

25 April 2017

## Agreement on Cooperation at SIPRI

The parties sign this agreement pursuant to section 1.3 of the Agreement 2016-04-27 'Samverkan för framtiden' (Cooperation for the Future). As a result of this agreement, the annex to the central agreement regarding the interim provisions in MBA-S, ATS and AMLA-89 is no longer valid, for the duration of this agreement.

This agreement replaces the previous 'Local Agreement on co-operation at SIPRI' 2015-10-01.

This agreement replaces the employer's information and negotiation obligation under the Medbestämmandelagen (MBL, 1976:580) (Co-determination in the Workplace Act) sections 11, 12, 19 and 38.

Any earlier references in other SIPRI collective agreements to the cooperation agreement shall be taken to relate to this agreement.

### **1. Purpose**

The term '*Cooperation*' according to the Oxford Living Dictionary means '*The action or process of working together to the same end*'.

Cooperation at SIPRI is intended to occur on the basis of a holistic approach in which all employees are involved in the development of the institute.

Continuous dialogue and problem solving across different forms of cooperation are the best ways to make use of all employees' knowledge and experience. Such dialogue benefits the institute's wide range of activities and provides management with a sound basis on which to make decisions.

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The employees' collective responsibility for cooperation at SIPRI means that each individual has the opportunity to experience a more meaningful and fulfilling work situation.

Cooperation is also based on the understanding that the responsibilities and delegated decision-making structure of the institute are understood by and communicated to all staff.

## **2. Application**

This agreement is valid for all employees at SIPRI and applies only to matters relating to the relationship between SIPRI as an employer and its employees.

In the event that this agreement is not applied, negotiations will take place according to Medbestämmelagen (MBL, 1976:580) (the Co-determination in the Workplace Act).

### *2.1 Areas of application*

The following areas are included in this agreement:

- The work plan for the Institute
- The overall budget for the Institute
- Personnel development and performance assessment
- The work environment
- Organizational development
- Equal opportunities/non-discrimination
- Suggestions for improvements
- Other personnel matters that are not included in point 2.2

### *2.2 Excluded issues*

Issues that are not included in this agreement:

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- Redundancies
- Salary negotiations
- Termination of contracts
- Disciplinary matters
- Other questions that might affect or encroach on the integrity of the individual employee

### **3. Forms of cooperation at SIPRI**

Cooperation at SIPRI takes many forms. There are a number of forums in which staff members have an opportunity to express their opinions and become involved in decision-making processes. Among them are weekly recurrent meetings, Cooperation Group meetings, the Research Staff Collegium (RSC), all staff meetings, and performance assessments.

### **4. Cooperation Group and Safety Committee**

The form and content of the Cooperation Group are specified in Annex 1.

The SIPRI Safety Committee is a legally required body consisting of representatives of the employer and employees, and the Safety Officer. The form and functioning of the SIPRI Safety Committee are also specified in Annex 1.

Issues to be addressed in the Safety Committee are based on Arbetsmiljölagen (the Work Environment Act) (1977:1160), chapter 6, § 8–9. Under the terms of this agreement, and in accordance with the Act, the Cooperation Group carries out the function of the Safety Committee at SIPRI.

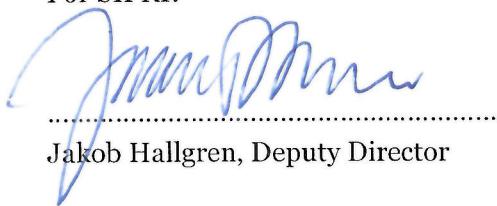
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### **5. Period of validity**

This agreement applies from 1 May 2017 until further notice with the possibility of termination by either party at any time. The termination, which shall be in writing, will be subject to a three-month notice period. The agreement may also be amended by mutual agreement at any time. If a party wishes to propose an amendment to this agreement, it does so at a Cooperation Group meeting.

