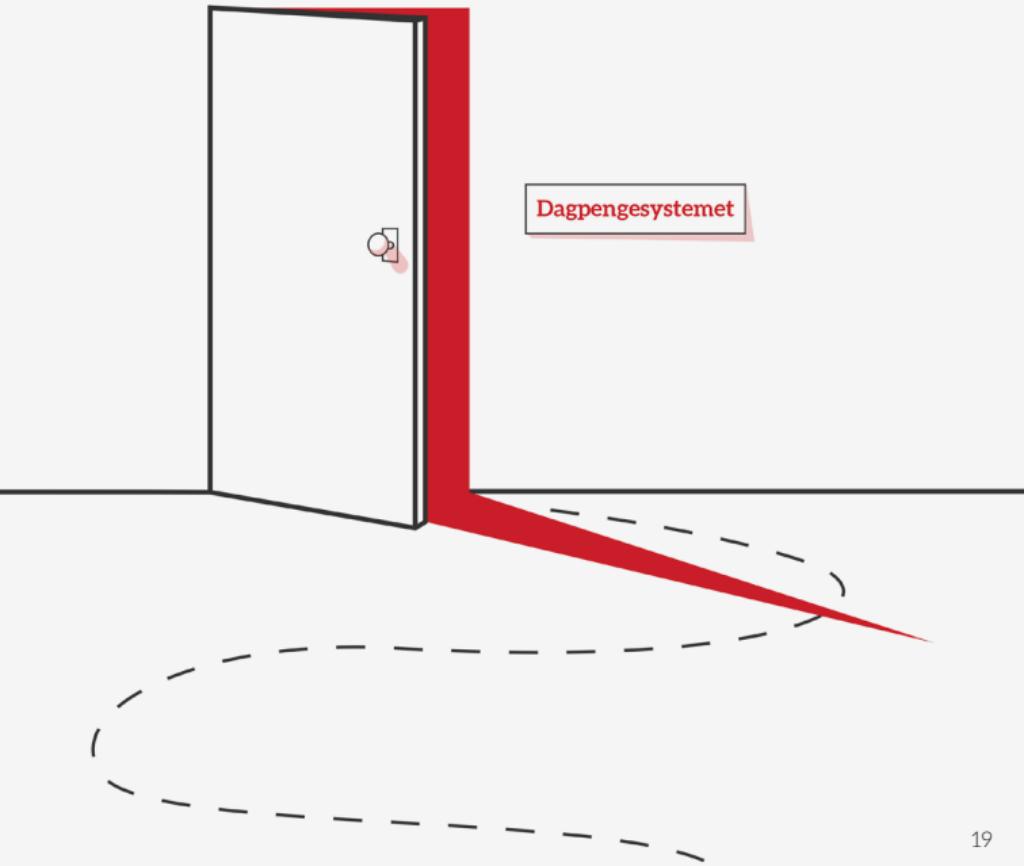
Both MA and the jobcenter/secondary operator ("anden aktør") have access to view your joblog. You must upload an application to joblog at least once a month.

# **Self-study: Digital introduction to the unemployment benefit system**

Besides this booklet, MA also offers an online self-study programme, in which the most important unemployment benefit rules are covered in just five minutes – and you can also test yourself.

Visit ▶ [ma-kasse.dk/self-study](http://ma-kasse.dk/self-study)

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# Get targeted inspiration

We would like to send you targeted newsletters with inspiration and knowledge, to help you find a new job more quickly.

So please take a few minutes to update your profile via the links at the end of the newsletter – then we can better match our communication to your interests.

## Nyhedsbreve efter dit hoved

**Skriv venligst**, hvis noget virker ulogisk - og opdater/tilføj gerne i forhold til kontaktoplysninger og dine interesser - tak!

Email: \${AKA\_KUNDE\_EMAIL}

RET

Telefon: \${AKA\_KUNDE\_TELEFON\_1}

RET

Anfør dine interesser (hvis du vil have mere relevant viden):

RET



# Offers for MA's members

Use us from the very first day, so that you quickly find a job.

At MA we offer you

- ✓ Access to a wide range of workshops, theme days, events, sector events, open feedback ("åben feedback"), company visits, etc.  
See the website ▶ [Kurser og møder](#)
- ✓ Access to individual career interviews ("karrieresamtaler")  
– book via the website ▶ [Karrieresamtale](#)
- ✓ Access to insurance advisers who know all about Danish unemployment benefit legislation.
- ✓ Get targeted inspiration (see above page).

# Your benefits overview

You can keep a close eye on your use of unemployment benefit when you log into "Selvbetjeningen" (the self-service section) or into jobnet.dk (see opposite page). Your unemployment benefit entitlement is for 3,848 hours (equivalent to two years). This is equivalent to 160.33 hours per month.

