

## Notes from the Cooperation group

Thursday, 22 August 2019 at 9.00 in the Board room

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

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

- **Note checker** – Frank

- **Follow up**

*Moving costs for Research Assistants*

Management has decided that moving costs for Research Assistants will be reimbursed on a case-to-case basis. This decision can be look at again after one year. We will include this possibility in the introduction material to new staff.

*Housing*

ST SIPRI has reviewed cases of staff posting paid ads on Blocket when looking for housing. Some ST members have used this method to find longer term housing options at more competitive prices. ST SIPRI thinks the cost of posting these ads is negligible when compared to the potential benefits and that those costs should be paid for by SIPRI.

SIPRI will look into the possibility, based on tax rules, to pay a new employee for posting a personal advert for housing on Blocket. We could probably pay for it in connection with the move to Sweden but not for a move within Stockholm. We will look into the matter and prepare information about this to new employees. As the advert needs to be posted by the employee we will also prepare a template for posting an advert.

- **Management**

*MFA grant*

A concept note has been submitted and SIPRI will apply within the coming weeks for a strategic grant 2020-2022.

*New finance system*

The extensive and time-consuming work with the new financial system has started for the financial team. Project oriented financial system are often very big and complicated and adjustments to our organization is needed. The provider of the system has done this before for similar organizations. For example the information in GAD will be transferred into the new system.

*Director – prolonged appointment*

The current 5 year appointment of Dan as the SIPRI Director is ending 31 August 2020 and the Governing Board discussed this matter on the last Governing Board meeting wants to proceed with a prolongation. According to the statutes the Governing Board appoints the Director after consultation with the RSC and the unions. The matter will be discussed at the upcoming RSC and later with the unions.

- **Personnel**

*Brexit*

A question was raised if SIPRI is ready for a hard Brexit in regards to for example work permit and travel. As no-one knows exactly what will happen we can only go by

the information which is available at the moment and keep us updated.

Here are some information from:

- The Swedish Migration Agency:

*“Without an agreement, all British citizens, as well as many of their family members, will lose their former right to residency in Sweden, which was supported by the rules of the EU.”*

*In case of a ‘hard’ Brexit: “British citizens will be subject to exemption rules in the year immediately following the withdrawal. This means that British citizens and their relatives may continue to reside, study and work in Sweden without residence or work permits until March 29, 2020.....those who wish to travel during the transitional period will require proof that they are exempt from the residence permit requirement. Applications must be submitted to the Swedish Migration Agency, which will process the request and issue a proof of permission. It is entered into the individual’s passport by means of a stamp.”*

The individual be able to apply for a stamp at the Swedish Migration Agency as soon as a decision has been made if there will be a hard Brexit.

- [www.gov.uk](http://www.gov.uk) (14-Aug-19):

*“EU, EEA (<http://www.gov.uk/eu-eea>) and Swiss citizens will be able to enter the UK as they do now after the UK leaves the EU if there is no Brexit deal.”*

*“You do not need to apply for any immigration status or visa if you do not intend to stay in the UK for more than 3 months.”*

If we receive further important information about Brexit that may affect SIPRI staff we will of course share that.

#### *Office relocation*

A relocation of workspace within the office needs to be performed. The reasons are:

- SIPRI's employees increase in number, which means that we need to utilize the rooms that hold two or more people fully.
- Health reasons.
- IT in need of more storage space.

The aim has, like all relocations, been to move as few people as possible. In total, the move concerns 12 people. The moves, with one exception, will be within the entrance floor. The Safety Officer have been consulted regarding the risk assessment performed and is important from the work environment point of view.

#### *Furnishing the former ILAC premises*

As we see a need to fully use the first room in the former ILAC premises in a better way than today we have asked the interior designer, Monika Hökars, who helped us with the conference room to give us a suggestion and a quote for that. This will also include the space outside the kitchenette which is today unused.

#### *Ongoing recruitments*

- *Project Controller, Financial dep.* The candidates who were interviewed in June was not what we were looking for. We are now in contact with 4 recruitment companies who are specially focused on financial expertise to see if they can help.
- *Senior Researcher, China and Asia Security.* Skype interviews with 4 candidates will take place 3<sup>rd</sup> and 5<sup>th</sup> September.
- *Programme Director, AMEX.* Still up and running. Selection process will start soon.
- *Research Assistant, MENA.* We received 323 applications and the selection process is ongoing.
- *Communications Editor, Outreach.* We received 110 applications and the Skype interviews will be held on 27-30 August.
- *Editor, Outreach.* Still up and running.

### Arrivals and departures

#### *Arrivals:*

- Virginie Baudais, Senior Researcher/Deputy Programme Director for the Sahel and West Africa programme from 19 August 2019 up to 18 August 2021.
- Tamara Pulita, Intern with Governance & Society programme from 26 August up to 26 November 2019.
- Elizabeth Smith, Research Assistant with CCR programme from 1 September 2019 up to 31 August 2021.
- Yao-Jen (Allen) Kuo, Guest Researcher with China and Asia Security programme from 1 September 2019 up to 31 August 2020.
- Hyeonsuk Kim, Guest Researcher with Governance & Society programme from 1 September 2019 up to 31 August 2020.
- Anniel Barnhoorn, Intern with CCR programme from 2 September up to 20 December 2019.
- Anders Reagan, Intern with Governance & Society programme from 2 September up to 31 October 2019.

#### *Departures:*

- Zoë Gorman, Research Assistant with the Sahel and West Africa programme, left on 5 August 2019.
- Louise Edgren, Budget and Financial Assistant with the Sahel and West Africa programme, Leave of absence from 1 September 2019 and for one year.

### Renewal of contracts

No renewals

- **Safety issues**

No issues

- **Union issues**

*Feedback from the unions meeting with the Governing Board*

During the unions meeting with the governing board the point of high workload at SIPRI was discussed. One idea that was raised by the governing board was management systems that track things like stress level, employee engagement and feelings of satisfaction in the workplace. The point was also made by the GB that these systems balance this responsibility between the unions and the management. Specifically, the software Peacon, was mentioned as: "platform for measuring and improving Employee Engagement." The union will look into what this is and if it

could be anything for SIPRI to use. Helena informs that there are several other tools like this which could be compared if this would be beneficial for SIPRI.

- **RSC issues**

*Request to recommend an applicant*

Sometimes when a vacancy is advertised, individual employees may receive a request from someone they know or have met in some context to recommend them as a candidate. Nobody should feel compelled to do this, and we also have our recruitment process which is based on hiring based on expertise. If anyone should receive such a request please send the email to Helena who will respond to the sender. Be sure to delete any attached application documents (due to GDPR).

*How are the adverts for vacancies created?*

The adverts are created based on the job description for the position. The job description is usually made by the Line manager and/or the Director of Studies and endorsed by the Director. The entire recruitment process which applies can be found on the intranet home page.

- **Other issues**

- **Date of next meeting**

Thursday 12 September 2019 at 9.00-10.00 in the Board room.

Note keeper:



Helena Berger

Checking the notes:



Frank Esparraga