



## Minutes from the Cooperation group – Thursday, 25 August 2022 at 9.00-10.00 in Yearbook Room.

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

---

- **Choice of checker of meeting notes** – Noah Bell
- **Follow up from last meeting**  
The Code of Conduct was discussed during the last meeting. The representatives gave suggestions of revisions and amendments to the draft version.
- **Code of Conduct**  
A Code of Conduct sets out agreed principles of professional conduct that all staff and third parties acting on behalf of SIPRI commit to follow.

The Cooperation group continued the discussion based on the suggestions of amendments. The next step is to revise the draft with input based on points raised during the meeting. It will be shared with the representatives prior to the next meeting.

The Code of Conduct will be presented to all staff and subsequently enter into force. For new staff, board members and consultants, the Code of Conduct will be communicated and signed in connection with the conclusion of their employment contracts.

- **Management:** A brief update about the coming &frankly survey was shared. The survey is planned to be launched some time from mid-September to mid-October.
- **Personnel**  
*Ongoing recruitments*
  - Researcher/Senior Researcher to P&D – ongoing.
  - Senior Researcher/Programme Director to Arms Transfer – closing 31 August.
  - Research Assistant to WMD – closing 4 September.
  - Project Controller – closing 11 September.

### *Arrivals*

-Alemnesh Belatchew joins 1 September as Grants Coordinator.

### *Departures*

-Alexandra Marksteiner left 5 August.  
-Shannen Young leaves 31 August.  
-Jenny Mildton leaves 15 September.

**Safety issues**

A safety round (skyddsround) will be conducted in the office. The fire marshal list and other safety aspects will to be updated. The need for first aid training was also discussed.

- **Union Issues**

Noah Bell is the new chair of ST and will be their representative in the cooperation group.

- **RSC Issues**

No issues.


- **Other issues**

Kristina is to look into the required steps for upgrading the bicycle infrastructure with the Office Manager.

- **Next meeting**

15 September 09:00 in Yearbook Room.

Note taker:

  
.....  
Hedvig Brage

Note checker:

*Noah Bell*  
.....  
Noah Bell