You only "spend" the hours for which you receive unemployment benefit – so that if you e.g. work three days in one week, and receive unemployment benefit for two days, you will only "spend" 14.8 hours of the month's 160.33 hours. The rules for work supplemented with unemployment benefit are described on pages 24-25.

## **Flexible extension ("fleksibel forlængelse")**

For every hour that you work, and are paid a salary, you can extend your unemployment benefit entitlement by two hours. An example: You have had 30 hours of paid work while receiving unemployment benefit. You can "exchange" these hours for 60 hours' unemployment benefit, if your entitlement to unemployment benefit is about to expire.

Thanom Ljuben Ghafuri > [Log ud](#) > [Læs højt](#)

**MIN SIDE**

[MIN KALENDER](#)

[MIN PLAN](#)

[MINE MODDER](#)

[MINE DAGPENGE](#) ▾  
-> [Dagpengetællere](#)

> [Tællere for supplerende dagpenge](#)

[MIN BESKEDBAKKE](#)

[MIT FRAVÆR](#) ▾

[TIL- OG AFMEDLING](#)

[MIN PROFIL](#) ▾

[MIN HISTORIK](#)

[INDSTILLINGER](#) ▾

Forside > Min side >

## Dagpengetællere

**Velkommen Thanom**

Her kan du følge med i dine opsparede arbejdstimer og dit dagpengeforbrug, samt forventet udleb af din dagpengeer.

Visningen tager udgangspunkt i den dato, du blev indplacert på dagpenge 10 aug. 2015 - og frem til dit dagpengeforbrug senest er opgjort.

**Vær opmærksom på**

Data indberettes af din a-kasse løbende og mindst én gang om måneden. Data indberettes, fx når der er udbetalt dagpenge eller når din arbejdsgiver har indberettet dine arbejdstimer til SKAT senest den 11. i måneden efter, at du har arbejdet.

**Karens**

Start Seneste dato I dag

Du kan periode 1 arbejdsdag

På Jobnet.dk viser vi kun hele tal. Din a-kasse kan have indberettet med decimaler/kommatal. Du kan finde de præcise decimaler/kommatal, når du klikker på informations-ikonerne, der er markeret med i.

**PRØV AT TILFØJE TIMER** →

## dagpenge-forbrug

med i, hvad du bruger, og hvad du har tilbage af din dagpengeperiode.

773 timer brugt

du får dagpenge uafbrudt, udlæb din enge-periode den No date

# What are you allowed to do while you are receiving unemployment benefit?

## Supplementary benefits ("supplerende dagpenge")

If you work less than full time, you can receive supplementary benefit, provided that certain conditions are fulfilled. You must still be registered at jobnet.dk, you must be available for full-time employment, and you must be actively looking for a full-time job. You can only receive "supplerende dagpenge" if you can give up your part-time job with immediate effect – otherwise you must obtain a release certificate ("frigørelsесesattest"). You can receive "supplerende dagpenge" for 30 weeks in total. If we are to pay out less than 14.8 hours per month, no payment will be made. More details on the website: ▶ [Supplerende dagpenge](#)

## Job hunting in an EEA country

You can receive up to three months' unemployment benefit while looking for a job in an EEA country (EU + Norway, Iceland and Liechtenstein). You can also receive unemployment benefit if you are to attend an employment interview abroad. Contact us before you travel, to make sure that the formalities are observed. More details on the website ▶ [Jobsøgning og samtaler i udlandet](#)



## Fee-based work, freelance work and self-employment as a sideline occupation ("selvstændig bibeskæftigelse")

The rules in this area are complicated and cannot be presented in a booklet. The unemployment benefit system has been developed for salaried employees, so that free agents, freelancers and temporary employees can easily lose their way. So make sure that you ask MA! Start with the brochure shown

- [Aktiviteter imens du er på dagpenge](#) – and also visit the website section
- [Arbejde på dagpenge](#)



## Voluntary, unpaid work ("frivilligt, ulønnet arbejde")

If your leisure activities cannot be compared with paid work in any way, you can continue them without problems. Before you accept voluntary work in e.g. an organisation, you must apply to MA for approval of this while you are receiving unemployment benefit. More details on the website

- [Frivilligt, ulønnet arbejde](#)

# Unemployment benefit card: “Dagpengekort”

**Each month**, you must submit your ‘dagpengekort’ (also called ‘ydelseskort’). You can do this as from the 6th last banking day of the month. You will be notified by MA when your “dagpengekort” is available in “selvbetjening”.

You will have to guess about the last days of the month when you complete the “dagpengekort”. You will receive benefit for these days on an on-account basis, and we will make the necessary adjustment at the end of the next month, when we have the details from the Danish tax authorities (“SKAT’s eIndkomst”).

