

Notes from the Cooperation group

Thursday, 19 March 2020 at 9.00 by Zoom

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

Excuses: Pieter (ST).

Changed meeting procedures

The cooperation group decided to focus this meeting on the current corona situation. The group will from now on conduct the meetings more often, every two weeks instead of the normal every three weeks. This will continue until further notice.

- **Note checker** – Katia

- **Follow up**

- **Management**

Information on current situation

Information about the situation has been sent out and will continue when necessary.

The SMT has the corona situation as a standing item on their agenda every Tuesday and communicate in between if necessary.

It is very important that we keep in touch with each other while working remotely. All should feel included and informed. Please follow the instructions about checking in with your line manager every week day before 9.30.

Helena will be sending out information regarding sick leave and child care.

Working from the home country

Some staff members have asked for and been granted permission to work from their home country. Certain conditions for this apply: the travel home will be paid with private funds, a travel insurance for the trip has to be taken as the SIPRI travel insurance cannot cover private travel, the staff member has to make sure s/he has a full health insurance in the home country and finally when the situation changes and we can get back to the office the staff member would be expected to return to the office.

Closing of day care and schools?

On the time of the cooperation group meeting no decision had been taken by the Government to close day care or schools. If this will happen later on we recognize that there will be different situations for different families when it comes to working from home. We will not put any pressure on anyone since we have different conditions. We invite everyone to assist colleagues who, for this reason, do not have the opportunity to do work under office hours and/or may not be able to do full-time work with the tasks that need to be performed.

Office closed?

The office is not closed meaning people can go in as the situation is not that we are in quarantine. The reason for working from home is to reduce the risk of the infection to spread. If one needs to go to the office to get some things, print, scan or something else that would be fine. Please inform your line manager and Sigrún in advance so that not all of us decide to come the same day and time.

How long will this last?

Unfortunately no-one knows but we probably need to plan for at least one month and maybe longer.

Planning of current work

To get an overview and to be able to plan our work in the current situation, a list of ongoing projects has been compiled and will be discussed with each DoS.

We need to plan internally if contact needs to be made with any donor based on the commitments we have.

- **Personnel**

Personnel issues

Arrivals:

Due to the current situation where travelling and moving to Sweden is difficult and in some cases impossible, we are now working on hiring some of the already hired staff as consultants as we cannot have staff on payroll who doesn't live in Sweden.

Currently this applies to 5 people.

Departures:

- Anniek Barnhoorn, Research Assistant, CCR, will do the remaining time of her contract up to 31 May in the Netherlands.
- Laura Fabich, Intern, Director's Office, would end her internship on 3 April but decided to travel home when we started to work from home.
- Sofia Sacks Ferrari, Research Assistant, Peace Operations, will leave on 31 March 2020.

Tenure

Management has decided to offer tenured employments valid as of 1 March to: Malin Mobjörk, Timo Smit and Frederic Daudon.

Renewal of contracts

Mamadou Bodian, from 1 May 2020 up to 30 April 2022.

Ongoing recruitments

- *Deputy Director*, Directors Office. Closing date 22 March.
- *Senior Researcher – Food and security*, P&D cluster. Closing date 31 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.
- *Researcher – Trends and data*, Sahel/West Africa. Closing date 5 April.
- *Research Assistant*, DUAT. Closing date 12 April.
- *Acting Director*, DUAT. Closing date 12 April.

Instructions in the adverts due to the corona virus

We have added a text in the newly posted adverts for vacancies:

'The situation with Covid-19 is affecting everything but we want to announce that we intend to carry out this recruitment as planned. At the same time, we are aware that the situation can change and based on how it develops, we will assess how to proceed with the recruitment process in practice.'

- **Safety issues**
No updates.
- **Union issues**
 - Suggestion for every team to plan for a backup system in case of staff getting sick.
 - Try to keep normal working hours.
 - Asks to have Monday morning meeting by Zoom to maintain the routine. Good to try out the capacity of virtual meetings in different settings to learn from for the future.
- **RSC issues**
Vane has volunteered to represent the RSC in the Cooperation Group. Sigrún will send out a question if anyone else want to volunteer for this assignment. However, for the continuity of the group in the near future, Alexandra and Nan have been asked to sit for a few more meetings.
- **Other issues**
As an initiative from staff members a closed Facebook group will be created for keeping the social interaction among staff going. Participation is off course voluntary.
- **Date of next meeting**
Thursday 2 April 2020 at 9.00-10.00 by Zoom.

Note keeper:



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Helena Berger

Checking the notes:

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Katia Klimenko