



Minutes

Cooperation group

Dates and time: Tuesday 13 August 2024, time 13.00 - 15.00

Place: Seminar Room

Invited to the meeting: Kristina (Head of Operations), Clarisa (HR Manager), Simon (HR Officer), Pieter (ST Chair), Annika (Saco-S Chair), Laura Bruun (main work environment representative), Gretchen (RSC Representative), Diego (RSC Representative).

- **Choice of minutes checker:**

Diego (RSC).

- **Last meetings minutes;**

No comment.

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

- Gender mapping

This year's salary gender mapping is complete. The unions and the employer have worked together and conclude that we need to take a closer look at two women in the RA group, and we will also look into the women's salaries in the Programme Director group. This will be considered and further looked into during the coming salary revision.

Saco-S raised the topic of promotion guidelines. It was suggested to announce during a Monday morning meeting that the guidelines are available on the intranet, so that everyone is aware that it has been updated.

- **Information from management**

- Recruitments

- Director

When the newly appointed Deputy Director has started at the institute, she will take over the lead concerning the recruitment of a new Director.

- Other recruitments

- Senior Researcher – Sahel and West Africa Programme
 - Senior Researcher – Climate Change and Risk Programme
 - Research Assistant (x2) – Military Expenditure and Arms Production Programme, Replacement (Replacement)
 - Director - Directors Office (Replacement)



Saco-S raised the issue of what is happening with the cluster coordinator roles and what the plan is concerning them going forward. ST add that there could be a worry that some tasks previously held by coordinators might fall through the cracks. The Employer agrees the need to make it clearer going forward and will come back to that issue.

Saco-S raised the issue regarding job hunting during work hours when your time-limited contract is not planned to be renewed; clarity is needed on this matter, how to report and their rights.

ST explains the history behind the previously communicated 2 days, and that it is to provide clarity. HR replies that It does not need to be recorded in Hailey. Finance needs to provide further clarification how to report it in Maconomy.

- Other personnel changes

Nothing to report.

- Employee survey (Zondera)

HR presented the time-plan for the Employee survey planned to be sent out in October. The questionnaire will be sent out to the cooperation group for a 1-week window review for input on wordings or clarification on questions. The aim is to change as little as possible.

The specifics of the action plan on how to address the results have yet to be determined. HR suggests first analysing the survey results, then deciding whether to bring in external support from Zondera or other occupational health services, or if the action plans and any necessary interventions can be handled internally by HR.

Saco-S opposes this and want to commit to Zondera be responsible for action plans and interventions at this stage. RCS sees both advantages and disadvantages concerning brining in external help on the follow-up work.

- **Topic of the month**

- PAD

HR shows the timeline for the PAD process again, goes over practical details, and discusses the information that Line Managers have received. The Line Managers have been invited to a meeting regarding the PAD process on August 19.

Saco-S expressed concern about whether there will be sufficient time allocated for salary talks. HR replied they will book specific meetings with the union representatives to plan the salary revision.

- **Discussion of issues raised in advance**

No issue raised.



- **Any other business**
 - **Work environment (WEC), to be or not to be**


Historically, the work environment questions were discussed at every Cooperation meeting but were then changed to have a specific part dedicated to these questions approximately 4 times a year called a Work environment Committee (WEC) instead. It was discussed that the new format has not worked as intended, and possibility to go back to the previous format.

HR will book a meeting with the main work environment representative to discuss a way forward.

The Cooperation group agrees Thursdays between 10 and 12 a clock would be a good time to schedule upcoming meetings. HR will send out invitations.


Next meeting: 19 September: 10-12 (Seminar room)

Minutes take:

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Simon Herrman

Minutes checker:

Signed by:

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Diego Lopes da Silva