



Minutes

Cooperation group

Dates and time: Thursday 17, October 2024, time 10.00 - 12.00

Place: Seminar Room

Attendance: Charlotta (Dep. Director), Kristina (Head Of Operations), Clarisa (HR Manager), Simon (HR Officer), Pieter (ST Chair), Annika (Saco-S Chair), Gretchen (RSC), Diego (RSC), Laura and Lauriane (work environment representatives attended until the discussions on the work environment were concluded.

1. Welcome and Introduction

2. Check-in

3. Choice of Minutes Checker

Gretchen (RSC) volunteered to be the minute checker

4. Last Meeting's Notes

We discussed the need to distribute the minutes more promptly. To achieve this, we agreed to shorten the minutes by summarizing the key discussions and decisions. This approach will help ensure that everyone receives the essential information in a timely manner.

5. Work Environment

Collaboration on Work Environment Matters

- We reviewed what the Swedish Work Environment Authority states regarding the role of the safety representative.
- We discussed the work environment agenda for 2024, which is focused on fire safety guidelines and planning for a fire drill. We also addressed the development of routines for incident reporting (e.g. risk observations, incidents, and accidents). The Work Environment Group will review how this can be planned and implemented.
- We decided to form a Work Environment Group consisting of safety representatives and HR. We adjusted the agenda to prioritize work environment matters, ensuring that sufficient time is allocated for discussions, allowing the safety representatives to participate effectively. The Work Environment Group meetings will take place outside of Cooperation Group meetings to give adequate attention to relevant issues and prepare CG discussions.
- The Work Environment Group will prepare a presentation on Systematic Work Environment Management. The presentation will outline the purpose of systematic work environment efforts, the responsibilities of managers, safety representatives,



and employees, with the aim of increasing knowledge and sharing information with all staff. This will be presented during one of our Monday morning meetings.

6. Information from Management

6.1. Economic situation

We discussed the current economic situation, with the employer providing an overview of the financial landscape and measures being taken to reduce costs. This includes measures that have been mentioned in previous Monday morning meetings, such as restrictions on hiring unless external funding is available, partial external funding for the Stockholm Forum, a more streamlined yearbook, and the exploration of options for renting out office space, to name a few. Also mention that the employer will, on individual bases, and as appropriate explore the possibility of moving around staff into better-funded programs when possible, taking advantage of fungible skills and potentially avoiding losing staff who would like to renew contracts but do not necessarily have funding at the moment of renewal.

On a question from staff representatives the Employer responded that expected funding are estimates, subject to confirmation.

The Cooperation Group discussed the staffing needs for the upcoming Forum and noted the approval of two temporary event assistants to support this initiative. The employer highlighted that, despite the current caution around hiring, this decision was made to ensure the successful execution of the Forum, as it directly impacts our funding. Before approving these hires, the possibility of using internal staff was considered, but the need for additional support was deemed necessary.

It was informed that an update on the financial situation would be provided by the employer during the next RSC meeting on Thursday, 24 October. It was also suggested that the employer provide feedback and share information about the Stockholm Security Conference with all staff to ensure transparency and clarity.

6.2. Staffing Report

As agreed in the previous meeting, the employer presented the staff report, which covered, among other things, gender distribution, the spread of researchers across departments, and an overview of leadership and general staff. There is interest in further breaking down this data by department; however, it is uncertain if this will be feasible due to the large number of unique roles, particularly in non-cluster departments where most positions are highly individualised.

6.3. Recruitments

6.3.1. Director

The employer provided an update on the recruitment process, confirming that applications have been forwarded to the board for review next week. Online interviews with six selected candidates are planned for October 31 and November 1.



- 17 candidates had relevant qualifications for the post. Of these candidates, six are women and eleven are men.
- A Staff Observer will be informed and participate in the six interviews. Candidate names will remain confidential within the recruitment group.
- The employer proposed that, should three candidates proceed to the final stage, each candidate's consent will be sought before their names are shared with Unions and the RSC. Staff Representatives have agreed with this approach.
- While the Board is responsible for appointing the new Director, input from staff and other groups is highly valued.
- Staff Representatives will conduct internal discussions and email the employer with feedback in preparation for the candidates' meeting with staff on 19 December.

6.3.2. Other recruitments

The employer also shared updates on other ongoing recruitments. These include confirmed roles for Senior Researchers in the Sahel and West Africa Programme and the Climate Change and Risk Programme, with an agreed-upon start from January, although exact dates are still to be determined in coordination with the candidates. Additionally, recruitment for two temporary Event Assistants will commence once the salary review negotiations are finalised, reflecting economic considerations.

6.4. Other personnel matters

The employer provided an update on various personnel matters currently under review, including ongoing investigations related to contract extensions.

6.5. PAD

Of the employees required to complete a PAD, all have done so except for those who are currently on leave or whose contracts are nearing their end. We have one team of four people who are still in the process, but they are expected to complete their PADs by next week.

6.6. Employee Survey

Total Current response rate as per the date of the meeting was 69%: Armament and Disarmament 70%, Conflict, Peace and Security 71%, Peace and Development 75%, Directors Office 60%, Outreach 55% and Operations 71%.

7. Discussion of Issues Raised in Advance

7.1. Information to the Governing Board about the financial situation



The employer informed that the Governing Board has been kept informed of the institute's financial situation. After discussions with the Chair of the Board, the Director had sent an email to all Board members.

During the meeting it was suggested that candidates for the Director position should also be made aware that economic matters and fundraising will be key areas of work.

7.2. Interaction between the staff and the three final candidates in connection to the interviews.

The Cooperation Group explored ways to facilitate effective interaction between staff and the three final candidates for the director's position in the week before the Christmas vacation. The goal is to ensure meaningful engagement that fosters connections between candidates and staff.

Staff Representatives were invited to present recommendations on modalities for the meetings between the candidates and staff on December 19th.

8. Topic of the Month

8.1. Salary Revision 2024

The Employer outlined the current financial situation and proposed a focus on prioritising salary adjustments for specific groups. This includes addressing gender pay disparities identified in the gender salary mapping, as well as those whose salaries fall below our established salary structures and salary increases resulting from promotions.

Given the Institute's current financial circumstances, the Employer suggested that the majority of staff would not receive salary adjustments this year. The matter had previously been discussed in meetings between the Employer and the Unions regarding this matter. It was mentioned that all staff would be informed during the coming Monday Morning Meeting and at the RSC meeting on October 24th. Before responding the Unions were consulting with central contacts.

9. Any Other Business

The status of a new programme (on ecological security) under consideration for development, as outlined in the latest SMT minutes, was discussed. It was noted that the Unions reminded the Employer of the obligation to consult regarding significant changes under MBL before any decisions are made. As a result, the topic will be added to the agenda for the next meeting.

The RSC statutes regarding the development of programmes were reviewed; staff representatives reminded the Employer that any new programmes proposed should be first shared with the RSC in addition to the unions. The Employer will convey the group's views on this matter to the Director.



Concerns were raised regarding the potential internal competition for funding that a new programme might create.

The meeting concluded with a summary of the discussions that took place.

The next meeting is scheduled for 14 November in the seminar room.

Minutes taker:

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Simon Herman

Minutes checker:

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Gretchen Baldwin (RSC)

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Charlotta Sparre, Deputy Director