



## Minutes from Cooperation Group meeting (SIPRI)

Date: Tuesday, May 6, 2025

Time: 10:30–12:00

Place: Yearbook Room

Attending: Charlotta (Deputy Director), Kristina (Head of Operations), Clarisa (HR Manager), Simon (HR Officer), John (ST), Ann-Sophie (Saco-S), Gretchen (RSC), Laura (Safety Representative).

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1. Opening of the meeting

–The meeting was opened by Charlotta (Deputy Director).

2. Choice of minutes checker

–After the meeting, Ann-Sophie volunteered to be the minutes checker.

3. Information from Management

3.1. Radon

–The Employer met with a radon expert from Falck (the occupational health care provider) to discuss reference levels exceeding 200 becquerels in two basement offices. While the levels are not alarming, further calculations and measures, such as increasing ventilation and relocation for affected staff were advised. The expert recommended that if additional measurements would be needed, they should be conducted between October and April for accurate readings.

–The Employer is looking into the possibility of Falck visiting SIPRI to provide information and answer questions.

–The Employer has performed calculations in accordance with the Swedish Radiation Safety Authority (Strålskyddsmyndigheten), based on worked hours, vacation time, and other factors. Taking these into account, the levels are well below the hygienic threshold. Falck has been asked to double check the calculations and report back to SIPRI.

–Staff affected and those working near offices with radon levels above the reference value have been offered the option to relocate. A request for increased ventilation throughout the basement of the building has also been submitted to the landlord.

–The Employer acknowledges possible concerns among staff and encourages anyone with further questions to contact the Head of Operations or HR.

–All staff will be kept informed about the developments and next steps.

4. Workshop follow up

–A follow-up to the previous workshop took place, including a discussion of the summary that was sent out prior to the meeting. The discussion resulted in a one-page summary of key challenges, key good elements to build on and identified action areas. (See attached)

–A suggestion was made to use the same model as for the Zondera action plan, to start to work with the points made.

–A follow up discussion on the action-plan was planned to be during the meeting in June.

5. Next Meeting

Date: Wednesday, May 15, 2025

Time: 10:00–12:00

Place: Seminar Room

Minutes taker:

Signed by:  
*Simon Herrman*  
.....7791B57584F04AE.....

Simon Herrman (HR Officer)

Minutes checker:

Signed by:  
*Charlotta Sparre*  
.....9C15B0A192D1414.....

Charlotta Sparre (Deputy Director)

Signed by:  
*Ann-Sophie Böhle*  
.....AAC80B4E5E9C41F.....

Ann-Sophie Böhle (Saco-S)

Challenges/gaps to address	Good things to build on	Actions: ideas for change
<ul style="list-style-type: none"> <li>- Address concerns expressed in staff survey</li> <li>- Need to improve transparency and information sharing, incl. from SMT</li> <li>- Need to enhance understanding of different roles at Institute</li> <li>- Need to strengthen cohesion and collaborations between different clusters and departments</li> <li>- Need/wish for more strategic discussions, involving staff</li> <li>- Need to activate RSC</li> <li>- Need to develop cooperation throughout the Institute (eg. further discuss role of line managers, and of PAD/MTR)</li> <li>- Further develop “samverkan” (employer-employee cooperation), incl. clarifying expectations and aiming for efficiency</li> <li>- Further discuss expectations on Representatives, incl. estimation of hours devoted to Union/Rep. work</li> </ul>	<ul style="list-style-type: none"> <li>- Good that staff survey was done</li> <li>- Information improvements (eg. notes from MMM, SMT)</li> <li>- Communication improvements, esp. within the Coop.group - high engagement and inclusive dialogue (good to have a “topic of the month”)</li> <li>- Good recruitment process for next director (inclusive process with good participation from staff)</li> <li>- Enhanced dialogue and development of routines regarding work environment (+ decision to hold training in the autumn)</li> <li>- Evaluation routines (PAD + MTR)</li> <li>- Away/home days for the whole Institute and at cluster/department level are important</li> <li>- Occasions for dialogue with the Governing Board are appreciated</li> </ul>	<ul style="list-style-type: none"> <li>- Follow-up staff survey</li> <li>- Make time for home/away days and use them for strategic discussions and for further developing a “one SIPRI spirit”</li> <li>- Further develop dialogues on cross-cluster/department collaborations, incl. possible joint projects</li> <li>- Activate RSC – form an ad hoc working group to develop ideas for how this can be done</li> <li>- More discussions on roles and responsibilities (within coop. group and institution wide)</li> <li>- Further discussions institution wide on what works and what needs to be improved</li> <li>- Further develop onboarding process (to institute, as well as to reps. functions)</li> <li>- Invest in development and trainings, incl. drawing on in house knowledge</li> </ul>