

# Minutes

## Cooperation group

**Dates and time:** Tuesday 25 June 2024, time 13.00 - 15.00

**Place:** Seminar Room

**Attendance:** Joakim (Deputy Director), Kristina (Head of Operations), Clarisa (HR Manager), Simon (HR Officer), Emma (ST), Pieter (ST Chair), Laura Bruun (main work environment representative), Gretchen (RSC Representative), Diego (RSC Representative).

**Absent:** Annika (Saco-S Chair).

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- **Choice of minutes checker:**
  - Emma ST
- **Last meetings note**
  - No comment
- **Follow-up on items from the last meeting**
  - Promotion guideline, under the point 'Discussion of issues raised in advance' below.

- Environment committee

Postponed until there is more of a structured plan.

- **Information from management**
  - Recruitments
    - Director

An advertisement has been posted and is open for applicants. Both employees and board members have been asked to circulate it among their networks. The deadline for applicants is set for the 13th of October.

- Deputy Director

There have been roughly twenty applicants, with a shortlist of four, for the position. One candidate was selected to meet the board and selected staff representatives. RSC representative shared that their impression of the candidate was good and had a good understanding of SIPRI mandate and role. ST shared they got a professional impression and added they also discussed the role of Deputy Director based on the candidate's strength.

The decision is going to be made by the Board. The aim is then to finalize the agreement in the coming weeks with a start-date from 1 September. The new Deputy Director will also be involved in the recruitment of the Director.

- Other recruitments

- Senior Researcher – Sahel and West Africa Programme (ad out)
- Senior Researcher – Climate Change and Risk Programme (2 interview)
- Research Assistant (x2) – Military Expenditure and Arms Production Programme (reviewing ad) (replacement)
- Project Controller – Operations (replacement)
- Grants and Development Officer– Operations (replacement)
- Deputy Director – Directors Office (replacement)
- Director - Directors Office (replacement)
- Cluster Coordinator/Communications Officer (extension)
- Communications Assistant (extension)
- Researcher – Weapons of Mass Destruction Programme (is now paused)

- Other personnel changes

Noel will move to the Operations Department 1 July 2024. He will have a new role (Senior Operations Coordinator) and will work primarily with PMO and GAD teams.

ST highlighted potential future questions within the A&D cluster about whom to approach once he is no longer part of the cluster. Management will come back with more information about the cluster coordinator roles.

- Gender salary mapping

Analysis is underway and a meeting is scheduled with the unions.

- **Topic of the month**

- PAD

HR went through planned changes to the PAD process with a proposed time plan, which will also be presented to SMT and line managers for feedback. Additionally, HR explained the different agreements between Saco-S and ST concerning the salary revision process, which is linked to the PAD.

HR will invite the unions week 39 to plan the next year's salary revision.

- Employee survey (Zondera)

HR is going to have a meeting with Zondera before the summer break to set the schedule. The plan is to conduct the survey in October. As mentioned earlier, careful consideration is given to the aspect of anonymity, as well as how we should handle results in the best way possible.

- Routines, time-limited contracts researchers

There has been collaboration with ST regarding this. HR explained that a routine is now being set up via Hailey, where the manager receives a notification at the correct time to trigger having a conversation with the employed researcher sufficiently in advance of their contract ending. The manager can also receive a template to use for this.

ST asked how information can be shared to ensure the unions can monitor the process. HR suggested that it could be done via the Cooperation Group, for example when giving updates on recruitments.

- Environment Policy

A proposal regarding the policy has been developed but had not yet been presented to the SMT. The Deputy Director provided background on this matter, which had been underway for some time. The policy has also been a requirement from certain donors.

- **Discussion of issues raised in advance**

- Promotion guideline (Saco-S)

Work environment representative (WER) brought up that she wants to address the issue, as she is also part of Saco-S, and has been in contact with the Chair of Saco-S regarding this point of discussion.

From ST; the understanding is that that even though it's on the intranet, it's possible to provide feedback and suggestions. They also add they get a lot of questions from members concerning salary and promotions and suggest having it as a point for a future meeting.

WER added that there may be uncertainties regarding which points to address in the cooperations group.

Point of view from the Employer; With the new agreement it should be clear what topic to be discussed in the group. HR adds that if there perceived to be 'grey areas', the members of the group are always welcome to contact HR and discuss this.

All members of the group are encouraged to review the guidelines when they are uploaded to the intranet to provide feedback.

- **Any other business**

ST is looking for a work environment representative but has not found anyone within the union yet.

HR and WER will discuss how to structure the Work Environment Committee going forward.

The Employer mentioned that alternatives for HEAT are being reviewed to save on travel (environmental impact) and costs. Crisis management is also being reviewed in case emergencies.

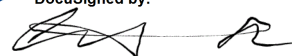
HR has also conducted a workshop with members from SMT and some staff members that frequently travel regarding the travel process and risk analysis for high-risk travel.

This is the last cooperation meeting for Joakim (Deputy Director). The group thanks him for his effort and dedication to the Cooperation Group during his time as Deputy Director with SIPRI.

Next meeting:

Tuesday 13 August: 13-15 (Room TBD).

Minutes taker:

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Simon Herrman

Minutes checker:

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Emma Zetterström