



Minutes

Cooperation group

Dates and time: Thursday 19 September 2024, time 10.00 - 12.00

Place: Seminar Room

Attendance: Charlotta (Deputy Director), Kristina (Head of Operations), Clarisa (HR Manager), Simon (HR Officer), Pieter (ST Chair), Annika (Saco-S Chair), Gretchen (RSC Representative), Diego (RSC Representative).

Absent: Laura Bruun (main work environment representative).

1. Choice of minutes checker:

Pieter.

2. Last meetings minutes

No comment.

3. Follow-up on items from the last meeting

Nothing to report.

- The Deputy Director asked participants for input on how to make these meetings most meaningful and effective.
- ST highlighted the importance of open communication, feedback, and participation.
- RSC noted the platform's role in consolidating feedback on director recruitment.
- Saco-S emphasized two-way feedback.
- Head of Operations stressed the importance of transparency.
- HR noted the meetings help address compliance on legal matters.
- The Deputy Director encouraged open communication during the meetings and welcomed informal input between meetings. She suggested to start upcoming meetings with a brief check-in for the cooperation group to provide input on current issues, concerns and ideas for improvements. Cooperation Group agreed to add 'brief check-in' as an agenda point for all future cooperation group meetings.

4. Information from management

- Recruitments
 - Director



- The Deputy Director informed that she had met with the Chairman of the Board to discuss the next steps. Around 30 candidates had applied, of whom a few meet the requirements. More applications are expected to come in before the closing date (October 13th). The Staff rep. outreach was helpful in attracting candidates. Also, the Board members had been encouraged to spread the word.
- The Deputy Director underlined the value of the input from clusters and from RSC for the recruitment process from them and said that these comments had been communicated to the board. She reminded that the Board has the final decision on who will be selected.
- Dep. Director invited the staff representatives to give their input/suggestions concerning two items connected to the recruitment:
 - How to best conduct a meeting between the candidates and staff (representatives) on December 19th after the Board interviews.
 - Possible suggestions on interview questions.
- A small group of five Board members (including the chair), forms the recruitment team responsible for conducting interviews. The Dep. Director outlined the process and said that the aim was to invite three candidates for in-person interviews.
- ST proposes exploring whether there is an opportunity for the director to give a presentation to all staff. Management will convey these ideas to the Governing Board which is in charge of the recruitment process.
- Point was made on clarity during the recruitment process, concerning the financial situation, to ensure that this challenge is not coming as a surprise for the next director. Management will convey this point to the Governing Board which is in charge of the recruitment process.
- Decision on the appointment of the next Director is expected in the beginning of 2025. The employer follows the in beforehand agreed process.
 - Other recruitments
 - Senior Researcher – Sahel and West Africa Programme (R)
 - Senior Researcher – Climate Change and Risk Programme (R)
 - Research Assistant (x2) – Military Expenditure and Arms Production (R for 1 SR)
 - Director (R)
 - Other personnel changes
- A discussion arose about employee numbers, with ST requesting a breakdown of administrative staff, researchers, and others. The Employer will be returning with these figures ahead of next meeting.



- Saco-S expressed concerns about the support staff's size compared to research staff and the implications if research funding was not renewed.
- ST noted concerns among researchers with expiring contracts and potential confusion regarding job applications during work hours. HR stated they are continuously providing information on these issues and the unions should get back to specific cases when this occurs.
 - PAD
- HR informed that things seem to be working well. It will be reviewed at the end of September.
- Saco-S noted that setting goals can be challenging for staff representatives. Furthermore, while the staff representation tasks take considerable time and energy, the line manager of the representatives are not involved in these activities and can therefore not properly assess or evaluate the full performance of these employees, as it takes considerable time and limits LM's evaluation of their roles. It was suggested to seek input beyond LM to adopt a more comprehensive 360-degree approach. A related question was raised on how engagement in the Union may affect the evaluation in the PAD and it was underlined that representatives must not be negatively affected. It was suggested to further discuss this at a future meeting, but that the Union representatives may consult their respective union secretariats for best practices regarding this matter.
- RCS raised concerns about promotion guidelines, particularly regarding the significant database work at SIPRI that supports research reports. They questioned how this work is evaluated and suggested the need for further investigation into whether clearer guidelines are required. Specifically, they highlighted the importance of clarifying the equivalence between maintaining and developing large datasets and other research outputs, as much of this is currently left to LM's interpretation.
 - Employee survey
- HR gave a status report on the employee survey process, where all is going according to plan. Zondera will do an introduction to the survey on 23 September for all staff.
- **Topic of the month**
 - Salary revision 2024
- HR went through the salary revision process and will send a translation of the salary agreements to the representatives to keep internally.
- Question from representative arose regarding how staff that are not organized in a union will be handled. Answer from Employer: Non-organized staff will be included in the salary revision process and treated the same as organized staff.



- **Discussion of issues raised in advance**

- ST and SACO - discussion point: *How to best inform the cooperation group and all staff about the developments in the state of SIPRI, with a focus on the financial situation, developments in funding and any changes in the organisation of SIPRI.*
- Saco-S reported that they together with ST and the Head of Operations had held a meeting to discuss the financial situation with the Director. It had been an important update. They stressed the need to inform all staff due to growing employee anxiety and uncertainty. Saco-S suggested organizing an additional all-staff meeting to clarify the current plan and related issues, including the operation of the unemployment insurance fund and communication from the transition council.
- The employer will prepare an information-meeting as soon as possible regarding the point above.
- The group discussed the importance of communicating when people are leaving the organisation sensitively. HR will look into the offboarding procedure.
- RCS emphasized the importance of informing candidates for the Directors position about organizational situation.
- The employer mentioned that they are looking into having the Christmas party in-house this year to reduce costs.
- The Employer also mentioned that the environmental policy would be forwarded to the cooperation group for their comments, bearing in mind that this policy was drafted by a representative ad hoc group with staff members from all parts of the organisation.

- **Work environment**

This point was not discussed due to WER absents.


- **Any other business**

Nothing raised.


- Next meeting: 17 October, 10-12 (Seminar Room).

Minutes taker:

Minutes checker:

DocuSigned by:

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Simon Herrman

Signed by:

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Pieter Wezeman