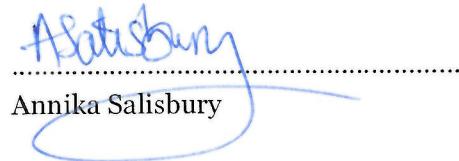
Signed in Solna on 25 April 2017

For SIPRI:



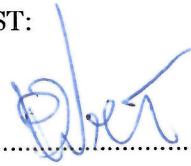
.....  
Jakob Hallgren, Deputy Director

For SACO:



.....  
Annika Salisbury

For ST:



.....  
Pieter Wezeman

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## Annex 1

### **Cooperation Group**

#### *Purpose*

The Cooperation Group meets to discuss all questions of importance in the areas included in the Agreement on Cooperation at SIPRI.

The Cooperation Group is an advisory group for the employer's decision making. The group will meet regularly, at least ten times per year.

An open and continuous dialogue in the Cooperation Group, and approved meeting notes from the group, replace negotiations according to §§ 11 and 12 of Medbestämmandelagen (MBL, 1976:580) (the Co-determination in the Workplace Act) and the duty to provide information according to § 19 and § 38 of MBL.

#### *Participants*

The participants in the Cooperation Group are the Deputy Director (chair), the Head of Administration, the Human Resources Officer (secretary), one representative from each trade union (ST, Saco-S and SEKO), the Safety Officer and two representatives of the research staff. A SIPRI employee who wishes to raise an issue in the Cooperation Group can turn to any of the group's representatives, who all have a responsibility to address the issue in the group.

#### *Absences*

When a participant is unable to attend a meeting, this should be communicated to the Human Resources Officer in advance. In the absence of the Deputy Director, the Head of Administration will chair the meeting. In the absence of the Human Resources Officer, someone else in the group will be appointed to take meeting notes.

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If necessary, other employees or experts can be invited to participate in the meetings of the Cooperation Group.

*Safety Committee*

According to Arbetsmiljölagen (AML, 1977:1160) (the Work Environment Act), SIPRI is required to have a Safety Committee that includes representatives of the employer, the employees and the Head Safety Officer. The Cooperation Group performs the function of the Safety Committee at SIPRI in accordance with AML § 9 a.

The role of the Safety Committee is to participate in the planning of work environment measures at SIPRI and observe their implementation. Questions to be addressed by the Safety Committee are based on AML chapter 6, § 8-9.

According to AML chapter 6, § 9, the Safety Committee shall consider questions concerning:

1. Occupational health services;
2. Action plans regarding the systematic plan for the work environment;
3. The planning of new or altered facilities, devices, work processes and working methods and of the work organization;
4. Planning the use of hazardous and/or dangerous items that could cause ill-health or accidents;
5. Information and education concerning the working environment; and
6. Job adaptation and rehabilitation activities at the worksite.

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#### *Commissioning of groups for certain projects*

When needed, a special group can be established by the Cooperation Group in order to carry out activities, conduct surveys or suggest measures in response to specific questions.

#### *Organization of meetings*

Each participant of the Cooperation Group is expected to be well prepared and actively take part in the meetings.

Meetings are held every third week with the exception of the summer months of June, July and August when the regularity is more seldom. At least ten meetings are to be held every year.

#### *Agenda and structure of meetings*

Additional agenda items are to be communicated to the Human Resources Officer at the latest by close of business three days before the meeting. The agenda is to be sent out two days before the meeting.

Specific standing items for the agenda:

- Choice of checker of meeting notes
- Follow up on issues from last meeting
- Management
- Personnel
- Safety issues
- Union issues
- Other issues
- Date of next meeting

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*Secretary and checker of the meeting notes*

The Human Resources Officer is the secretary and the participants of the Cooperation Group take turns at being checker of the meeting notes.

When decisions are taken by the group, any dissenting opinion should be recorded in the meeting notes.

When the meeting notes have been adjusted, they are to be distributed to all employees by email, and archived on the SIPRI staff Intranet.

*Negotiations with trade unions*

Co-determination through information and negotiation according to MBL (§ 14) should take place if all possibilities of cooperation have been exhausted.

*Confidentiality*

Any party that is subject to an obligation to provide information has a right to negotiate with the other party on the confidentiality of the information that is to be provided (MBL § 21).

Unless specifically expressed, openness about what is discussed at the meetings is the default.