

Notes from the Cooperation group

Thursday, 21 February 2019 at 9.00 in the Board room

Participants: Frank (ST), Jiayi (Saco), Katia (SO), Alexandra K (RSC), Sigrún, Maria, Helena.

Excuses: Pieter (ST), Nan (RSC), Siemon (SO),

- **Note checker** – Alexandra

- **Follow up**

Clarification of purpose of the cooperation group

A clarification from a previous note regarding questions about which issues to be addressed in the cooperation group:

The purpose of the cooperation group is to replace the employer's information and negotiation obligation under the Medbestämmandelagen (MBL, 1976:580) (Co-determination in the Workplace Act). Furthermore, it is a forum for discussions about the organization on a more structural level e.g. personnel information like regarding recruitments and renewal of contracts, need of training, financial information, work environment, safety and security issues, performance assessments etc.

- Daily matters such fans, lack of kitchenware etc. does not belong in the cooperation group but should be addressed directly with Christina who is the Office Assistant and responsible for handling these issues.
- Structural issues regarding the building like heating can be addressed in the cooperation group if the possibilities of remedying the problem via the Office Assistant do not work.

- **Management**

Travel reporting

A form for approval of travels is being prepared and will be discussed in the SMT. Once a proper draft is made this will be shared with the cooperation group for input and views.

Annual report 2018

The annual report for 2018 is sent to the Governing Board and the auditors from BDO will meet with the MFA this week. The 2018 result will be presented to all staff in the middle of March.

Security for staff

We will work out and compile guidelines on employee safety in connection with travel, especially to high-risk areas. Sigrún, Luc and Helena will meet with the Head of Security at Folke Bernadotte Academy in mid-March to discuss and learn from him. We will get back with more information after this meeting on how the work should continue.

- **Personnel**

Ongoing recruitments

- *Management Assistant, Director's Office.* 38 applications received. Personnel interviews with 3 candidates on 4-5 March.
- *Research Assistant, Climate Mistra Geopolitics.* Closing date 22 February.

Arrivals and departures

Arrivals:

- Mamadou Bodian, Researcher for the Sahel programme from 1 March 2019 up to 31 March 2020.
- Dylan O'Driscoll, Researcher for the Inclusion/Governance, Society and the State programme from 12 March 2019 up to 11 March 2021.

Departures:

No departures

- **Safety issues**

Safety equipment maintenance

The annual control of the fire extinguisher was done in January by the fire safety company Kidde. The lamp-bulbs has been replaced in all emergency exit signs.

Plasters

Christina has put up small plaster kits in the toilets.

- **Union issues**

Housing

ST gets a lot of questions about housing and has performed a survey on the matter. The issue will be discussed on a prolonged cooperation group meeting on 14 March. Background material will be distributed to the group beforehand.

- **RSC issues**

Mid-term reviews

Would it be possible to already now plan for when the mid-term review should be held? That would give the opportunity to all parties to prepare for the talk in the best way. The issue is well received and will be addressed on SMT.

- **Other issues**

Public Art Agency – Konstrådet

Where are we standing regarding the cooperation with the Public Art Agency? Since Jakob left this has not been a priority but Sigrún will now resume this work.

- **Date of next meeting**

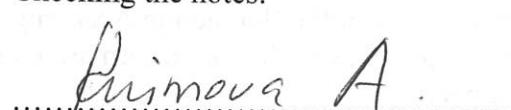
Thursday 14 March 2019 at 9.00 – 10.30 in the Board room.

Note keeper:



Helena Berger

Checking the notes:



Alexandra Kuimova