

## Notes from the Cooperation group

Wednesday, 30 January 2019 at 9.00 in the Board room

Participants: Frank (ST), Pieter (ST), Siemon (SO), Alexandra K (RSC), Maria, Helena.

Excuses: Jiayi (Saco), Katia (SO), Nan (RSC), Sigrún.

- **Note checker** – Frank

- **Follow up**

### *Salary mapping*

The salary mapping required by the Diskrimineringslagen/Discrimination Act (2008:567) from 2017 has been distributed to staff. For the salary mapping of 2019 the work will start in end February and will be performed in cooperation with staff observers. The staff observers this year will be Katia and Pieter.

### *Heating*

The landlord is aware and is working on the matter. Christina is the contact person for all issues regarding the building.

- **Management**

### *Travel reporting*

It is an obligation for the employer to know where their employees are. It is also an obligation for the employee to follow the rules and procedures that the employer has set out. One of these rules at SIPRI is that an employee should provide notification if they intend to travel, when the trip will be made, which hotel or other accommodation they will stay at and how their employer can contact them if needed.

From ST's perspective they were in agreement with management on this issue. It is unfortunate but entirely necessary that the travel policy should be reviewed. ST welcomed the opportunity to run the new policy by the central unions particularly if the new policy involved sanctions.

SIPRI Handbook state:

'The rules surrounding the acceptance of work-related travel are made within each programme or department. The initiation of a work trip must be done in consultation with the Programme/Department Director or an equivalent line manager. SIPRI uses the travel agency 'Tranås' for travel bookings. For more information about work-related travel, please see the SIPRI Intranet or ask the Grants Manager.

The following information must be emailed to the HR Manager before a trip is undertaken: destination, time period, accommodation, and contact details. The employee is also responsible for organizing any necessary documents in connection with his/her travel plans in good time, for example, requesting a letter from the employer for a visa application.

Management reported that during the SMT on 28/01/19 it decided to reintroduce a travel proposal form which should be submitted to the employee's line manager before a trip is made. A draft of the form will be presented and discussed at an upcoming cooperation group meeting and more details will come. Meanwhile, as before, it is *mandatory* to report all trips to Helena.

- **Personnel**

### *Ongoing recruitments*

- *Management Assistant, Director's Office.* Advert up, closing date 3 February.

### Arrivals and departures

#### Arrivals:

- Diego Lopes da Silva, Researcher for the AMEX programme from 1 April 2019 up to 31 January 2021.
- Carina Dios Falk, Intern with Director's Office/Sigrún started on 22 January 2019 up to June.
- Juneseo Hwang, Intern from KF for the Peace and Development cluster will start on 4 February up to 1 November 2019.
- Fiona Koehler, Intern for the Peace and Development cluster will start on 18 February up to 17 May 2019.
- Enzo Capenetti, Intern for the DUAT programme will start on 11 February up to 11 September 2019.
- Mandy Rehardy, Intern for the Sahel and West Africa programme will start on 4 February up to 29 March 2019.
- Ayako Tsujisaka, Intern for the Governance and Society Programme will start 14 February up to 30 June 2019.

#### Departures:

Michael Herzog zu Mecklenburg, Intern with the European Security programme will end 28 February 2019.

#### Renewal of contracts

Zoë Gorman, RA for the Sahel and West Africa programme from 1 February 2019 up to 31 January 2020.

- **Safety issues**

Work will be resumed regarding:

- Fire marshals
- CPR training
- Safety round 2019 – probably in March

#### Fire alarm

There has been an issue regarding that the sound of the fire alarm is not heard everywhere. When the renovation was made the legal requirements was checked and we *are* legally sufficient with the current alarm. However, we don't find it sufficient from our perspective and last year we asked for and received quotes for the possibility to expand the area where the sound is heard. Because of the change of safety officers during 2018, it has been on hold ever since. The safety officers will again look into this matter.

#### First aid kits/plasters

Wishes that there is easy access to plasters e.g. in or near the toilets. Christina has been contacted and will buy small plaster kits to put up.

- **Union issues**

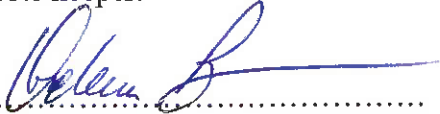
No issues

- **RSC issues**


No issues

- **Other issues**
- **Date of next meeting**  
Thursday 21 February 2019 at 9.00 – 10.00 in the Board room.

Note keeper:

  
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Helena Berger

Checking the notes:

  
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Frank Esparraga