

Minutes

Cooperation group

Dates and time: Thursday 20, February 2025, time 10.00 - 12.00

Place: Seminar Room

Invited to the meeting: Charlotta, Kristina, Clarisa, Simon, Annika (Saco-S), Kheira (Saco-S) John (ST), Laura (main work environment representatives), Gretchen (RSC), Diego (RSC).

1. Welcome
2. Check-in
3. Choice of Minutes Checker
 - Kheira volunteered to be the Minutes Checker.
4. Last Meeting's Notes
 - The minutes from the last meeting were delayed and had not yet been uploaded to the intranet.
5. Work Environment
 - 5.1. Safety round – fire - “Prevent”
 - The report from the safety round has been sent to Head of Operations, who is going through the action points together with Facilities Officer and HR. A document outlining the Fire Safety Procedures will be drafted and be circulated to the Cooperation Group by early April, for comments. A fire drill exercise is planned to take place in the spring.
 - 5.2. Addressing staff Well-being and Workload Challenges
 - HR presented a preliminary draft of a one-pager with information on work environment resources. There was a discussion on how comprehensive this document should be. Staff representatives expressed a wish that the document include information on services that staff have access to through the Swedish healthcare system and the occupational health care provider. HR explained that this might be difficult to include.
 - The Employer will circulate a draft to be discussed at the next meeting.
6. Employee Survey

- Some Clusters/Departments have made action-plans within the group and started their work. Others have chosen not to continue.
- SMT had a first workshop facilitated by HR. They have then continued their discussions and are in the process of developing action plans.
- Staff representatives suggested that SMT bring in outside support for the work going forward. The Employer saw no immediate need but would present the suggestion to SMT for further discussion.

7. Information from Management

7.1.Update on Economic situation

- Auditors have approved the Financial Part of the Annual Report 2024. Final result: -6.02 MSEK. The databases were recorded as immaterial assets, amounting to a difference of 3.58 MSEK in 2024 financial result. SIPRI has more project grants at the start of 2025 than it did at the start of 2024. The full report will be made available for all staff as soon as possible.
- The MFA has informally said that 14MSEK was the expected outcome of the Strategic Grant application. The formal decision is still pending.

7.2. Director Recruitment

- On January 31st the Board had decided on which candidate to be offered the position. This candidate had accepted, and discussion was underway regarding the remuneration package.
- The MBL with the Unions had taken place and the Swedish MFA has informally been informed.
- Information will be shared with all staff as soon as the contract was signed – hopefully in the coming weeks. Thereafter a press release would go out.
- The Employer informed that SMT is in the process of preparing a transition and onboarding process for the next Director. Staff representative highlighted the importance of communicating this process to staff, as an important part of trust building.

7.3. Other Recruitments

- There was a discussion on the information process between HR and the Union representatives regarding staff who are joining and leaving SIPRI, and investigation on termination or extension on time-limited contracts. HR will have a meeting with Union representatives to find the best way forward on how to share this information.

8. Discussion of Issues Raised in Advance

- ### 8.1. The governance structure at SIPRI - clarification of the role of SMT and the decision-making processes.

- Ahead of the meeting Unions representatives had asked for clarification of the role of SMT in decision-making processes. Regarding decision making the Employer referred to the 'Rules of Procedure' and informed that recent discussions in SMT (as a follow-up to the Zondera survey), had clarified SMT's role as an advisory body to the director. Per SIPRI statutes, the Director is responsible for running the institute. The SMT Zondera Action Plan had clarified four categories of decision making: (1) Decisions the Director takes and informs SMT about; (2) Decisions the Director takes and where SMT can input on implementation; (3) Decisions the Director brings to SMT to discuss fully; (4) Issues that SMT members bring to the attention of SMT and Director.
- Staff representatives expressed that they did not see that this reflects how decisions are being communicated to staff at present. They argued for greater transparency and information on SMT discussions, including a record of how SMT advice is taken into consideration in decision making. They underlined that enhanced transparency in this regard was a prerequisite for rebuilding trust between SMT and staff, as per needs identified in the survey.
- Union representatives raised the need for reviewing how decisions are taken at SIPRI, in light of the agreements on the role of the Research Staff Collegium and the Cooperation Group, and for improving staff consultation through these bodies.
- Representatives noted that the process on the Director recruitment has worked well. The Deputy Director will create a draft on the process and send to representatives for feedback – with the aim of having it saved for the future.

9. Topic of the Month

- It had previously been agreed to discuss how the Cooperation Group works and what further improvements could be made. Due to lack of time there was only time for a first initial discussion. For the next meeting it was agreed to start with a discussion on this topic and then – as per request from Saco - not only to look at the Cooperation Group but to take the 'Agreement on Cooperation at SIPRI' (agreed in 2024) as the starting point and to assess how we are living up to the agreements. Questions to discuss include:
 - What works well and how can we learn from good examples?
 - What works less well and what do we need to improve?
 - What could be concrete actions to take to enhance cooperation?

10. Any Other Business

11. Summary of today's discussions

12. Next Meeting

-Thursday 27 March 10-12 Seminar room.

Minutes taker:

Signed by:
Simon Herrman
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Simon Herrman

Minutes checker:

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Kheira Tarif (Saco)

Signed by:
Charlotta Sparre
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Charlotta Sparre (Deputy Director)