



Minutes from the Cooperation group – Thursday, 7 October 2021 at 9.00-10.00 by Zoom.

Participants: Joakim, Helena, Kheira (RSC), Shannen (ST), Ulla (SO)

Excuses: Pieter (ST), Fred (SACO), Farah, Maria

- **Choice of checkers of meeting notes** – Kheria

- **Follow up on issues from last meeting**

- *Working from Home (WFH) guidelines*

The work with the guidelines is ongoing. A draft has been discussed in the SMT and some minor adjustments will be made. The next step is to get the text edited and cleared by the SMT, and on the next meeting the document will be shared with the cooperation group. In parallel a risk assessment will be made in cooperation with the Safety Officer.

- *&frankly action plan*

The unions, Safety Officer and RSC shared the joint work done with comments and proposals for additions to the action plan.

Management welcomed this initiative. As the document was shared only the day before the meeting more time is needed to go through the document in order to have a further discussion. That will be done before the next cooperation group meeting when a new discussion about this will be held.

- **Management**

Review of policies. A review of existing SIPRI policies and assessment of the need for additional policies is ongoing. For example: Working from Home guidelines, Sexual exploitation and abuse policy, Environmental policy.

Upcoming training for all staff. A training with focus on work engagement will be held by Lilian Ekelin for all staff during the autumn. The training is planned as a workshop with in-person participation by all participants. More detailed information to come.

- **Corona**

As of 18 October, staff will be encouraged to come to the office, provided that they meet the established conditions of vaccination and health. The requirement to notify Christina by email at the latest at 15.00 on Friday of the week before will remain in place.

The situation will continue to be monitored. If there is a deterioration and/or the authorities issue new recommendations, office presence arrangements may be adjusted.

- **Personnel**

The recruitment of an Human Resources Officer is still ongoing. The latest recruitment round did not provide good enough candidates and now an external recruitment company has been hired to do an active search.



Tenure

Claire McAllister has a tenured employment from 1 October.

Ongoing recruitments

HR Officer

Research Editor (substitute during parental leave)

Research Assistant – DUAT/AT

Senior Researcher – MENA

- **Safety issues**

No issues

- **Union issues**

No issues

- **RSC issues**

Question raised about the upcoming inspection from the Swedish Work Environment Authority (Arbetsmiljöverket – AV).

In response to questions and comments from the union and RSC representatives, management explained that during the inspection, SIPRI will present how risks of injuries and illness at work are prevented, and our routines for systematic environment work. Focus will be on the organizational and social work environment. Participants in the inspection will from SIPRI be Joakim, Maria and Helena as representatives of the employer and Ulla as the safety representative.

The inspectors from AV will give feedback about what we are doing right and what we need to improve.

- **Other issues**

No issues

- **Date of next meeting**

TBC

Items carried over to next meeting:

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

Note taker:

A handwritten signature in blue ink, appearing to read "Helena B.", written over a dotted line.

Helena Berger

Checking the notes:

A handwritten signature in blue ink, appearing to read "Kheira T.", written over a dotted line.

Kheira Tarif