



# Minutes

## Cooperation group

Date and time: Tuesday 14 May 2024, time 13.00 - 15.00

Place: Board Room

In attendance: Kristina (Head of Operations), Clarisa (HR Manager), Simon (HR Officer), Emma (ST Chair), Annika (Saco-S Chair), Ulla (Head Work Environment Officer), Gretchen (RSC Representative), Diego (RSC Representative).

Absent: Joakim (Deputy Director)

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- **Choice of minutes checker:**
  - Annika Salisbury
- **Last meetings minutes:**
  - No comment
- **Follow-up on items from the last meeting**
  - General Communication in the institute

The Employer clarifies the purpose of current internal meetings, particularly Monday morning meetings and Research Staff Collegium (RSC) meetings. The Employer's proposal is to clarify in the employee handbook and on the intranet which meetings are currently held and for staff to attend to receive information.

Saco-S comments on the RSC statutes and the official role of RSC meetings (where not all staff are RSC members; some are only observers) as opposed to how they are currently used as all-staff meetings. It opposes including information that refers to the RSC meetings as all-staff meetings in the employee handbook and on the intranet because it goes against what has been legally agreed in the statutes and risks normalizing the current use of those meetings. ST, the RSC representatives and the Head Work Environment Officer support Saco-S in this line of argument. Saco-S suggests that the SMT re-reads the RSC statutes and reconsiders its use of RSC meetings as all-staff meetings.

The employer's response is that they do not see any risk in this because if SIPRI's communication methods and channels change in the future, they can simply update this information in the appropriate forum. They argue that the most important thing for the employer is to clarify how things are currently, so that employees know how they



can access important information. The employer disagrees that it should not be documented just because there are different views at the present.

- Promotion guidelines

The guidelines have been revised with the aim of making them clearer, and the guidelines have been approved by SMT. Saco-S flags that the guidelines have not been discussed within the Cooperation Group as they should have according to the Cooperation Agreement. There is discussion and disagreement on whether or not this should have taken place. The guidelines will be circulated to the group with a window of approximately one week's feedback.

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

Feedback has been collected and received which the group working on the policy has acknowledged and considered.

- **Information from management**

- Recruitments

- Director

Work and preparation are ongoing, the ad is yet to be published.

- Deputy Director

The ad has expired, and a selection of qualified candidates and a shortlist is being made. Interviews will be scheduled shortly.

- Other recruitments

Researcher – Weapons of Mass Destruction Programme; Ad expired, selection process.

Senior Researcher – Climate Change and Risk Programme; Second interview to be scheduled.

Project Controller, Operations (Replacement); Ad expired, selection in progress.

Grants Coordinator, Operations (Replacement); Ad expired, first interviews in progress.

- Other personnel changes

Continuous review of internal competencies and internal solutions regarding personnel changes is ongoing.

- The Gender-Salary-Mapping.

A presentation of the timeline for the mapping and an overview of the process have been given. A meeting with the Unions will take place on 22 May.

- Upcoming Governing Board meeting



Kristina is going through what she plans to address, the financial situation, and her intention to bring up the funding gap. Mentioning that there will be lunch and a moderator. The discussion topic will be Sweden joining NATO.

The unions have their regular check-in with the board on 17 May. The union representatives brief on the usual topics discussed, including salary process, staff morale and financial matters.

- **Topic of the month**
  - MTR process – Update

HR is currently reviewing who has completed the task. To accommodate feedback and wishes from individual managers from the last MTR, the option was provided to not fully use the HR system (Hailey) and instead, just upload the final document there. As a result, manual counting by HR is required, which takes a little more time.

- **Discussion of issues raised in advance**
  - Time for union-related work

Question is raised concerning how many hours are expected to be reported.

Employer's suggestion is 10 hours/month for the main union representatives and 5 hours/month for other union/RSC representatives. Saco-S flags that this is far too little time to cover the work of the main union representatives.

For practical reasons, it is decided that the representatives report 10h/5h hours in Maconomy for now, and keep track separately to evaluate the matter.

A desire is put forward to change the article in Maconomy to include RSC in the name.

Since Ulla is leaving the institute in June, this will be her final cooperation meeting with SIPRI. The group expresses gratitude to Ulla for her collaboration and dedication.

- **Any other business**

Nothing raised.

Next meeting (Updated time): 25 June, 13:00-15:00 (Seminar Room)

Minutes taker:



Simon Herrman

Minutes checker:



Annika Salisbury