

Notes from the Cooperation group

Thursday, 4 April 2019 at 9.00 in the Board room

Participants: Pieter (ST), Jiayi (Saco), Katia (SO), Maria, Helena.

Excuses: Frank (ST), Alexandra K (RSC), Nan (RSC), Siemon (SO), Sigrún.

- **Note checker – Jiayi**

- **Follow up**

- **Management**

New financial system

The extensive work with setting up a new financial system has started. The new system will replace Hogia, Palette, Flexdata and Agda. This is a task that will take a lot of time and effort by our financial team. The plan is that the system will go live during the latter part of the fall. More information will come.

HEAT (= Hostile Environment Awareness Training) course

We have identified a group of the staff who are traveling to high risk areas and hasn't yet had a training for that. The persons have been contacted and will apply for a course either in June or in September. 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 to the group on the last cooperation group meeting for feedback. We agreed that this form is good to for all trips with a supplementary form at trips to high risk areas. The second form is under development.

Mid-term reviews

The MTR's for 2019 will start now and the documentation is to be submitted to Helena at the latest Friday 17 May.

- **Personnel**

Ongoing recruitments

- *Senior Researcher/Deputy Programme Director, Sahel/West Africa programme.* Closing date 12 April.
- *Research Assistant, CCR programme.* Closing date 22 April.
- *Researcher, CCR programme.* Closing date 22 April.

Arrivals and departures

Arrivals:

- Rickard Söder, Research Assistant for the CCR programme from 1 April 2019 up to 31 December 2020.

Departures:

- Mandy Rehardy, Intern for the Sahel/West Africa programme left on 29 March.

- **Safety issues**

Fire marshals – because of people leaving and some moving offices we need new volunteers to act as fire marshals in the building. The SO's is working on that.

Safety round

The safety round will start next week where Maria, Katia and Siemon will visit all staff in their offices and look at safety issues.

- **Union issues**

No issues

- **RSC issues**

- **Other issues**

Weekly fika in the afternoon

A suggestion has been raised to move the fika on Thursdays from mornings to afternoon. We will try this from the 2 May and we will have the fika at 14.30.

- **Date of next meeting**

Thursday 25 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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Jiayi Zhou

