

Minutes from the Cooperation group – Thursday, 10 March 2022 at 9.00-10.00 by Zoom.

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

Excuses: Pieter (ST), Annelies (ST).

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

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

&frankly risk assessment – follow up

Remaining issues of the risk assessment of the &frankly action plan which was not done during the work environment inspection will be discussed at the next Cooperation group meeting on 31 March.

Work Environment training for line managers

The first part of two of the work environment training for line managers was held on 9 March. The second session will be held on Thursday 17 March. The content of the training is: The framework for work environment, Systematic Work Environment Management, Organisational and Social Work Environment, How to discover early signs of ill health and Work adaptation and rehabilitation.

Allocation of work environment tasks

Once the work environment training has been completed, work will begin on assigning work environment tasks to different people in the organization, for example to Deputy Director, HR Director and Line Managers.

- **Management**

New Chair of the Governing Board

The decision is being prepared by the Government and expected within a few weeks.

- **Personnel**

Updates for 2022 so far

Arrival

Karen Meijer, Senior Researcher, CCR – 10 January 2022

Alexandra Marksteiner, Researcher, MILAP – 17 January 2022

Janet Feenstra, Research Editor – 1 February 2022 to 31 January 2023 (substitute for Frank)

Lorenzo Scarazzato, Research Assistant, MILAP – 7 February 2022

Daniele Crimella, Event Assistant – 7 February 2022

Noah Bell, Administrative Assistant (substitute for Andrea) 7 February 2022 to 22 February 2023 and Event Assistant from 23 February 2023

Blaze Horn, Event Assistant, Stockholm Forum – 14 February 2022

Ahmed Morsy, Senior Researcher, MENA – 1 March 2022

Lauriane Héau, Research Assistant, DUAT/AT – 1 March 2022

Wilfred Wan, Senior Researcher/Programme Director, WMD – 1 March 2022

Emilie Poignant Khafagi, Research Assistant, MENA – 3 March 2022 to 2 March 2024

Larisa Saveleva, Virtual Intern, WMD – 7 March 2022

Gretchen Baldwin, Researcher, POCM – 18 April 2022 (consultant), on payroll from 1 February 2023

Hedvig Brage, Human Resources Officer – 4 April 2022, tenure

Departure

Issaka Souare, Senior Researcher/Programme Director, SWAP, left on 22 December 2021

Petr Topychkanov, Senior Researcher, Arms Control, left on 31 December 2021

Christina Ekberg, Office Assistant, left on 28 February 2022

Elena Haapaniemi, Personal Assistant, Directors Office, left on 13 March 2022

Lena Kappelin, Grants Manager, OPS will leave on 31 March 2022

Renewal of contracts

Andrea Gadnert, RA/Administrative Assistant, EP, 1 June 2022 to 31 May 2024

Vongai Murugani, Researcher, Food, Peace and Security, 1 June 2022 to 31 May 2024

Tenure

Nan Tian, Senior Researcher, MILAP – 23 October 2022

Promotion

Timo Smit, Senior Researcher, POCM – 1 January 2022

Diego Lopes da Silva, Senior Researcher, MILAP – 1 January 2022

Martina Selmi, Major Events Manager/Cluster Coordinator – 1 January 2022

Ongoing recruitments (10 March 2022)

- Senior Researcher/Programme Director – MENA
- Senior Researcher/Programme Director – SWAP
- Head of Operations
- Office Assistant
- Management Assistant

Additional information on recruitment

The unions asked for information on whether a recruitment is a new position, a temporary post (substitute), a replacement recruitment due to their own termination of employment or for any other reason. This will be added to the information that HR provides to the union representatives prior to a planned recruitment.

When a vacancy arises due to the departure of a staff member, it is not automatic that a replacement for the same post is recruited. Because of the current cap on the total number of staff, on such occasions the needs of the whole organisation are considered and a decision is made as to where the greatest need for recruitment is.

Engagement training

Planning for the postponed (due to the pandemic) workshop on engagement will resume and hopefully be held in April.

- **Safety issues**

The fact that we are now returning to office means:

- resumption of safety rounds
- appointment fire marshals to all floors
- check need for rooms for online meetings
- reviewing of seating arrangements
- need for new equipment for video conferences

- **Union issues**

New chair of ST

Shannen has been appointed by the members as the new chair of ST. Pieter will continue to be the representative and Annelies and Shannen will continue to take turns attending the Cooperation Group meetings.

- **RSC issues**

Policy update

In response to the Work Environment Authority inspection, a new Work Environment Policy and a description of the Procedures in cases of Victimization have been developed. Both documents have been endorsed by the SMT and will be presented at the next RSC.

- **Other issues**

No issues

- **Date of the next meeting**

Thursday 31 March 9.00-10.00 by Zoom

Note taker:



Helena Berger

Note checker:



Shannen Young