*NB: You must complete and submit the card by no later than 23.59 on the business day after it becomes available. You will then receive your unemployment benefit on the last banking day of the month, paid into your “Nemkonto”.*

If you complete your card later than one month and ten days after the end of the month – i.e. later than 10 March 2020 concerning benefit for January 2020 – it will no longer be possible to receive benefit for January 2020.

This is where you  
can find your  
'dagpengekort'  
('ydelseskort')

Click on the  
"Dagpenge" tab in  
"selvbetjening".

Select "Indsend  
dagpengekort"  
- and select month.

Video guide, etc.  
on the website:  
► [Ydelseskort:](#)  
[Dagpengekort](#)  
[og efterlønskort](#)

Vejledning      Gem

## AR272 - Dagpengekort

Har du i perioden haft arbejde eller indtægter, holdt ferie, været syg eller har der været andre forhold, der kan begrænse din ret til arbejdsløshedsdagpenge?

Ja

Nej

Har du i perioden fået udbetalinger fra en privat tillægsforsikring?

Ja

Nej

Næste

1/3

# How to complete your 'dagpengekort' ('ydelseskort')

► Sådan udfylder  
du dit ydelseskort

A kasse for  
humanister og science

Dagpenge

Kort om dagpenge

Dagpengerform: Nyt i 2027

Guides for myledige

Satser og udbetallinger

Arbejde på dagpenge

Ledig efter egen tilskomshed

Ferie, sygdom og børn

Udlandsturhold

Ud af dagpengesystemet

Sådan udfylder du dit ydelseskort

Som ny i a-kasse-systemet kan lidt hjælp til korrekt udfyldelse af ydelseskortet i selvbetjeningen være tilstrægt – her har vi samlet en stribe konkrete råd. Skriv meget gerne til [input@ma-kasse.dk](mailto:input@ma-kasse.dk), hvis du vil foreslå yderligere forklaringer. (Find en målrettet guide til [efterfølgomstøtterne](#) her).

- + Udfyld altid kortet for HELE måneden
- + Hvis du er ledig UDEN arbejdstimer ved siden af
- + Hvis du er ledig MED arbejdstimer ved siden af
- + Sådan opretter du en arbejdsgiver
- + Sådan retter du i ydelseskortet, efter du har indsendt det
- + Hvis du er underviser med forberedelse
- + Fast ugentlig arbejdstid
- + Hvis du er ansat på kvote
- + Hvis du har honorararbejde

# Illness, holiday and maternity/paternity leave

**Illness:** Report your first day of illness at jobnet.dk. MA will be notified automatically. You must also report that you are ready for work again at jobnet.dk. When you are ill, your unemployment benefit becomes sickness benefit ("sygedagpenge"). You do not have to apply for jobs and attend meetings while you are ill. More details on the website ▶ [Sygedagpenge](#)

**Holiday:** Holiday must be registered no later than 14 days before starting the holiday, at jobnet.dk. If there are less than 14 days until your holiday, contact your jobcenter – or MA, if you are covered by the unemployment fund trial (see pages 4-5) – but you cannot be certain that it will be approved! You must apply for holiday benefit ("feriedagpenge") at MA's "selvbetjening" (self-service centre) – you will not receive it automatically. More details on the website ▶ [Ferie](#)

**Maternity/paternity leave:** If you are unemployed, you must notify us of your maternity/paternity leave around one week in advance. You must deregister from jobnet.dk when your maternity/paternity leave begins. We will notify Udbetaling Danmark that you have applied for maternity/paternity benefit ("barselsdagpenge") – and they will pay out your "barselsdagpenge". If you are unemployed after your maternity/paternity leave, you must register at jobnet.dk again. More details on the website ▶ [Barsel](#)

# Payment of unemployment benefit

You will receive unemployment benefit for 160.33 hours if you are entitled to benefit for the full month without deductions for work or anything else. The payment is the same, irrespective of the number of days in the month. The money will be credited to your "Nemkonto" on the last banking day of the month.

You can receive a maximum of DKK 19,083 before tax per month in 2020. We calculate your unemployment benefit rate on the basis of your best 12 months with A and B income and any profit from your self-employment within the last 24 months. You will retain your unemployment benefit rate throughout your period of unemployment. A new unemployment benefit rate will not be calculated for you until you have earned new entitlement to two years' unemployment benefit.

## **Especially for new graduates**

If you are a graduate without dependants, you can receive maximum DKK 13,644 before tax per month. If you are a graduate with dependants, you can receive maximum DKK 15,648 before tax per month. A new, higher graduate rate can be calculated after six months, if the graduate has had at least three months' paid work since graduating, and this income is high enough to give entitlement to unemployment benefit.

