



Minutes for Cooperation Group

Date: Thursday, 15 May 2025

Time: 10.00 – 12.00

Place: Seminar Room

Invited to the meeting: Kristina (Head of Operations), Clarisa (HR Manager), Simon (HR Officer), Pieter (ST), Kheira (Saco-S), Gretchen (RSC), Diego (RSC), Laura (Safety representative)

Absent: Charlotta (Deputy Director)

1. Welcome

– Kristina opens the meeting.

2. Check-in

– A brief check-in was held with the group members.

3. Choice of minutes checker

– Kheira (Saco-S) volunteered to check the minutes.

4. Last meeting's notes

– Minutes from the last meeting (6 May) has yet to be approved.

5. Cooperation at SIPRI

5.1. Cooperation Agreement

– This agenda item was postponed to next meeting, because of Deputy Director's absence

5.2. Union time

– This agenda item was postponed to next meeting, because of Deputy Director's absence

6. Work environment

6.1. Review of reported incidents

- Documented risk observations were reported by HR regarding radon. All reported incidents can be reviewed yearly by HR and Safety Officers.
- Falck (occupational health care provider) has yet to follow up with a confirmation regarding the calculations to determine the hygienic levels in the affected offices.
- A request for increased ventilation has been submitted to the landlord, Head of Operations will follow-up to make sure it is implemented.
- The Cooperation Group emphasized the importance of establishing procedures and routines to prevent this from happening again, and for discussing and providing help and resources to affected staff.

6.2. Fire safety procedures.

- Information has been sent to all staff, briefly introduced at the Monday morning meeting (MMM), and will be revisited at the next MMM. A fire drill is scheduled for 26 May.
- The matter of headcount was discussed and how that would work practically for different teams, and the importance of informing visitors.

6.3. One-pager on “Mental health”

- Feedback from SMT indicated that the document would benefit from being more than one page. They provided comments – after revision, HR and Safety representatives will share the updated version with the Cooperation Group. The document is intended to be incorporated into Hailey.

6.4. Employee survey update SMT, and Institute action plan

- SMT has worked with the results and developed two different action plans: One is specific to SMT and their group, which is still in progress. The second covers institute-wide results. Both action plans are currently in draft form, with some points SMT already started working on.

Key focus areas include:

- Build trust and enhance communication between SMT and staff.
- Shared understandings and objectives
- Clarifying the mandate of SMT and setting expectations.
- Defining which issues SMT should discuss.
- improving communication with staff and ensuring proper follow-up.

- Managing workload for both SMT and staff.
 - Ensuring a smooth transition to the new director.
 - Building financial resilience.
 - Promoting skills development
- HR has met with the new Director to provide him with the institute survey results.

7. Information from Management

7.1. Transition new Director

- A detailed transition plan has been shared with the group. There will be one week without a Director, during which the Deputy Director will fill the role.
- The possibility of creating a living document was discussed for the transition plan.

7.2. Recruitments

- Researcher, Weapons of Mass Destruction Programme (advertised 2025-04-24 to 2025-05-21).
- ST requested an historical overview for recent years of staff numbers, with ratio of staff categories, to follow-up during future meetings. HR will provide information about this.
- RSC addressed the topic of diversity and regional representation in regional programs. It was requested to put this on the agenda for a future meeting in order to allow for a broader discussion on the topic. RSC will prepare specific points and considerations for the discussion.

7.3. Other personnel matters

- HR reported on joiners and leavers and on-going investigation of time-limited contracts.

7.4. MBL risk analysis

- HR provided information on the staff affected by the MBL redundancy negotiations.
- A brief overview of the risk analysis was provided – highlighting considerations for the affected teams.

- HR and Safety representatives are going to revisit the risk analysis during their separate meeting, and HR will discuss it with the SMT.

- There was a question around whether the redundancy process achieved the anticipated reduction in SIPRI spending. There was a discussion about the associated savings on salaries being more significant in 2026 than in the short term.

7.5. Discussion of Issues raised in advance

- No issues raised in advance.

8. Topic of the Month

8.1. MTR

- Ongoing – a follow-up will be done by HR to check and remind those still pending.

- Saco-S requested to clarify a means to add space and value for Union and Safety representative work in MTR/PAD processes. This was followed by a discussion on how this would work practically.

- RSC asked a question about the promotion guidelines, the expectation grid, and how these are linked to the PAD.

8.2. Salary Gender mapping

- ST and Saco-S are involved in the work, as per agreement. Further information will be provided. The two points from last year will be followed up.

9. Any Other Business

- The Employer gave a brief update on the finances – the MFA has formally announced a strategic grant of SEK 14 million to SIPRI.

- Some liquidity challenges are still present.

- Union representative requested that information on how the Strategic Grant will be allocated be presented to all staff.

- A discussion took place whether SIPRI could benefit to be present at the event Almedalen.

10. Summary of today's discussions

- A brief summary of the agenda points discussed was provided.

11. Next Meeting

Date: Thursday, June 19, 2025.

Time: 10:00 – 12:00

Place: Seminar Room

Minutes taker:

Signed by:

Simon Herrman

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Simon Herrman (HR Officer)

Minutes checker:

Signed by:

Kristina Sandberg

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Kristina Sandberg (Head of Operations)

Signed by:

Kheira Tarif

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Kheira Tarif (Saco-S)