

Notes from the Cooperation group

Thursday, 23 May 2019 at 9.00 in the Board room

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

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

- **Note checker** – Nan

- **Follow up**

Moving costs for Research Assistants

On what basis will the decisions about SIPRI covering moving costs for Research Assistant be taken?

The decision whether moving costs for RA's will be covered or not will be on a case-to-case basis and all newly employed RA's will be able to ask for that. The basis of the decision will be depending on both family situation and terms of the employment.

Safety rounds

The safety rounds will resume until all offices has been reviewed.

Fans

Fans has been bought and if anyone need one please contact Christina.

- **Management**

Midterm reviews (MTR)

All MTR has been conducted. Still, not all documentation has been submitted to HR.

Summer vacation

We have received applications and/or information on planned vacation later in the year by some staff. However, still some has not yet submitted any information and we remind again that this needs to be communicated.

MFA grant

The process of negotiations for a new grant from the Swedish MFA has started. SIPRI would prefer a 3-year agreement.

HEAT training

One staff member will have the HEAT training in June via Folke Bernadotte Academy. New applications for the September training will be submitted and in parallel we will look into the possibility to get the training elsewhere as well.

Security group

A group consisting of Sigrún, Luc, Frederic, Helena and Elena has been working on a SIPRI Travel & Travel safety policy. A draft has been made and will be discussed at the SMT as a first step. Later on the draft will be circulated to staff and unions before the policy will be decided.

Interns travel

What is the basis of not letting interns travel for SIPRI?

Our travel insurance is only valid for employees and members of the governing board and thus not interns. Due to this fact the default is that interns are not able to travel for SIPRI. Another issue is that an intern cannot represent SIPRI because there is no employment relationship.

- **Personnel**

Info on training

Pieter and Helena attended on the 15 May a seminar called 'Better meetings with better communication' based on a theory about balanced communication. The seminar was arranged by Partsrådet, a non-profit organization consisting of employers and trade unions at central level within the state. In short the findings were that what is needed for good communication at meetings are the balance between four different perspectives that are linked in pairs added with a positive climate of dialogue. We will in some way present this model to those who are interested in improving the communication in meetings you lead or attend.

Ongoing recruitments

- *Senior Researcher/Deputy Programme Director, Sahel/West Africa programme.* Closing date 12 April. 32 applications. Interviews at SIPRI with two shortlisted candidates will be held on 12 and 13 June.
- *Research Assistant, CCR programme.* Closing date 22 April. 234 applications. Interviews at SIPRI with three shortlisted candidates will be held on 10, 13 and 18 June.
- *Researcher, CCR programme.* Closing date 22 April. 69 applications. Interviews at SIPRI with three shortlisted candidates will be held on 10, 13 and 25 June.
- *Project Controller, Financial dep.* Closing date 2 June.
- *Research Assistant, Peace Operations.* Closing date 7 June.

Arrivals and departures

Arrivals:

- Sarah Burch, Intern for the CCR programme from 3 June up to 26 July 2019.
- Vera Grass, Intern for the Sahel/West Africa programme from 10 June up to 31 August 2019.
- Jakob Faller, Intern for the Director's Office from 17 June up to 20 December 2019.

Departures:

- Elizabeth Smith, Intern for the CCR programme left on 17 May.
- Ugnè Komžaitė, Intern for the Disarmament, Arms Control and Nonproliferation programme left on 31 May.
- Carina Dios Falk, Intern for the Director's office left on 31 May.
- Fiona Keller, Intern for the P&D cluster left on 31 May.

Renewal of contracts

- *Grégory Chauzal, Senior Researcher/Programme Director, Sahel/West Africa programme from 15 August 2019 up to 4 August 2022 (maximum time-limited employment =6 years)*

- **Safety issues**

No safety officers attended the meeting

- **Union issues**

How is an update of a job description linked to the salary?

An update of the JD is not automatically a reason for a new salary. Only if there is a significant change in the responsibilities a new salary could be discussed. If it is a

promotion the salary will always be adjusted.

- **RSC issues**

Idea about having one morning per week free from meetings?

We will await information from the cluster coordinators and get back to the question.

- **Other issues**

Planning for the summer

The deadline for the application for summer vacation were 17 May. We still haven't received information from all about the vacation plans for the summer and autumn.

All staff need to remember that a minimum of 20 vacation days has to be taken every year and that the maximum of saved days are 30.

- **Date of next meeting**

Thursday 13 June 2019 at 10.30 – 11.30 in the Yearbook room.

Note keeper:


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Helena Berger

Checking the notes:


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Nan Tian

