

Notes from the Cooperation group

Wednesday, 9 October 2019 at 9.00 in the Yearbook room

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

Guest visitors: Karolina and Fred.

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

- **Note checker** – Jiayi

- **Environmental policy at SIPRI**

A group of about 6 people in the staff, including Karolina and Fred, has taken the initiative to discuss an environmental policy for SIPRI. They want to reach out to the entire staff with this message and asked to come to the coop group as a first step. Everyone who wishes is welcome to participate in the work on an environmental policy. To vent the thoughts that exist and hopefully create new ones and to discuss the next step, Karolina and Fred, as representatives of the group, will invite to a brown bag lunch to make room for a wider discussion on the matter.

One related issue is that SIPRI has registered with a website called Nollzon (<https://www.nollzon.se/in-english/>). This means that every cab an employee orders to or from the office will automatically prioritize an electric vehicle.

- **Follow up**

Housing

We will provide housing information to all new staff, including updates to the Handbook. Specifically, we will provide details regarding what we can assist the person with and informational material on how to post an ad for housing on Blocket.

Other ways of helping each other regarding available accommodation were also discussed such as mailing lists, Facebook group etc.

- **Management**

PAD

The PAD season has started and the line managers have had their information meeting with Dan and information has also been sent to staff. This year's hard deadline for submitting the PAD forms is 15 November. Most of the forms, however, should be submitted at the end of October.

RSC

A meeting is scheduled for the 22 October focusing on the Governing Board meeting on 18-19 November. The agenda has been sent out.

Christmas lunch

This year the Christmas lunch will be held on Wednesday 11 December at 12.00 to 15.30. More details will come in due time.

SMT half away-day

The SMT will have a half away-day on Tuesday 15 October. One point on the agenda will be the budget for 2020. There will also be discussions on how we on a strategic level handle the fact that SIPRI is growing both in the way we are working as well as what it takes to meet the needs that follow from this.

- **Personnel**

Personnel issues

Arrivals:

- Johanna Eliasson, Intern, Communication department from 17 September up to 20 December 2019.
- Elisabet (Lisa) Alm-Sieurin, Administrative Assistant, Financial Department, from 8 October 2019 up to 29 February 2020.

Departures:

No departures

Renewal of contracts

- Alexandra Kuimova, Research Assistant, AMEX programme from 1 January 2019 up to 29 December 2022 (maximum time-limited employment =6 years).

Ongoing recruitments

- *Project Controller, Financial dep.* A specialized recruitment company for economists, SJR, will help with this recruitment. Closing date 13 October.
- *Senior Researcher, China and Asia Security.* One candidate for interview at SIPRI on 24 September. Not finalized.
- *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 finalized.
- *Editor, Outreach.* Interviews with 2 candidates on 4 October. Not finalized.
- *Researcher, CCR.* First selection 1-4 October. Advert up and running until position is filled.

- **Safety issues**

No safety officers attended the meeting.

CPR training/fire marshals

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

Emergency exits

Question about if there are enough emergency exits upstairs now when we are filling up the offices with more persons. In connection with the renovation, it was ensured that there is sufficient evacuation capacity in the whole building. On each floor there are one in each end and the big staircase in the center, three in total. On the lower floor there is also one in the middle of the building facing the street that used to be the door to the garbage room.

Ventilation

In one of the rooms on the entrance floor there are sometimes a loud noise from the ventilation system. This is because a fire hatch, which is intended to be closed in the event of a fire, sometimes closes because of for example hard winds. On these occasions the hatch needs to be re-opened which is easy to fix. We will make sure that more people know how to do this.

- **Union issues**

Rules about vacation

From a work environment perspective, it is important to take vacation and have time for rest and recuperation. SIPRI actively encourages that all staff use this right in order to promote a good balance between work and private life.

According to Swedish law, 20 vacation days must be used per year if you have been employed for a whole year (chapter 5, paragraph 12, Villkorsavtal and Villkorsavtal-T). If the employee does not take 20 days SIPRI have the right to and will lay out the remaining days up to 20 at the end of the year. After taking the mandatory 20 days it is possible to carry over up to a maximum of 30 vacation days to later years. Employees are actively encouraged to minimize their saved vacation days.

- **RSC issues**

No issues

- **Other issues**

Lock on restroom door

A question was raised whether there could be a lock on the restroom door. There are no regulations that say you can't have it, but management considers that the room should be used in case of illness and that in case the person who feels ill and may need quick help from colleagues, we should not install a lock on this door. The concern raised by ST is that there are persons who would not feel comfortable using the room without a lock, and suggested that a key be provided outside the door in case of emergencies. There is now a sign outside the door that should be used and respected.

Another matter regarding the restroom is that as one doesn't know when the sheets was last changed and it does not feel fresh to use it. Therefore, Christina will buy disposable sheets for use when needed.

Gym agreements

We have been in contact with both SATS and Puls & Träning about the possibility to sign an agreement on discount on membership. SATS doesn't have pure discount agreements but a package with a yearly fee of 12 000 sek for services as health lecture and online training which we don't think we need. After the informal request about the interest among staff the replies suggest that most people are already members of other gyms and only a few were interested in Puls & Träning. We will leave it at this for now and perhaps we can raise the issue at a later date.

BUT, please remember the preventive healthcare compensation of 1500 sek/year (if employed for a year, otherwise modified accordingly). If you are unsure about what can be reimbursed please look at the tax agency's website:

<https://skatteverket.se/privat/skatter/arbeteochinkomst/formaner/personalvardmotionochfriskvard/friskvardsaktiviteterao.4.15532c7b1442f256baec714.html>, or come and ask Helena.

Halloween

A personnel activity will be planned in time for Halloween. A Doodle will be sent out to find out if a Halloween party or a Wine and Cheese is most preferred by you all.

- **Date of next meeting**

Thursday 24 October 2019 at 9.00-10.00 in the Board room.

Note keeper:



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Helena Berger

Checking the notes:



Jiayi Zhou