

Minutes from the Cooperation group – Thursday, 2 June 2022 at 9.00-10.00 in Yearbook room & Zoom.

Participants: Joakim, Helena, Hedvig, Ulla (SO), Shannen (ST), Farah (RSC), Frederic (SACO), Kheira (RSC)

Excuses: Pieter (ST)

- **Choice of checker of meeting notes** – Kheira

- **Follow up from last meeting**

See below points.

- **Management**

The SIPRI Sexual Harassment Policy is about to be finalized by SMT. The feedback shared by the Cooperation group has been taken into account. The policy will be presented to all staff at the next RSC.

The & frankly action plan: An update has been made of the plan to reflect what has been done and what still needs to be acted on. The plan has been discussed at the SMT and the update was also a reminder of things to be done at cluster/department and programme level. The updated action plan has also been shared with the Cooperation group.

A draft version of the Code of Conduct was shared with the Cooperation group. Discussions on the draft will begin at the next meeting.

- **Personnel**

Ongoing recruitments

-Researcher/Senior Researcher to P&D – applications open until 19 June.

-PD to MENA team – advertising is closed, selection process ongoing.

-Grants coordinator – 2 possible candidates, process still ongoing with start date after summer.

-Office Assistant – 2 possible candidates, process still ongoing and to be finalized next week.

-HR team is reviewing recruitment processes with input from cluster discussions involving staff who were recently recruited to SIPRI.

Active measures

Helena explained the process of active measures to be taken by SIPRI based on the Discrimination Act. This law requires employers to document work on different areas for promoting diversity and take appropriate action. There has not been time to start this process, which will a focus for the autumn. This process also includes salary mapping, which will also be part of the focus for the autumn.

- **Safety issues**

N/A.

- **Union Issues**

SACO had asked for updates on the &frankly action plan, policies coming up for discussion in the Cooperation group, and salary mapping (see *Active measures*, above).

Concerning the &frankly action plan, SACO raised stress and workload, and how to tackle them. It is the responsibility of each line manager to monitor the employee's workload and help prioritize tasks where necessary.

SACO asked for updates on SIPRI policies. It was noted that SIPRI's new Work Environment policy will act as an umbrella for others; ongoing and planned work was summarized by HR (see *Active measures*, above). A SIPRI staff working group drafted proposals for an environmental policy some time ago, which Fred will share with the Cooperation group for discussion.

ST asked about implementation of a Whistleblowing procedure/policy. This will be looked into at a later stage, but it is a priority. Ulla has been doing some research and will involve new Head of Operations Kristina Sandberg in the work on a Whistleblowing procedure/policy.

ST raised a question about SIPRI's funding forecast, and SIPRI's contingencies in the context of the upcoming application for a new strategic grant from the Swedish MFA. ST also asked if it is possible to conduct a risk analysis and present that to the RSC. Information on SIPRI grants and finances will be shared with staff at the next RSC. The issue of mapping SIPRI funding that is returned to the donor was also raised.

ST asked about ways to ensure transfer of knowledge when an employee leaves SIPRI. Knowledge transfer occurs when an employee leaves, through exit interviews by HR, and in-person and/or written handover between departing and incoming staff members, facilitated by the line manager.

- **RSC Issues**

The RSC asked for an update on the Internship policy. The policy will be updated, and the SMT has decided to set a limit of a maximum of five interns at a time in the office, and continue to offer virtual internships.

The RSC also asked a question about the open call for internship applications on SIPRI's website and how the Institute handles applications and personal data stored in the recruitment platform, ReachMee. It was decided to update the advert regarding the timing of feedback after application. HR will remove applications older than two years, in line with SIPRI's Privacy policy and will review and update the advert to make the nature of the rolling application more clear.

The RSC asked for an update on the review of the promotion criteria for SIPRI researchers. Management explained that this will be an exercise to determine whether

the promotion criteria are fit for purpose across all SIPRI clusters and make appropriate adjustments. The SMT will address this issue after the summer vacation.

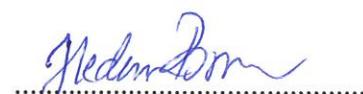
- **Other issues**

No other issues.

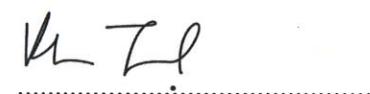
- **Next meeting**

Thursday 23 June 09:00-10:00 in the office.

Note taker:


.....
Hedvig Brage

Note checker:


.....
Kheira Tarif