

Notes from the Cooperation group

Thursday, 25 April 2019 at 9.00 in the Board room

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

Excuses: Pieter (ST), Nan (RSC).

- **Note checker** – Frank

- **Follow up**

- **Management**

Intense period

We are now in an intense period with the MILEX Data launch, preparations for the Forum, the SIPRI Lecture and the Governing Board meeting.

An RSC will be held on 7 May and the main issue will be the revised strategy for the institute.

Moving costs for Research Assistants

Management has decided that there will not be a general compensation for moving costs for research assistants as it is for researchers and senior researchers. Instead, decisions will be made case by case.

Cost of living and housing allowance

Management has promised and will look into the distribution of the tax free benefits.

- **Personnel**

Ongoing recruitments

- *Senior Researcher/Deputy Programme Director, Sahel/West Africa programme.* Closing date 12 April. 32 applications. Skype interviews with the long listed will be held in mid-May.
- *Research Assistant, CCR programme.* Closing date 22 April. 234 applications. Skype interviews with the long listed will be held soon.
- *Researcher, CCR programme.* Closing date 22 April. 69 applications. Skype interviews with the long listed will be held soon.

Arrivals and departures

Arrivals: None

Departures: None

Renewal of contracts

- *Gulzhan Asylbek kyzy, Research Assistant, P&D, from 1 July 2019 up to 17 February 2021 (maximum time-limited employment =6 years)*
- *Suyoun Jang, Researcher, P&D, from 1 July 2019 up to 1 October 2020 (maximum time-limited employment =6 years)*
- *Fei Su, Researcher, C&P, from 1 July 2019 up to 30 June 2021*

- **Safety issues**

Fire marshals – we need one more on the upper floor who is often in the office. When all fire marshal is assigned we will make arrangements for a CPR training.

Safety round

Maria, Katia and Siemon has started with the safety rounds which means that all staff will have a visit from the group and together look at safety issues in each office. This will continue as not all staff were present in the office on the first round. In addition, the public areas will also be reviewed by the group from a work environment perspective.

Heating issues for the summer period

Maria and Christina has looked into different options to be able to lower the temperature should this summer be as warm as the last one. The difficulties are that either a device has to be installed and/or it is very expensive. However, more fans has been bought, if you need one talk to Christina. If someone has a tip on how to solve this or knowledge about these issue please let us know.

- **Union issues**

No issues

- **RSC issues**

Idea about having one morning per week free from meetings?

An idea has been raised by researchers to fold one morning every week which, as far as possible, is kept free of meetings to give the opportunity for undisturbed work. The cluster coordinators will discuss this and bring the issue to the cluster meetings and bring the views back to the cooperation group. With regard to internal meetings, this could work, but when it comes to external meetings, it is often difficult to control days and times when it is often governed by other commitments and planning.

- **Other issues**


- **Date of next meeting**

Thursday 23 May 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