

## **Notes from the Cooperation group**

Thursday, 14 November 2019 at 9.00 in the Board room

Participants: Frank (ST), Siemon (SO), Nan (RSC), Sigrún, Maria, Helena.

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

- **Note checker** – Siemon

- **Follow up**

- **Management**

### *Meeting at MFA*

Dan and Sigrún met with the state secretaries at the MFA last week. Sigrún will update the funding application. The feeling about this is positive and hopefully there will be an informal decision before Christmas. The formal decision will only be taken after the year-end.

### *Budget 2020*

The budget for 2020 will be endorsed by the Governing Board in their meeting on 18-19 November. When this is done information will, as usual, be given to the unions and then to all staff.

### *Christmas lunch*

This year the Christmas lunch will be held at Cedergrenska tornet in Stocksund on Wednesday 11 December at 12.00 to 15.00. Details has been sent out.

- **Personnel**

### *Recruitment tool – ReachMee*

On 15 November a training for the new recruitment tool ReachMee will be held. Participants are Elin, Helena and Magda. The plan is to go live with this tool on Thursday 20 November. This means that all recruitment processes are handled in this tool in terms of advertising, receiving, filing and thinning of applications as well as the selection process. The tool will handle applications correctly according to GDPR rules. Also applications for internship will be handled in this tool.

### *Adjusting the recruitment process*

As referred to in minutes from the SMT on 29 October adjustments will be done to the recruitment process. We have seen that we need to do a more thorough planning when starting a recruitment process to avoid the risk of a (too) lengthy process. The adjustments are about fine tuning to make the process clearer and more efficient.

### *Personnel issues*

#### Arrivals:

- Tomas Spragg Nilsson, Communications Editor, Comms, from 11 November 2019. Tenure with probation.
- Jenny Mildton, Project Controller, Operations, from 2 December 2019. Tenure with probation.
- Emma Zetterström, Research Editor, Editorial, from 13 January 2020. Tenure with probation.
- Lucie Béraud-Sudreau, Senior Researcher and Programme Director, AMEX, from 17 February 2020 up to 16 February 2022.

Departures:

No departures

Renewal of contracts

- Petr Topychkanov, Senior Researcher, Nuclear disarmament, arms control and non-proliferation programme from 1 January 2020 up to 31 December 2020.
- Annelies Hickendorff, Research Assistant, Sahel and West Africa programme, from 3 February 2020 up to 2 February 2022.

Ongoing recruitments

- *Senior Researcher, China and Asia Security*, No hiring.
- *Research Assistant, MENA*. No hiring in the first round. Second round starts on 20 November with 3 new candidates.
- *Researcher, CCR*. Interviews held 28 November and 4 December with 2 candidates.
- *Senior Researcher and Director of Studies, P&D cluster*. Closing date 3 November. 32 applications. Selection process ongoing. Skype interviews held on 22 and 26 November.
- *Partnerships manager, Director's Office*. Closing date 10 November. 83 applications. Selection process ongoing.

- **Safety issues**

*Safety rounds*

The safety rounds in the offices are done. A review of the technical parts in the building still needs to be carried out.

*Fire marshals*

Fire marshal has now been appointed on each floor. We will now start to prepare for a CPR training.

*Winter is coming*

We need to prepare for the upcoming winter regarding for example shoveling the entrance stairs from snow. Please feel free to take the opportunity to some everyday exercise and shovel off the stairs if it is snowed-up when you arrive to the office.

Please also remember that the stairs on the short side of the house down towards the commuter station is not maintained with shoveling or sanded during the winter. If you use them anyway it's at your own risk.

- **Union issues**

*Salary review*

An inquiry was raised as a result of a trade union meeting with the central ombudsman for ST regarding the process of questioning the new salary described in the salary letter which is distributed to all employees at the annual salary review. The unions ask whether it would be possible to insert an opportunity to talk to the line manager or HR manager if an employee wants to query the new salary *before* raising the issue with Dan or Sigrún.

This issue will be taken to management for a discussion. For time reasons it might not be time to include a change in this year's salary letter

- **RSC issues**

*Recruitment process*

Question from the RSC about the recruitment process. The recruitment process is available as a whole on the intranet. The basic rule is that this process should be applied in all recruitments. However, in exceptional cases when we for example need to employ someone very quickly because of a project that has to be finalized or other cases of urgency we make an exemption to the rule. The decision about exemptions is to be taken by the Dan and/or Sigrún. The unions are always informed in advance before a recruitment is initiated.

- **Other issues**

*Christmas leave*

We will collect information about the Christmas leave and send out information on whom in each cluster can be reached if there is an emergency.

*Travel reporting*

All staff need to report to Elin when they are traveling. As before you need to state when you will be away, where you will go, which hotel will you be staying at and how can you be reached during your absence.

We will very soon start with a new routine where a trip needs to be approved by the line manager *before* it takes place. More information will come in conjunction with the next cooperation group meeting and shared with all.

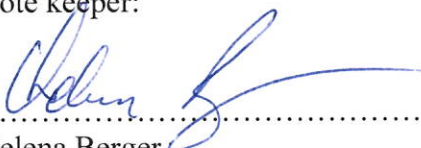
*Technical solutions for meetings*

Our technical solutions for meetings needs to be reviewed in the light of that there is a sense that the equipment we have in some ways are not sufficient. To update or change these solutions could also be good in the sense of being able to participate in meetings on a distance to reduce some travel. There are different solutions and it could be very costly and a thorough examination of the needs has to be carried out and we will come back with how we can best arrange this. Maybe we have knowledge and interest among staff about this that could be shared. Please let us know if that is the case. The IT department is already looking at alternatives to Skype.

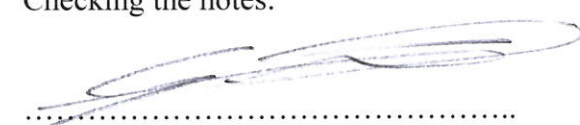
- **Date of next meeting**

Thursday 5 December 2019 at 9.00-10.00 in the Board room. This will be the last meeting before Christmas and the year-end. First meeting in 2020 will take place on 16 January.

Note keeper:

  
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Helena Berger

Checking the notes:

  
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Siemon Wezeman

