

Minutes from the Cooperation group – Thursday, 7 September 2023 at 11.00-12.00 in Board Room and Teams.

Participants: Joakim, Kristina, Hedvig, Lisa, Noah (ST), Ulla (SO), Kheira (RSC).

Excuses: Frederic (SACO)

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

- **Management**

Joakim gave an update from the SMT away day, where two substantive issues were discussed:

- The SIPRI Strategy 2024-2029 is about to be finalized and it will be discussed in an RSC meeting and receive more input from staff.
- Fundraising: discussions about diversifying the funding in light of the economic situation and impacts on funding from traditional donors. As the core grant has remained the same for several years, the strategic grant decreased and inflation increases in Sweden and worldwide, we need to look for funding from other governments and the private sector. This effort will seek input from staff who have fundraising experience and to look for lightly earmarked and unearmarked funding.

Kristina gave an update on SIPRI's budget: ongoing work on the forecast and budget for 2024. There are no figures to be shared yet, but work is ongoing, Finance will schedule meetings with programme directors and DoSes on their budget forecasts, and this will be presented to the Governing Board at the next meeting. Ulla added that the Finance team are working on an update to Maconomy for improving the process of budgeting, making it more transparent and with more input from the programme level. She also raised the need for better overviews of all agreements, including consultancy agreements, which Finance will work on once the budget has been prepared.

- **Summary of actions**

During the last cooperation group meeting before the summer, it was decided to go through the previously agreed items to focus on during 2023, which resulted in:

- Salary mapping: Lisa and Kristina have almost completed a salary mapping with the SIPRI union representatives. This resulted in an action plan.
- &frankly: common plan of action on SIPRI level in place and a support kit for managers on how to work with the results on team level and they will be given further tools. A DEI report was written and resulted in an action plan.

- Line manager trainings: one training on labour law and the line managers' roles was completed in June and one will be organized on the social/organizational work environment; this second will be part of the DEI plan of action because it covers victimization and harassment.
- HR is talking to clusters about individual stress and individual stress management in connection with the &Frankly focus area.
- Policies: a new process is in place where SMT will review policies bi-annually. Currently the Safeguarding policy is being revised, to be aligned it with Code of Conduct, and will be presented to the Cooperation Group for input. The Whistleblowing policy is under development and must be implemented in December 2023. SMT is also drafting an Environmental policy, Travel and Crisis and Contingency Policy (which will lead to the establishment of a crisis and contingency group). Kheira raised that SIPRI staff had already voluntarily drafted an Environment policy that has been presented and discussed at the Cooperation Group before, and which could serve as a basis for the new policy.
- **&frankly**
The new HR software Hailey can be used to do a staff survey. Although there is no timeline yet, HR aims to launch a new survey in Q3 or Q4 2023. Noah raised concerns about ensuring anonymity in an internally-run, Hailey-based staff survey. Noah and Kheira explained that, some results from the last &Frankly survey in 2022 were presented in a level of detail that led very easily to the identification of staff and made many uncomfortable. Both &frankly and Hailey assures anonymity, and such parameters should not be displayed. Noah also raised issues with the way that &Frankly questions are posed, which impacts the utility of the answers that are collected in the survey.

It was proposed to set up a reference group and let them be involved in deciding which questions should be included in the next survey.
- **Hailey update**
HR presented the tools and features of the Hailey HR software, as well as a timeline its roll-out. Line managers will receive a training for the PAD process on 20 September and all staff will receive access to the tool on 22 September. All staff will have their own profile and line managers will have access to their teams' profiles.
- **Work environment**
Ulla raised concerns around the decisions of staff to resign from their roles at the cooperation group. She asked for a discussion on this at a future meeting.

Maria stepped down as safety officer.

Union issues

RSC

Kheira asked how the new HR intern focused on DEI relates to the work that has already been done by the informal working group and its recommendations. Response to that was that the intern will go through the DEI report and action plan but also go through

our processes and analyzing where we stand in that area and be able to suggest improvements where needed.

Kheira stepped down as representative for RSC and highlighted a number of issues that have been on the agenda of the Cooperation Group for a long time and still need to be addressed.

ST

Noah stepped down as chair for ST. Elections will be held for a new chair.

SACO

Fred stepped down as chair of SACO-S. A new board will be elected during the annual meeting on 28 September and the board will then appoint a new chair.

- **Personnel**

Ongoing recruitments

- Research Assistant to Peace & Development
- Communications assistant
- Coordination officer (substitute)

Arrivals

- Jules Palayer, RA, Governance of AI, 14 August
- Cyrielle Trebosc, RA, SWAP, 28 August
- Katarina Djokic, R, Arms Transfers, 20 September
- Zain Hussain, R, Arms Transfers, starting date to be confirmed
- Barbara Kunz, SR/PD, European security, 15 October
- Abby Neumann, RA, SWAP, starting date to be confirmed
- Jingdong Yuan, SR/PD, China-Asia security, 1 November

Departures

- Louise Edgren, 10 September

- **Next meeting**

To be confirmed.

Note taker:



Hedvig Brage

Note checker:



Kheira Tarif