## How to read your payment specification

As a general rule,  
you will receive a  
payment specification  
in self-service on the  
day before the last  
banking day of the  
month.

► Sådan beregner  
vi antal timer  
til udbetaling

► Beregning af  
din dagpengesats

- + Eksempel 1: Du er fuldtidsforsikret og har ikke arbejde samtidig
- + Eksempel 2: Du er fuldtidsforsikret og har arbejdet 7 dage
- + Eksempel 3: Du er fuldtidsforsikret og har arbejdet fra den 15. til den 31. i måneden
- + Eksempel 4: Du er fuldtidsforsikret og har holdt ferie og arbejdet
- + Eksempel 5: Du er fuldtidsforsikret, har holdt ferie og arbejdet – og har været afmeldt Jobnet undervejs
- + Eksempel 6: Du er efterlønsmodtager og gør brug af 'tempeligt fradrag'
- + Udbetaling aconto: Gælder alle
- + En karensdag for hver fire måneders ledighed

# What is comparison of data? (“samkøring”)

If you have had some hours of work while receiving unemployment benefit, your working hours must be set off against your benefit entitlement. One hour's work is set off against one hour's benefit.

The unemployment funds therefore each month compare (“samkører”) your data with your employer's reports to SKAT (the Danish tax authorities).

If there is a difference between the two amounts, you will receive an adjustment letter from MA, with details of what you must do.

More information on the website ▶ [Samkøring - hvad er det?](#)

# Job search – hands on!

In this brochure, we have gathered our career advisers' expert advice on looking for a new job. Use the brochure – and use us.

You will receive the brochure at the welcome meeting – and you can always find it on our website ► [Brochurer](#)



# The website

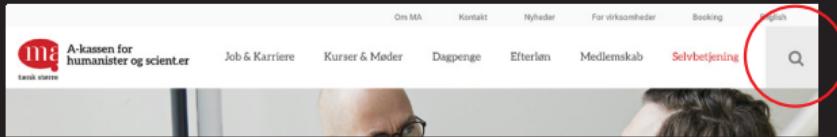
- 1 Search field at the top of all pages**
- 2 Service menus: About MA, Contact, News, For companies, Booking, English**
- 3 Our career advisory services**  
(first job, application and CV, job interview, competence review, job databases, etc.)
- 4 Current courses and meetings (events)**  
(welcome meeting, personal interviews, workshops, company visits, theme days, etc.)
- 5 Unemployment benefit rules**  
(payment rates and calendar, guides for newly unemployed members, work while receiving unemployment benefit, holiday/illness/maternity/paternity leave, abroad, etc.)
- 6 Early retirement rules ("eternalønsreglerne")**
- 7 Membership**  
(membership fees, membership advantages, wage insurance ("lønsikring"), etc.)
- 8 Self-service section ("selvbetjening")**  
(your main channel of communication with MA)
- 9 Selection of current events.**
- 10 Current topic, changed regularly.**

# ma-kasse.dk

The screenshot shows the homepage of the [ma-kasse.dk](https://www.ma-kasse.dk) website. The page features a top navigation bar with links: Om MA, Kontakt, Nyheder, For virksomheder, Booking, English, and a search icon. Below the navigation is a banner with a photo of two men. The banner text includes "A-kassen for humanister og scienter", "Om MA", "Job & Karriere", "Kurser & Møder", "Dagpenge", "Efterløn", "Medlemskab", "Selvbetjening", and "English". A red circle with the number 2 is positioned above the "Selvbetjening" link. A red circle with the number 1 is positioned next to the search icon.

Below the banner, there's a section titled "Et fagligt fællesskab med 80.000 humanister og scienter" with a "Derfor MA" button. To the right is a "Bliv medlem" button. A red circle with the number 3 is positioned above the "Et fagligt fællesskab" text. A red circle with the number 4 is positioned above the "Derfor MA" button. A red circle with the number 5 is positioned above the "Bliv medlem" button. A red circle with the number 6 is positioned above the "Selvbetjening" link in the navigation bar.

Further down the page, there's a "Kalender" section with a "9" in a red circle. A red circle with the number 7 is positioned above the "Kalender" section. A red circle with the number 8 is positioned above the "Selvbetjening" link in the navigation bar. A red circle with the number 9 is positioned above the "9" in the "Kalender" section. A red circle with the number 10 is positioned above a thumbnail image of three people in an office setting.



# Search – and find

There is a search field at the top of every page of the website – try it out! If you cannot find what you are looking for, write to ► [input@ma-kasse.dk](mailto:input@ma-kasse.dk)

So that we can fix this for you.

You are also welcome to suggest new topics for the next edition of this booklet.

