

# Minutes

## Cooperation group

**Dates and time:** Thursday 12, December 2024, time 10.00 - 12.00

**Place:** Seminar Room

**Invited to the meeting:** Charlotta, Kristina, Clarisa, Simon, Pieter (ST), Kheira (Saco-S), Lauriane (item 1-5: work environment representatives).

Absent: Annika (Saco-S), Gretchen (RSC), Diego (RSC). Laura (main work environment representative).

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1. Welcome
2. Check in
3. Choice of Minutes Checker
  - Kheira volunteered to be the minutes checker.
4. Last Meeting's Notes
  - No comment.
5. Work Environment
  - 5.1. Fire alarm service agreement- Great security
    - New agreement has been signed with Great security and includes service of fire extinguisher, emergency exit signs, fire hydrants, and testing of defibrillators, in accordance with Swedish Fire Protection Association Standards 110 (SBF). Furthermore, maintain the fire alarm and ensure its functionality.
  - 5.2. Safety round – fire - “Prevent”
    - HR and Work Environment Representative will conduct a fire safety round on 16 January.
  - 5.3. Addressing staff Well-being and Workload Challenges
    - Employer reminds to flag any issues to managers or HR with authority to address them.
    - Employees have the opportunity for a limited number of counseling session when in need through Falck (occupational health care service provider). The contact with Falck is managed by HR.

- Representatives mention that there are cases where staff members bring up concerns about stress but want to remain anonymous. The fixed-term contracts are mentioned as a possible factor contributing to hesitancy in reporting challenges. Employer responded that we together need to foster an open culture of trust to be able to take action, to address possible structural factors, and to be proactive.
- The importance of clear information was stressed. It was proposed that HR draft a 1 pager that explains what staff could do when facing challenges related to workload and well-being.

#### 5.4. Employee Survey

- Preliminary reflections on the Employee survey results, that had been presented to all staff 11 December. The group discussed positive elements as well as challenges and critical feedback.
- Request from representatives to share the presentation to all staff.
- Request from representatives to hold staff meetings of this kind in the Conference Room (instead of the kitchen) to enhance intake of information and exchanges (in person and online).
- The Employer informed that SMT had held preliminary discussions on the results, and that further exchanges in SMT will be held in the new year.
- Representatives mentioned lack of knowledge by employees on how SMT operates and what is discussed. The Employer referred to the SMT notes but recognized that there could be a scope to further improve the communication from SMT, bearing in mind that not all information can be shared while discussions are ongoing.
- Representative highlighted the importance of the Equal opportunity section of the result and emphasized the importance of ongoing work from HR and WEC on this topic. HR brought up the possibility to conduct sessions on the topic of discrimination in the institute to inform and further educate on this topic.

### 6. Information from Management

#### 6.1. Update on Financial situation

- The Employer gave a short overview (a full presentation was given during the RSC on the same day).
- A question was posed concerning what happens if the institute goes below its reserve and the Employers responded that that was not likely to happen and that the main concern is the liquidity, not the reserve.
- A question was also asked on the responsibilities for members of the Board in relation to the finances. The Finance Manager is looking into this.
- A review is underway to decide whether the databases should be categorized as intangible assets. A suggestion was made for the Finance Manager to explain this to LMs, perhaps during a HR Q&A.

#### 6.2. Preparations for the Board Meeting

- Information was shared on the upcoming Board meeting, during which the Board will be briefed on the financial situation and discuss the budget. The Board's interactions with staff and with the Union representatives, was mentioned.

- The Board to discuss the recruitment of the next Director. In connection to the meeting, interviews with the final candidates will take place, as well as a meeting with staff representatives and a hybrid presentation by the candidates to all staff. Based on the interviews, input from the staff engagement and reference taking, the Board's recruitment committee will make a recommendation to the Board and an extra Board meeting will be held in the end of January to decide on which candidate will be offered the position. Relevant provisions of the MBL will be followed, before the Board makes the final decision.

### 6.3. Recruitments

#### 6.3..1. Director

- Discussed under item 6.2.

#### 6.3..2. Other recruitments

- Director (R)
- Two Event assistants. Temporary positions to work with Forum. Paused, pending a decision on the forum.

#### 6.3..3. Other personnel matters

- HR gave information to the group, on joiners, leavers, and ongoing investigations.

### 7. Discussion of Issues Raised in Advance

- Nothing raised.

### 8. Topic of the Month

- Employee Survey: Discussed under item 5.4.

### 9. Any Other Business

- No further business raised.

### 10. Summary of today's discussions

### 11. Next Meeting

- 16 January 2025, Seminar Room, 10:40-12:40.

Minutes taker:

Signed by:

*Simon Herman*

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Simon Herman

Minutes checker:

Signed by:

*Kheira Tarif*

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Kheira Tarif (Saco-S)

Signed by:

*Charlotta Sparre*

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Charlotta Sparre (Deputy Director)