

## Notes from the Cooperation group

Thursday, 14 March 2019 at 9.00 in the Board room

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

Excuses: Pieter (ST), Alexandra K (RSC), Siemon (SO).

- **Note checker** – Katia

- **Follow up**

*Presentation of the cooperation group at RSC*

On Tuesday 19 March the cooperation group members will present the purpose and work of the coop group on the RSC meeting. Helena will briefly talk about the general agreement and the other representatives will inform about their work from each perspective, union, safety and RSC.

- **Management**

*Information according to 19§ MBL (Employment (Co-determination in the workplace) Act about the final financial result for 2018*

The final result for 2018 was shared and indicated a surplus of 4,8 million SEK before financial items and 5,4 million SEK after. This means that SIPRI's reserves has increased to a more healthy 10,8 million SEK.

SIPRI received funding for more projects than expected, Editorial, IT and Communications external costs were lower than initially budgeted. The new financial system, that was in the budget for 2018 was postponed until 2019 which means that the cost for the implementation is now included in the 2019 budget and the system will be up and running during the 4th quarter of 2019.

It is also very positive that we now see the effect on the result, of always including the actual staff costs related to editorial, outreach and finance work in our grant proposals.

The results will be presented to all staff on the next RSC on 19 March.

*Security for staff*

A group from SIPRI; Sigrún, Luc, Helena, Frederic and Elena visited the Folke Bernadotte Academy (FBA) this week and met with their Head of Security and Security Advisor. The meeting was very informative and the FBA are very generous and willing to share their expertise with SIPRI. The FBA organizes certified HEAT training (HEAT= Hostile Environment Awareness Training) and we will right away look into the immediate need within SIPRI for training and book that as soon as possible. The work with travel safety will continue and we will get back with more information once a plan has been made.

*Travel reporting*

A travel proposal has been prepared and was distributed in the group. Next time we will discuss the form and any input from the group. This will most probably be amended and/or supplemented when it comes to travel to high risk areas based on the new knowledge we received from FBA.

- **Personnel**

*Ongoing recruitments*

- *Management Assistant, Director's Office.* Personnel interviews with 3 candidates on 4-5 March. We are in the final phase of the recruitment.

- *Research Assistant, Climate Mistra Geopolitics*. Closing date 22 February. We are in the final phase of the recruitment.
- *Digital Communication Assistant*. Closing date 17 March.

### Arrivals and departures

#### *Arrivals:*

- Diego Lopes da Silva, Researcher for the AMEX programme from 1 April 2019 up to 31 March 2021.
- Monica Chinchilla, Guest Researcher for the DUAT programme from 1 April up to 5 July 2019.

#### *Departures:*

No departures

- **Safety issues**

No issues

- **Union issues**

#### *Housing*

The group discussed a survey made among ST members about housing issues. The conclusion was to increase the information to staff about tips on how to find accommodation. A summary of the conclusions is attached to these notes as an appendix and will also be included in the handbook as well as communicated to newly recruited staff. ST will also follow up the issue with its members.

- **RSC issues**

#### *New staff*

A suggestion to prepare a routine for preparing the office space for new staff on their arrival. We will act on that.

#### *Heating*

Still an issue and we will contact the landlord again. We will also examine what the insurance rules are for having heaters.

- **Other issues**

- **Date of next meeting**

Thursday 4 April 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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Katia Klimenko