

Minutes from the Cooperation group – Thursday, 11 November 2021 at 9.0010.00 by Zoom.

Participants: Joakim, Helena, Maria, Shannen (ST), Annelies (ST), Fred (SACO), Farah (RSC), Kheira (RSC)

Excuses: Pieter (ST), Ulla (SO)

- **Choice of checkers of meeting notes** - Shannen
- **Follow up on issues from last meeting**
 - *Working from Home (WFH) guidelines* – the documentation on WFH was shared with the coop group. Management provided a recap of the WG process and noted they have taken advice from SAGE regarding the risk assessment of the WFH policy. It was agreed to discuss the WFH guidelines in depth at the next meeting.
 - *&frankly action plan* – due to a request from the Swedish Work Environment Authority in connection with the inspection we will start making a risk assessment linked to the action plan and thus wait to go through this in detail until that has been done.
- **Management**
 - *Update from the inspection by the Work Environment Authority*
During 2017-2021, a national inspection effort by the Swedish Work Environment Authority is underway with the aim of preventing ill health and accidents, where the organizational and social work environment can be the reason for employees being affected. During the period, different kinds of workplaces and businesses will be inspected. The selection is based on the Swedish Work Environment Authority's statistics, interest group reports and tips received by the Swedish Work Environment Authority. SIPRI has been randomly selected in the sector of universities and colleges.

On 28 October we had a digital meeting with two inspectors from the Swedish Work Environment Authority. Joakim, Maria, Helena and Ulla, in her capacity as safety representative, participated on behalf of SIPRI. The main purpose of the inspection was to look at how SIPRI prevents risks of ill health within the organizational and social work environment. The inspection was carried out with the aim of examining what we do right and what needs to be improved and providing guidance regarding our work environment efforts.

The inspectors' oral assessment immediately after the inspection was positive. They recognized that SIPRI was committed to providing a sound work environment and demonstrated awareness about what areas needed to be improved. After the inspection

we received an inspection notice (inspekitionsmeddelande), which is a letter to the selected organisation in which the Work Environment Authority describes what shortcomings they have seen during the inspection and what needs to be corrected. The inspection notice is not legally binding but should be seen as an opportunity to voluntarily correct the deficiencies the inspectors have seen.

The five areas to be addressed are:

1. Make a risk assessment based on the results of the &frankly survey in addition to the action plan. Set a time schedule for the action plan.
2. Clarification to staff about what is victimization and that it is not accepted at SIPRI.
3. Victimization should be reflected in current policies and routines should be developed for addressing victimization.
4. Establish a written distribution of responsibilities of the tasks related to the systematic work environment work within SIPRI.
5. Ensure that all staff, in particular line managers, have knowledge of how to prevent and manage unhealthy workload.

A small WG has been created, consisting of Helena, Joakim, Maria and Ulla, to begin with the groundwork. Management intends to perform the work in cooperation with the representatives of the staff in the Cooperation group. Therefore, we have decided that we will hold more frequent coop meetings at least until the return visit from the Work Environment Authority on 17 February 2022.

Management will share the Work Environment Agency's report with the Cooperation Group.

- **Corona**

No major news regarding the pandemic in Sweden at this point. The situation will continue to be monitored.

- **Personnel**

Arrivals

Xiao Liang, Research Assistant, MILAP, started 1 November 2021 until 31 October 2023.

Nivedita Raju, Researcher, Nuclear Disarmament, Arms Control and Nonproliferation Programme, started 1 November until 30 September 2023
Karen Meijer, Senior Researcher, CCR, will start on 10 January 2022 until

Departure

Lucile Robin, RA, DUAT, left on 31 October.

Luke Richards, RA, Emerging Technology, left on 31 October.

Ongoing recruitments

Research Assistant – DUAT/AT

Research Assistant – MILAP

Researcher/Senior Researcher – Emerging Technology

Researcher/Senior Researcher – POCM

Senior Researcher – MENA

Senior Researcher/Programme Director – Weapons of Mass Destruction programme

Research Editor (temp substitute during parental leave)

HR Officer

Staff training

Helena reported that management is currently exploring training opportunities with Lillian regarding communication and cooperation in the workplace. Staff will be divided over 3 time slots. The aim is to decide on dates before the Christmas break and carry out the training early in the new year. Ideally, these training sessions will be held in person but may be held in a hybrid/online capacity depending on the corona situation.

- **Safety issues**
Ulla not in attendance, nothing to report
- **Union issues**
Nothing to report
- **RSC issues**
Nothing to report
- **Other issues**
Nothing to report
- **Date of the next meeting**
Thursday 25 November 9.00-10.00 via Zoom

Note taker:



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Helena Berger

Note checker: Shannen Young



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Shannen Young