

Notes from the Cooperation group

Thursday, 5 March 2020 at 9.00 in the Board room

Participants: Frank (ST), Siemon (SO), Katia (SO), Alexandra K (RSC), Maria, Helena.

Excuses: Pieter (ST), Jiayi (Saco), Nan (RSC), Sigrún.

- **Note checker** – Alexandra

- **Follow up**

- **Management**

New staff observer to the governing board

The final election of a new staff observer will start soon. More information will come from Sigrún.

Office improvements

On Monday 30 March some work will be done upstairs with mounting sound absorbers on three walls. We have also ordered new smaller tables to the area outside the upstairs kitchen as well as floor screens to divide this room as well as the bigger room next to the stairs.

Covid-19

The situation is closely monitored by management and will be until further notice. New information will be shared with staff by email from Dan.

To facilitate virtual group calls, licenses have been signed for this purpose. Please contact Magda for more information.

Hand disinfectants have been ordered but because the suppliers of such goods now have to prioritize to deliver to the health care, it is uncertain when this can be delivered. Please make sure to wash your hands with soap and water.

Reimbursements for fika

The reimbursement of 300 sek for fika is no longer enough as we have become so many more staff. A raise of the sum will be done.

Cleaning toilets

For the same reason that we are growing in staff the issue of more cleaning of the toilets was raised. We will look into that. In the meantime we ask all to take the responsibility and make sure the toilet look tidy when you leave it.

- **Personnel**

Personnel issues

Arrivals:

- Sepideh Soltaninia, Partnerships Manager, Director's Office, from 19 February 2020 up to 22 May 2022.
- Farah Hegazi, Researcher, CCR, from 1 March 2020 up to 28 February 2022.
- Jinyoung Kim, Intern from the Korea Foundation, China and Asia Security, from 11 March 2020 up to 30 November 2020.
- Amal Bourhrous, Research Assistant, MENA, from 16 March 2020 up to 15 March 2022.

- Meray Meddah, Research Assistant, MENA, from 16 March 2020 up to 15 March 2022.
- Laura Bruun, Research Assistant, Emerging Technology, from 1 April 2020 up to 30 April 2021

Departures:

- Sofia Sacks Ferrari, Research Assistant, Peace Operations, will leave on 31 March 2020.

Renewal of contracts

No renewals

Ongoing recruitments

- *Researcher*, Governance & Society. We are in the final stage of the process.
 - *Deputy Director*, Directors Office. Closing date 15 March.
 - *Senior Researcher – Food and security*, P&D cluster. Closing date 18 March.
 - *Project Leader*, Environment of Peace 2022. Closing date 18 March.
 - *Project Controller*, EP 2022. Closing date 18 March.
 - *Senior Researcher*, EP 2022. Closing date 18 March.
 - *Administrative Assistant*, EP 2022. Closing date 18 March.
- **Safety issues**
The safety officer raises concern about the work environment especially in regards to stress, like work load and travel security. This is taken seriously and we will discuss this further. The RSC and Union Reps suggested conducting surveys to assess and analyze stress levels at SIPRI.
 - **Union issues**
Sofia Sacks Ferrari will leave her assignment as union representative for SACO as she has decided to leave SIPRI on 31 March.
 - **RSC issues**
No issues
 - **Other issues**
Some updating of the documents on the intranet needs to be done.
 - **Date of next meeting**
Thursday 19 March 2020 at 9.00-10.00 in the Board room.

Note keeper:

Checking the notes:

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Helena Berger

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Alexandra Kuimova