

Notes from the Cooperation group –  
Thursday, 16 September 2021 at 9.00-10.00 by Zoom.

Participants: Joakim, Maria, Helena, Farah, Kheira, Fred (SACO), Shannen (ST), Ulla (SO)  
Excuses: Pieter (ST)

- **Choice of checkers of meeting notes** – Farah
- **Follow up on issues from last meeting**
- **Management**
  - *Upcoming guidelines for working from home (WFH)*  
In preparation of the post-pandemic return to the office, a working from home policy and individual agreement template is being drafted.

SMT will discuss these documents on 22 September. When the documents have been endorsed by the SMT it will be presented to the Cooperation group.

- *Pre-notification of inspection from the Swedish Work Environment Authority (Arbetsmiljöverket)*

SIPRI has been randomly selected as one of several organizations in the area of university and research institutions that the Swedish Work Environment Authority (Arbetsmiljöverket) inspect during one of their regular inspection assignments. The inspection will focus on how we work to prevent risks of ill health within our organizational and social work environment.

The inspection will be held on 28 October. Two work environment inspectors from the Swedish Work Environment Authority will meet Joakim, Maria, Helena and Ulla (in her capacity as safety representative). As SIPRI is planning to review routines in the work environment area, the inspection is timely and will provide an opportunity to receive advice and guidance that allow us to develop our work environment work.

We will keep the cooperation group informed.

- **Corona**

On 29 September, most of the restrictions regarding covid-19 will be lifted. Among other things this will mean that the advice on working from home will be removed and a gradual return to the workplace can begin. SMT has discussed this and made a plan for a gradual office presence. We will continue as now until 15 October, when anyone who wants can come to the office and work a day now and then. Notification of this must be made to Christina via email no later than at 15.00 on Friday the week before. The prerequisite is that you are double-vaccinated or have a new negative covid test. We trust each person's individual

responsibility and assume that you stay home if you have symptoms. We should also continue to try to keep an appropriate distance from each other. Trips to the office should preferably be made outside rush hour or in a safe way by car, bicycle, etc.

*Assignment of workstations in the office.*

We have started to make a plan for a revised allocation of workstations and offices.

*External visitors to the office:*

Individual meetings with external guests – we ask that this, as much as possible, should be held online or outside SIPRI. If one would need to receive an external person in the office, the staff member receiving the visit must ask the guest about vaccination and remind them of the importance of not coming if the person has symptoms. In meetings with several people, the invitation should contain a clear expectation that the guests follow the recommendations on vaccination, recent testing, refraining from visiting in case of symptoms, etc.

*Refurbishing of the attic*

Work is in progress and is expected to take about 3 months.

Materials that were previously archived in the attic will now be stored elsewhere. What is now temporarily stored on the lower floor and in the Board room will be handled as soon as possible and on 28 September we will receive external help to move material to archives at SIPRI. Materials that do not fit at SIPRI will be stored externally.

• **Personnel**

*Arrivals:*

- *Claudia Pfeifer*, Researcher, Peace Operations and Conflict Management Programme, C,P&S Cluster, from 1 August 2021 up to 31 July 2023
- *Evelina Cristofano*, Research Assistant and Programme Coordinator, Sahel and West Africa Programme, C,P&S Cluster, from 5 July 2021 up to 31 August 2022 (substitute for Louise Edgren)
- *Kyungmee Kim*, Researcher, CCR, P&D Cluster, from 1 August 2021 up to 31 July 2023
- *Nivedita Raju*, Researcher on Outer Space issues, A&D Cluster, from 1 October 2021 up to 30 September 2023
- *Tània Ferré Garcia*, Virtual intern, CCR, P&D Cluster, from 30 August 2021 up to 16 January 2022

*Departures:*

- *Ekaterina Klimenko*, Researcher and Programme Coordinator, C,P&S Cluster, left on 31 August 2021
- *José Alvarado Cobar*, Research Assistant, Governance and Society Programme, P&D Cluster, will be leaving in the end of September 2021

*Renewal of contracts:*

- *Andrea Varisco*, Senior Researcher and Programme Director, A&D Cluster, extended consultancy agreement from 1 August 2021 up to 31 May 2022, employment contract from 1 June 2022 up to 31 May 2024

*Ongoing recruitments:*

- HR Officer, Operations – closing date 15 September
- Research Assistant, AMEX, A&D Cluster – concluded
- Senior Researcher, CCR, P&D Cluster – an offer has been made
- Senior Researcher, Peace Operations and Conflict Management Programme, C,P&S Cluster – no recruitment made, search initiated to find a suitable candidate via other avenues e.g. personal networks
- Online Events Intern supporting the SSC – concluded and the intern has started

- **Safety issues**

*Water leakage*

A water leak has been discovered on the lower floor and has been reported to the landlord who will take care of it.

*Going back to working at the office*

When we go back to the office a risk assessment will be made to investigate whether any particular risks can be identified upon return. This is part of the systematic work environment work that we must do when we are facing a change since we have worked from home for such a long time. We will review what can be foreseen as possible problems, both practically, organizationally and socially and how to remedy it. This risk assessment will be made in collaboration with Ulla as the safety representative.

- **Union issues**

*Saco:*

- The new union representative for SACO is Fred Daudon.
- An action plan following the &Frankly survey results has been created by the SMT. The plan will be on the agenda for the next RSC and we will follow up on the time plan regarding this at the next coop meeting.
- Performance Assessment and Development (PAD) talks will begin shortly with information on the details sent out to staff on 1 October.

In response to a question, it was clarified that there will be no multidimensional assessment of employees at this point.

*ST:*

- *Return to the office and in-house events :*  
see information under the corona item
- *Development opportunities for staff members :*  
Development work relating to the execution of the work is encouraged and should be discussed with the respective line manager. It could relate to an individual task being more efficiently performed with an individual training

or a group task where the team could benefit from a common training. This should be discussed annually on the individual PAD talks, but it should also be addressed whenever a need arises. The line manager can if s/he sees the value of a suggested training take the matter to SMT via its DoS or Dep Dir who make a decision.

- **RSC issues**

- *Office assignments for those who do not have them yet* – info under the corona item
- *Timeline for attic renovation* – info under the corona item
- *COVID travel policy* – The SIPRI Travel Policy is valid and we should remind ourselves of what applies. The policy is available on the intranet. We trust each individual responsibility both generally when coming to the office and also coming back from travel, not to expose colleagues to the risk of infection.

- **Other issues**

- **Date of next meeting**

Thursday 7 October 2021

**Items carried over to next meeting:**

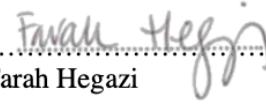
- Working from Home (WFH) policy
- &frankly action plan

Note taker:



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Helena Berger

Checking the notes:



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Farah Hegazi