



## Minutes from Cooperation group

Date and time: Thursday 11 April 2024, time 10.00 - 12.00

Place: Seminar Room

Participants: Joakim, Kristina, Clarisa, Simon, Lisa, Emma (ST), Annika (Saco), Gretchen (RSC), Diego (RSC), Pieter (ST), Laura (work environment representative)

Excuses: Ulla (main work environment representative)

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- **Goodbye-fika for Lisa**

The group began with a fika to recognize Lisa's contributions, expressing gratitude for her efforts, while also extending best wishes for her future endeavours.

- **Choice of minutes checker:**

Diego (RCS).

- **Last meetings notes**

No comments.

- **Follow-up on items from the last meeting**

- Cooperation Agreement

The finalized agreement will be sent out to the group. The next step is to sign it.

- General Communication in the institute

Follow-up on the discussion from the last meeting regarding internal communication within the institute, how important information should be presented and in what manner to ensure that no one misses it.

The employer emphasizes the importance of addressing this issue and highlights the responsibility of employees to ask their immediate supervisor for information they may have missed when not attending a meeting.

We concluded that we need to review the existing meetings, how they are communicated, through which channels, and their purpose. This will be done as soon as possible.

- **Information from management**

- Recruitments

Recently completed:  
Finance Manager – Operations (Replacement)

Ongoing:  
Researcher – Weapons of Mass Destruction Programme  
Senior Researcher - Climate Change and Risk Programme  
Facility Officer – Operations (Replacement)  
Project Controller, Operations (Replacement)  
Grants Coordinator, Operations (Replacement)  
Human Resources Officer – Operations (Replacement)  
Deputy Director - Directors Office (Replacement)  
Director - Directors Office (Replacement)

Questions were raised about the funding of the positions being recruited.

It was explained that ongoing discussions are taking place within both the SMT, HR group and Line Managers regarding this matter.

Promotion guideline:

This is ongoing, and we will return when it is ready to be presented to the group.

- o Policy against “Anti-Terrorism Financing and Anti Money Laundering”

An internal group has prepared a draft in response to a donor's request. This draft was shared before the meeting for review and feedback. There are some language-related comments that will be sent to Kristina.

- o The Gender Salary Mapping is started.

The process for the gender mapping of the salary was presented, covering the background and regulations. The presentation also touched on the salary principles outlined in the collective agreements and the BESTA process, which assesses how similar work is evaluated comparatively.

Questions arose regarding how the classification process will determine and compare employees in specific cases. This will be discussed in the start-up meeting.

The dates are preliminary: The start-up with the unions is scheduled soon, there will be an update in the process with the unions/HR, followed by workshops with the unions/HR. The RSC representatives to the cooperation group are going to be invited to the first start-up meeting when the process is explained, and questions can be answered.

- Topic of the month

- o MTR process and timeline

The process has started, and an initial meeting with line managers has taken place. The deadline for the MTR-meetings to be completed is on May 5. The reason for earlier start for this process is to ensure that MTR and PAD are finalized, allowing the new revised salaries to be implemented closer to the Salary revision. Managers have been informed to take this timeline into account when discussing and evaluating the goals. Information has also been sent to all staff regarding the MTR's.

- **Discussion of issues raised in advance**

- Saco- Questions surrounding the collection of input for the recruitment of the new Director, and the forwarding of that information to the Governing Board.

Joakim gave an overview of the recruitment of the next Director, referring to the provisions established by the SIPRI statutes, the timeline and main parts of the process, including the role of the Board, and consultation with staff. The question is raised about how input should practically be gathered and presented and where to send it. It was agreed to send the input regarding the recruitment of the new Director to Joakim, for forwarding to the Governing Board, before the board meeting. Joakim highlighted the role of the staff observer.

Following this, a smaller recruitment group will be formed within the board. The board is responsible for ensuring the proper handling of the recruitment process for a new director and considering the organization's perspectives. Line managers have been tasked with gathering employee input on job profile preferences.

- **Any other business**

A new Finance Manager has been hired, to replace Ulla who is retiring. The start date is May 28th. A handover with Ulla, will be ensured to take place before Ulla leaves. This also means that Ulla's role as main safety officer (Huvudskyddsombud) will end soon. The unions are encouraged to appoint a new main safety officer.

Discussions are ongoing on how information and contact with union representatives can be improved in the communication of ongoing and completed recruitments.

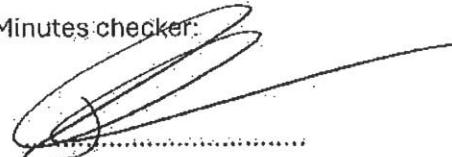
Next meeting: 14 of May 13:00-15:00 (Board Room)

Minutes taker:



Simon Herman

Minutes checker:



Diego Lopes da Silva

