

Minutes from the Cooperation group – Tuesday, 20 June 2023 at 11.00-12.00 in Board Room and Zoom.

Participants: Kristina, Hedvig, Lisa, Noah (ST), Frederic (SACO), Ulla (SO), Maria G (SO) Farah, (RSC), Kheira (RSC).

Excuses: Joakim

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

- **Management**

HR is currently implementing an HR system, called Hailey. The go live is planned for 1 September. Managers were informed 19 June and further information will be shared with all staff in shortly. The HR system will mean easier monitoring of personnel data. Hailey includes a whistleblowing function and features to enable more efficient processes, such as absence management, digital signatures, and surveys. Different features will be implemented gradually. One question still to be addressed is whether SIPRI consultants will use this HR system, including full-time staff working in other countries. Maconomy will remain the finance tool and continue to be used for time reporting, so SIPRI will be using a suite of Hailey (HR), Maconomy (finance) and Agda (payroll).

13 June HR hosted the first manager seminar, which was the first in a series of seminars planned. The first seminar covered the role of managers, an introduction of Swedish labor laws and sustainable self-leadership (which covers work-life balance and resilience). In parallel with the seminars, HR is working on a manager's handbook.

The & frankly action plan and SMT's response to the recommendations on DEI are now available on the intranet.

Kristina informed that the finances are looking better.

- **2023 Salary mapping**

During spring, a gender salary mapping was conducted. A follow up meeting with the unions on 19 June concluded that there is no gender discrimination occurring within the salary structure.

- **Personnel**

Ongoing recruitments

- Research Assistant to Sahel-West Africa
- Senior Researcher/Programme Director to European Security
- Senior Researcher/Programme Director to China-Asia security

Departures

- Emilie Broek, 31 August
- Evelina Cristofano, 31 August

- **Safety issues**

The bench at the back of the building is broken.

Fire marshal training is planned for the fall.

- **Union Issues**

No issues from SACO.

ST requested status of policies that are being updated and under creation.

- Kristina informed that the whistleblowing policy is almost done, and a draft will be ready to be shared.
- The internship policy will be looked into further, to clarify what type of internships SIPRI can offer under relevant Swedish law. The main rule for internships in Sweden is that it should be in connection to education and that it is not a form of employment. Ulla suggested that SIPRI could establish a scholarship fund from which interns can apply funding from while having an internship with SIPRI.
- The SMT is still working on the proposed draft environment policy.

- **RSC Issues**

Kheira suggested that the first cooperation group meeting after the summer could be dedicated to stocktaking and planning for the second half of 2023. The cooperation group has achieved several action points decided in February 2023, but a review of some of SIPRI's policies is still outstanding.

This was Farah's last cooperation group meeting as RSC representative. We thanked Farah for her contributions to the group.

- **Other issues**

Lisa informed about Partsrådet, The social partners Council, and their support to employers and trade unions within the state. Partsrådet have films and tools as inspiration for the local cooperation work.

Lisa informed that there are discussions on the 2017 local agreement on cooperation at SIPRI and that a dialogue between the employer and the unions will be initiated. A separate meeting will be held after the summer to discuss the content in the current agreement further.

A couple of meeting rooms in the building will be repainted. Maria G is looking into that after the summer.

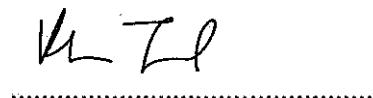
- **Next meeting**
31 August 11:00 in Seminar room.

Note taker:



Hedvig Brage

Note checker:



Kheira Tarif

