

Minutes

Cooperation group

Dates and time: Thursday 16, January 2025, time 10.40 - 12.40

Place: Seminar Room

Present: Charlotta, Kristina, Clarisa, Simon, Emma (ST) Annika (Saco-S), Ann-Sophie (Saco-S), Gretchen (RSC), Laura (main work environment representatives, items 1-5).

Absent: Diego (RSC).

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1. Welcome
 2. Check-in
 3. Choice of Minutes Checker
 - Emma volunteered to be Minutes Checker.
 4. Last Meeting's Notes
 - No comment
 5. Work Environment
 - 5.1. Safety round – fire - “Prevent”
 - Fire safety round was conducted by HR and WER on 16 January afternoon with the intention to brief the group in the next meeting.
 - 5.2. Wellbeing and Communication for Staff (added during the meeting)
 - Representative emphasized the importance of providing Line Managers and staff with information about our occupational health provider (Falck), the services SIPRI offers, and where to find further details, including on what the Swedish Healthcare system can offer. The Employer suggested to discuss a communication plan on the topic and present it at the next meeting.
 - 5.3. Employee Survey
 - At the time of the meeting HR had conducted four workshops, with four different Cluster/Departments. The need for discussion had been evident, resulting in follow-up meetings being scheduled to complete the discussions, with the goal to have each Cluster/Departments making their own action-plan within the next month.
 - Staff representatives asked if HR would be involved in the SMT workshop as well and they stressed the importance for staff to receive communication on how SMT will be working with their results.
 - On the question on rebuilding trust between SMT and staff, the Employer welcomed possible suggestions/input from the staff representatives to bring to SMT. Staff

representatives highlighted the importance of accountability, leadership and communication/dialogue. Suggestions included improving clarity regarding the governing structure, decision-making processes, and to present and clearly communicate the rationale behind decisions.

6. Information from Management

Update on Economic situation

- A budget was sent to the group before the meeting that has been approved by the Governing Board. Among other things, the board agreed to the holding of the Stockholm Forum and on a slim-down Yearbook and not holding the Stockholm Security Conference (unless it receives funding). To save money the Board had also taken the initiative to only hold one in-person board meeting in 2025 and holding the rest online.
- The Board had required to get regularly updated on the financial developments (every second month).
- In addition to the FBA contribution (2MSEK) to the Forum, it was informed that SIDA will contribute with 1 million SEK.
- Parts of the cost for the databases will be suggested to be classified as intangible assets. This will be subject to approval by the auditors in February.
- On a question regarding possible needs for an overdraft loan it was informed that the liquidity is monitored closely. There has not been need for an overdraft loan yet, but margins continue to be small. Discussions with the Bank is continuing in case there will be such a need, but the bank has not yet confirmed that they would agree. Other measures, such as asking for payments early in a project cycle is also being implemented. The overdraft loan is intended to cover temporary liquidity problems only.
- Management also agreed to check what insurance is in place should liquidity issues arise.

6.1. Salary review

- The Employer informed that an agreement was reached with the Unions concerning the salary revision: Employees who in their PAD:s had met requirement will get +0,5% revised, exceeded requirement +1%, excelled requirement +1.5%. Eventual anomalies on both side of the spectrum will be taken into consideration. This will lead to roughly +1% increase in salaries for the institute.
- The revised salaries are intended to be paid out retroactively from October 2024.
- A question arose from Representative regarding staff who have been promoted. The Employer clarified that new salaries resulting from a promotion and a new contract (i.e., not connected to the salary revision) will take effect from the start date of that contract.

6.2. Reorganization

- A reorganization (in Swedish: omorganisation) will be discussed at SMT next week. More information will be communicated to staff the coming weeks regarding the details.

6.3. Recruitments

- Director
 - Updates were given on the recruitment process. Reference checks had been made and the Employer thanked staff representatives for the input and feedback.
 - Meetings were going to be held on January 17th of the recruitment committee

and with the board on the 31st to decide on which candidate to be offered the position. – This would be followed by MBL with the Unions before the formal appointment.

- Other recruitments
 - Event Assistant for the Forum (Outreach). Advertisement was re-opened, one position instead of two.

6.4. Other personnel matters

-It was noted that, while the Head of Director's Office is on leave, the Director and Deputy Director will hold meetings with the Director's Office to ensure good coordination.

7. Discussion of Issues Raised in Advance

8. Topic of the Month

-It was suggested to review the list of Topic of the Month at the next meeting.

-It was also suggested to discuss the work within the Cooperation Group – what worked well last year that we want to keep, and what could be improved for the work ahead?

9. Any Other Business

10. Summary of today's discussions

11. Next Meeting

-Thursday 20 February Seminar Room 10–12.

Minutes taker:

Signed by:

Simon Herrman

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Simon Herrman

Minutes checker:

Signed by:

Emma Zetterström

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Emma Zetterström (ST)

Signed by:

Charlotta Sparre

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Charlotta Sparre (Deputy Director)