

## Notes from the Cooperation group

Thursday, 12 September 2019 at 9.00 in the Board room

Participants: Pieter (ST), Nan (RSC), Sigrún, Helena, Maria.

Excuses: Frank (ST), Katia (SO), Siemon (SO), Jiayi (Saco), Alexandra K (RSC).

- **Note checker – Nan**

- **Follow up**

- Housing*

- After contact with the tax authorities we have learnt that SIPRI cannot, based on tax rules, pay a new employee for posting a personal advert for housing on Blocket.

- However we will assist new staff by informing about the possibility and also produce information material on how to post an ad for housing on Blocket.

- **Management**

- MFA strategic grant 2020-2022*

- An application will be sent to the MFA on Friday 13 September. It should be pointed out that this is an application for a *strategic* grant and not a project proposal. The document will be presented on an RSC.

- Line manager training*

- A new line manager training will be held in the fall after the PAD talks. We will get back with a date soon.

- New Foreign Minister*

- A new foreign minister has been appointed, her name is Ann Linde. The State Secretary will continue to be Annika Söder.

- **Personnel**

- Recruitment system*

- We will invest in a recruitment system called ReachMee, where all applications for vacancies as well as internship will be handled. The advantages of using a recruitment system are that we can keep track of candidates' information in a better way than now and at the same time we increase the quality of the recruitment thanks to a more coherent process which gives fair and sustainable recruitment. The recruitment process will be handled in this tool in terms of advertising, receiving, filing and thinning of applications as well as simplify the selection process. With a recruitment system we would also get the opportunity to handle applications correctly according to GDPR rules.

- The implementation process of the system will start as soon as possible and is planned to take about 3 weeks.

- HEAT training*

- We have been in contact with an organisation, Open Briefing, in the UK who can organise HEAT training for a whole group from SIPRI. We are awaiting suggestions of dates from them and will as soon as we have received that inform the staff members who need this training.

- Office move*

- The move of office space has gone well and is now completed.

### *Exit interviews*

When someone ends his or her employment, he or she should be given the opportunity to have a final conversation with HR to summaries and get a completion of the employment time at SIPRI. Planning and design of this is ongoing. For interns who has ended their internship, there is now a questionnaire that will be sent to everyone after the completed internship period.

### *Salary mapping 2019*

The annual salary mapping of 2019 which is required by the Discrimination Act has been completed and the report will be sent out to all staff for information.

### *Updated Internship policy*

An updated version of the Internship Policy has been worked out. Please note that the Internship agreement has also been updated and should be used from now on. All new documents is uploaded on the intranet.

## *Personnel issues*

### Arrivals:

- Aron Lund, Guest Researcher from 9 September up to 28 February 2020.
- Johanna Eliasson, Intern, Communication department from 17 September up to 20 December 2019.

### Departures:

- Enzo Caponetti, Intern with the DUAT programme, left on 11 September 2019.
- Myriam Marending, Research Assistant with the Sahel and West Africa programme, will leave on 30 September 2019.

### Promotion

- Florian Krampe, Senior Researcher from 1 September 2019
- Tytti Erästö, Senior Researcher from 1 October 2019

### Tenure employment

- Vincent Boulanin from 26 December 2019

### Renewal of contracts

- Tytti Erästö, Senior Researcher, Nuclear disarmament, arms control and non-proliferation programme from 1 October 2019 up to 20 September 2023.
- Vane Aminga, Research Assistant, CCR from 1 January 2020 up to 31 December 2021.

### Ongoing recruitments

- *Project Controller, Financial dep.* A specialized recruitment company for economists, SJR, will help with this recruitment.
- *Senior Researcher, China and Asia Security.* One candidate for interview at SIPRI on 24 September.
- *Programme Director, AMEX.* Interviews with 3 candidates at SIPRI 4+11+16 October.
- *Research Assistant, MENA.* Interviews with 2 candidates at SIPRI 8+9 October.
- *Communications Editor, Outreach.* Recruitment ended.

- *Editor, Outreach.* Interviews with 2 candidates 4 October.

- **Safety issues**

Now when the office move has been completed fire marshals on each floor can be designated and we can plan for a CPR training before Christmas.

- **Union issues**

The unions has communicated to Jan as the Chair of the Governing Board and Sigrún in regards to the consultation about extending the assignment of Dan as the Institute Director. Both ST and SACO are in favor of extending the assignment for another five years.

- **RSC issues**

No issues

- **Other issues**

*Shared responsibility for our premises*

At all times we all need to take responsibility for how our premises look like. This applies to the coffee machine, in the kitchen, the toilets, in the library etc. If you take something out put it away after use; if you spill something dry up after you. When it comes to meeting rooms that are not cleaned when you arrive for a meeting please go to the Zimbra calendar and see who were responsible for booking the room and turn directly to that person to ask him/her why this hasn't been done. There is no reason to send out an all staff email in this situation to 'blame and shame' someone. Please think about how you interact with your colleagues.

*Public Art Agency (Statens konstråd)*

Previously we were in contact with the Public Art Agency for decorating the SIPRI premises with art. A delegation from SIPRI visited recently the public art agency to resume this contact. The group is consisting of Jan, Sigrún, Frederic and Elin who participated in the visit. Alexandra K and Jiayi are also part of this group but could not attend the visit this time. The group got to see some art and to speak with an art agent who will come to SIPRI in late September to look at the premises. When a decision about which art that we will borrow people from the agency will come and put it up. The main point of contact at SIPRI will be Elin.

- **Date of next meeting**

Wednesday 9 October 2019 at 9.00-10.00 in the Board room.

Note keeper:



Helena Berger

Checking the notes:



Nan Tian

