



Minutes from the Cooperation group – Thursday, 31 March 2022 at 9.00-10.00 by Zoom.

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

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

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

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

*&frankly risk assessment – follow up*

Based on the work we have done with the risk assessment of the &frankly survey that was held in February 2021, an action plan has been developed and will now be implemented.

Management and HR have considered the comments and proposals put forward by the unions, safety representatives and RSC representatives. Some of them will be part of the ongoing Work Environment work.

In October, tentatively, there will be a new &frankly survey where, using the experience gained from the first pulse, we will work on creating questions that can cover the areas that are important to understand better.

- **Management**

- **Personnel**

*Ongoing recruitments (31 March 2022)*

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

*Engagement training*

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

- **Safety issues**

*Seating in the office*

A seating plan valid from now and over the summer has been made. The Safety Officer (Ulla) and HR (Helena) have carried out a risk assessment of the plan and no major risks have been identified. In summary, we need to share more of the offices and more staff members will need to share rooms. The DoSs and Heads of Department have been tasked with notifying their respective teams of the planned changes. Agreements on practical matters such as when and how to move can then be made individually between those who will be moving.

- **Union issues**

*Issues with return to the office*

Despite the entry into force of the Working from Home policy on March 7<sup>th</sup>, some staff members had no designated desks when returning back to the office. The lack of technical equipment in meeting rooms to enable hybrid meetings is also noted. More info and the new seating plan will be circulated.

*Attractiveness of SIPRI as an employer*

This subject will be discussed at the coming SMT away day and the Unions would like to discuss this topic. Management postponed the discussion after the SMT away day.

- **RSC issues**

- **Other issues**

- **Date of the next meeting**

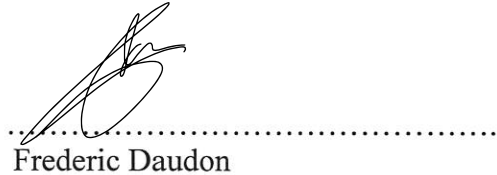
Thursday 21 April 9.00-10.00 in the Yearbook room.

Note taker:

A blue ink signature of Helena Berger is written over a dotted line.

Helena Berger

Note checker:

A black ink signature of Frederic Daudon is written over a dotted line.

Frederic Daudon