

Minutes from the Cooperation group – Thursday, 8 December 2022 at 9.00-10.00 in Board Room and Zoom.

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

Excuses: Ulla (SO)

- **Choice of checker of meeting notes** – Frederic
- **Follow up from last meeting**
The Code of Conduct is about to finalized by SMT.
- **Management**
 - The plan of action based on the & frankly will be shared with the cooperation group once drafted by SMT.
 - Following the discussion about career structure, SMT had decided that Research Assistants may refer to themselves as Research Analysts in their business cards and email signatures. No changes will be made to titles on the SIPRI website.
 - The Code of Conduct has been finalized and will be rolled out shortly.
- **Internship Policy**
The internship policy with updates from HR and SMT was shared with the cooperation group, and feedback was received. Further updates will be done based on the feedback. SIPRI's internships are unpaid as internships are not considered to be an employment. Thus, interns shall not to replace staff nor perform tasks unsupervised.
- **Personnel**
Ongoing recruitments
 - Researcher/Senior Researcher to P&D
 - Senior Researcher/Programme Director to Arms Transfer
 - Project Controller
- **Arrivals**
 - Alaa Tartir, PD MENA, joins 1 January 2023.
- **Safety issues**
No issues.

- **Union Issues**

ST and SACO inquired about whether a salary mapping would be conducted. A Salary mapping will be done.

- **RSC Issues**

No issues.

- **Other issues**

No issues.

- **Next meeting**

TBC.

Note taker:



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Hedvig Brage

Note checker:



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Frederic Daudon